Creating Reports

Counting Opinions™

...evidence-based management solutions

Reports

On the Reports page you will find at least two top-level tabs; Local, and Minnesota. Under the Local tab you will find at least three tabs; Reports, Report Templates, and Published Reports.
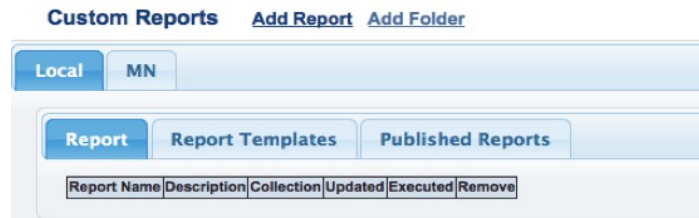
Locally created reports, ones that you and/or your library have created/ modified, are contained within the Local / Reports tab.

Report templates, shared with all users in your organization, are contained within the Report Templates tab. Use these to create your own custom Report based on the settings defined in the Template.

The Published Reports tab contains URL(s) to Report(s) previously published. Each Published Report has a unique URL that is a "perma-link" to the report outputs that are easily shared with others. Access to published reports does not require a secure login, enabling you to easily share your results (the URL) with a wider audience, e.g., via email or posting on a Web site.
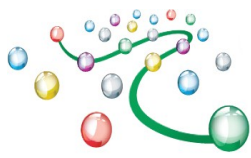

The green navigation bar includes links to Library Trend and Ranking Reports.

Library Trend

- Trend reports highlight the longitudinal results for the selected data and periods. The Library Trend report shows a summary of the data for the selected periods and includes a percentage difference (gap) between results in consecutive periods.

Ranking Report

- Ranking Reports summarize the results for your organization and/or location versus other organizations/locations. The Ranking Report includes Minimum, Maximum, and Average values for all reporting institutions/locations for ease of comparing your results.
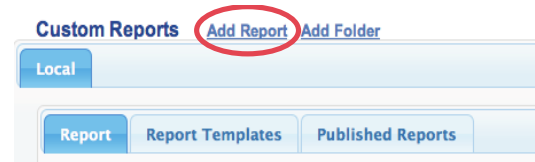
Managing Reports

The Report Management Screen is an on-line filing cabinet with folder tabs for organizing reports. By default, you have access to the folders as shown above. With sufficient permissions, Reports can be created using the "Add Report" link or by selecting an existing Report (or Report Template) and then saving as a New Report.

Creating a New Report

To create a new report, click on the "Add Report" link. This opens the "Report Settings" screen where you can define the Collections (i.e., survey results), Periods (i.e., data sets), Performance Indicators (PIs), and other settings for each report.

1. Select the Collection and the Period(s) from the dropdown menu.
2. Name and Describe your report.
3. Select the Report Type. Save as a New Report to create a new instance of the report to modify and run.
4. Select the Performance Indicators to include in the report and then Add them.
5. Save, Run, and optionally Publish your report.

Create a new report by selecting a Collection from the list of available list of Collections, e.g. Minnesota Public Library Statistics. Once a Collection is selected the screen will refresh with the list of available PIs for that Collection.

To expedite the selection of specific PIs to include in the Report, you can specify a Group/Section name from the available list. Select one or more PIs (click the PI name to highlight) then click "Add". You can also multi-select PIs by holding down the control key (or command key for Apple users) when selecting PIs.

You can also add PIs from more than one Collection. To do so, simply select a different Collection from the available list and then Add additional PIs as appropriate.

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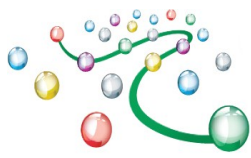
Report Options

The Options tab reveals the various settings that are available (see below)

The various report Options enable settings for what should be included/excluded from the results. Use the Option settings to include/exclude details, summary data (e.g., Mean, Median, Maximum, Minimum, Total, and Number of Respondents), Notes, Definitions, Null Entries, 0 Values, and more.

Results Filtering
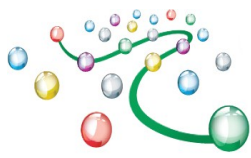
Indicators	Value	% Filter Low >=	<= Filter High
Public Library Survey - Administration			
PUBLIC SERVICE INFORMATION			
☑ P01) Population of the Legal Service Area	224,195	100000	500000
Registered Users			
☑ P04) Total Registered Users	339,866	10%	
☑ P05) Last year Registered User Records Were Purged	2012		

Any PI added to a Report can be used for filtering results. Percentages (%), Minimum, and/or Maximum values can be defined. Filter settings ensure that only those locations matching the defined filter criteria are included in the results. The "% Filter Low >=" field can also be used to set a percentage range filter. By setting the Filter Low value to 10% for example, the system filters results based on locations within +/-10% of the data values for your location. You can also filter text results (e.g., Library name, City, etc.). Click your cursor while hovering over the associated filter field to get to a pop-up window enabling you to select the values matching your filter criteria. Remember to click Update when you are done.

Locations Filter

Selecting the Locations Filter triggers a pop-up window with all locations. Location filters can be saved and reused across your collections.

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Report Types

LibPAS features many different Report Types, providing you with different views of the results. Most tabular report types feature graph icons linked to pop-up graphs for the selected results and downloadable Excel files enabling you to explore the results off-line.

Table Report

Public Library Registered Users

Collection: **Public Library Survey - Administration**   Period: **2012, Start 2012-01**   Months: **12**

| Locations (10)	P01) Population of the Legal Service Area	P04) Total Registered Users	P05) Last year Registered User Records Were Purged
DAKOTA COUNTY LIBRARY	382,006	320,527	2011
EAST CENTRAL REGIONAL LIBRARY	179,015	91,193	2010
GREAT RIVER REGIONAL LIBRARY	463,026	140,600	2012
KITCHIGAMI REGIONAL LIBRARY	166,589	78,715	2009
LAKE AGASSIZ REGIONAL LIBRARY	142,971	72,171	2011
PIONEERLAND LIBRARY SYSTEM	162,164	94,778	2006
RAMSEY COUNTY LIBRARY	224,195	339,866	2012
ROCHESTER PUBLIC LIBRARY	137,121	76,362	2012
SCOTT COUNTY LIBRARY	131,556	107,731	2006
WASHINGTON COUNTY LIBRARY	210,753	160,912	2012

Table Reports provide a view of the data by location for a selected period. The report features interactive column sorting, pagination options, graph icons (to pop-up charts/graphs) and an Excel download link.

Results for your location are highlighted (displayed using a different color) in the tabular and graph outputs, for ease of comparison.

Option settings include: summary data (Average, Median, Maximum, Minimum, Total, and Number of Respondents), notes, group names, definitions, etc.; or the exclusion of: Null Entries, 0 Values, Header, etc.

Tips
- Display more libraries: Increase the number of displayed rows at the bottom of the report.
- Sorting: Click on the arrow at the top of any column to sort libraries.
- Printing: For larger print-outs adjust your "Page Setup" i.e. "legal" or "landscape" or download the results into Excel and further adjust the format.
- Bar graphs: To enlarge a bar graph click on "Expand" icon toward bottom right of graph. To print or embed bar graphs in other documents, right-click on the graph and Save to a local folder or use the copy image feature (if available in your browser) to then paste into another document.
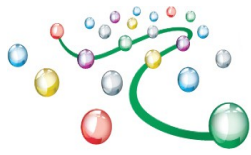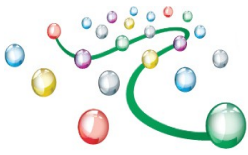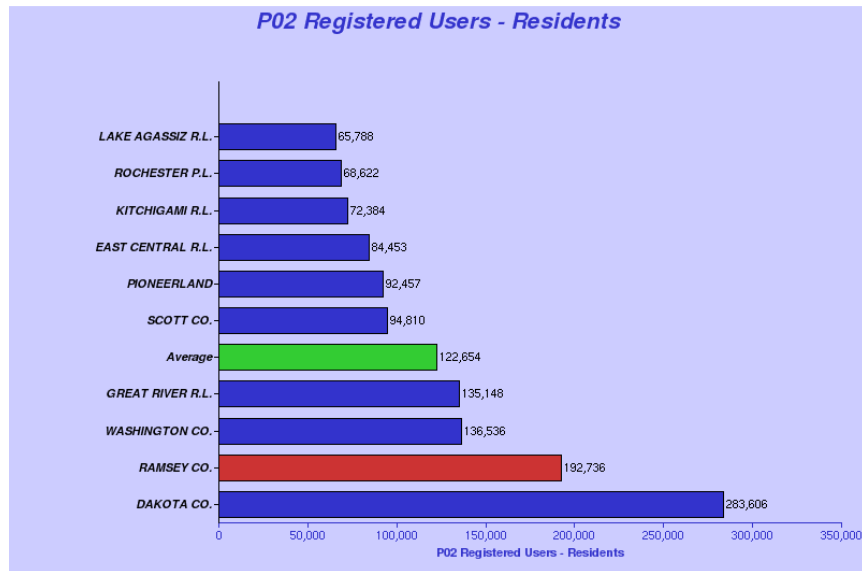
PI Report

PI Reports summarize the results for the selected PIs (performance indicators) and Period. By default, the output includes the Average (mean), Total, Variances, and Quartiles for the selected PI(s) (see the example below). Use the Options tab to change the Summary settings, including the sequence and prompts used, as required.

	P04) Total Registered Users	
1	LAKE AGASSIZ REGIONAL LIBRARY	72,171
2	ROCHESTER PUBLIC LIBRARY	76,362
3	KITCHIGAMI REGIONAL LIBRARY	78,715
4	EAST CENTRAL REGIONAL LIBRARY	91,193
5	PIONEERLAND LIBRARY SYSTEM	94,778
6	SCOTT COUNTY LIBRARY	107,731
7	GREAT RIVER REGIONAL LIBRARY	140,600
8	WASHINGTON COUNTY LIBRARY	160,912
9	DAKOTA COUNTY LIBRARY	320,527
10	RAMSEY COUNTY LIBRARY	339,866
	Avg	148,286
	Median	101,255
	Variance - 25% above average	185,357
	Variance - 25% below average	111,214

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Graph/PI

The Graph/PI report type provides a setting for an "Overlay" that can be displayed on each generated bar graph. The overlay results appear as a line superimposed on the generated bar graph, with the scale for the overlay along the top axis, and the scale for the bar graph along the bottom. This "cross-tabulation" can help to convey the relationship between values of two PIs. To create an overlay, simply click in the appropriate Overlay field to get to the pop-up screen where you can select the desired PI to overlay.
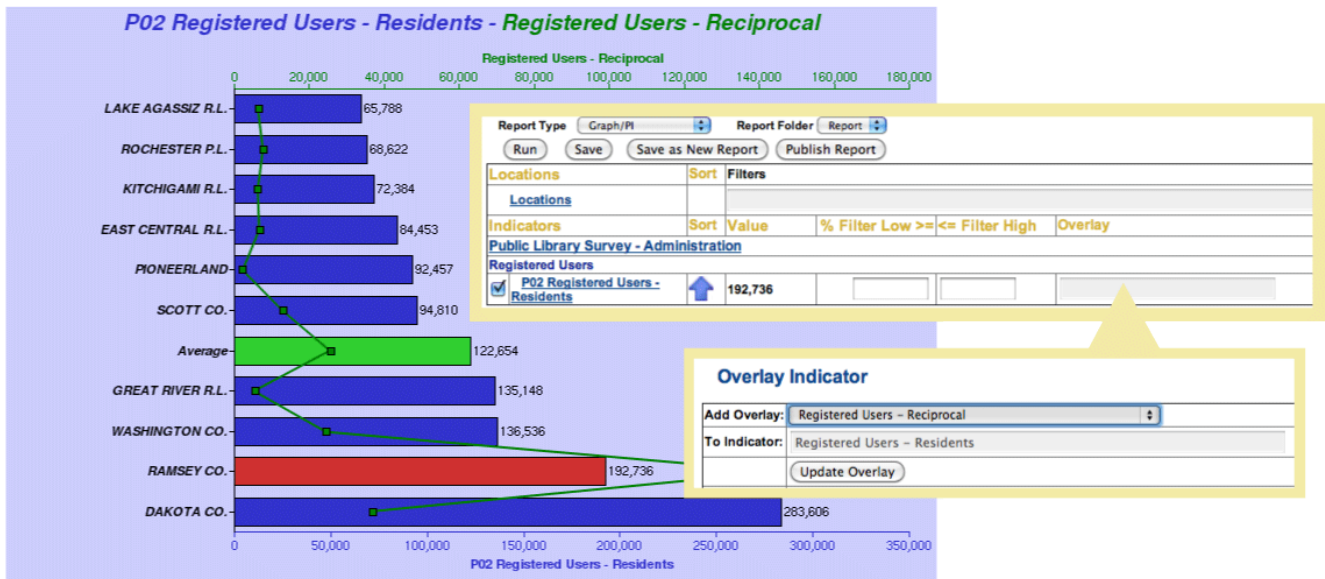
Summary Report

Collection: **Public Library Survey – Administration**   Period   **2012**

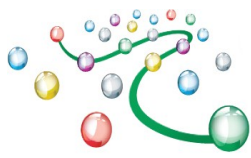| Name	Total	Avg	Max	Min	Median
P02 Registered Users - Residents	2,618,883	21,292	782,903	9	2,811
P04) Total Registered Users	3,594,729	29,225	867,111	39	2,871
P01) Population of the Legal Service Area	5,263,542	42,793	1,163,060	169	4,976
P03) Registered Users - Reciprocal	975,846	10,724	322,246	0	163

Summary reports display a summary of all selected locations for the chosen PIs and period. Data is shown for the PI Total, Minimum, Maximum, Average, and Median.

Summary Graphs

Summary Graph reports present an overall picture of the selected PI(s) for a given period. There is a marker for Minimum, Maximum, and Median values. The red marker in the middle represents where 50% of the results fall. See below.

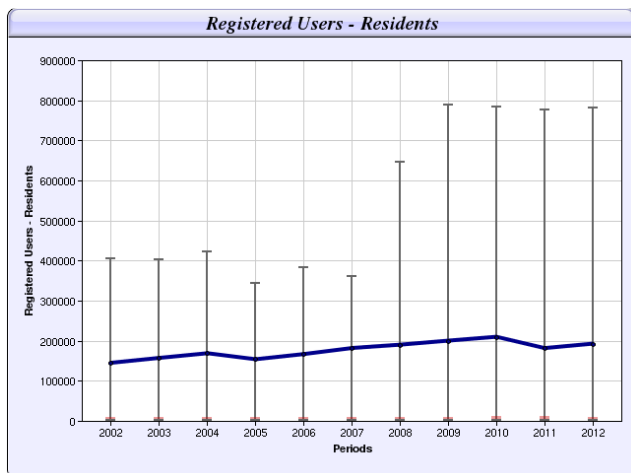| P01) Population of the Legal Service Area										
Total	4,978,846	Avg	121,435	Max	1,163,060	Min	11,400	Median	166,589
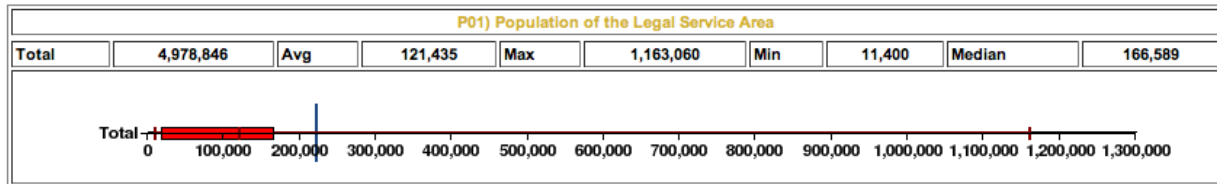
Trend/PI

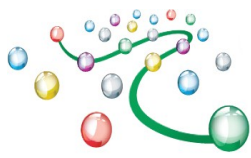| P01) Population of the Legal Service Area	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
DULUTH PUBLIC LIBRARY	86,918	86,918	86,918	86,319	86,319	86,319	86,319	86,319	86,319	86,265	258,795
EAST CENTRAL REGIONAL LIBRARY	154,069	159,380	164,412	169,137	172,545	174,941	175,118	175,118	175,118	179,015	179,015
KITCHIGAMI REGIONAL LIBRARY	151,191	151,191	154,639	159,161	159,161	161,900	163,500	163,500	163,500	166,589	166,589
PIONEERLAND LIBRARY SYSTEM	165,910	165,910	165,910	165,110	165,110	165,110	165,110	165,110	165,110	163,110	162,164
RAMSEY COUNTY LIBRARY	223,884	226,531	225,951	222,535	227,873	219,680	222,640	224,195	224,195	224,195	224,195
TRAVERSE DES SIOUX LIBRARY SYSTEM	222,790	222,790	222,790	222,790	225,211	224,883	225,633	216,201	223,002	228,277	228,277
WASHINGTON COUNTY LIBRARY	182,825	191,431	193,591	197,088	204,257	206,929	211,719	213,085	216,440	216,441	210,753
TOTAL	1,187,587	1,204,151	1,214,211	1,222,140	1,240,476	1,239,762	1,250,039	1,243,528	1,253,684	1,263,892	1,429,788
AVG	169,655	172,022	173,459	174,591	177,211	177,109	178,577	177,647	179,098	180,556	204,255
MEDIAN	165,910	165,910	165,910	169,137	172,545	174,941	175,118	175,118	175,118	179,015	210,753

The Trend/PI report displays the data for the chosen PIs over the selected periods. This report also features a click only graph of the data.
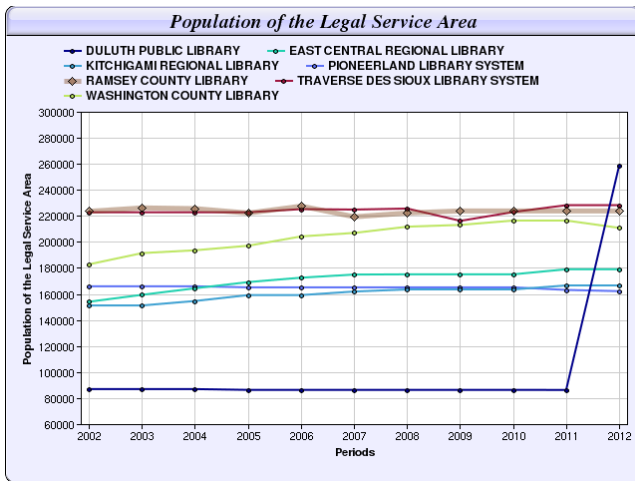
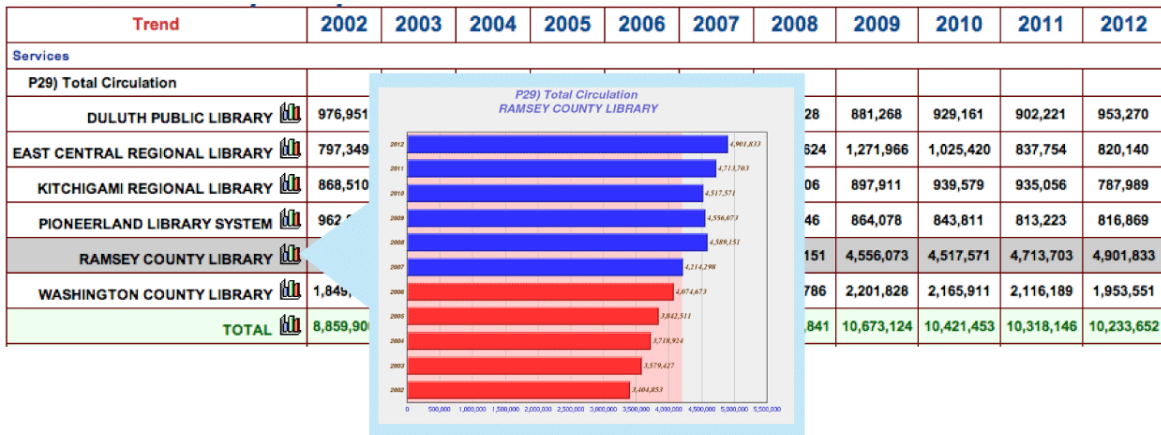1–9 Locations the pop-up appears as a line graph.

10+ Locations the pop-up appears as a distribution graph

Trend Reports

Trend	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Services											
P29) Total Circulation											
DULUTH PUBLIC LIBRARY	976,951						28	881,268	929,161	902,221	953,270
EAST CENTRAL REGIONAL LIBRARY	797,349						624	1,271,966	1,025,420	837,754	820,140
KITCHIGAMI REGIONAL LIBRARY	868,510						06	897,911	939,579	935,056	787,989
PIONEERLAND LIBRARY SYSTEM	962						46	864,078	843,811	813,223	816,869
RAMSEY COUNTY LIBRARY							151	4,556,073	4,517,571	4,713,703	4,901,833
WASHINGTON COUNTY LIBRARY	1,845,						786	2,201,828	2,165,911	2,116,189	1,953,551
TOTAL	8,859,90						,841	10,673,124	10,421,453	10,318,146	10,233,652

Trend reports enable comparison of results over multiple periods. The reports feature pop-up graphs (graph icon), as per the example shown below. You can include as many time periods as are available. Trend reports support various Options including: details and summary data such as the Number of Respondents (N), the Average (mean), Minimum, Maximum, Median, and Total values. In the example Trend graph (below) the pale red shading in the background represents the average. Above average results are shown by the blue bars, while below average results are shown in red.

Tips

Include "Details" to display the Trend Report with location details, as shown above. Use Filters before running this report to narrow the results.

Report Settings | **Options** | O
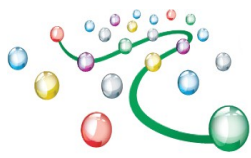
Options

Include
- ☐ Text Pls
- ☐ My Location
- ☐ Collection Owner
- ☑ Percentage Change
- ☐ Section/Group Name
- ☐ Item No
- ☐ Notes
- ☐ Definitions
- ☑ Details

Trend		2006	Diff(%)	2007	Diff(%)	2008
Services						
Total Circulation						
DULUTH PUBLIC LIBRARY		969,972	0.34%	973,265	-7.41%	901,128
EAST CENTRAL REGIONAL LIBRARY		990,165	-100%	0	0%	1,147,624
KITCHIGAMI REGIONAL LIBRARY		769,498	4.66%	805,320	6.14%	854,806
PIONEERLAND LIBRARY SYSTEM		932,418	-10.32%	836,199	4.56%	874,346
RAMSEY COUNTY LIBRARY		4,074,673	3.43%	4,214,298	8.89%	4,589,151
WASHINGTON COUNTY LIBRARY		1,911,270	1.07%	1,931,798	11.13%	2,146,786
TOTAL		9,647,996	-9.19%	8,760,880	20.01%	10,513,841
AVG		1,607,999	-9.19%	1,460,147	20.01%	1,752,307
MEDIAN		980,069	-7.69%	904,732	13.22%	1,024,376

The Trend report supports various report options. Select the Options Tab to customize trend reports.

Trend	2006	2007	2008	2009	2010	2011	2012
Services							
Total Circulation							
TOTAL	37,399,409	37,289,346	43,905,841	46,273,131	46,532,606	46,759,002	44,535,760
AVG	1,335,693	1,285,840	1,513,995	1,595,625	1,604,573	1,612,379	1,535,716
MAX	13,006,146	12,777,109	16,603,635	17,028,388	17,535,595	18,357,619	16,656,427
MIN	123,723	0	117,757	134,064	125,436	123,880	121,915
MEDIAN	352,031	350,022	378,512	375,840	349,894	373,506	336,995

The Trend Report can display the results without any Details. You can choose to add a filter to this report or run the report without a filter to show the results for all respondents. This is a summary Trend Report.
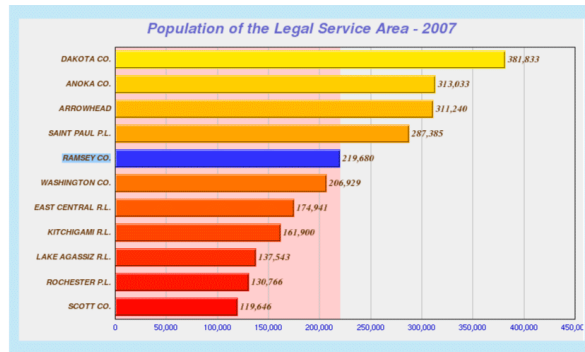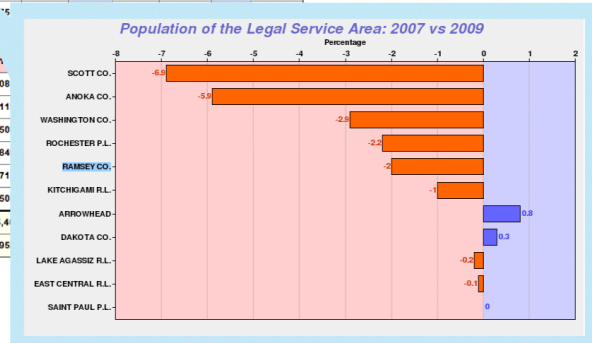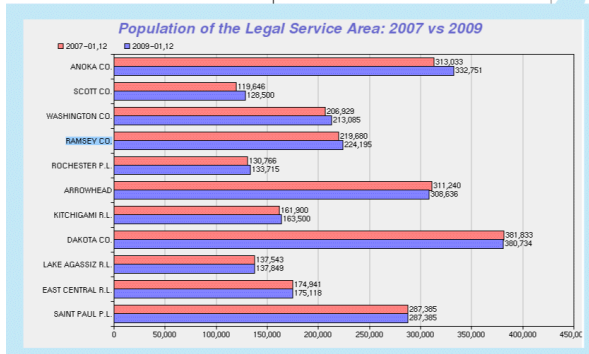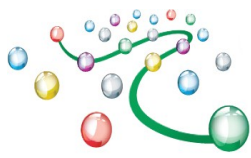
Period Comparison

Locations – 11	Population of the Legal Service Area (PUBLIC SERVICE INFORMATION)			Total Registered Users (Registered Users)			Visits (Counts)		
	2007		2009	2007		2009	2007		2009
DAKOTA COUNTY LIBRARY	381,833	0.29%	380,734	327,274	-5.76%	347,270	1,809,828	-17.51%	2,193,975
ANOKA COUNTY LIBRARY	313,033	-5.93%	332,751	254,206	-17.22%	307,091	1,232,639	5.50%	1,168,376
ARROWHEAD LIBRARY SYSTEM	311,240	0.84%	308,636	32,079	696.40%	4,028	9,067	3.69%	8,744
SAINT PAUL PUBLIC LIBRARY	287,385	0.00%	287,385	291,409	-8.69%	319,131	2,785,784	-4.49%	2,916,762
RAMSEY COUNTY LIBRARY	219,680	-2.01%	224,195	289,249	-9.63%	320,065	1,788,536	3.20%	1,733,150
WASHINGTON COUNTY LIBRARY	206,929	-2.89%	213,085	154,681	-3.22%	159,820	972,940	-8.80%	1,066,826
EAST CENTRAL REGIONAL LIBRARY	174,941	-0.10%	175,118	49,664	-15.14%	58,522	478,504	-15.92%	569,080
KITCHIGAMI REGIONAL LIBRARY	161,900	-0.98%	163,500	57,305	-2.25%	58,623	583,302	-7.29%	629,137
LAKE AGASSIZ REGIONAL LIBRARY	137,543	-0.22%	137,849	58,345	-3.71%	60,590	652,860	-18.57%	801,775
ROCHESTER PUBLIC LIBRARY	130,766	-2.21%	133,715	67,355	-11.91%	76,463	570,993	-2.73%	587,026
SCOTT COUNTY LIBRARY	119,646	-6.89%	128,500	77,676	-20.59%	97,816	574,054	-0.58%	577,391
total	2,444,896	-1.63%	2,485,468	1,659,243	-8.30%	1,809,419	11,458,507	-6.48%	12,252,242
avg	222,263	-2.01%	225,952	150,840	54.40%	164,493	1,041,682	-5.77%	1,113,840

Period comparison reports compare results for two selected periods. This Report Type shows Values for each Period and the Gap (difference). Various Graph icons exist for generating graphs displaying the results of each period and or the differences between each period, including Plus/Minus and Comparative bar charts.

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PI Gap

The PI Gap Report is useful in comparing two data elements. The paired ordering of PIs in the report output is determined by their Sequence value in the Report settings screen. The PI Gap Report features downloadable Excel results, and click-only icons to pop-up graphs.
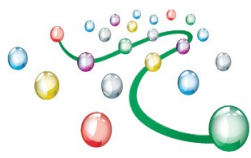
Locations – 10	Children's Library Programs vs Young Adult Library Programs			Children's Circulation vs Total Circulation		
DAKOTA COUNTY LIBRARY	1,777	580.8%	261	2,037,528	-59%	4,972,594
LAKE AGASSIZ REGIONAL LIBRARY	1,694	920.5%	166	362,472	-62.8%	973,984
PIONEERLAND LIBRARY SYSTEM	1,336	496.4%	224	284,486	-65.2%	816,869
RAMSEY COUNTY LIBRARY	1,050	40.6%	747	1,859,451	-62.1%	4,901,833
WASHINGTON COUNTY LIBRARY	986	3080.6%	31	846,939	-56.6%	1,953,551
KITCHIGAMI REGIONAL LIBRARY	855		0	191,316	-75.7%	787,989
EAST CENTRAL REGIONAL LIBRARY	680	1558.5%	41	294,115	-64.1%	820,140
SCOTT COUNTY LIBRARY	576	1052%	50	426,335	-52.2%	892,242
ROCHESTER PUBLIC LIBRARY	455	1525%	28	669,445	-59.1%	1,636,326
DULUTH PUBLIC LIBRARY	151	694.7%	19	371,687	-61%	953,270
Total	9,560	510.08%	1,567	7,343,774	-60.75%	18,708,798
Avg	956	510.08%	157	734,377	-60.75%	1,870,880

Cross Tab

A Cross Tab Report compares a range of results for one PI versus another. You can generate several cross tab tables in one report. Each selected PI in the report is compared against the first PI (defined by Sequence.) The Cross Tab Report provides counts and percentage values of row and column totals in each cell of the report. Cross Tab Reports also feature links, from the counts, that enable a drill-down to a listing of the corresponding locations and their values for the PIs in the Cross Tab Report.

Total Circulation	0–5,000	5,001–15,000	15,001–50,000	50,001–100,000	100,001–250,000	250,001+	Row Total
0–5,000	6 / 66.7 / 5.6	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	1 / 11.1 / 10	2 / 22.2 / 28.6	9 / 5.3
5,001–20,000	22 / 95.7 / 20.6	1 / 4.3 / 3.8	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	23 / 13.5
20,001–50,000	33 / 80.5 / 30.8	7 / 17.1 / 26.9	0 / 0 / 0	0 / 0 / 0	1 / 2.4 / 10	0 / 0 / 0	41 / 24
50,001–100,000	23 / 63.9 / 21.5	13 / 36.1 / 50	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	36 / 21.1
100,001–1,000,000	23 / 41.8 / 21.5	5 / 9.1 / 19.2	18 / 32.7 / 100	2 / 3.6 / 66.7	5 / 9.1 / 50	2 / 3.6 / 28.6	55 / 32.2
1,000,001+	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	1 / 14.3 / 33.3	3 / 42.9 / 30	3 / 42.9 / 42.9	7 / 4.1
Column Total	107 / 62.6	26 / 15.2	18 / 10.5	3 / 1.8	10 / 5.8	7 / 4.1	171 / 100

Population Of The Legal Service Area

Note:First values in each table cell are actual location counts.
Blue numbers in each cell are percentages(%) of row values in that cell.
Green numbers in each cell are percentages(%) of column values in that cell.
Links enable drill-down to specific details for selected entries.

To Create a Cross Tab Report

1. Create a report, set the Report Type to Cross Tab.
2. Setup Group breakouts for the Cross Tab Report – click on the Group link to set the groups you would like to use to breakout the data.
3. The Load Options feature can be used to update the Section/Group names and values or copy-and-paste to reuse the list in other PI (performance indicator) Groupings.
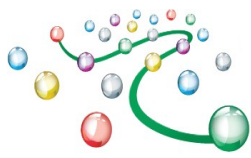
Custom Format

Custom Format Reports provide you with more customizable options including the ability to style the output using Cascading Style Sheets (CSS.) Custom reports also provide a unique URL link that can be inserted into any merge document; thus providing users with a way to integrate results directly into custom formatted documents (e.g. Word, Excel, etc.). Each time the document is opened, the most recent data can be fetched from LibPAS. This feature is very handy for auto-creation of standard Monthly, Quarterly, and Annual reports that typically include several Custom Reports throughout the Document.

Minnesota Public Library Statistics 2012

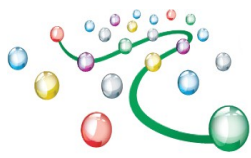|	Population of the Legal Service Area	Total Registered Users	Visits	Total Circulation	Total Programs
ARROWHEAD LIBRARY SYSTEM	314,068	7,753	8,118	220,728	8
DAKOTA COUNTY LIBRARY	382,006	320,527	2,057,720	4,972,594	2,546
DULUTH PUBLIC LIBRARY	258,795	50,171	460,918	953,270	320
EAST CENTRAL REGIONAL LIBRARY	179,015	91,193	575,087	820,140	1,104
KITCHIGAMI REGIONAL LIBRARY	166,589	78,715	612,158	787,989	1,118
LAKE AGASSIZ REGIONAL LIBRARY	142,971	72,171	748,891	973,984	2,569
PIONEERLAND LIBRARY SYSTEM	162,164	94,778	700,969	816,869	2,039
PLUM CREEK LIBRARY SYSTEM	118,422	1,297	3,699	24,788	23
RAMSEY COUNTY LIBRARY	224,195	339,866	1,804,942	4,901,833	2,419
ROCHESTER PUBLIC LIBRARY	137,121	76,362	512,178	1,636,326	732
SCOTT COUNTY LIBRARY	131,556	107,731	528,421	892,242	801
TRAVERSE DES SIOUX LIBRARY SYSTEM	228,277	39	0	739	0
WASHINGTON COUNTY LIBRARY	210,753	160,912	771,951	1,953,551	1,450
Total	**2,655,932**	**1,401,515**	**8,785,052**	**18,955,053**	**15,129**

Table Report - Public Library Registered Users
FILE=http://mn.countingopinions.com/pireports/report.php?rkey=7fab66ba8d89568320783c30f83dc1df&rid=21888

FILE=http://mn.countingopinions.com/pireports/tblreports/11243/rperiod.html

The URL at the bottom of the report can be embedded into an offline document. This enables the results from this report (and others) to be populated directly into a standard document template (e.g. Word, Excel, etc.)

Published Reports

All reports can be published and shared with others by sending via email, text message, twitter or posting on a Web site or blog. You can also use the QR-Code feature to post links to reports in print materials. Users are not required to login to see the results and can use all the interactive features supported in the reports (e.g., downloads, pop-up graphs, drill-downs)