

Complete Your Annual Report Using LibPas Online

The library will receive a letter or an email from the New York State Library via the vendor announcing that the form is ready to use. The message will include the portal site link and your username and password.

- Bookmark the site so that you can return to it in the future.
- If you misplace the username and password, click “Password reminder,” enter the email address for your account. Your login and password will be emailed to you.

Login

1. Go to <http://ny.countingopinions.com>
2. Enter your Username and Password. The New York “Member” screen will display with
 - a. An **Enter** button to link to the Data Input screen
 - b. Updated or timely information about completing the annual report.
3. Select **Enter**. The *Data Input Form* will display. If it doesn’t, use the **Collection** pull-down menu on the screen to select the input form.

Libraries Locations Maps

New York State Library

Welcome to LibPAS (Library Performance Assessment Solution)

Login

Username:

Password:

[Password reminder](#)

For information on entering data, please review [Completing your annual report Using LibPAS Online](#).

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Reports Data Input Home Logout

Profile Libraries Locations Maps

New York State Library

Welcome ADAMS CENTER FREE LIBRARY

[Data Entry Instructions](#) [Data Entry Webinar](#) [More Documentation](#)

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Navigate the Form

Data is stored as entered and permanently retained when you click **Save**.

- Select **Definitions** to open a new tab and see information about each question. You can add notes for your own use that will be saved so they are available year after year. They could help you know about how you complete a particular question, where the data came from, etc. These notes are not part of your submission to DLD.
- Select **Print** to print or save a PDF copy of your data.
- Click a section in the **Navigation Sidebar** to go to an individual section. Sections can be completed in any order. Use the **Hide** button to hide or show the navigation bar.

There are three ways to navigate through the Data Input form sections.

- In the navigation on the left side of the screen, select the name of the section.
- Use the **Next** and **Previous** buttons to move through the form one section at a time.
- Select the **Review** button to display the entire form on one web page.

The screenshot shows the 'Data Input' form interface. At the top, there are navigation links: Home, Menu, Help, and Logout. Below these are buttons for 'Review', 'Save', 'Reset', and 'Previous'. A callout box points to the 'Print' button, stating: "Print" generates a PDF document that can be saved or printed. The "DRAFT" watermark will disappear after you Submit/Lock your form.

On the left side, there is a 'Navigation Sidebar' with a list of sections: Schools Survey, GENERAL INFORMATION, STAFFING, POLICIES, PROFESSIONAL ENVIRONMENT, STUDENT SERVICES, COLLECTION, FACILITIES AND TECHNOLOGY, COLLABORATION, REVENUE, and EXPENDITURES. A callout box points to this sidebar, stating: Use this navigation sidebar to navigate to specific sections of the report.

Below the sidebar are 'Previous' and 'Next' buttons, and a '* Hide' button. A callout box points to the 'Hide' button, stating: To minimize the sidebar and view more of the form in your window, select "Hide". To restore the sidebar, select the ">>" chevron that appears in its place.

The main form area shows 'Collection: Schools Survey' and 'Period: 2013'. There are 'Verify' and 'Submit/Lock' buttons. A callout box points to the 'Verify' button, stating: When you have completed your report select Submit/Lock to submit it to the state. The "Verify" button may help you identify errors before submitting your survey.

The form content includes a table for 'GENERAL INFORMATION' with the following data:

Field	Value
A01. School Name	A.C.G.C.
A02. School Number	100
A03. School Type	Regular
A04. School Address	302 S 2ND STREET
A05. School City	N/A
A06. City	ATWATER
A07. School State	56209
A08. School Street	302 S 2ND STREET
A09. School City	ATWATER
A10. ZIP	56209
A11. District Name	A.C.G.C.

Input the Data

Verify or select the Collection Form, Period, and Location

On the home screen,

1. Verify that the following display correctly
 - a. Collection: Annual Report For Public and Association Libraries
 - b. Period: 2025
 - c. Library: Your library name

The screenshot shows a data entry form with the following fields and values:

Collection	Schools Survey	Period	2013	Verify	Submit/Lock
Library	A.C.G.C. NORTH ELEMENTARY				
GENERAL INFORMATION					
<input type="checkbox"/>	A01. School Name	A.C.G.C. NORTH ELEMENTARY			
<input type="checkbox"/>	A02. Street Number	100			
<input type="checkbox"/>	A03. Frequency	Regular			
<input type="checkbox"/>	A04. Address	302 S 2ND STREET			
<input type="checkbox"/>	A05. City	N/A			
<input type="checkbox"/>	A06. State	ATWATER			
<input type="checkbox"/>	A07. ZIP	56209			
<input type="checkbox"/>	A08. Street Address	302 S 2ND STREET			
<input type="checkbox"/>	A09. City	ATWATER			
<input type="checkbox"/>	A10. State	56209			
<input type="checkbox"/>	A11. County	A.C.G.C.			
<input type="checkbox"/>	A12. ZIP	2396			
<input type="checkbox"/>	A13. County	Kandiyohi			
<input type="checkbox"/>	A14. Principal	KODI GORACKE			

Annotations in the image:

- A chevron icon on the left sidebar is highlighted with a callout: "Select the chevron to restore the navigation sidebar".
- A callout box points to the "A02. Street Number" field: "Some questions require the use of a pull-down menu to select a response." (Note: The image shows a text input field, not a pull-down menu).
- A callout box points to the "A05. City" field: "Click in the box to apply an exception value." (Note: The image shows a text input field with a checkmark and "N/A" next to it).
- A callout box points to the "A09. City" field: "Use the notepad icons to add notes to the data. Notes can be used to provide context to anomalous data." (Note: The image shows a notepad icon next to the field).

Enter Data

- Move from field to field with your mouse, using the Tab key, or using the Enter key.
- Fields are limited to a minimum and a specified maximum number of characters.
- When a response that doesn't change often is available, the field may be pre-filled. Some may be edited. Some are provided by DLD and locked; to correct a locked field, contact Allison.
- The previous year response is typically displayed to the right of the data input field.
- Select the **Name** of the field to see details about the item.
- (Optional) Use the empty **check boxes** to the left of most field names to keep track of questions you want to return to or questions you have completed. The check boxes do not affect the completion of the forms.

Add Notes to Explain Data

If you enter a response that is significantly higher or lower than expected or the same as the previous year, a green checkmark, an edit check, may display. Review the response for accuracy. Update it and/or use the prompt or notepad (Annotations) icon to add a note to explain the response. The checks won't go away after you've entered a note (this may change with time). To see all the notes that you entered, click *Verify* and scroll to the bottom of the page.

Edit checks may display by locked, locked/editable, or calculated fields; you may ignore them.

Providing explanations is useful to those responsible for approving or vetting the data submitted and for those that might later reject or discount the results without a plausible explanation.

If an edit check is triggered and the values are correct please provide an explanation in the notepad icon, otherwise update the value(s).		
		4.0
EDIT CHECK FAILED:	Please explain why the variation between S01 and S07 is greater than 2 hours. (BLD_LMS_HRS <= TOT_WKLHRS + 2) && (BLD_LMS_HRS >= TOT_WKLHRS - 2) (10 <= 4.00000 + 2) && (10 >= 4.00000 - 2)	

PI Value Notes

[P07e.] Collaboration Planning with Teachers

Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

Notes

[2013-01-09] Test

Select the note to push it into the text box above for editing.

The red arrow enables you to delete notes.

Add Cancel

Verify Data

To see all the notes that you entered, click *Verify* and scroll to the bottom of the page.

Lock and Approving Data

After you input all your responses, select the **Lock** button.

Email Allison to let her know that your report is ready for review. If changes are needed, she will unlock the report for you.