

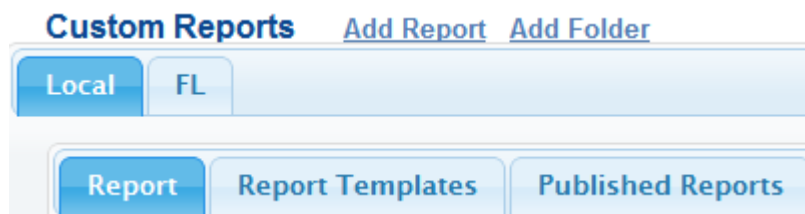
Creating Reports

Library Trend:	2
Ranking Report:	3
Managing Reports	3
Create a New Report	4
Report Options	5
Results Filtering	6
Locations Filter	6
Report Types	7
Table Report	8
PI Report	10
Graph/PI	11
Summary	12
Summary Graphs	12
Trend/PI	13
Trend Reports	14
Period Comparison	16
PI Gap	18
Cross Tab	18
To create a Cross Tab Report	19
Custom Format	20
Published Reports	21



Reports

On the Reports page you will find at least two top-level tabs; Local, and Florida. 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.

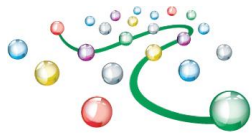
The Published Reports tab contains URL(s) to Report(s) previously published. Each Published Report has a unique URL that is a “perma-link” to the report outputs that are easily shared with others. Access to published reports does not require a secure login, enabling you to easily share your results (the 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.



Creating Reports

Ranking Report:

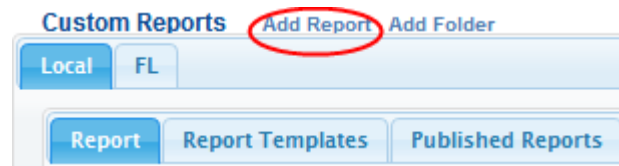
- Ranking Reports summarize the results for your organization and/or location versus other organizations/locations. The Ranking Report includes Minimum, Maximum, and Average values for all reporting institutions/locations for ease of comparing your results.

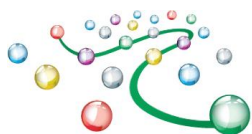
Managing Reports

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.

Create 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.





Creating Reports

The screenshot shows the 'Report Settings' window with the following elements:

- 1**: Collection dropdown menu set to 'Florida Outlet Information' and Period dropdown set to '2010'.
- 2**: Report Name text box containing 'Florida Statistic Report' and Description text box containing 'Annual Report - Service Outlets'.
- 3**: Report Type dropdown menu set to 'Table'.
- 4**: 'Add' button next to the list of Performance Indicators.
- 5**: 'Run', 'Save', 'Save as New Report', and 'Publish Report' buttons at the bottom.

Locations	Value	% Filter Low	>=<= Filter High	Sequence	Remove
Florida Annual Statistical Report					
Number of Service Outlets					
<input checked="" type="checkbox"/> 24. Registered Borrowers - Resident	183,917			1	✖
<input checked="" type="checkbox"/> 26. Total Number of Registered Borrowers	204,418			2	✖
<input checked="" type="checkbox"/> 25. Registered Borrowers - Non Resident	20,501			3	✖
<input checked="" type="checkbox"/> 22. Total annual public service hours	30,960.00			3	✖
<input checked="" type="checkbox"/> 20. Library service hours per typical week	70.50			6	✖
<input checked="" type="checkbox"/> 16. Number of branch or cooperative member libraries	11			8	✖

Group: -- All groups --

Florida Outlet Information

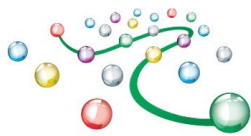
- Library System
- FSCS ID
- Unique ID suffix assigned by WebPLUS
- Status of Outlet record current to prior year
- Status of LIBNAME current to prior year
- Status of ADDRESS current to prior year

1. Select the collection and the period(s) in 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 Performance Indicators and Add them
5. Save, Run, and optionally Publish your report.

Create a new report by selecting a Collection from the list of available Collections, e.g. Florida Annual Statistics Report. Once a Collection is selected the screen will refresh with the list of available PIs for the selected Collection.

Tips

Click on the Report name to open the Report Settings Screen. Select "Run" to generate results. Reports may contain links to embedded content that enables drill-downs to additional views or levels of detail such as pop-up charts/graphs. Content in chart/graphic format are represented by a graph icon. Clicking on a graph icon will present the chart/graph in a subsequent pop-up window.



Creating Reports

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 the PIs as appropriate.

Report Options

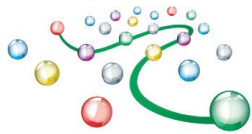
The Options tab reveals the various settings that are available (see below)

Seq	Prompt	Summary
1	Total	<input checked="" type="checkbox"/> Total
2	N	<input checked="" type="checkbox"/> Responses (N)
3	Avg	<input checked="" type="checkbox"/> Avg
4	Max	<input checked="" type="checkbox"/> Max
5	Min	<input checked="" type="checkbox"/> Min
6	Median	<input checked="" type="checkbox"/> Median
7	25th Percentil	<input type="checkbox"/> 25th Percentile
8	75th Percentil	<input type="checkbox"/> 75th Percentile

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.

Locations (7)	5. County	20. Library service hours per typical week	21. Does your library have Sunday hours?	22. Total annual public service hours	24. Registered Borrowers* Resident
Taylor County Public Library	TAYLOR	52.00	No	2,704.00	16,609
Auburndale Public Library	Polk	53.00	No	2,589.00	9,713
Lantana Public Library	PALM BEACH	44.00	No	2,241.00	9,966
Okeechobee County Library	Okeechobee	44.50	No	2,234.00	29,527
Lafayette County Public Library	Lafayette	46.00	No	2,270.00	4,267
Gilchrist County Public Library	Gilchrist	46.00	No	2,360.00	7,319
Dixie County Public Library	Dixie	45.00	No	2,236.00	7,351
Total		330.50		16,634.00	84,752

Annotations appear underlined with an asterisk in the top-right quadrant of the cell when the Notes option is selected.

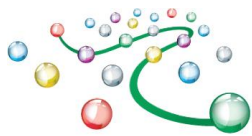


Creating Reports

Results Filtering

Locations		Filters				
Locations						
Indicators		Value	% Filter Low	>=<= Filter High	Sequence	Remove
Florida Annual Statistical Report						
Library Identification						
<input checked="" type="checkbox"/>	5. County	ALACHUA BREVARD BROWARD HERNAND			1	✖
Number of Service Outlets						
<input checked="" type="checkbox"/>	20. Library service hours per typical week	53.00			2	✖
<input checked="" type="checkbox"/>	21. Does your library have Sunday hours?				3	✖
<input checked="" type="checkbox"/>	22. Total annual public service hours	2,589.00	2000	3000	4	✖
<input type="checkbox"/>	23. Has the library updated its file of registered borrowers at least once during the past three years?	Yes			5	✖
<input checked="" type="checkbox"/>	24. Registered Borrowers - Resident	9,713	10%		6	✖

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 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 will filter values based on comparing the value for the current user’s location, such that only locations within +/-10% of the data values for this location are included in the report output. You can also filter text elements (e.g., Library name, Does your library have Sunday Hours, etc.). Click your cursor while hovering over the associated text input fields to get to a pop-up window that enables you to select the choices matching your filter criteria. Remember to click Update when you are done.



Creating Reports

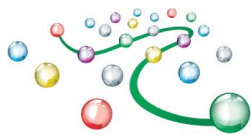
Locations Filter

The screenshot shows the LibPAS interface. At the top, there are buttons: Run, Save, Save as New Report, Save as New Template, and Publish Report. Below these are tabs: Locations, Indicators, and Florida Annual Statistical Report. The Locations tab is active, showing a list of locations with checkboxes. A pop-up window is shown, titled 'Locations', with a list of locations and checkboxes. The pop-up window also has buttons: Expand All, Collapse All, Select All, Clear All, and Reset.

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

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.



Creating Reports

Table Report

Locations (16)	5. County	20. Library service hours per typical week	21. Does your library have Sunday hours?	22. Total annual public service hours	24. Registered Borrowers- Resident
Auburndale Public Library	Polk	53.00	No	2,589.00	9,713
Mary Esther Public Library	Okaloosa	52.00	No	2,640.00	6,477
Robert L.F. Sikes Library	Okaloosa	50.00	No	2,600.00	20,176
Destin Library	Okaloosa	47.00		2,294.00	9,737
Fort Walton Beach Library	Okaloosa	47.00	No	2,492.00	18,979
Niceville Public Library	Okaloosa	45.00	No	2,246.00	17,304
Valparaiso Community Library	Okaloosa	45.00	No	2,306.00	1,804
Brockway Memorial Library	MIAMI-DADE	55.00		2,844.00	6,780
North Miami Public Library	MIAMI-DADE	53.00	Yes	3,014.00	31,060
North Miami Beach Public Library	MIAMI-DADE	52.80	Yes	3,144.00	35,135
Total		814.00		42,168.00	259,730
Avg		51		2,636	16,233
Max		63.00		3,276.00	37,672
Min		43.50		2,167.00	1,804

1/2

Sort multiple columns by holding down the shift key and clicking another column header

A Table Report provides a view of the data by location for a period. The report features interactive column sorting, pagination options, and features graph icons and an Excel download.

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 with your browser) to copy-and-paste into another document.

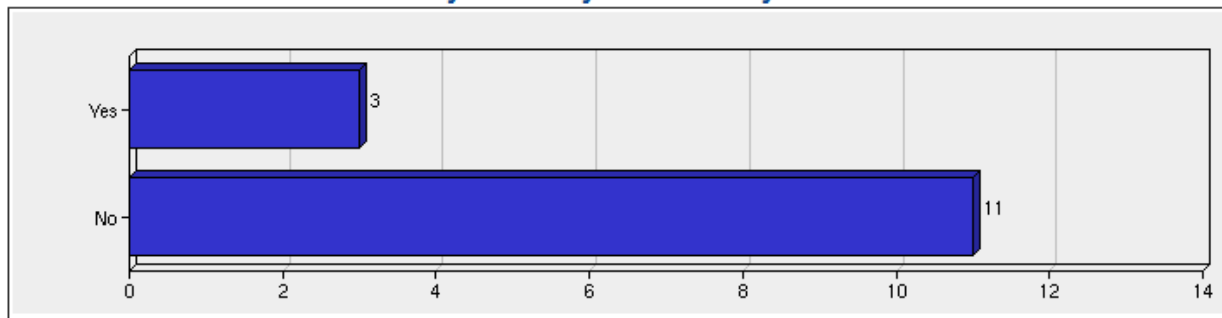


Creating Reports

Table Report Graphs

Depending on the type of data that has been included in your table report you will have the option to view associated graphs. Select choice options produce bar graphs as well as pie chart drill-downs, whereas integer values produce graphs of each locations data.

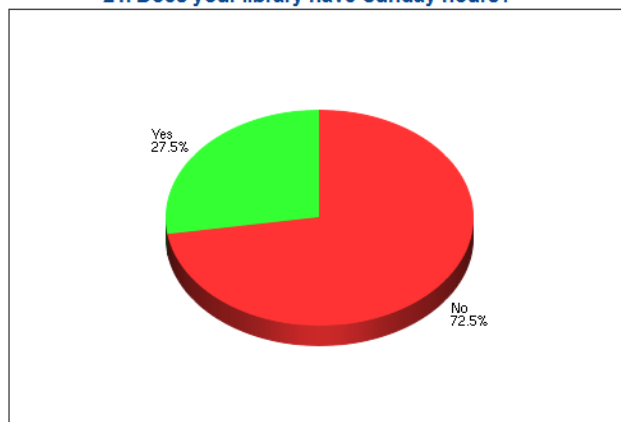
Florida Annual Statistical Report (2011)
Number of Service Outlets
21. Does your library have Sunday hours?



Florida Annual Statistical Report (2011)		
Number of Service Outlets		
21. Does your library have Sunday hours?		
Yes	3	21.4%
No	11	78.6%

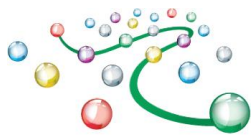
Table Report select-choice bar chart, image above.

Florida Annual Statistical Report (2011)
Number of Service Outlets
21. Does your library have Sunday hours?



Florida Annual Statistical Report (2011)		
Number of Service Outlets		
21. Does your library have Sunday hours?		
Yes	41	27.5%
No	108	72.5%

Table Report select-choice pie chart, image to the left.



Creating Reports

20. Library service hours per typical week - Number of Service Outlets

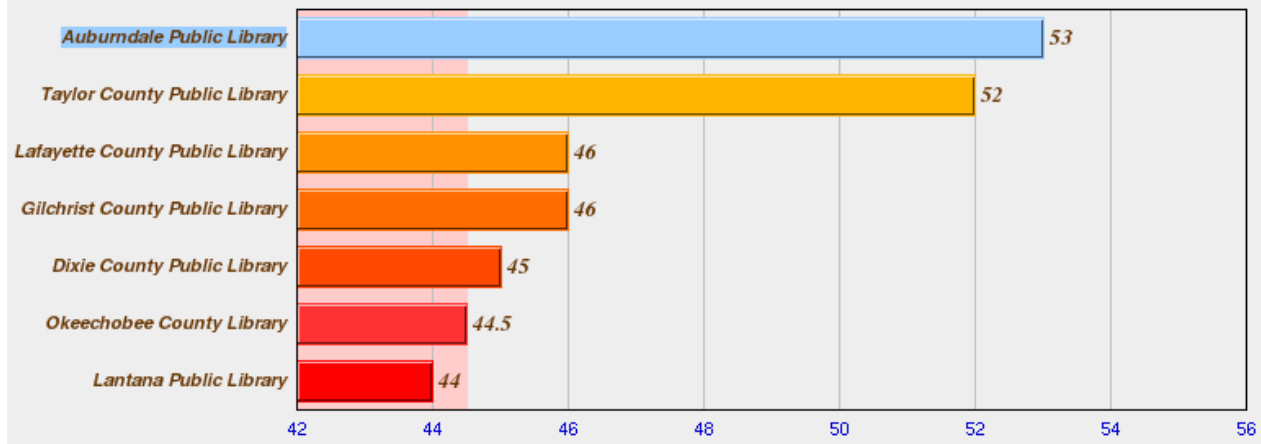


Table Report drill-down graph, image above.

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.

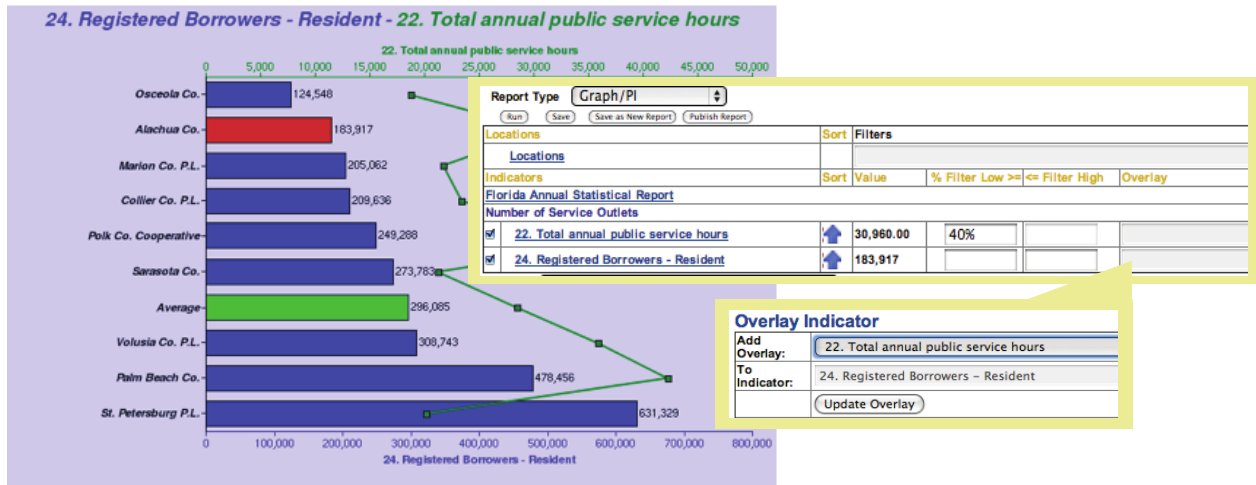
24. Registered Borrowers - Resident		
1	Mulberry Public Library	2,402
2	Ft. Meade Public Library	4,645
3	Fort Myers Beach Library	5,155
4	Lady Lake Public Library	6,972
5	Tavares Public Library	8,975
6	Auburndale Public Library	9,713
7	Altamonte Springs City Library	13,029
8	Leesburg Public Library	16,754
9	Fort Walton Beach Library	18,979
10	Robert L.F. Sikes Library	20,176
11	Gulf Beaches Public Library	539,257
12	Gulfport Public Library	539,257
13	St. Pete Beach Library	539,257
Total		1,724,571
Avg		132,659
Variance - 25% above average		165,824
Variance - 25% below average		99,494



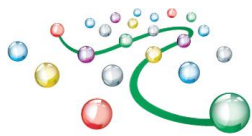
Creating Reports

Graph/PI

Displays the values for the PIs in a bar graph sorted by PI value.




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.



Creating Reports

Summary

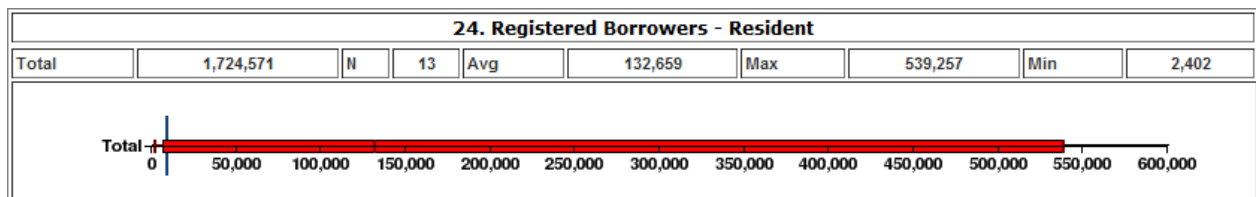
Collection: **Florida Annual Statistical Report** Period **2010** 

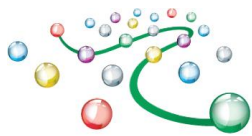
Name	Total	N	Avg	Max	Min	Median
22. Total annual public service hours	344,077.00	12	28,673.08	42,322.00	18,604.00	27,201.00
24. Registered Borrowers - Resident	3,110,006	12	259,167	631,329	48,840	229,462
20. Library service hours per typical week	760.00	12	63.33	72.00	52.00	62.00
15. Number of central libraries	5	12	0	1	0	0
16. Number of branch or cooperative member libraries	129	12	11	16	6	10
17. Number of bookmobiles	9	12	1	2	0	1
25. Registered Borrowers - Non Resident	220,565	12	18,380	79,495	117	8,108

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.



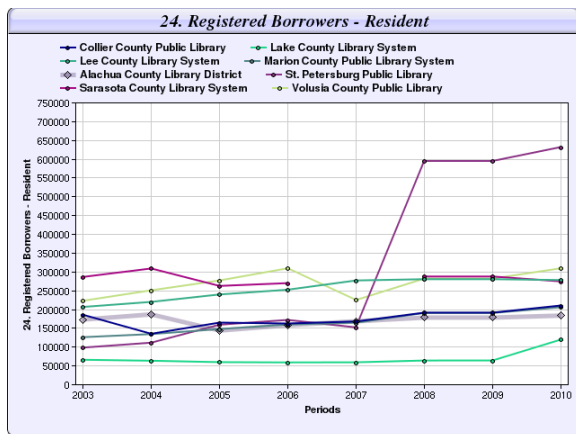


Creating Reports

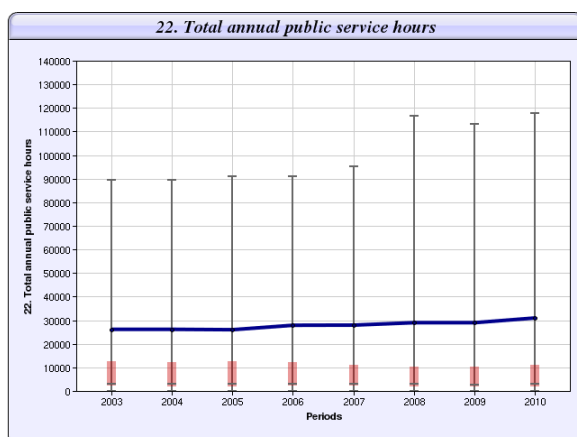
Trend/PI

22. Total annual public service hours	2003	2004	2005	2006	2007	2008	2009	2010
Altamonte Springs City Library	3,536.00	3,536.00	3,536.00	3,536.00	3,536.00	2,496.00	2,496.00	2,496.00
Apalachicola Municipal Library	1,200.00	1,200.00	1,183.00	1,183.00		2,156.00	2,156.00	2,156.00
Boca Raton Public Library	3,848.00	3,848.00	3,848.00	3,848.00	3,848.00	3,744.00	3,744.00	3,744.00
Boynton Beach City Library	3,224.00	3,224.00	3,224.00	3,224.00	3,224.00	2,827.00	2,827.00	2,827.00
Brevard County Public Libraries	51,818.00	51,818.00	55,262.00	55,146.00	55,146.00	53,607.00	53,607.00	45,888.00
Brockway Memorial Library	2,813.00	2,813.00	2,813.00	2,813.00	2,813.00	2,813.00	2,813.00	2,813.00
Broward County Libraries Division	89,683.00	89,683.00	89,696.00	88,754.00	95,244.00	89,953.00	89,953.00	83,486.00
Charlotte County Library System		12,513.00	12,129.00	11,236.00	11,263.00	8,042.00	8,042.00	7,961.00
Charlotte County Public Library - Closed in 2008	14,040.00	14,040.00	13,721.00	12,797.00	13,255.00	10,042.00		
Citrus County Library System	13,556.00	13,556.00	13,556.00	13,120.00		12,783.00	12,783.00	12,830.00
Clay County Public Library	12,266.00	12,266.00	15,166.00	15,166.00	15,166.00	14,958.00	14,958.00	14,958.00
Collier County Public Library	22,303.00	22,303.00	22,303.00	22,303.00	25,080.00	23,442.00	23,442.00	23,442.00

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.

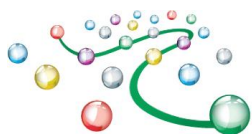


1-9 Locations the pop-up appears as a line graph.



10+ Locations the pop-up appears as a distribution

graph



Creating Reports

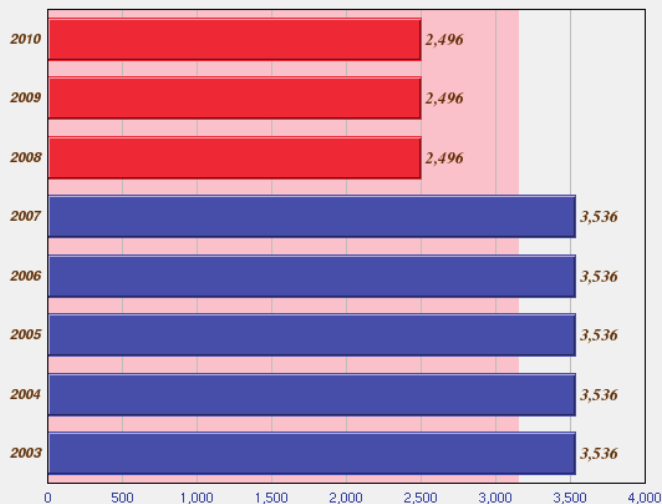
Trend Reports

Collection: **Florida Annual Statistical Report**



Trend	2003	2004	2005	2006	2007	2008	2009	2010
Number of Service Outlets								
22. Total annual public service hours								
Altamonte Springs City Library	3,536.00	3,536.00	3,536.00	3,536.00	3,536.00	2,496.00	2,496.00	2,496.00
Apalachicola Municipal Library	1,200.00	1,200.00						
Boca Raton Public Library								
Boynton Beach City Library	3,200.00							
Brevard County Public Libraries	51,818.00							
Brockway Memorial Library	2,813.00							
Broward County Libraries Division	89,683.00	89,683.00						
Charlotte County Library System	--	12,513.00						
Charlotte County Public Library - Closed in 2008	14,040.00	14,040.00						
Citrus County Library System	13,556.00	13,556.00						

**22. Total annual public service hours
Altamonte Springs City Library**

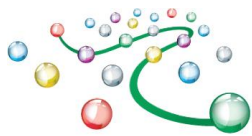


Trend reports enable comparison of results over multiple periods. The reports feature pop-up graphs (graph icon), as per the example shown below. You can include as many time periods as are available. Trend reports support various Options including: details and summary data such as the Number of Respondents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

The Trend report can include different report options, select the Options Tab to customize trend reports.



Creating Reports

Report Settings
Options

Options

Include

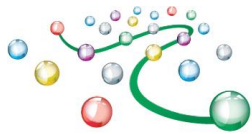
- ☒ Text Pls
- ☒ My Location
- ☐ Collection Owner
- ☒ Percentage Change
- ☐ Section/Group Name
- ☒ Item No
- ☐ Notes
- ☐ Definitions
- ☒ Details

Trend	2009	Diff(%)	2010	Diff(%)	2011
Number of Service Outlets					
24. Registered Borrowers - Resident					
Altamonte Springs City Library	11,470	11.45%	12,783	1.92%	13,029
Fort Myers Beach Library	10,596	-27.49%	7,683	-32.9%	5,155
Lady Lake Public Library	6,724	-2.63%	6,547	6.49%	6,972
Leesburg Public Library	15,959	-1.07%	15,789	6.11%	16,754
Tavares Public Library	11,536	-11.4%	10,221	-12.19%	8,975
Fort Walton Beach Library	26,169	-9.57%	23,664	-19.8%	18,979
Robert L.F. Sikes Library	22,588	3.85%	23,458	-13.99%	20,176
Gulf Beaches Public Library	594,316	6.23%	631,329	-14.58%	539,257
Gulfport Public Library	594,316	6.23%	631,329	-14.58%	539,257

Collection: **Florida Annual Statistical Report**

Trend	2006	2007	2008	2009	2010	2011
Number of Service Outlets						
24. Registered Borrowers - Resident						
Total	11,637,783	9,937,275	25,464,581	27,832,766	21,255,974	19,709,308
N	155	152	152	169	158	154
Avg	75,082	65,377	167,530	164,691	134,531	127,983

The Trend Report (featured above) displays 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.

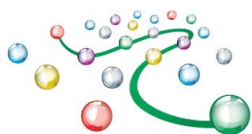


Creating Reports

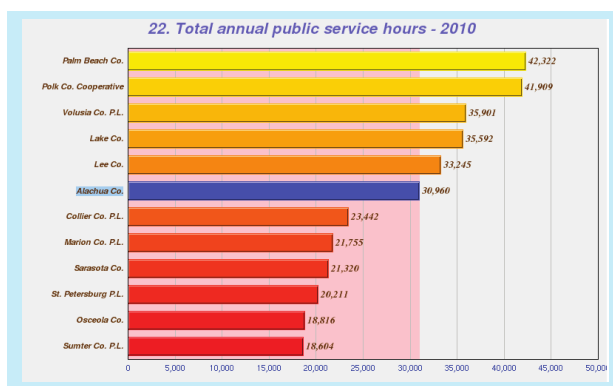
Period Comparison

Locations – 6	24. Registered Borrowers - Resident (Number of Service Outlets)			25. Registered Borrowers - Non Resident (Number of Service Outlets)			26. Total Number of Registered Borrowers (Number of Service Outlets)		
Gulfport Public Library	539,257	-14.58%	631,329	32,556	-27.59%	44,958	571,813	-15.45%	676,287
Robert L.F. Sikes Library	20,176	-13.99%	23,458	54	-33.33%	81	20,230	-14.06%	23,539
Leesburg Public Library	16,754	6.11%	15,789	217	24.71%	174	16,971	6.31%	15,963
Auburndale Public Library	9,713	40.75%	6,901	14,705	-18.11%	17,957	24,418	-1.77%	24,858
Tavares Public Library	8,975	-12.19%	10,221	63	-10.00%	70	9,038	-12.18%	10,291
Fort Myers Beach Library	5,155	-32.90%	7,683	922	-12.61%	1,055	6,077	-30.45%	8,738
total	600,030	-13.71%	695,381	48,517	-24.54%	64,295	648,547	-14.63%	759,676
avg	100,005	-4.48%	115,897	8,086	-12.82%	10,716	108,091	-11.28%	126,613

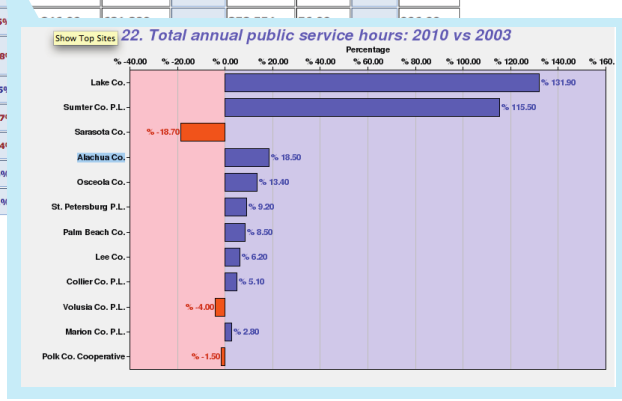
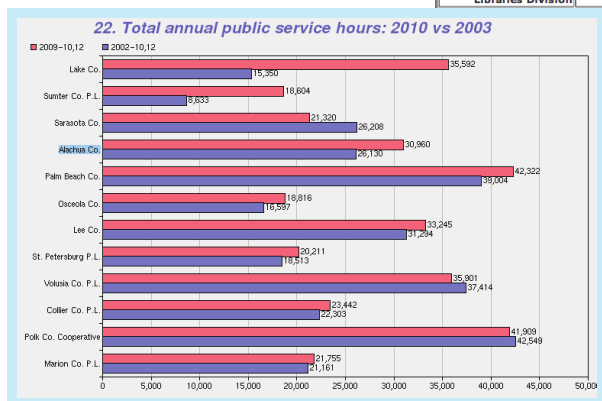
Period comparison reports compare results for two selected periods. This Report Type shows Values for each Period and the Gap (difference). Various Graph icons exist for generating graphs displaying the results of each period and or the differences between each period, including Plus/Minus and Comparative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



Creating Reports



Locations - 169	22. Total annual public service hours (Number of Service Outlets)		24. Registered Borrowers - Resident (Number of Service Outlets)		20. Library service hours per typical week (Number of Service Outlets)	
	2010	2003	2010	2003	2010	2003
Miami-Dade Public Library System	117,832.00	86,871.00	960,663	638,571	85.00	85.00
Broward County Libraries Division	83,486.00	99,683.00	1,319,638	1,434,064	100.00	100.00





Creating Reports

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 – 12	24. Registered Borrowers - Resident vs 26. Total Number of Registered Borrowers			20. Library service hours per typical week vs 22. Total annual public service hours		
St. Petersburg Public Library	631,329	-6.6%	676,287	69.50	-99.7%	20,211.00
Palm Beach County Library System	478,456	-14.2%	557,951	70.00	-99.8%	42,322.00
Volusia County Public Library	308,743	-0.6%	310,581	60.00	-99.8%	35,901.00
Lee County Library System	277,367	-1.8%	282,565	58.00	-99.8%	33,245.00
Sarasota County Library System	273,783	-9.3%	301,869	58.00	-99.7%	21,320.00
Polk County Library Cooperative	249,288	-3.1%	257,239	68.00	-99.8%	41,909.00
Collier County Public Library	209,636	-2.8%	215,585	64.00	-99.7%	23,442.00
Marion County Public Library System	205,062	-3.6%	212,812	60.00	-99.7%	21,755.00
Alachua County Library District	183,917	-10%	204,418	70.50	-99.8%	30,960.00
Osceola County Library System	124,548	-6.2%	132,812	72.00	-99.6%	18,816.00
Lake County Library System	119,037	-8.1%	129,495	58.00	-99.8%	35,592.00
Sumter County Public Library System	48,840	-0.2%	48,957	52.00	-99.7%	18,604.00

Cross Tab

Total Circulation																											
Total ILLs Borrowed	104-4000000	4000001-8000000	8000001-12000000	12000001-16000000	16000001-20000000	Row Total																					
3-14000	192 99 86.1	0 0 0	0 0 0	1 0.5 100	1 0.5 100	194 86.2																					
14001-28000	21 100 9.4	0 0 0	0 0 0	0 0 0	0 0 0	21 9.3																					
28001-42000	6 100 2.7	Total Circulation (104-4000000) : Total ILLs Borrowed (28001-42000) <table><tr><th>Location</th><th>Total Circulation ▾</th><th>Total ILLs Borrowed</th></tr><tr><td>Cochrane - Nan Boothby Memorial Library</td><td>141239</td><td>31342</td></tr><tr><td>Cold Lake Public Library</td><td>86288</td><td>30830</td></tr><tr><td>High River Centennial Library</td><td>136876</td><td>36034</td></tr><tr><td>Leduc Public Library</td><td>175275</td><td>33346</td></tr><tr><td>Stony Plain Public Library</td><td>194245</td><td>39178</td></tr><tr><td>Strathmore Municipal Library</td><td>99076</td><td>29796</td></tr></table>					Location	Total Circulation ▾	Total ILLs Borrowed	Cochrane - Nan Boothby Memorial Library	141239	31342	Cold Lake Public Library	86288	30830	High River Centennial Library	136876	36034	Leduc Public Library	175275	33346	Stony Plain Public Library	194245	39178	Strathmore Municipal Library	99076	29796
Location	Total Circulation ▾						Total ILLs Borrowed																				
Cochrane - Nan Boothby Memorial Library	141239						31342																				
Cold Lake Public Library	86288						30830																				
High River Centennial Library	136876						36034																				
Leduc Public Library	175275	33346																									
Stony Plain Public Library	194245	39178																									
Strathmore Municipal Library	99076	29796																									
42001-56000	2 100 0.9																										
56001-70000	2 100 0.9																										
Column Total	223 99.1																										
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.																											

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



Creating Reports

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.

To create a Cross Tab Report

Report Type **Cross Tab** Report Folder **Report**

Run Save Save as New Report Save as New Template Publish Report

Locations	Filters
Locations	Andrew Public Library Banff Public Library The Centra
Indicators	Value % Filter Low >= <= Filter High Group
Alberta Library Statistics	
Direct Circulation	
<input checked="" type="checkbox"/> Total Circulation	42,165,807 <input type="text"/> <input type="text"/> <input type="text"/> Group <input type="text"/>
Interlibrary Loan	
<input checked="" type="checkbox"/> Total ILLs borrowed	1,634,951 <input type="text"/> <input type="text"/> <input type="text"/> Group <input type="text"/>

Total Circulation — [Load Options](#)

Section/Group Name	Low	High	Sequence	Remove
104 - 4000000	104.00000	4000000.0000	1	<input type="button" value="x"/>
4,000,001 - 8,000,000	4000001.0000	8000000.0000	2	<input type="button" value="x"/>
8,000,001 - 12,000,000				
12,000,001 - 16,000,000				
16,000,001 - 20,000,000				

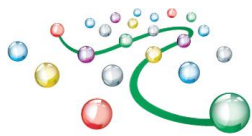
[Update](#)

Options

```
104 - 4000000|104.00000|4000000.00000
4,000,001 - 8,000,000|4000001.00000|8000000.00000
8,000,001 - 12,000,000|8000001.00000|12000000.00000
12,000,001 - 16,000,000|12000001.00000|16000000.00000
16,000,001 - 20,000,000|16000001.00000|20000000.00000
```

[Update](#)

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 pasted to reuse the list in other PI (performance indicator) Groupings.



Creating Reports

Custom Format

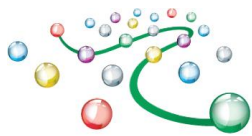
Custom Format Reports provide you with more customizable options including the ability to style the output using Cascading Style Sheets (CSS.) Custom reports also provide a unique URL link that can be inserted into any merge document; thus providing users with a way to integrate results directly into 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.

Annual Counts	Books	Total books circulation	Circ per capita	Circ per hour open	Circulation per item
Abington Public Library	61,492	72,475	6.80	55.9	1.58
Carver Public Library	56,966	64,674	9.11	44.8	1.53
Millicent Library	63,336	68,540	9.69	56.5	1.88
John Curtis Free Library	65,203	81,765	10.43	61.3	1.91
Kingston Public Library	62,216	82,285	12.91	76.1	2.08
Norton Public Library	58,338	58,077	4.45	58.0	1.24
Somerset Public Library	61,203	82,368	7.75	55.3	1.43
Swansea Free Public Library	57,786	48,181	5.58	36.0	1.30
West Bridgewater Public Library	63,283	39,954	9.98	33.4	0.96
Total	<u>549,823</u>	<u>598,319</u>	<u>76.69</u>	<u>477.2</u>	<u>13.91</u>
Avg	<u>61,091</u>	<u>66,480</u>	<u>8.52</u>	<u>53.0</u>	<u>1.55</u>
Max	<u>65,203</u>	<u>82,368</u>	<u>12.91</u>	<u>76.1</u>	<u>2.08</u>
Min	<u>56,966</u>	<u>39,954</u>	<u>4.45</u>	<u>33.4</u>	<u>0.96</u>
Median	<u>61,492</u>	<u>68,540</u>	<u>9.11</u>	<u>55.9</u>	<u>1.53</u>

Table Report - Holdings Report- Table- Revised 2012-03-20

FILE=<http://mblo.countingopinions.com/pireports/report.php?rkey=8b128c028c4c4f3c851294a28fe8d55c&id=13781>

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.)



Creating Reports

Published Reports




Report

Published reports


Merge Reports

Report Templates

Published Reports



Published Reports

Report Name	Report Type	Description	Collection	Updated	QR-Code		Remove
All data test report	Table		Florida Annual Statistical Report	2010-11-18	QR-Code	 a href="http://www.countin	Remove

All data test report												
Collection: Florida Annual Statistical Report Period: 2008, Start 2007-10 Months: 12												
Locations (153)	Service Area Population	Administrative Entity	ID	Library Long Name	1. Library Name	2. Street Address	3. Mailing Address	4. City	5. County	6a. Zip	6b. + 4	7. World Wide Web Address
Broward County Libraries Division	1,753,162	1	FL0012	Broward County Division of Libraries	Broward County Libraries Division	100 S. Andrews Ave	100 S. Andrews Ave	1830	Broward	33301	1830	www.browardlibrary.org
Tampa-Hillsborough County Public Library	1,164,425	0	FL0035		Tampa-Hillsborough County Public Library	900 North Ashley Drive	900 North Ashley Drive	3704	Hillsborough	33602	3788	http://www.thpl.org
Palm Beach County Library System	832,397	1	FL0246	Palm Beach County Public Library	Palm Beach County Library System	3650 Summit Boulevard	3650 Summit Boulevard	4198	Palm Beach	33406	4198	www.pbclibrary.org
Osceola County Library System	255,903	1	FL0109	Osceola County Library System	Osceola County Library System	211 E. Dakin Avenue	211 E. Dakin Avenue	5725	Osceola	34741	5725	www.osceolalibrary.org
Alachua County Library District	243,779	1	FL0009	Alachua County Library District	Alachua County Library District	401 East University Avenue	401 East University Avenue	5453	Alachua	32601	5453	www.aclib.us

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).