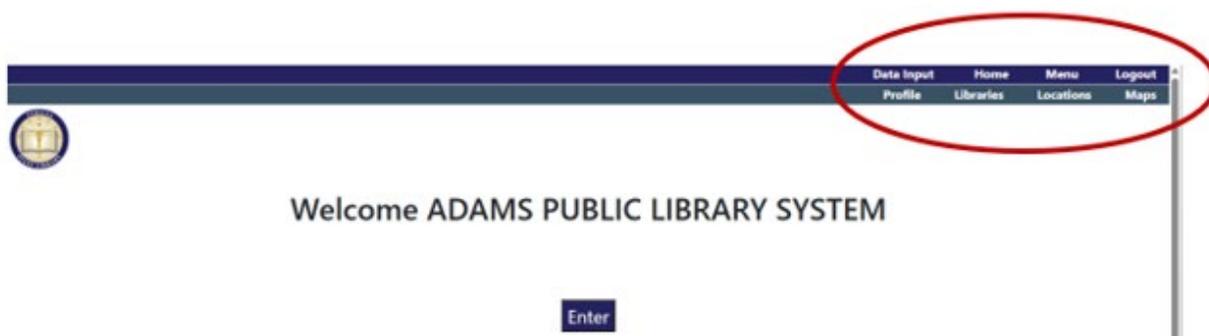


Quick Start Guide to Completing Your Annual Report with LibPAS

Logging In

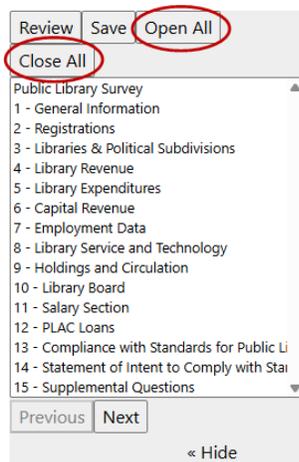
Log in at www.incountingopinions.com with the ID and password shared via the instructional email announcing the official launch of the report.

Once logged in, you'll see a welcome screen with your library's name. Hit the "Enter" button to access the report; you shouldn't need any of the circled options in the banner beyond "logout."

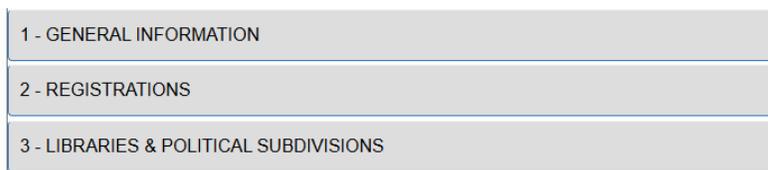


Navigating the report

There are several ways to navigate the report.



You can open or close the entire report by using the Open All and Close All buttons in the navigation box to the left of the screen. You can expand an individual section by clicking on it in the navigation box, or on the large, grey section dividers.



Entering Data When you enter data in an answer field and hit 'Enter', the survey AUTOSAVES and automatically advances the cursor to the next field.

You can also use your mouse to click in any answer field, or you can use the tab key to move through fields. You can manually save at any point by using the save button in the navigation box on the left.

Flagging a Question

<input type="checkbox"/>	04-001 Property I
<input checked="" type="checkbox"/>	04-002 Miscellan

Click on the box to the left of each question to mark it with a blue checkmark as a reminder to revisit it later.

Definitions, Tool Tips, and Local Notes

<input type="checkbox"/>	04-002 Miscellaneous income taxes or LIT (Local Income Tax)	
<input type="checkbox"/>	04-003 Contractual revenue received for service	Report funds received, not anticipated.
<input type="checkbox"/>	04-004 Total local government revenue	

When you hover over the question text, you may see a **tool tip** pop up. This

may be a shortened version of the definition or other information to help you answer it.

If you click on the question number, you'll open a "Question Notes" box. Here you'll see the full definition, as well as a space to leave a **local note** for yourself or others at the library. Save the note by selecting "add."

Question Notes

Indicator	Property tax or CEDIT income from library tax rate
Definition	Include all tax receipts received and available for expenditure by the public library. Include report year monies received in January 2026. Report excess levy here. Your library may have both, if the district crosses county lines. Report only actual funds received, not anticipated.
Short Name	PRP_TAX

Local Notes

Leave notes for yourself and your staff HERE.

	3
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If you need to leave an **annotation** to clear an edit check (or to share with additional information with ILS), click on the small note icon to the left of the answer field.

Clearing Edit Checks and Submitting the Report

When you're ready to submit the report – or if you just want to make corrections as you go – hit the “verify” button to the upper right of the report to bring up a list of unanswered questions and edit checks that need cleared.

Data Input

Review Save Previous Next Recalculate

tw Save Open All

Collection **Public Library Survey** Period 2025

Library Indiana State Library

Library Survey

1. Time zone in which library's administrative entity is located: **A value is required!**

2. Library name: **A value is required!**

3. Library class: **A value is required!**

4. **01-007 Street address: '123 Any Street' == ''**
Please explain variance custom text.

5. Mailing city: **A value is required!**

6. Mailing address ZIP code: **A value is required!**

7. Congressional district number: **A value is required!**

8. Phone: **A value is required!**

9. Fax: **A value is required!**

10. Public library email address or a means of electronic contact listed on the library's website: **A value is required!**

11. If your central library has a non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here: **A value is required!**

12. Political subdivision name: **A value is required!**

13. Population served by taxation. (If the subdivision is served by contract, this line will be blank): **A value is required!**

14. Population served by contract. (If the subdivision is served by taxation, this line will be blank): **A value is required!**

15. Total district population taxed for library service: **A value is required!**

16. Total district population served by contracts: **A value is required!**

They'll first appear as list of issues highlighted in red at the start of your survey with no question numbers attached. **Keep scrolling!** Once you get past the red list, you'll find that these issues are also flagged on the corresponding questions in the report, which you can then correct.

<input type="checkbox"/>	09-001 Books (print)	12,345
<input type="checkbox"/>	09-002 Serial subscriptions (print)	20
<input type="checkbox"/>	09-003 Audio - physical units	1,000
EDIT CHECK FAILED	09-003 Audio - physical units: 0 == 0 ? (1000 < 150) : 1 AUDIO MATERIALS current year is greater than 150 and prior year value was zero. Please check the current year value for possible explanation for the change.	
<input type="checkbox"/>	09-004 Video - physical units	500
EDIT CHECK FAILED	09-004 Video - physical units: 0 == 0 ? 500 < 150 : 1 VIDEO MATERIALS current year is greater than 150 and prior year value was zero.	

Note: each edit check shows the FULL calculation behind the check. Feel free to skip over those numbers straight to the explanatory text.

Once done, hit the “SUBMIT/LOCK” button.