

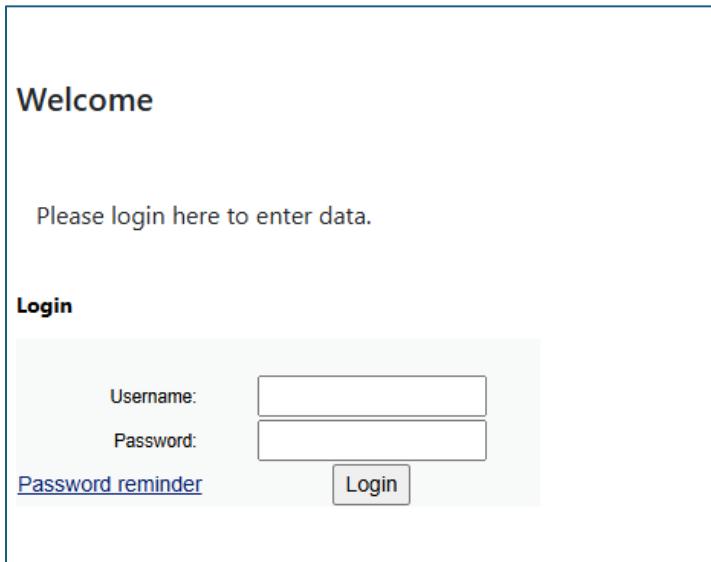
# Completing the Colorado Public Library Annual Report

[Bookmark this survey website](#)

The library director and/or data managers will receive an email from the state library when the form is ready to use.

Bookmark the site so that you can return to it in the future. If you misplace the username and password, please contact Charissa Brammer, Colorado State Data Coordinator by phone at 720-648-2948 (voice or text) or email at [brammer\\_c@cde.state.co.us](mailto:brammer_c@cde.state.co.us).

Printable question definitions and explanations and a blank workbook with previous year data prefilled are available on the [survey collection website](#).



The image shows a screenshot of a web page with a light gray background. At the top left, the word "Welcome" is written in a dark blue font. Below it, a message in a smaller gray font reads "Please login here to enter data." In the center, there is a light gray rectangular box with a thin gray border. Inside this box, the word "Login" is written in a dark blue font at the top left. Below it, the words "Username:" and "Password:" are followed by two empty input fields. At the bottom left of the box, there is a link "Password reminder" in a small gray font. At the bottom right, there is a "Login" button with a thin gray border and a small gray font. The entire screenshot is enclosed in a thin black border.

Login then click the Enter button.

## SCREEN LAYOUT

The data entry screen looks like this.

**Data Input**

Review Save Reset Previous Next

<b>Review</b> <b>Save</b> <b>Open All</b> <b>Close All</b>  Colorado Public Library Statistics General (1.1-1.38) Operating & Capital Revenue (2.1-2.17) Operating Expenditures (3.1-3.42) Collection (4.1-4.35) Circulation (5.1-5.14) Public Library Technology (6.1-6.14) Programs (7.1-7.79) Services (8.1-8.17) Languages (9.1-9.9) Reconsideration Report (10.1-10.4) Partnerships (11.1-11.4) Friends of the Library (12.1-12.2) Library Foundation (13.1-13.2) Current Trustees List (14.1-14.16) Outlet Information (15.1-15.28) Feedback (16.1-16.2)  <b>Previous</b> <b>Next</b> <b>« Hide</b>	<p>Collection <b>Colorado Public Library Statistics</b> Period <b>2024</b> Verify Submit/Lock</p> <p>Library <b>YOUR LIBRARY NAME HERE</b></p> <p><b>COLORADO PUBLIC LIBRARY STATISTICS</b></p> <h3>Colorado Public Library Statistics</h3> <p>Thank you for filling out the Colorado Public Library Annual Report (PLAR)!</p> <p>If you have any questions or concerns about the PLAR, please contact Charissa Brammer at <a href="mailto:brammer_c@cde.state.co.us">brammer_c@cde.state.co.us</a> or 720-648-2948 (voice or text).</p> <p>Survey opens January 13th, 2025 and closes March 21, 2025.</p> <p>When available, your responses from the previous year have been included either in italics next to the response box or prefilled for statistics that are the least likely to change from year to year.</p> <p>Calculated statistics appear in shaded boxes and will automatically calculate as you fill out the survey.</p>
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The layout and additional information.

**All Physical and Electronic**

<input type="checkbox"/> <a href="#">5.1 Physical Item Circulation</a>		<b>49,405</b>	<input type="checkbox"/> <b>Unavailable</b>
<input type="checkbox"/> <a href="#">5.2 Use of Electronic Material</a>		<b>5,550</b>	<input type="checkbox"/> <b>Unavailable</b>
<input type="checkbox"/> <a href="#">5.3 Total Circulation (5.1 +5.2)</a>		<b>54,955</b>	

**Shaded boxes indicate calculated or prefilled data which you cannot edit.**

**Italicized numbers are previous year data.**

## QUESTION NOTES AND EXPLANATIONS

A sample question area.

**Staff Expenditures**

<input type="checkbox"/> <a href="#">3.1 Staff Salaries and Wages</a>  5	
<input type="checkbox"/> <a href="#">3.2 Staff Benefits</a>  6	
<input type="checkbox"/> <a href="#">3.3 Total Staff Expenditures (3.1 + 3.2)</a>	\$0
<input type="checkbox"/> <a href="#">3.4 Amount spent on professional development</a> 	

Indicator Notes

Useful to record notes about interpretation of the definition for local use (e.g., who to contact for information, a translation of the text, etc.) and for use when reviewing definitions and instructions.

Indicator: Amount spent on professional development  
Definition: How much did your library spend on professional development last year?

Notes

[2025-01-13] 

\*\*\* Existing notes from your location, Check to reuse!\*\*\*

[2025-01-13] - .  
 [2025-01-13] - .

Add Cancel

PI Value Notes

3.1 Staff Salaries and Wages

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

[2025-01-13] 

Add Cancel

### NOTES FOR YOUR INTERNAL USE

Click the number next to a question to view instructions and to add internal notes for your use related to this question. This is a good place to indicate where you found the information or who in your library system has the data.

### NOTES FOR MESSAGES TO THE STATE LIBRARY

Click on either of the notes icons to view previously entered notes related to edit check explanations. You can re-use existing notes. These are notes to explain to the state library any entries that have been flagged when you perform the data verification check.

## ENTERING DATA

You can enter data in any order you like. The collapsible sections at the left make it easier to isolate specific question sections.

Most questions have definitions available by clicking on the item number to the left of the question. As you enter data, you will see a small spinning wheel. This is the website autosaving your entries as you type them in. The fields that are automatically calculated will not update until you enter the underlying data by either clicking the Tab or Enter key on your keyboard or clicking somewhere else with your mouse after typing in the data.

## NOTES FOR FUTURE REFERENCE

You can leave notes for yourself or others who work on the report by clicking on the number next to each question and entering information in the Notes box.

## VERIFYING THE DATA

After you have completed the survey, click the Verify button at the top-right of the page.



You will likely see some shocking pink error messages similar to those below. Don't panic!

27. [2.8 Local Operating Revenue \(2.1 through 2.7\): 483485538 > 0 ? \(0 > 0\) : 1](#)  
LOCAL GOVERNMENT REVENUE prior year is greater than zero and current year is zero. Please check the current year value for possible error or provide an explanation for the change.

28. [State Operating Revenue: A value is required!](#)

29. [Other Operating Revenue: A value is required!](#)

30. [Staff Salaries and Wages: A value is required!](#)

31. [Staff Benefits: A value is required!](#)

32. [3.34 Total print materials expenditures \(3.32+3.33\): 17020086 > 15500 ? \(0 > 0\) : 1](#)  
INTERNAL – PRINT MATERIALS EXPENDITURES prior year is greater than 15,500 and current year is zero. Please check the current year value for possible error or provide an explanation for the change.

Error messages occur for several reasons such as missing data or values that changed a lot compared to the previous year but that might very well be correct.

You can click on each of the error messages to navigate to the place in the survey where that question is located or scroll down to the survey where the error messages appear beneath the relevant question in equally shocking red boxes.

<input type="checkbox"/>	<a href="#">1.35 Total Librarians with ALA-accredited MLS</a>	 <input type="button" value="Add"/>
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<input type="checkbox"/>	<a href="#">1.36 Total Librarians (including ALA-MLS)</a>	 <input type="button" value="Add"/>
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<input type="checkbox"/>	<a href="#">1.37 All Other Paid Staff:</a>	 <input type="button" value="Add"/>
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<b>EDIT CHECK FAILED</b> Required	<b>A value is required!</b>	
<input type="checkbox"/>	<a href="#">1.38 Total Paid Employees (1.36+1.37):</a>	 <input type="button" value="Add"/>
<b>EDIT CHECK FAILED</b>	<b>1.38 Total Paid Employees (1.36+1.37):: 0 &gt; 0</b> <b>TOTAL PAID EMPLOYEES is zero.</b>	
<b>EDIT CHECK FAILED</b>	<b>1.38 Total Paid Employees (1.36+1.37):: 0 &gt; 0</b> <b>TOTAL PAID EMPLOYEES is zero.</b>	
<b>EDIT CHECK FAILED</b>	<b>1.38 Total Paid Employees (1.36+1.37):: 0 &gt; 0</b> <b>TOTAL PAID EMPLOYEES is zero.</b>	

## RESOLVING ERRORS

If you see an “Edit Check Failed” message and it is not simply a case of missing data, please provide an explanation for why the data is accurate.



Do this by clicking the small note icon to the left of the entry box. In the popup box, add a note explaining the odd value then click the Add button. These notes can be re-used on other questions that have been flagged for checking.

You can re-click Verify whenever you wish to see which questions still need to be fixed or explained.

When you have fixed or annotated all the edit checks, click the Submit/Lock button at the top of the page. This will notify the state library that your report has been submitted and is ready for review.

## SUMMARY REPORTS

You will receive an email confirming your report has been submitted. The email contains links to a couple of simple reports in two formats: as an infographic and as a trifold pamphlet.

If clicking on the link in the confirmation email produces a blank report, here is another way to access those reports.

1. Log in at the survey website: <https://colorado.countingopinions.com/>
2. Click Enter.
3. Click Reports at the top-right corner.
4. Click the Colorado tab.
5. Click the Merge Document tab.
6. Click the link to the Infographic or Trifold Pamphlet to download a Word doc that you can print or edit.