

Completing the Illinois Public Library Annual Report Using LibPAS Online

The library director will receive an email from the state library via the vendor announcing when the form is ready to use, and the message will include the link to access the site, <http://il.countingopinions.com>, as well as the *username* and *password* to be used. Bookmark the site so that you can return to it in the future. If you misplace the username and password, please contact Patricia Burg, PLSC State Data Coordinator by phone at (217) 785-1168 or via email pburg@ilsos.net.

Once on the landing page click “Login” and enter your Username and Password.

Welcome ▾ Login

Libraries Locations Maps

ILLINOIS STATE LIBRARY

Login

Username:

Password:

[Instructions on Creating Reports](#)

<p>IPLAR: Instructions Worksheet Data Input Instructions</p>	<p>Interlibrary Loan Survey: Instructions Worksheet Data Input Instructions</p>
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Questions? Contact Lindsay Thompson via email at ilt@countingopinions.com or by phone 1-800-521-4930 or the Illinois State Library at 800-665-5576, extension 2

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After login, you will be taken to the Illinois “Member” screen, which provides links to Data Input, and provides updates or timely information on completing the annual report. After reviewing the Portal screen, select “Enter” after which you should be directed automatically to the data entry screen for your library (some libraries, particularly public libraries, may need to use the Collection pull-down menu on the Data Input screen to select either the “*Illinois Public Annual Report (IPLAR)*” or “*ILLINET*” survey.

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Profile Libraries Locations Maps

ILLINOIS STATE LIBRARY

Welcome A. HERR SMITH & E. E. SMITH LIBRARY

[Instructions on Creating Reports](#)

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Navigating the Form

In most cases, after logging in you will be presented with a screen similar to the one below showing the statistical data collection for your library for the reporting period (if not, click “menu,” select “data input,” then set the “Collection” to the appropriate survey and check that the “Period” is correct). Before entering data, review the two screen shots below to familiarize yourself with navigation features:

The screenshot shows a web form titled "Data Input" for the "Illinois Public Library Annual Report (PLAR)". The form includes a navigation sidebar on the left, a main data entry area, and a top navigation bar. Callouts provide the following information:

- Print:** "Print" generates a PDF document that can be saved or printed.
- Review:** The "Review" button lists all questions and responses in one, long, single-page display.
- Period and Collection:** Ensure the Period and Collection are correct. Use the select lists to view or update these options.
- Locked Questions:** Some questions are prefilled and locked. Locked questions will be shaded in gray.
- Navigation Sidebar:** Use this navigation sidebar to go to specific sections of the report.
- Hide Sidebar:** To minimize the sidebar and view more of the form in your window, click "Hide". To restore the sidebar, click the ">>" chevron that appears in its place.

Question ID	Question Text	Answer
1.1 ISL Control # [PLSC 151, PLSC 701]		30001
1.2 ISL Branch # [PLSC 151, PLSC 701]		00
1.3a FSCS ID [PLSC 150, PLSC 700]		IL0294
1.3b FSCS SEQ [PLSC 700]		002
1.4a Legal Name of Library [PLSC 152]		A. Herr Smith & E.E. Smith Library
1.4b If this locked question's answer has changed, then enter the updated answer here.		
1.5		105 East Adams Street
1.5b If this locked question's answer has changed, then enter the updated answer here.		
1.6a Facility City [PLSC 154]		Loda
1.6b If this locked question's answer has changed, then enter the updated answer here.		
1.7a Facility Zip [PLSC 155]		60948
1.7b If this locked question's answer has changed, then enter the updated answer here.		
1.8		0247
1.8b If this locked question's answer has changed, then enter the updated answer here.		
1.9a Mailing Address [PLSC 157]		PO Box 247

The new forms site has features to navigate and complete the form. Data is stored as entered, and permanently retained when you click “save.”

The Navigation Sidebar allows you to go to and work on individual sections. You do not have to complete the sections chronologically. Nor do you need to complete individual sections before moving on to other sections. Note that there are empty “check boxes” to the left of most field names. These are entirely for your use and do not affect the completion of the forms. You can use them to keep track of questions you want to return to, or questions you have completed, or you can ignore them entirely.

Data will be saved as you go. You can login and out as many times as you’d like. There are several links that you may find useful; “Instructions” lists all of the questions and definitions; “Print” merges the data entered in the form into a PDF file which can be saved or printed. The PDF file will feature a “DRAFT” watermark until the form has been submitted.

Data Input [Review] [Save] [Reset] [Previous] [Next]

Collection: Illinois Public Library Annual Report (IPLAR) | Period: 2011 | [Verify] [Submit/Lock]

Library: A. HERR SMITH & E. E. SMITH LIBRARY

Location: Library Data

REFERENDA (4.1 - 4.12)

Click this chevron to restore the navigation window.

Use pull-downs to select from pre-set options.

Use the check-box N/A to apply exception values.

Select the question links to see detailed definitions, if applicable. Private, internal notes can be added here that will be carried forward to future periods. These notes can be used to document the local process.

The "Instructions" link lists all of the questions and definitions.

Use the notepad icons to annotate the data. These annotations are meant to provide context to the data you've entered and will be accessible in the reports.

4.2 Referendum Type

Referenda dates

If in the last year, or in the period status by approval of the corporation

4.7 Conversion - Effective Date (mm/dd/year)

4.8 Annexation - Effective Date (mm/dd/year)

4.9 Other (pl)

4.10 Other -

4.11 Other (p

4.12 Other -

[Review] [Save] [Reset] [Previous] [Next]

This screen shot shows features of the data entry screen for statistical data, as well as explanations of the icons and data entry points.

Data Input

Each User Account has a scope of access that determines the Collection(s) and Location(s) available for data input. Each Collection has an associated data input form enabling users to input data for each reporting period. Each of these steps is optional.

Step One:

Select the appropriate Collection form. This step is only necessary when there is more than one Collection form.

Step Two:

Once a Collection form is selected, the user must next select the appropriate reporting Period. In most instances the latest collection period is selected by default. **Note:** *Be sure the collection period is set correctly.*

Navigating the Data Input Form

Most Collection Forms are divided into sections. Typically, there are three ways to navigate through the Data Input form.

- Select the name of the section from the list down the left side of the screen. You can "hide" that list by clicking on the "Hide" link. To restore the section navigation box, click the >> chevron symbol.
- Use the Next and Previous buttons to proceed through the form, once section at a time.
- Select the Review button. This displays the entire form on one web page. This is the same as the initial view when you first load a Data Input form.


You can proceed through each field on the Data Input form by selecting the target field using your mouse, or by using the Tab and/or Enter key to proceed through fields one at a time. To see details for any item in the form, select the Name of the Data Input field to reveal more information.

Entering Data

The Data Input forms support many features for ensuring the quality and integrity of the data. Not all entries incorporate these features so you may or may not encounter the following:

- Field length limits - ensuring values contain at least the minimum and no more than the maximum number of characters specified
- Select lists - a limited set of valid values, presented in a pull-down selection for the user's choice
- Pre-filled values - Data Input fields may already contain data, especially when data for previous Periods is available and the data often does not change from period-to-period
- Previous Period values - typically displayed to the right of the data input field

Adding Annotations to Explain Data

Using the Annotations icon (), explanations can be added for Data values. Explanatory Annotations are designed to help people understand and interpret the data and should be used whenever the data is anomalous or abnormal. For instance, when the data represents a significant change from the values previously reported there is typically one or more reasons. Providing explanations is useful to those responsible for approving or vetting the data submitted and also for those that might later reject or discount the results without a plausible explanation.

PI Value Notes

Registered Borrowers

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

[2011-07-14] Test Note

Click on the note to be able to update it in the text box

The red x allows you to delete notes.

Add Cancel

Edit Checks

All edit checks that are triggered will either need to be satisfied with a) an explanation/note or by b) updating the data.

There are two types of edit checks on the annual survey; data-entry and submit-time. In some cases you will be prompted to add a note explaining the data as soon as you've exited a field (data-entry), in other instances you will be prompted to add in an explanation before you Submit/Lock your form. The submit-time edit checks rely on data from more than one field which is why they are triggered at the end of the survey.

Verify Data

The Verify button is an optional step. Verifying will highlight all required fields that do not contain data and any submit-time edit checks. If you decide not to use the Verify button these questions will be listed on a review screen when you attempt to Submit/Lock your report. You will be required to satisfy these questions by entering a value (even if that value is 0 or N/A). In the case of edit checks you will be required to either a) update the figure, or b) add a note explaining the reason for the value.

Locking Data

Users should use the Lock button to signify when the Data Input process is complete. If a change is required, only the Collection Manager can Unlock the data to make changes or enable the submitting Location to modify its data. If you need your form unlocked, contact the state library.