

Statistical Annual Report of Public Library Services

General Instructions for FY2018

Cities: July 1 – June 30

Counties: January 1 – December 31

Entering Your Data Using LibPAS

- We use a web-based tool to collect, analyze, and report your statistical data of public library services. The program is called LibPAS and it is developed by the company Counting Opinions. You can access your survey at <http://ut.countingopinions.com> or from the State Library Statistics web page.
- The State Data Coordinator at the State Library will be happy to answer your questions about using LibPAS and filling out the survey. Call the State Library at **801-715-6777** or the toll-free line **800-662-9150**
- From the LibPAS Welcome Portal at <http://ut.countingopinions.com>, you can get an illustrated instruction guide for navigating LibPAS as well as short video tutorials.



The screenshot shows a login form with the following fields and elements:

- Username:
- Password:
- A "Password reminder" link.
- A "Login" button.

[Instructions for Creating Reports in LibPAS](#)

[Instructions for Entering Data in LibPAS](#)

Questions? Contact the State Data Coordinator 801-715-6769 • 800-662-9150 • jilee@utah.gov
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Why Do We Collect Statistics?

The State Library annually collects statistical data from all public libraries for three purposes:

- To report the progress of Utah’s public libraries to the Institute of Museum and Library Services (IMLS) and the US Congress.
- To report to the State Legislature the condition of public library service in Utah; and
- To provide local government officials, library trustees, directors, and staff with meaningful data for planning and evaluation of library services.

Critical Guidelines

- The blank *Data Collection Form* contains all the questions that must be answered in the online survey in LibPAS. You can gather your data on paper first and later enter it all in LibPAS or you can enter data directly in LibPAS, save it, and come back later for more.
- The *Data Collection Form* is particularly useful in the *Revenue and Expenditures* section (questions #300-405). It provides visual clues on the relationships between **Operating Revenue** and **Operating Expenditures**, and between **Capital Revenue** and **Capital Expenditures**.
- Where total annual figures are requested, please use figures for the entire year (i.e. fiscal year or calendar year, depending on your library). Where a simple count is requested, it should represent the count as of the end of the year.
- **Adherence to definitions is extremely important** to ensure comparability of data among different libraries and across states. Definitions for most data elements used in the Utah survey are based on the definitions established for the IMLS Public Library Survey.
- **Estimates are OK** if exact data is not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount. **Remember that this data will be published** and available to your city/county officials, trustees, national researchers and the general public.
- Enter “0” if the appropriate amount for an item is zero or none, and “N/A” if the figure is not available and you cannot make a reasonable estimate. For example: Under *Programs*, if you did not have any children’s programs, the answer is zero. If you had some children’s programs but did not keep track of how many, the answer is N/A, if you cannot estimate. **Please note that all fields must be filled prior to submitting the report.**
- The population given for your library’s legal service area is based on the latest U.S. Census Bureau population estimates published.
- Note that in the *Revenue and Expenditures* section the amounts in questions #304.5 and #358 **must match** each other.
- If your data is outside the expected range, LibPAS will show an “Edit Check.” Please double-check that particular entry and correct it if necessary. If the figure you are reporting is verified to be correct, please add a “Note” explaining why your figure is outside the expected range.
- When you are done entering all data into the survey, please verify that:
 - All questions have been answered
 - All edit checks have been reviewed and annotated
- Print or save a PDF copy of your report before submitting the survey. Once submitted, the survey can be printed but not changed. If you discover an error after submitting the survey, call the State Data Coordinator at the State Library for assistance.