

LibPAS Reports

Illinois State Library



What is a template?

- A template is a ready to go or out of the box export of annual survey data
- The fields have been pre-selected as well as the groups of libraries compared based on various criteria
- Each template comes with a brief description to help you choose the template you want to run
- They are pre-set to the current fiscal year.
- Step-by-step instructions are available through LibPAS on how to run your own report using a template



Types of report templates

- Peer Groups Summary Data – An overview of key data for comparison
 - Your library compared to libraries who are with a 20% range of:
 - Total staff expenditures
 - Total operating revenue
 - Total local government revenue
 - Total visits
 - Total circulation
 - Total population
 - Library System
 - IHLS/RAILS



Types of report templates con't

- Peer Group Staff and Salary Data -
 - Also available for the following 10% ranges
 - Total population
 - Total staff expenditures
 - Total operating revenue
- Graph
 - Total programs mapped over total program attendance
- All Library Comparisons
 - Revenue & Expenditures
 - Trustees & Staffing



Types of report templates con't

- Individual Library Templates
 - Revenue comparison from FY2015 – FY2022
- Word doc template
 - This will pull data from you FY2022 annual survey and make it download it on to a word document
 - You can then freely edit the document



Report Templates

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[Data Input](#) [Library Trend](#) [Ranking Report](#)

Manage Reports

To generate a report, select an existing report by [Name](#) (below) or use the [Library Trend](#) and/or [Ranking Report](#) links from the navigation bar (above).
Use the [Add](#) button to *Create* a new report in a *Local* folder.
To Move or Remove one or more reports, select the report(s) (use the checkbox in the first column) and ...
Use the [Remove](#) button to *remove* the report(s) that you previously created.
Use the [Move](#) button to *move* the report(s) to another local folder that you previously created.
Published Reports (see below) are available to *share* with anyone, using the associated URL.

Local

IL

Report

Report Templates

Published Reports

+

Report Templates

Report Name	Report Type	Collection	Description	Updated
Reciprocal Borrowing / Delivery	Table	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY		2016-09-20 13:34:53
Lending / supplying	Table	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY		2016-09-20 13:33:49
Borrowing requests	Table	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY		2016-09-20 13:32:19
Interlibrary Loan non-participant reciprocal borrowing	Table	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY		2016-09-20 09:59:38
Interlibrary Loan non-participant suppliers	Table	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY		2016-09-20 09:58:34
Interlibrary Loan non-participant requesters	Table	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY		2016-09-20 09:57:43
Key Ratios	PI Report	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	Ranking of libraries within 20% range of circulation	2016-09-19 12:31:16
Key Ratios	PI Report	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	Ranking of libraries within 20% range of visits	2016-09-19 12:31:52
Key Ratios	PI Report	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	Ranking of libraries within 20% range of local revenue	2016-09-19 12:32:10
Key Ratios	PI Report	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	Ranking of libraries within 20% range of operating revenue	2016-09-19 12:32:28
Key Ratios	PI Report	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	Ranking of libraries within 20% range of staff expenditures	2016-09-19 12:32:48
Key Ratios	PI Report	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	Ranking of libraries within 20% range of population	2016-09-19



Run or Save as New Report

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[Report Settings](#) [Options](#) [Option Settings](#) [Format](#)

Report Settings

Collection	ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
Period	2016
Report Name	Key Ratios
Description	Ranking of libraries within 20% range of visits
Title	

Report Type: PI Report

Run

Save as New Report

Locations

Indicators

Sort	Filters

Sort	Value	%	Filter Low	>=	<=	Filter High	Sequence	Remove
ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)								
Administrative Information								
<input type="checkbox"/>	1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	↓	37,332				0	
Local Government								
<input type="checkbox"/>	8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	↓	\$1,065,429				0	
Total Operating Receipts								
<input type="checkbox"/>	8.16 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.13) [PLSC 304]	↓	\$1,161,237				0	
STAFF EXPENDITURES (9.1-9.3)								
<input type="checkbox"/>	9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	↓	\$670,316				0	
SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)								
<input checked="" type="checkbox"/>	14.3 Total annual visits/attendance in the library [PLSC 501]	↓	143,168	20%			0	
USE OF RESOURCES (18.1 - 18.12)								
<input type="checkbox"/>	18.3 Total number of materials loaned (18.1 + 18.2) [PLSC 550]	↓	167,218				0	



Create New Report

[Home](#) [Menu](#) [Help](#) [Logout](#)

[Data Input](#) [Library Trend](#) [Ranking Report](#)

Manage Reports

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Published Reports (see below) are available to *share* with anyone, using the associated URL.

Local IL

Report Report Templates Published Reports +

Add

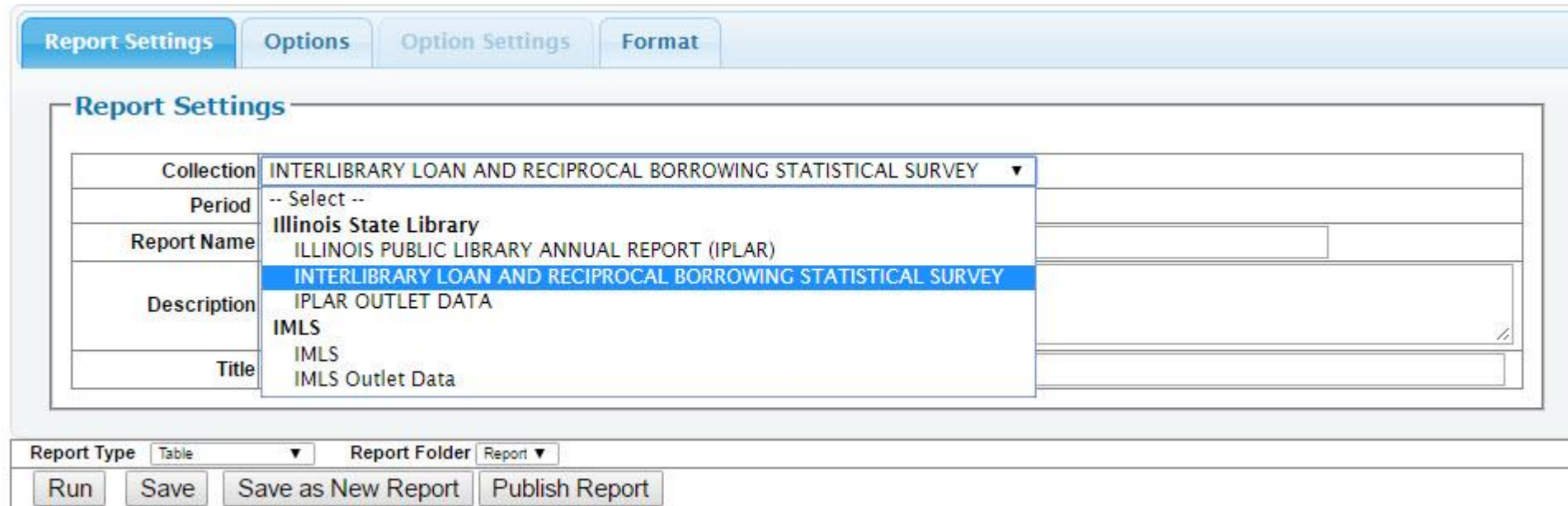
<input type="checkbox"/>	Report Name	Report Type	Collection	Description	Updated	Executed
<input type="checkbox"/>						

Add



Build Custom Reports – Step 1

Select from the available data collections by using the Collection select list



The screenshot displays the 'Report Settings' window with a tabbed interface. The 'Report Settings' tab is active, showing a form with several fields. A dropdown menu is open for the 'Collection' field, listing available data collections. The 'Report Name' field is set to 'Illinois State Library'. The 'Description' field is set to 'INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY'. The 'Title' field is set to 'IMLS Outlet Data'. The 'Report Type' is set to 'Table' and the 'Report Folder' is set to 'Report'. At the bottom, there are four buttons: 'Run', 'Save', 'Save as New Report', and 'Publish Report'.

Field	Value
Collection	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY
Period	-- Select --
Report Name	Illinois State Library
Description	INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY
Title	IMLS Outlet Data

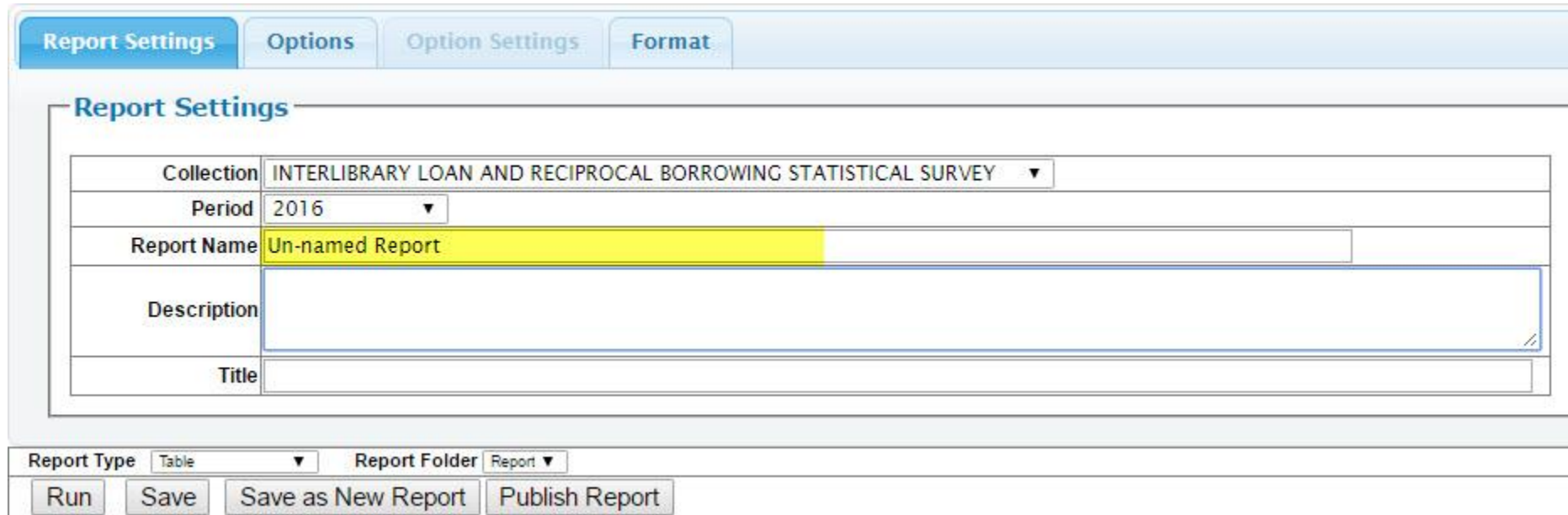
Report Type: Table | Report Folder: Report

Buttons: Run, Save, Save as New Report, Publish Report



Build Custom Reports – Step 2

The period will default to the most recent – this can be adjusted. You can optionally name your report, add a description and title. Descriptions will only be displayed on the Manage Reports and Report Settings screens.



The screenshot shows a web-based form titled "Report Settings" with four tabs: "Report Settings" (active), "Options", "Option Settings", and "Format". The form contains several input fields:

- Collection:** A dropdown menu showing "INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY".
- Period:** A dropdown menu showing "2016".
- Report Name:** A text input field containing "Un-named Report", which is highlighted in yellow.
- Description:** A large text area for entering a description.
- Title:** A text input field for entering a title.

At the bottom of the form, there are two more dropdowns: "Report Type" set to "Table" and "Report Folder" set to "Report". Below these are four buttons: "Run", "Save", "Save as New Report", and "Publish Report".



Build Custom Reports – Step 3

Add questions to your report by selecting a question or more than one question by holding down your CTRL (PC) or Command (MAC) key and then select the Add button to add the question(s) to your report.

Report Type: Table Report Folder: Report

Run Save Save as New Report Publish Report

Locations Filters

Locations

Indicators	Value	% Filter Low	>=	<= Filter High	Sequence	Remove
Group IDENTIFICATION <div> 1.7b If this locked question's answer has changed, then enter the updated answer here. 1.8a Library FAX Number 1.8b If this locked question's answer has changed, then enter the updated answer here. 1.9a Regional Library System 1.9b If this locked question's answer has changed, then enter the updated answer here. 1.10a Type of library 1.10b If this locked question's answer has changed, then enter the updated answer here. 1.11 Name of person completing this form 1.12 E-mail address REQUESTS: (BORROWING) </div>						

Add

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



Build Custom Reports – Step 4

Select either Run buttons to run your report and view the data.

Report SettingsOptionsOption SettingsFormat

Report Settings

CollectionINTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY

Period2016

Report NameTest Report

Descriptiondesc

Titletitle

Report TypeTableReport FolderReport

RunSaveSave as New ReportPublish Report

Locations

Filters

Indicators

	Value	% Filter Low	>=	<=	Filter High	Sequence	Remove
INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY							
IDENTIFICATION							
<input checked="" type="checkbox"/>	1.25a This library is currently a member of which Illinois library system?					1	✖
<input checked="" type="checkbox"/>	1.11a Type of library					2	✖
SUPPLYING: (LENDING)							
<input checked="" type="checkbox"/>	3.1 Did your library SUPPLY materials through interlibrary loan?					3	✖

Group

SUPPLYING: (LENDING)

SUPPLYING: (LENDING)

3.1 Did your library SUPPLY materials through interlibrary loan?
If no, check all of the reasons that apply:
3.2 Not enough staff to handle interlibrary loan
3.2 Other libraries have not sent us interlibrary loan requests
3.2 Staff does not know how to handle interlibrary loan requests
3.2 Our holdings are not available in a shared online catalog and/or OCLC
3.2 Other
3.2 Other, please explain.

DETAILS CONCERNING REQUESTS RECEIVED:

Add

RunSaveSave as New ReportSave as New TemplatePublish Report



Build Custom Reports – Options

Filters can be added to any question in your report by either clicking in the filter area to trigger a text-option pop-up or adding in a numeric high/low range or a % value.

Report Type: [Run] [Save]

Locations: [Locations]

INTERLIBRARY IDENTIFICATION

1.25a This library is currently a member of which Illinois library system?

1.11a Type of library

SUPPLYING: (LENDING)

3.1 Did your library SUPPLY materials through interlibrary loan?

DETAILS CONCERNING REQUESTS RECEIVED:

3.3 What was the total number of interlibrary loan requests RECEIVED by your library?

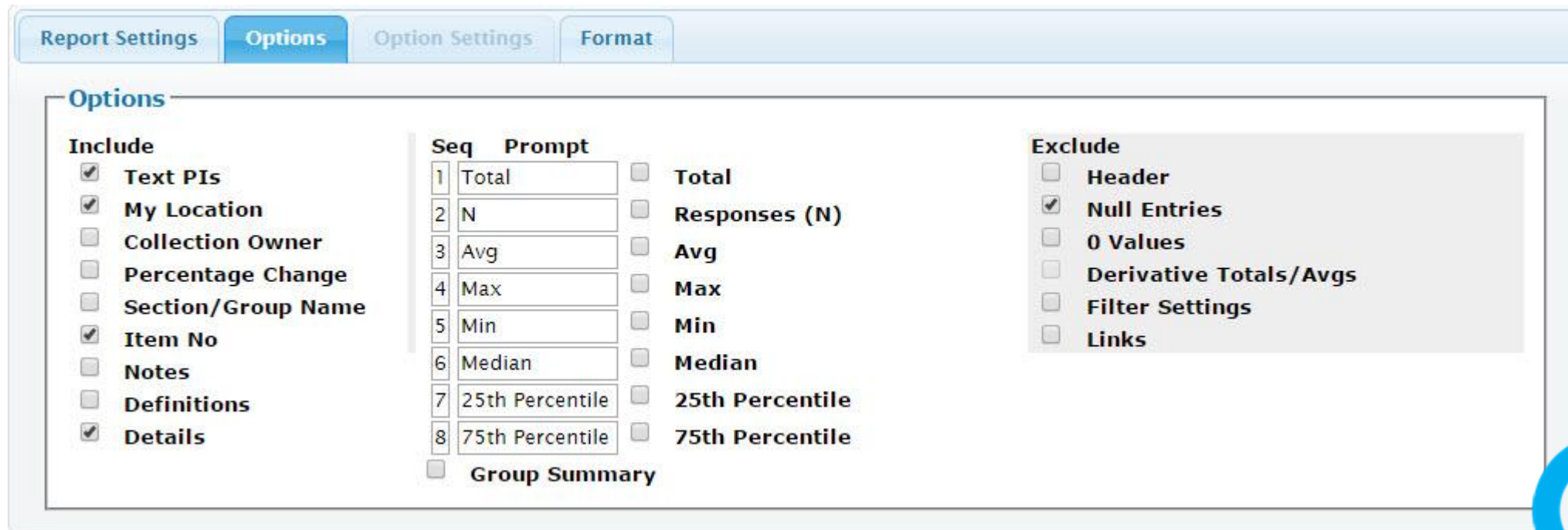
How many of these interlibrary loan requests RECEIVED by your library were filled? (This value should not exceed the total number in question 3.3.)

Value	% Filter Low	>=	<=	Filter High	Sequence	Remove
					1	X
					2	X
					3	X
	500		1000		4	X
10%					5	X



Build Custom Reports – Options

There is an Options tab which enables summary data to be included, annotations, or definitions to be added, along with a selection of other options. Please play around with these to alter your report.



The screenshot shows a software interface with four tabs: 'Report Settings', 'Options' (selected), 'Option Settings', and 'Format'. The 'Options' tab is active and contains three main sections: 'Include', a central table, and 'Exclude'.

Include

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

Seq Prompt

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

Exclude

- ☐ Header
- ☒ Null Entries
- ☐ 0 Values
- ☐ Derivative Totals/Avg
- ☐ Filter Settings
- ☐ Links



Build Custom Reports – Options

There are several different report types to choose from, most of which enable you to export the data into Excel where you could even create other custom reports. These reports offer different options (trends views, graph overlays, etc.) so try looking at your data using different Report Types.

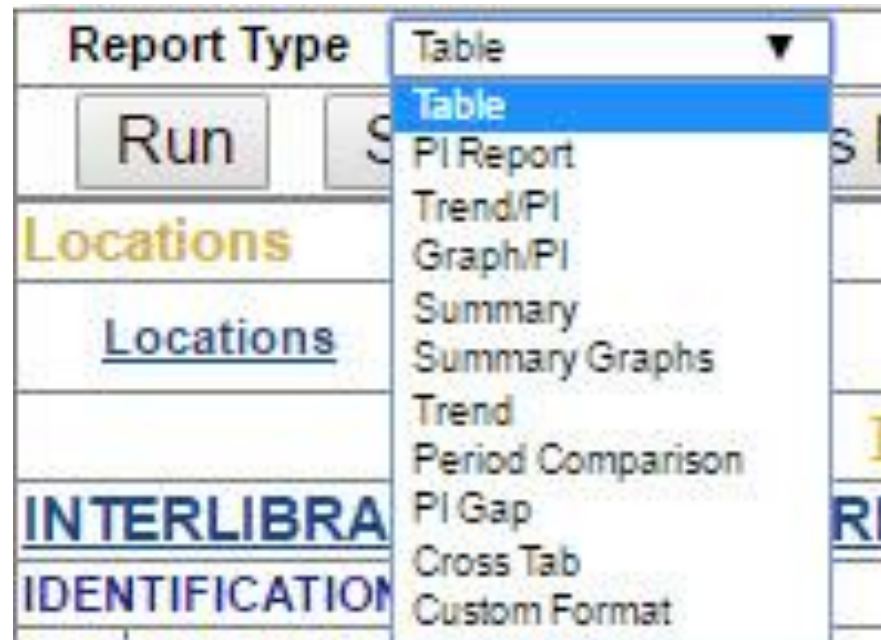


Table Report

In a Table report columns can be sorted by clicking on the column header, graphs can be viewed by selecting graph icons, and data can be downloaded into Excel by selecting the Excel icon.

Report Name
Collection: **INTERLIBRARY LOAN AND RECIPROCAL BORROWING**
STATISTICAL SURVEY Period: **2016, Start 2016-07** Months: **12**

Locations (1822)	1.25a This library is currently a member of which Illinois library system?	1.11a Type of library	2.3 What was the total number of items requested by your library?
VICTORIA PUBLIC LIBRARY DISTRICT	RAILS	Public	5
SIDELL DISTRICT LIBRARY	IHL S	Public	7
West Central SD 235	RAILS	School Building	21
Rochester CUSD 3A	IHL S	School Building	26
SOUTH MACON PUBLIC LIBRARY DISTRICT	IHL S	Public	37
VILLAGE OF AVON PUBLIC LIBRARY	RAILS	Public	57
NEW WINDSOR PUBLIC LIBRARY DISTRICT	RAILS	Public	63
HOOPESTON PUBLIC LIBRARY DISTRICT	IHL S	Public	83
Spoon River Valley CUSD #4	RAILS	School Building	94
ROBERT W. ROWE PUBLIC LIBRARY DISTRICT	RAILS	Public	99

1/183 10 Sort multiple columns by holding down the shift key and clicking another column header

