

## Creating Comparison Reports and Charts Using LibPAS Report Templates

1. From the Counting Opinions “Welcome” page at [wi.countingopinions.com](http://wi.countingopinions.com), click the [Login](#) link. Enter the **Username** assigned to your library (capital letters WI, followed by four digits), and the **Password** (four digits, unless you deliberately changed the password). If you’ve forgotten the username/password for your library, you can click the [password reminder](#) link and enter the library director’s email address. The username/password will be emailed to the address registered with the account. If the director has changed since the last annual report, please contact Jamie McCannless at (608) 266-3939 or [jamie.mccannless@dpi.wi.gov](mailto:jamie.mccannless@dpi.wi.gov).
2. After logging in, you should see a screen similar to the one below. Click the “Library Reports” link or button.



3. You should now see the “Manage Reports” screen. If the “Report Templates” tab is not already selected, “click” your mouse over the tab area to highlight it.



4. Eight of the reports are custom-designed templates that may be useful for library planning and budgeting. The templates can generate reports that bracket your library with other Wisconsin libraries within a 10% range, and display results either in a table or a series of graphs. To try one of the reports, click the link for “10% range of municipal population—comparisons” in the Report Name column, as indicated below:

### Manage Reports

You can *Create* new reports using the **Add Report** link and/or by selecting from the list of existing Custom and/or Template reports by **Name** (below). You can **Remove** reports that you create, when they are no longer required. You can *Generate* reports by selecting from an existing report by **Name** (below) or choose a link from the navigation bar (above) for a **Library Title**. You can *Share* report outputs with anyone, by providing them with the URL associated with any **Published Reports** (below).

**Custom Reports**   [Add Report](#)   [Add Folder](#)

Local   **Report**   **Report Templates**   [Published Reports](#)

Be sure these two tabs are selected to see the report templates below

Report Name	Description
<a href="#">10% range of total income--graph comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range of total revenues
<a href="#">10% range of municipal population--graph comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range of municipal population
<a href="#">10% range of total circulation--graph comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range in circulation
<a href="#">10% range of local revenue--graph comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range of local appropriation
<a href="#">10% range of local revenue--table comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range of local appropriation
<a href="#">10% range of total circulation--table comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range in circulation
<a href="#">10% range of municipal population--table comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range of municipal population
<a href="#">10% range of total income--table comparisons</a>	Shows summary library, collection, use, and financial info compared to libraries in 10% range of total revenues

- You should see a screen with the following options. Check to be sure that the “**Collection**” is set to “*Wisconsin Public Library Annual Report*” and the “**Period**” is “**2012**” (data for 2011 and earlier does not correspond in all categories and may produce misleading results).

**Report Settings**   Options   Option Settings   Restrictions   Format

**Report Settings**

Collection: Wisconsin Public Library Statistics   **Period**: 2009

Report Name: 10% range of municipal population--comparisons

Description: Shows summary library, collection, use, and financial info compared to libraries in 10% range of municipal population

Title: Summary library, collection, use, and financial info

Report Type: Table   Report Level: All Libraries   Report Folder: Report

Run

Once you have confirmed the settings, click "Run" to generate the report.

Value   % Filter Low >=   <= Filter High

**Wisconsin Public Library Statistics**

I. GENERAL INFORMATION

<input checked="" type="checkbox"/>	1. Name of Library			
<input checked="" type="checkbox"/>	2. Public Library System			
<input checked="" type="checkbox"/>	7. City/Village/Town			
<input checked="" type="checkbox"/>	8. County			
<input checked="" type="checkbox"/>	14. No. of Branches	0		
<input checked="" type="checkbox"/>	20. Annual Public Service hours for the main library and any branches and bookmobiles	3,216		
<input checked="" type="checkbox"/>	21. Square Footage of Public Library	26,882		

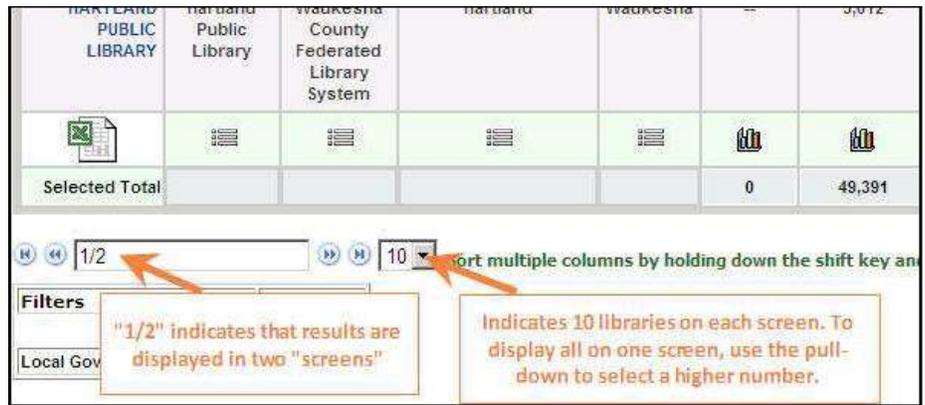
Population

<input checked="" type="checkbox"/>	Municipal Population	10%		
<input checked="" type="checkbox"/>	Population of the Legal Service Area	5		

II. LIBRARY COLLECTION

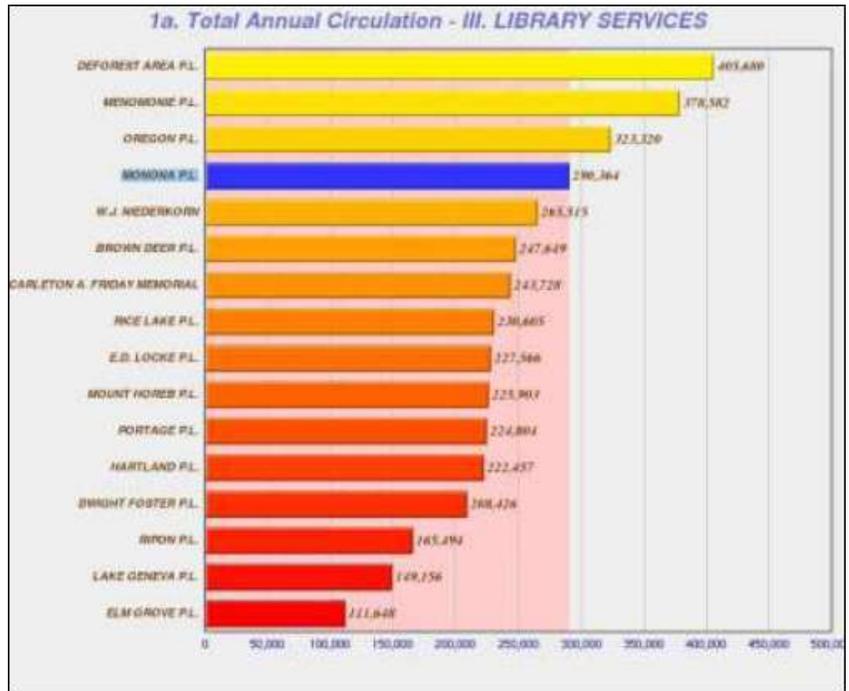
The 10% comparison range has been pre-set here.

- Click **“Run”** to generate the report (see above). The report display screen will show the libraries included in the results, with your library’s name highlighted in the results. By default, only 10 libraries display on each results screen—if you would like to display all the results, use the pull-down at the lower left to increase the total results (at right).



The software will generate bar charts that show how other annual totals compare among the libraries that met the comparison criteria (in this case, municipal population). For instance, if you want to show how your library's circulation compares with other libraries in the 10% range of municipal population, click the bar chart icon at the bottom of the column, "1a. Total Annual Circulation," to generate the following chart:

Each chart will display in a new browser window for viewing or printing. The bar for your library will be highlighted in a contrasting color to emphasize its position in the ranking. You can also download the result set using the Excel icon  (you can see the icon in the screen capture under step 6. above).



To place the chart in a document, first, "save" the chart: right-click the image, then select "save as" to save the image. Save it with a name, and to a location that you will remember. You can then open the image (in Paint or an image editing program) to save it in another format, or to include it in a document.

**New Report: "Graph comparison from local revenue range"**

You can also use the report template with this title to generate results that show a string of bar graph comparisons. Select that title from among the Report Templates, then click "Run" to generate the results. Your library's relative position, as well as the average result, is highlighted in a contrasting color.

## Library Summary Brochure

You can generate a brochure customized for your library showing common library comparison statistics and performance data formatted as a tri-fold Microsoft Word document. To do so, first, click the "WI" tab on the Manage Reports screen:

**Manage Reports**

You can **Create** new reports using the **Add Report** link and/or by selecting from the list of existing Custom and/or Template reports by **Name** (below).  
You can **Remove** reports that you create, when they are no longer required.  
You can **Generate** reports by selecting from an existing report by **Name** (below) or choose a link from the navigation bar (above) for a **Library Trend** or **Ranking Report**.  
You can **Share** report outputs with anyone, by providing them with the URL associated with any **Published Reports** (below).

**Custom Reports**   [Add Report](#)   [Add Folder](#)

Local   **WI**

**Documents**

Report Name	Description	Collection	Updated
<a href="#">Library Brochure 2010</a>	Custom brochure for each library to download and edit Wisconsin Public Library Annual Report		2011-06-21

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1. Select the WI Tab
2. Click the link for "Library Brochure 2010"
3. The report will be generated and offered as a download
4. Open the downloaded report (requires Microsoft Word)

Then click the link under Report Name for "Library Brochure." LibPAS will take required annual report data from the prior year and merge that into a pre-formatted Microsoft Word tri-fold brochure. The resulting document can be customized and edited as appropriate (such as deleting statistical items not appropriate for your location, or adding library hours or program information). If the three graphs are not generated automatically, click one-at-a-time to highlight them and press the F9 key.

**Note:** These instructions are designed to give an overview of the reports function of the LibPAS service. The custom percentile report templates have been tested with Wisconsin data. We are not able to provide additional support for the reports module at this time—for more complex comparisons, you may wish to download the Wisconsin Public Library Service Data to generate charts with Excel or a graphics program.

Service data is available at [pld.dpi.wi.gov/pld\\_dm-lib-stat](http://pld.dpi.wi.gov/pld_dm-lib-stat). If you have problems accessing the reports function or your LibPAS data, please contact your library system or email [libraryreport@dpi.wi.gov](mailto:libraryreport@dpi.wi.gov).