

Maine State Library

FY18 Public Library Annual Report

Submission Period: January 2, 2019 – April 1, 2019

Final Deadline: **April 1, 2019**

LibPAS Portal: <https://me.countingopinions.com/>

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What's New

The annual report worksheet has a new look this year. The worksheet has been redesigned to act as a guide and tool when gathering your data for the annual report. Visit the MSL website at <http://www.maine.gov/msl/libs/statistics/annual/index.shtml> to download a copy.

New Data Questions

This year we added two new data questions to the FY18 Public Library Annual Report. It is important to understand that **no response** is required this year unless this is something you already track and can easily report out. All others can report N/A.

4.19 Number of Meeting Room Uses for Non-Library Events

Report the total number of times your meeting room was used for non-library sponsored events. Example: The Boy Scouts used the meeting room twice a month for the reporting year. This is reported as 24 uses.

7.2 Number of Registered Non-Resident Users

A registered non-resident user is a library user who is not a resident of any municipality you have a contract to provide library service to and who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. **Note:** Files should have been purged within the past three (3) years.

Tips for Completing the Annual Report

- It is important to read the data definitions. A copy of the data definitions can be found on the home screen in LibPAS. These definitions will help you in determining what information is being asked for, how to answer accurately, and ensure all libraries are interpreting the questions the same way. The definitions are also available in LibPAS by clicking on the item number that appears before each data element.
- Please fill out all sections of the report as accurately and completely as possible. All questions

on the report must be supplied with an answer or the report will not be accepted.

- Review all prefilled fields and make any necessary changes by clicking inside the box.
- Use **N/A** only if a question is not applicable or the answer is not available. Reporting N/A means that you do not collect the data or do not have access to it.
- Report **zero** when the data is normally counted but there was no activity to report for that data element. For example, adult programs are normally counted but last year there were no adult programs.
- Use the **Verify** button at the top of the data input screen to see which data elements require an explanation.
- You must supply **notes to any edit checks** you receive before you can submit your report. Click on the **note icon** next to the data input box to provide an explanation.
- The report is not recognized as being complete until it is submitted. Click the **'Submit/Lock'** button in the upper right-hand quadrant of the screen to submit the report.