Creating Reports

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Creating Reports

Reports

On the Reports page you will find at least two top-level tabs; Local, and Illinois. Under the Local tab you will find at least three tabs; Reports, Report Templates, and Published Reports.

Custom R	eports	Add Report	Add Folder	
Local IL				
Report	Report	Templates	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.

Library Trend

Ranking Report

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

Custom Reports Add Report Add Folder							
Local IL							
Report	Report Templates	Published Reports					

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.

Report Name IPLAR Programs Report Description Adult, Young Adult, and Children's Programs & Attendance Title Illinois Public Library Annual Report - Programming	
Title Illinois Public Ubrary Annual Report - Programming	
ort Type Table	
un) (Save) (Save as New Report) (Save as New Template) (Publish Report)	
tions Filters	
cations	
stors Value % Filter Low >= <= Filter High Sequence	Remove
NS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	
3RAMS & ATTENDANCE (16.1 - 16.8)	
16.1 Total Number of Adult Programs	8
	25
6.2 Adult Program Attendance 2	

- **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. Illinois Public Library Annual Report. 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

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 enable drill-downs to additional views or levels of detail such as pop-up charts/graphs and/or Excel compatible downloads. Clicking on a graph icon will present the information in chart/graph format in a separate pop-up window.

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.

Report Options

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

Report Settings Options	Option Settings Format	
Options Include V Text PIs Ny Location Collection Owner Percentage Change Section/Group Name Item No Notes Definitions V Details	Seq Prompt Summary 1 Total Total 2 N Responses (N) 3 Avg Avg 4 Max Max 5 Min Min 6 Median Median 7 25th Percentil 25th Percentile 8 75th Percentil 75th Percentile	Exclude Header Null Entries O Values Filter Settings Links

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
ILLINOIS PUBLIC LIBRARY ANNUAL REPORT	(IPLAR)	
Library Information		
1.19a Type of library	City	
Administrative Information		
1.26a Population residing in tax base (Use the official federal census figure) [PLSC 208]	he latest	50000 500000
Square Feet		
2.12a Square Footage [PLSC 711]		10%
PROGRAMS & ATTENDANCE (16.1 - 16.8)		
16.1 Total Number of Adult Programs		
16.2 Adult Program Attendance		

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

Locations	Filters		
Locations			
Indicators	NZ. 1	Low >= <= Filter High	Sequence Remov
Ide my location FiltersSelect I	Filter 🗘 (Apply) (Res	set) View Selection	
ions			
oand All Collapse All Select Al	II) Clear All Reset		
Illinois State Library			
Illinois State Library A. HERR SMITH & E. B	E. SMITH LIBRARY		
A. HERR SMITH & E. E	ARY DISTRICT		
A. HERR SMITH & E. E ACORN PUBLIC LIBR	ARY DISTRICT		
A. HERR SMITH & E. E ACORN PUBLIC LIBR ADDISON PUBLIC LIB	ARY DISTRICT BRARY		
 ▲ HERR SMITH & E. E. ■ ACORN PUBLIC LIBR ■ ADDISON PUBLIC LIBE ■ ALBANY P.L.D. ■ ALBION PUBLIC LIBR 	ARY DISTRICT BRARY		
A. HERR SMITH & E. E ACORN PUBLIC LIBR ADDISON PUBLIC LIB ALBANY P.L.D.	ARY DISTRICT BRARY ARY UBLIC LIBRARY DISTRICT		
A. HERR SMITH & E. E ACORN PUBLIC LIBR ADDISON PUBLIC LIBR ALBANY P.L.D. ALBION PUBLIC LIBR ALBION PUBLIC LIBR	ARY DISTRICT BRARY ARY UBLIC LIBRARY DISTRICT BRARY		
A. HERR SMITH & E. E ACORN PUBLIC LIBR ADDISON PUBLIC LIBR ALBANY P.L.D. ALBION PUBLIC LIBR ALGONQUIN AREA PI ALLIN TOWNSHIP LIB ALPHA PARK PUBLIC	ARY DISTRICT BRARY ARY UBLIC LIBRARY DISTRICT BRARY		



Selecting 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.

Table Report

Locations (27)	17.1 Total number of resident borrower's cards in force as of the last day of the fiscal year.	17.2a Total number of non-resident borrower's cards in force as of the last day of the fiscal year.	17.2b What was the total amount of the fees collected from the sale of non-resident borrower's cards during the past fiscal year?	17.3 Total number of registered borrowers as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	17.4 Is your library's registered borrower/patron file purged a minimum of one time every three years?
A. HERR SMITH & E. E. SMITH LIBRARY	851	5	\$266.00	856	No
ASTORIA PUBLIC LIBRARY DISTRICT	800	6	\$250.00	806	Yes
AYER PUBLIC LIBRARY DISTRICT	830	3	\$351.00	833	Yes
CASEYVILLE PUBLIC LIBRARY DISTRICT	895	2	\$25.00	897	Yes
CHARLES B. PHILLIPS PUBLIC LIBRARY	849	5	\$509.00	854	Yes
CLINTON TOWNSHIP PUBLIC LIBRARY	851	25	\$540.00	876	Yes
DOYLE PUBLIC LIBRARY DISTRICT	766	0	\$0.00	766	Yes
FORRESTON PUBLIC LIBRARY	831	43	\$2,035.00	874	No
GERMANTOWN PUBLIC LIBRARY DISTRICT	896	14	\$980.00	910	Yes
GREENUP TOWNSHIP PUBLIC LIBRARY	834	35	\$1,225.00	869	Yes
	<u>kû</u>	<u>ku</u>	<u>ku</u>	<u>ku</u>	=
Total		541	\$18,594.00	23,388	
Avg		20	\$688.67	866	
Median	851	6	\$351.00	869	

🖲 🕚 1/3

🛞 🖲 🔳 💽 Sort multiple columns by holding down the shift key and clicking another column header

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.



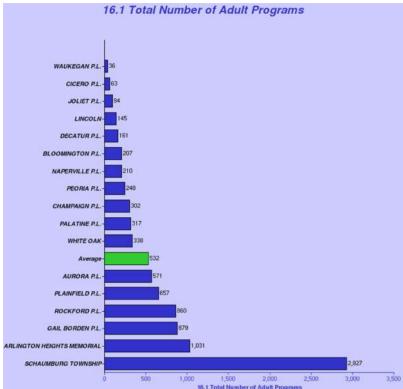
PI Report

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.

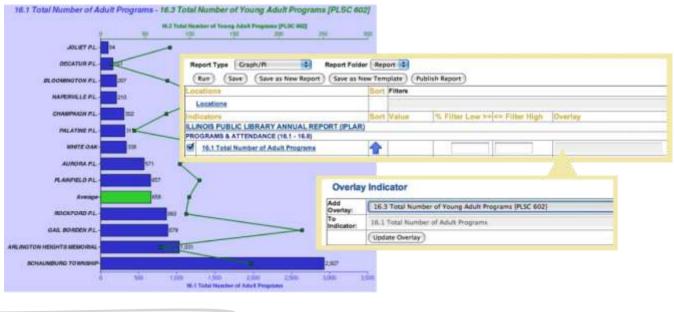
16.1 Total Number of Adult Program							
1	TISKILWA PUBLIC LIBRARY	115					
2	FORRESTON PUBLIC LIBRARY	77					
3	WILLIAMSVILLE PUBLIC LIBRARY DISTRICT	51					
4	HARTFORD PUBLIC LIBRARY DISTRICT	26					
5	LANARK PUBLIC LIBRARY	11					
6	A. HERR SMITH & E. E. SMITH LIBRARY	11					
7	VIENNA CARNEGIE PUBLIC LIBRARY	5					
8	CLIFTON PUBLIC LIBRARY	4					
9	BLUE RIDGE TOWNSHIP PUBLIC LIBRARY	1					
10	ATKINSON PUBLIC LIBRARY DISTRICT	0					
11	WINDSOR STORM MEMORIAL PUBLIC LIBRARY DISTRICT	0					
	Total	301					
	Avg	27					
	Мах	115					
	Min	0					
	Median	11					
	Variance - 25% above average	34					
	Variance - 25% below average	21					



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

IPLAR Programs Report

Collection: ILLINOIS PUBLIC LIBRARY ANN	UAL F	EPO	RT (IPL	AR)	Period	2012
Name	Total	Avg	Max	Min	Median		
16.1 Total Number of Adult Programs	9,046	532	2,927	36	302		
16.2 Adult Program Attendance	171,720	10,101	40,817	331	4,888		
16.3 Total Number of Young Adult Programs [PLSC 602]	1,291	76	226	-1	75		
16.4 Young Adult Program Attendance	29,920	1,760	5,315	-1	1,371		
16.5 Total Number of Children's Programs [PLSC 601]	14,127	831	1,861	140	784		
16.6 Children's Program Attendance [PLSC 604]	473,569	27,857	72,647	3,569	31,500		
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	24,464	1,439	3,925	284	1,474		
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	675,209	39,718	93,008	6,805	44,831		

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.

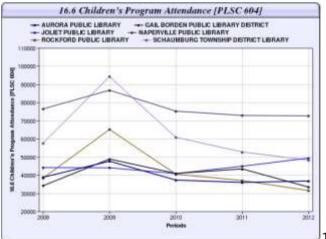
16.4 Young Ad	ult Program Atte	ndance							
Total	29,920	Avg	1,760	Max	5,315	Min	-1	Median	3,916
T _1_		I					_		
Tota	,000	0	1,000	2,000	3,000		4,000	5,000	6,000



Trend/PI

16.2 Adult Program Attendance	2008	2009	2010	2011	2012
ARLINGTON HEIGHTS MEMORIAL LIBRARY	3,675	6,781	16,919	27,386	24,172
AURORA PUBLIC LIBRARY	7,922	11,332	6,815	9,982	12,357
BLOOMINGTON PUBLIC LIBRARY	3,379	3,531	2,872	2,704	3,354
CHAMPAIGN PUBLIC LIBRARY	12,959	11,879	225	4,954	4,888
CICERO PUBLIC LIBRARY	225	324	346	317	608
DECATUR PUBLIC LIBRARY	2,247	2,182	2,767	1,338	1,901
GAIL BORDEN PUBLIC LIBRARY DISTRICT	20,799	15,652	23,323	24,838	30,506

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.



16.2 Adult Program Attendance 2 15000 tions

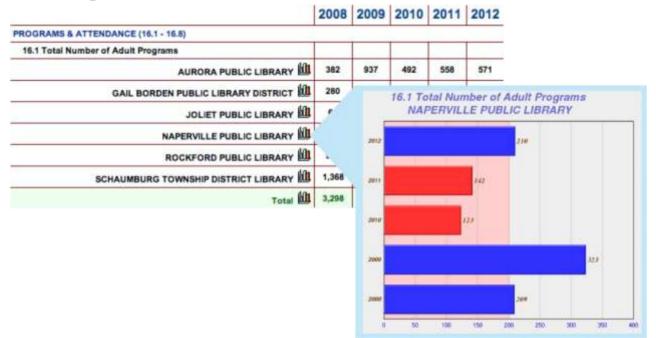
1–9 Locations the pop-up appears as a line graph.

10+ Locations the pop-up appears as a distribution

graph



Trend Reports



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.



Options										
Include										
Text Pls										
My Location										
Collection O										
Percentage C										
Section/Grou		2008	Diff(%)	2009	Diff(%)	2010	Diff(%)	2011	Diff(%)	201
Notes	PROGRAMS & ATTENDANCE (16.1 - 16.8)									
Definitions	16.1 Total Number of Adult Programs									
Details	AURORA PUBLIC LIBRARY	382	145.29%	937	-47.49%	492	13.41%	558	2.33%	57
	GAIL BORDEN PUBLIC LIBRARY DISTRICT	280	18.57%	332	58.43%	526	45.06%	763	15.2%	87
	JOLIET PUBLIC LIBRARY	64	-21.88%	50	90%	95	-29.47%	67	40.3%	94
	NAPERVILLE PUBLIC LIBRARY	209	54.55%	323	-61.92%	123	15.45%	142	47.89%	21
	ROCKFORD PUBLIC LIBRARY	995	-39.2%	605	80.33%	1,091	-81.94%	197	336.55%	86
	SCHAUMBURG TOWNSHIP DISTRICT LIBRARY	1,368	-51.39%	665	12.63%	749	114.02%	1,603	82.6%	2,92

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

	2008	Diff(%)	2009	Diff(%)	2010	Diff(%)	2011	Diff(%)	2012
PROGRAMS & ATTENDANCE (16.1 - 16.8)									
16.1 Total Number of Adult Programs									
Total 🛍	3,298	-11.7%	2,912	5.63%	3,076	8.26%	3,330	66.4%	5,541
Avg 🛍	550	-11.7%	485	5.63%	513	8.26%	555	66.4%	924
Max 🛍	1,368	-31.51%	937	16.44%	1,091	46.93%	1,603	82.6%	2,927
Min 🛍	64	-21.88%	50	90%	95	-29.47%	67	40.3%	94
Median 🛍	331	41.54%	469	8.64%	509	-25.83%	378	89.54%	716
	-								

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.

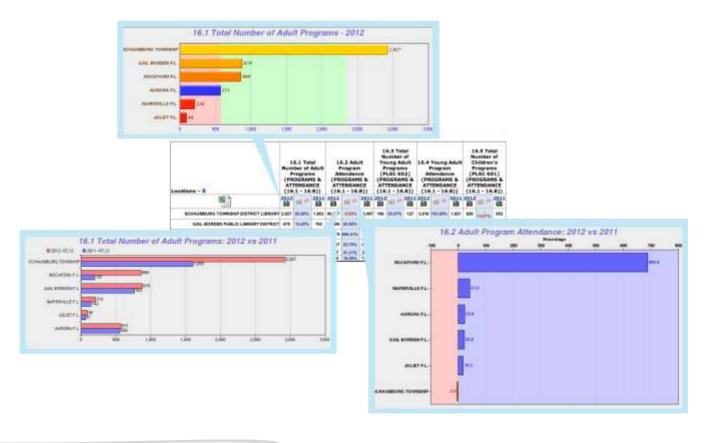


Period Comparison

Period: 2012 Comparison Period: 2011

Locations – 6	Num P (PR AT	6.1 Tota ber of A rogram OGRAM TENDAN .1 - 16.	Adult s IS & ICE	P At (PR ATT	5.2 Adu Program tendano OGRAM FENDAN .1 - 16.	ce S& ICE	Ni Yo [P (PR ATT	6.3 Tot umber ung Ad rogram LSC 60 OGRAM TENDAI .1 - 16	of lult is 2] 15 & NCE	At (PR AT	Young Program tendan OGRAM TENDAN .1 - 16	n ce IS & ICE	Nu Ci Pi (PR) ATT	6.5 Tot umber hildren rogram LSC 60 OGRAM TENDAI .1 - 16	of is is)1] AS & NCE
	2012	ili 📑	2011	2012	ili 📑	2011 1	2012	ता 🖷	2011 1	2012	ili 🔤	2011 1	2012	ili 🔤	2011
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY	2,927	82.60%	1,603	40,817	-3.93%	42,487	169	33.07%	127	3,916	103.85%	1,921	829	- 13.01%	953
GAIL BORDEN PUBLIC LIBRARY DISTRICT	879	15.20%	763	30,506	22.82%	24,838	226	35.33%	167	1,411	-57.28%	3,303	836	- 44.85%	1,516
ROCKFORD PUBLIC LIBRARY	860	336.55%	197	11,778	689.41%	1,492	96	29.73%	74	1,553	-3.90%	1,616	1,489	48.75%	1,001
AURORA PUBLIC LIBRARY	571	2.33%	558	12,357	23.79%	9,982	89	- 21.24%	113	1,133	-52.25%	2,373	1,399	8.37%	1,291
NAPERVILLE PUBLIC LIBRARY		47.89%	142	4,547	41.21%	3,220	120	-9.09%	132		-24.09%			-9.09%	
JOLIET PUBLIC LIBRARY	94	40.30%	67	9,075	18.29%	7,672	78	32.20%	59	843	-9.16%	928	1,861	1.25%	1,838

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.





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 – 6	16.3 To	otal Number of A Programs vs otal Number of Y rograms [PLSC	oung		t Program Att vs oung Adult Pr Attendance	
	<u>ku</u>	ili 👼	<u>kū</u>	<u>ku</u>	ili 👼	<u>kū</u>
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY	2,927	1632%	169	40,817	942.3%	3,916
GAIL BORDEN PUBLIC LIBRARY DISTRICT	879	288.9%	226	30,506	2062%	1,411
ROCKFORD PUBLIC LIBRARY	860	795.8%	96	11,778	658.4%	1,553
AURORA PUBLIC LIBRARY	571	541.6%	89	12,357	990.6%	1,133
NAPERVILLE PUBLIC LIBRARY	210	75%	120	4,547	-14.4%	5,315
JOLIET PUBLIC LIBRARY	94	20.5%	78	9,075	976.5%	843

Cross Tab

17.1 Total Number Of Resident Borrower's Cards In Force As Of The Last Day Of The Fiscal Year.

			FISCAL TO				
17.2a Total Number Of Non-resident Borrower's Cards In Force As Of The Last Day Of The Fiscal Year.	0-1,000	1,001-5,000	5,001-10,000	10,001-25,000	25,001-50,000	50,001-100,000	Row Total
0-250	<u>156</u> 28.1 98.7	<u>211</u> 37.9 93	7 <u>3</u> 13.1 83.9	76 13.7 88.4	33 5.9 84.6	7 1.3 70	556 91.6
251-500	2 7.4 1.3	<u>13</u> 48.1 5.7	<u>5</u> 18.5 5.7	4 14.8 4.7	<u>3</u> 11.1 7.7	0 0 0	27 4.4
501-800	0 0 0	37.5 1.3	$ \begin{array}{r} \frac{3}{37.5}\\ 3.4 \end{array} $	1 12.5 1.2	12.5 2.6	0 0 0	8 1.3
800-1,000	0 0 0	0 0 0	2 66.7 2.3	1 33.3 1.2	0 0 0	0 0 0	3 0.5
1,001-10,000	0 0 0	0 0 0	<u>4</u> 36.4 4.6	<u>4</u> 36.4 4.7	2 18.2 5.1	1 9.1 10	11 1.8
10,001-50,000	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	2 100 20	2 0.3
Column Total	158 26	227 37.4	87 14.3	86 14.2	39 6.4	10 1.6	607 100
	Blue num Green num	bers in each ce bers in each cel	ell are percenta Il are percentag	are actual locat ges(%) of row v les(%) of colum details for sele	alues in that ce n values in that		



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.

Report Typ	e Cross Tab Save Save as New		Folder Report		ish Report	
Locations		Filters				
Location	<u>s</u>	-				
Indicators		Value %	Filter Low >	= <= Filte	r High Gr	oup
ILLINOIS PU	JBLIC LIBRARY ANNU	AL REPORT (IP	LAR)			
Administrati	ve Information					
tax base	opulation residing in (Use the latest official ensus figure) [PLSC				Gro	oup
1.26a Population residi			fficial feder	al	Gro	
1.26a Population residi census figure) [PLSC 2	ng in tax base (Us	e the latest o		al	Gre	
PROGRAMS 1.26a Population residi census figure) [PLSC 2 ection/Group Name 1-5,000	ng in tax base (Us 08] — Load Options		fficial feder Sequence		Gre	oup
1.26a Population residi census figure) [PLSC 2 ection/Group Name 1-5,000	ng in tax base (Us 08] — Load Options Low	High 5000.00000	Sequence	Remove	Gre	
1.26a Population residi census figure) [PLSC 2 action/Group Name	ng in tax base (Us 08] — Load Options Low 1.00000	High	Sequence	Remove	Gro	
1.26a Population residi census figure) [PLSC 2 action/Group Name 1-5,000 5,001-15,000	ng in tax base (Us 08] — Load Options Low 1.00000 5001.0000	High 5000.00000 Update - Options 1-5,000 1.0	Sequence	Remove x		
1.26a Population residi census figure) [PLSC 2 action/Group Name 1-5,000 5,001-15,000	ng in tax base (Us 08] — Load Options Low 1.00000 5001.0000 15001.0000	High 5000.00000 Update - Options 1-5,000 1.0 5,001-15,00 15,001-50,0	Sequence	Remove (x) 00 15000.0000	00	

ata a Creasa Tala Dara art

- **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-andpaste 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.

Adult, Young Adult, and Children's Programs & Attendance	16.3 Total Number of Young Adult Programs [PLSC 602]	I6.5 Total Number of Children's Programs [PLSC 601]	16.1 Total Number of Adult Programs	16.2 Adult Program Attendance	i6.4 Young Aduit Program Attendance	16.6 Children's Program Attendance [PLSC 604]	16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]
ARLINGTON HEIGHTS MEMORIAL LIBRARY	67	618	1,031	24,172	1,371	36,156	1,716	61,699
AURORA PUBLIC LIBRARY	89	1,399	571	12,357	1,133	36,769	2,059	50,259
BLOOMINGTON PUBLIC LIBRARY	75	208	207	3,354	1,080	9,895	490	14,329
CHAMPAIGN PUBLIC LIBRARY	74	1.098	302	4,888	5,256	37,558	1,474	47,702
DECATUR PUBLIC LIBRARY	12	395	161	1,901	238	9,313	568	11,452
GAIL BORDEN PUBLIC LIBRARY DISTRICT	226	836	879	30,506	1,411	33,407	1,941	65,324
JOLIET PUBLIC LIBRARY	78	1,861	94	9,075	843	49,358	2,033	59,276
NAPERVILLE PUBLIC LIBRARY	120	1,451	210	4,547	5,315	72,647	1,781	82,509
PALATINE PUBLIC LIBRARY DISTRICT	38	598	317	7,077	2,074	24,708	953	33,859
PLAINFIELD PUBLIC LIBRARY DISTRICT		988	657	12,036	4,221	45,385	1,756	61,642
ROCKFORD PUBLIC LIBRARY	96	1,489	860	11,778	1,553	31,500	2,445	44,831
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY	169	829	2,927	40,817	3,916	48,275	3,925	93,008
WHITE OAK LIBRARY DISTRICT	137	784	338	2,403	1,510	12,179	1,259	16,092
Total	1,292		8,554		29,921	447,150		641,982

Table Report - IPLAR Programs Report

FILE=http://www.countingopinions.com/pireports/report.php?rkey=83500c164971453e5e29c413af58cff9&rid=19102

FILE=http://www.countingopinions.com/pireports/tblreports/14782/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.)



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	Locati	ions (13)		16.3 Total Number of Young Adult Programs [PLSC 602]	Programs [PLSC 601]	16.1 Total Number of Adult Programs	16.2 A Progr Attenda	am	Pr	¢ oung Adult ogram ndance	16.6 Chi Prog Attendanc 60	ce [PLSC 4]	16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	Program Attendance (16 16.4 + 16.6) [P 603]
	Locati	ARL	INGTON HEIGHTS MORIAL LIBRARY	Number of Young Adult Programs	of Children's Programs (PLSC	Number of Adult	Progr	am	Pr	ogram	Prog	ce [PLSC 4]	Number of Library Programs (16.1 + 16.3 +	Program Attendance (16 16.4 + 16.6) [P
		ARL ME	INGTON HEIGHTS	Number of Young Adult Programs [PLSC 602]	of Children's Programs [PLSC 601]	Number of Adult Programs	Progr Attenda	am Ince 72	Pr	ogram ndance	Prog Attendanc 60	pram ce [PLSC 4] 156	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	Program Attendance (11 16.4 + 16.6) [F 603]
		ARL ME AURORA	INGTON HEIGHTS MORIAL LIBRARY	Number of Young Adult Programs [PLSC 602] 67	of Children's Programs (PLSC 601) 618	Number of Adult Programs 1,031	Progr Attenda 24,17	am Ince 72 57	Pr	ogram ndance ,371	Prog Attendanc 60 36,1	ram ce [PLSC 4] 156 769	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716	Program Attendance (16 16.4 + 16.6) [P 603] 61,699
		ARLI ME AURORA BLOO	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY MINGTON PUBLIC	Number of Young Adult Programs [PLSC 602] 67 89	of Children's Programs (PLSC 601) 618 1,399	Number of Adult Programs 1,031 571	Progr. Attenda 24,17 12,35	am ance 72 57 54	Pr Atte	ogram ndance ,371 ,133	Prog Attendand 60 36,1 36,2	ram ce (PLSC 4) 156 769 195	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716 2,059	Program Attendance (16 16.4 + 16.6) [P 603] 61,699 50,259
	СНИ	ARLI ME AURORA BLOO AMPAIGN DECATUR	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY MINGTON PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY	Number of Young Adult Programs [PLSC 602] 67 89 75 74 12	of Children's Programs [PLSC 601] 616 1,399 208	Number of Adult Programs 1,031 571 207 302 161	Progr. Attenda 24,17 12,35 3,35	am ance 72 57 44 8	Pr Atte	ogram ndance ,371 ,133 ,080	Prog Attendanc 60 36,1 36,2 9,8	gram ce (PLSC 4] 156 769 195 558	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716 2,059 490	Program Attendance (16 16.4 + 16.6) [P 803] 61,699 50,259 14,329
	СНИ	ARLI ME AURORA BLOO AMPAIGN DECATUR	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY MINGTON PUBLIC LIBRARY PUBLIC LIBRARY	Number of Young Adult Programs [PLSC 602] 67 89 75 75 74	of Children's Programs [PLSC 601] 618 1,399 208 1,098	Number of Adult Programs 1,031 571 207 302	Progr. Attenda 24,17 12,35 3,35 4,88	am ance 72 57 4 8 1	Pr Atte	ogram ndance ,371 ,133 ,080 ,256	Prog Attendanc 60 36,1 9,8 37,4	ram ce [PLSC 4] 156 769 195 558 113	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716 2,059 490 1,474	Program Attendance (11 16.4 + 16.6) [P 603] 61,699 50,259 14,329 47,702
	СНИ	ARLI ME AURORA BLOOD AMPAIGN DECATUR BORDEN	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY MINGTON PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY	Number of Young Adult Programs [PLSC 602] 67 89 75 74 12	of Children's Programs [PLSC 601] 618 1,399 208 1,098 395	Number of Adult Programs 1,031 571 207 302 161	Progr. Attenda 24,17 12,38 3,35 4,88 1,90	am ance 72 57 44 8 11 96	Pr Atte	ogram ndance ,371 ,133 ,080 ,256 238	Prog Attendanc 60 36,1 9,8 37,4 9,3	pram ce [PLSC 4] 156 558 558 113 407	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716 2,059 490 1,474 568	Program Attendance (15 16.4 + 16.6) [603] 61,699 50,259 14,329 47,702 11,452
	CHA	ARLI ME AURORA BLOO AMPAIGN DECATUR BORDEN JOLIET	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY DISTRICT	Number of Young Adult Programs [PLSC 602] 67 89 75 74 12 226	of Childrems Programs [PLSC 601] 818 1,399 208 1,098 395 836	Number of Adult Programs 1,031 571 207 302 161 879	Progr. Attenda 24,17 12,38 3,35 4,88 1,90 30,50	am ince 72 57 44 8 11 26 5	Pr Atte	ogram ndance ,371 ,133 ,080 ,256 238 ,411	Prog Attendanc 60 36,1 9,8 37,4 9,3 33,4	pram ce [PLSC 4] 156 769 195 558 558 113 407	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716 2,059 490 1,474 568 1,941	Program Attendance (15 16.4 + 16.6) [P 603] 61,609 50,259 14,329 47,702 11,452 65,324
	CH/ GAIL NAP	ARLI ME AURORA BLOO AMPAIGN DECATUR BORDEN JOLIET PERVILLE	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY DISTRICT PUBLIC LIBRARY	Number of Young Adult Programs [PLSC 602] 67 75 74 12 226 78	of Childrems Programs [PLSC 601] 618 1,399 208 1,098 395 836 1,861	Number of Adult Programs 1,031 571 207 302 161 879 94	Progr. Attenda 24,17 12,35 3,35 4,88 1,90 30,50 9,07	am Ince 72 57 14 8 11 06 5 7 7		ogram ndance ,371 ,133 ,080 ,256 238 ,411 843	Prog Attendanc 60 36,1 9,8 37,5 9,3 37,5 9,3 33,4 49,3	pram ce [PLSC 4] 156 769 195 5558 113 407 358 647	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600] 1,716 2,059 490 1,474 568 1,941 2,033	Program Attendance (.6) (P 603) 61,699 50,259 14,329 47,702 11,452 65,324 59,276
	CHA GAIL NAP	ARLI ME AURORA BLOO AMPAIGN DECATUR BORDEN JOLIET PERVILLE PALATINE	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY	Number of Young Adult Programs [PLSC 602] 67 75 74 12 226 78 120	of Childrems Programs [PLSC 601] 618 1,399 208 1,098 395 836 1,861 1,451	Number of Adult Programs 1,031 571 207 302 161 879 94 210	Progr. Attends 24,17 12,35 3,35 4,88 1,90 30,50 9,07 4,54	am ince 72 57 44 8 11 96 5 7 7 7	Pr Atte	ogrām ndance ,371 ,133 ,080 ,256 238 ,411 843 ,315	Attendan 600 36,1 36,2 9,8 37,1 9,3 37,1 9,3 33,4 49,3 72,1	pram ce [PLSC 4] 156 558 558 558 113 407 358 6847 708	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 800] 1,716 2,059 490 1,474 568 1,941 2,033 1,781	Program Attendance (16 16.4 + 16.6) [P 603] 61,699 50,259 14,329 47,702 11,452 65,324 59,276 82,509
	CHA GAIL NAP	ARLI ME AURORA BLOO AMPAIGN DECATUR BORDEN JOLIET PERVILLE PALATINE AINFIELD	INGTON HEIGHTS MORIAL LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY PUBLIC LIBRARY	Number of Young Adult Programs [PLSC 602] 67 75 74 12 226 78 120 38	of Childrems Programs [PLSC 601] 818 1,399 208 1,098 395 836 1,861 1,451 598	Number of Adult Programs 1,031 571 207 302 161 879 94 210 317	Progr Attenda 24,17 12,38 3,35 4,88 1,00 30,55 9,07 4,54 7,07	am ince 72 57 44 8 8 11 96 5 7 7 7 36	Pr Atte	ogram ndance ,371 ,133 ,080 ,256 238 ,411 843 ,315 ,074	Attendan 600 36,1 9,8 37,4 9,3 33,4 49,3 72,6 24,7	ram ce [PLSC 4] 156 558 558 558 558 558 558 558 558 558 5	Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 800] 1,716 2,059 490 1,474 568 1,941 2,033 1,781 953	Attendance (16 16.4 + 16.6) [P] 603] 61,699 50,259 14,329 47,702 47,702 11,452 65,324 65,324 59,276 82,509 33,859

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