

ONLINE FY2027 ANNUAL REPORT INFORMATION SURVEY (ARIS) TIPS & TRICKS

The online ARIS will be available to fill out on July 1, 2026 and will close on Friday, August 14, 2026.

Please note: The **signature page only** must be printed out (see directions below), signed in **pen** by the Library Director and the Trustee Chair, scanned and sent as an attachment to uechi.ng@mass.gov . The final day to email the **FY2027 ARIS signature page** is **Friday, August 14, 2026**.

NOTE: There is no longer a separate form for the Branch and Bookmobile questions. If your library has branches and/or bookmobiles, the questions will appear at the end of the ARIS form.

TIPS FOR THE SURVEY:

Enter a zero, only if the number is actually zero.

You do not need to write in "N/A" if the question does not apply, just leave it blank. Make sure you respond if an edit check appears during the data entry process. Please explain WHY your answer is correct. Do not just say the data is accurate. Write your response in the ANNOTATIONS box that pops up.

Make sure to enter data for this year even if it is the same as last year or your report will show no data.

The LibPAS system is designed to save automatically, but there is a "save" button if you want to be careful.

Before you SUBMIT/LOCK your data, be sure to select VERIFY and fix any:

- remaining edit checks that showed up during the verification
- unanswered questions

When resolving edit checks, add a note to the ANNOTATION box.

Be sure to print the ARIS signature page and check off the YES button before you lock your ARIS form. For your own records, be sure to print or save the entire form.

If you lock your form before printing, you will need to contact Jen Inglis or Uechi Ng to get it unlocked.

Documents must be submitted electronically.

Questions? Contact Jen Inglis (email: jennifer.inglis@mass.gov) or Cate Merlin (email: cate.merlin@mass.gov)

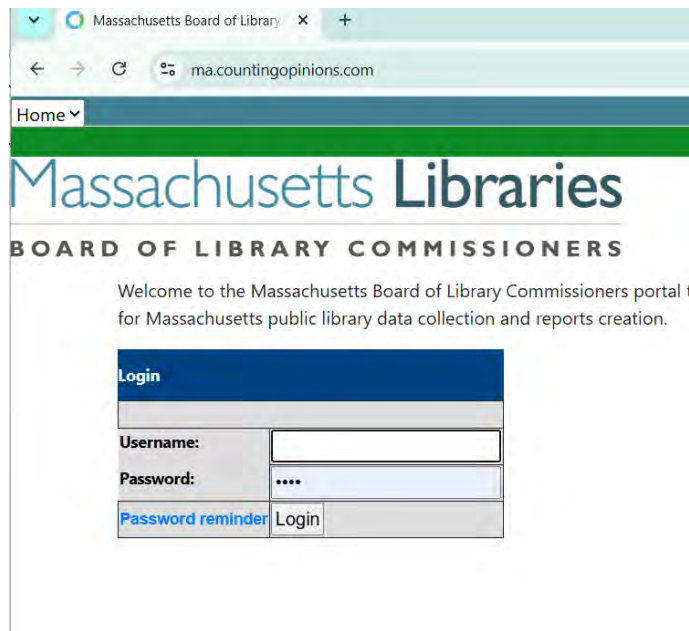
New Questions This Year:

There are no new questions this year. Substitute & Seasonal Staff questions have been moved to the staffing section.

The questions about lending policies for decertified communities are permanent and are at the end of the survey.

Instructions for filling out the ARIS online

Login to the survey from our website or at <https://ma.countingopinions.com/>

A screenshot of a web browser showing the login page for the Massachusetts Board of Library Commissioners. The browser's address bar shows 'ma.countingopinions.com'. The page has a green header with 'Home' and a large blue banner with 'Massachusetts Libraries' and 'BOARD OF LIBRARY COMMISSIONERS'. Below the banner, a welcome message reads: 'Welcome to the Massachusetts Board of Library Commissioners portal for Massachusetts public library data collection and reports creation.' A login form is centered on the page, featuring a blue 'Login' header, a 'Username:' field, a 'Password:' field with masked characters, a 'Password reminder' link, and a 'Login' button.

When you reach the login screen enter your username and password—This will be sent to library directors before July 1. Contact Uechi Ng after July 1 if you haven't received it.

Click on "Login".

You will be on the "Welcome" screen which will have information about deadlines and resources to assist with the survey (including this document).

To begin your survey, click on "Data Input" on the topmost toolbar. From the Data Input page you can click "Home" from the same bar to return to the Welcome screen.



Make sure you are on the ARIS survey for FY27.

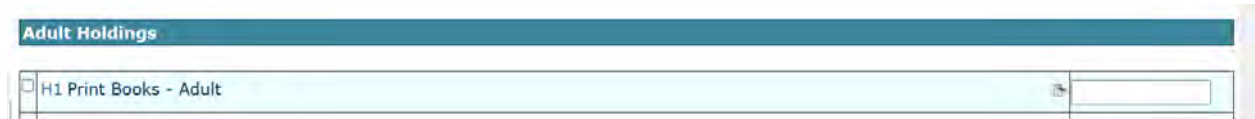
The screenshot shows the 'Data Input' section of the ARIS survey. At the top, there are navigation buttons: 'Review', 'Save', 'Previous', and 'Next'. Below these, the 'Survey' dropdown is set to 'ARIS' and the 'Period' dropdown is set to 'FY 2027'. The 'Library' dropdown is set to 'Abington - Abington Public Library'. To the right of these dropdowns are 'Verify' and 'Submit/Lock' buttons. Below the dropdowns, the 'FY2027 ANNUAL REPORT INFORMATION SURVEY (ARIS)' is selected in the sidebar. The 'GENERAL INFORMATION' section is also visible.

Once in the survey:

1. To access the questions, select any section of the survey from the sidebar or directly from the page of questions. The survey can have all questions showing on one page.
2. Move from field to field on the form by clicking on a section heading or by tabbing through questions.
3. The form saves as you go. You can also click save from above the navigation menu.
4. You may see a pop-up window prompting you to explain why data may be out of usual range. Edit checks ensure that entered values are within a usual range (i.e., if 42,000 is entered instead of 4,200 for book holdings). Please tell us WHY something has changed, not just that the number is correct or that you have checked it. Put the explanation in the Annotation Note field. (This replaces the State and Federal note fields.) Annotation notes should be used whenever the data changes significantly from year to year. Using notes to explain data prevents the MBLC from having to contact your library to verify if data is correct.

The screenshot shows a pop-up window titled 'Annotations'. The subtitle is 'H1 Print Books - Adult'. The text inside says: '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.' Below this is a 'Notes' section with a text input field. At the bottom are 'Add' and 'Cancel' buttons.

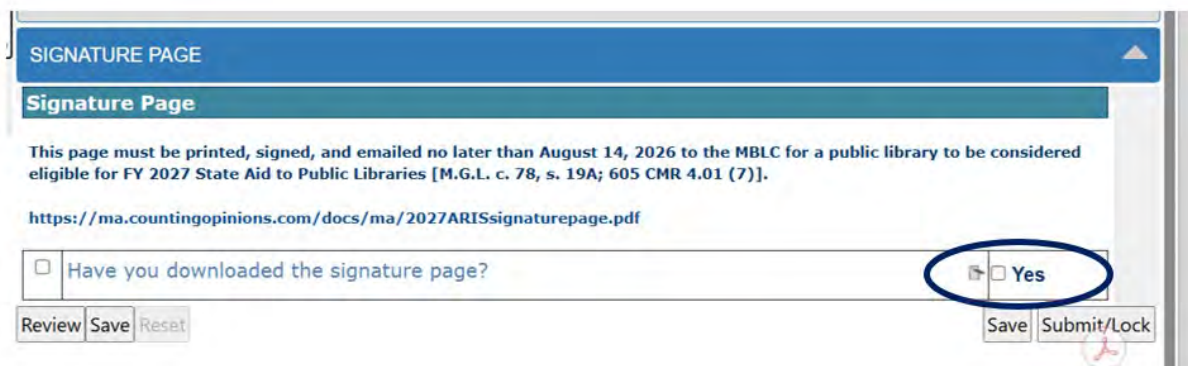
- Local notes are notes you keep for your own records. These can be reminders of where you found information, and they carry forward from year to year. The local note field opens when you click on the question number.



- Some data entry options are in a drop-down menu format (e.g. for yes/no questions).
- Some yes/no questions have hidden follow-up questions that appear when necessary.
- Information that doesn't change often, such as addresses and phone numbers, will be pre-filled. If you need to update your information and the field is locked, contact the MBLC to make changes for you.
- Branch and bookmobile questions are near the end of the survey.
- When you have finished entering all your data, click on VERIFY which will review your survey and identify any problems. It will check for unanswered questions and unresolved edit checks. You can click on any of the errors and answer them or resolve any edit checks needed by providing an explanation in the ANNOTATION field.



- When you are done with the survey, print out the signature page. You will need to click “yes” to acknowledge that you’ve done so. Please be sure to do this before you submit the survey. You should keep a copy of the survey for your own records.



12. When all of your data has been VERIFIED, and you have printed out the Signature Page, you are ready to submit the form. Click on the **Submit/Lock** button. This will lock the survey. If you need it reopened, contact Jen Inglis, Cate Merlin *and* Uechi Ng at the MBLC.
13. Please have the Library Director and the Chair of the Trustees sign the form. Scan and send the signature page only to uechi.ng@mass.gov as an email attachment.
14. You are done!

Your library will receive a confirmation from Uechi when the signed copy is accepted by the MBLC.