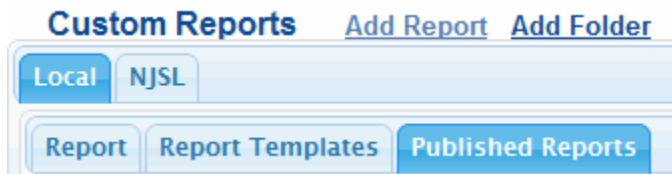


Reports

The Reports Management screen features two top-level tabs; Local, and NJSL. Under the Local tab you will find at least three sub-tabs; Reports, Report Templates, and Published Reports.



Local

Report contains locally created reports, ones that you and/or your Institution have created/ modified.

Report Templates contains report templates that are shared with all users in your organization, for creating their own custom Report based on the settings defined in the Template.

Published Reports contains the URL(s) for the Report(s) previously Published. Each Published Report has a unique URL assigned. This URL is a “perma-link” to the report outputs that can be shared with others via email or posting on a website. Access to a Published report does not require a secure login, enabling you to easily share your results with a wider audience.

NJSL

NJSL contains links to merge reports that once selected are downloaded into your local version of Word and can be saved, modified and printed.

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



Library Trend:

- Trend reports highlight the trend of results for the selected Collection, Period(s) and Data Elements. The Library Trend report shows a summary trend of the data for the selected periods and the percentage difference (gap) of results.

Ranking Report:

- Ranking Reports summarize the results for your organization and/or location versus other organizations/locations. The Ranking Report includes Minimum, Average, and Maximum 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. New reports can be created using the "**Add Report**" link or by selecting an existing **Report Name (or Report Template)** and then Saving the report settings as a New Report.

Create a New Report

To create a new report, click on the **"Add Report"** link (highlighted above.) This opens the **"Report Settings"** screen (shown below) where you can define the Performance Indicators (PIs) or data elements, Collections and Periods (data sets) and other settings.

Report Settings | Options | Option Settings | Format

Report Settings

Collection: New Jersey Collection **1** Select a Collection and Period.
Period: 2011

Report Name: Un-named Report **2** Name it. Describe it.
Description:

3 Choose a Report Type.
Report Type: Table Report Folder: Report **5** Run it. Modify or Publish it.

Run Save Save as New Report Publish Report

Save after every update.

Locations | Filters

Value	% Filter Low	>=	<=	Filter High	Sequence	Remove
-------	--------------	----	----	-------------	----------	--------

Indicators
New Jersey Collection

GENERAL INFORMATION

<input checked="" type="checkbox"/>	1. Municipality/County		1	
-------------------------------------	------------------------	--	---	--

Group: GENERAL INFORMATION

GENERAL INFORMATION

- A. County Code
- B. Population
- 1. Municipality/County

Street Address

- 2. Address
- 3. City

4 Select data elements/ PIs (performance indicators) and Add them.

Add

Run Save Save as New Report Publish Report

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[1] Begin by selecting a Collection from the list of available Collections, e.g. New Jersey Collection, as shown above. Once a Collection is selected the screen will refresh with the list of available PIs [4] for the selected Collection. To expedite the selection of specific PIs to include in the Report, you can specify a Group/Section name from the available list. Select one or more PIs (click the PI name to highlight,) then click “**Add**”. You can also multi-select PIs by holding down the control key (or command key for Apple users) when selecting PIs. You can also add PIs from more than one Collection. To do so, simply select a different Collection from the available list and the Add the PIs as appropriate.

Report Types

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

Table Report – A Table report provides a summary view of the data by reporting location for a given period. The resulting report features interactive column sorting, pagination options, and feature 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. Options include the inclusion of; summary data (e.g., Avg, Median, Max, Min, Total, N), notes, group names, definitions, etc. or the exclusion of; Null Entries, 0 Values, Header, etc.

Table Report 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, i.e. by population size, etc.

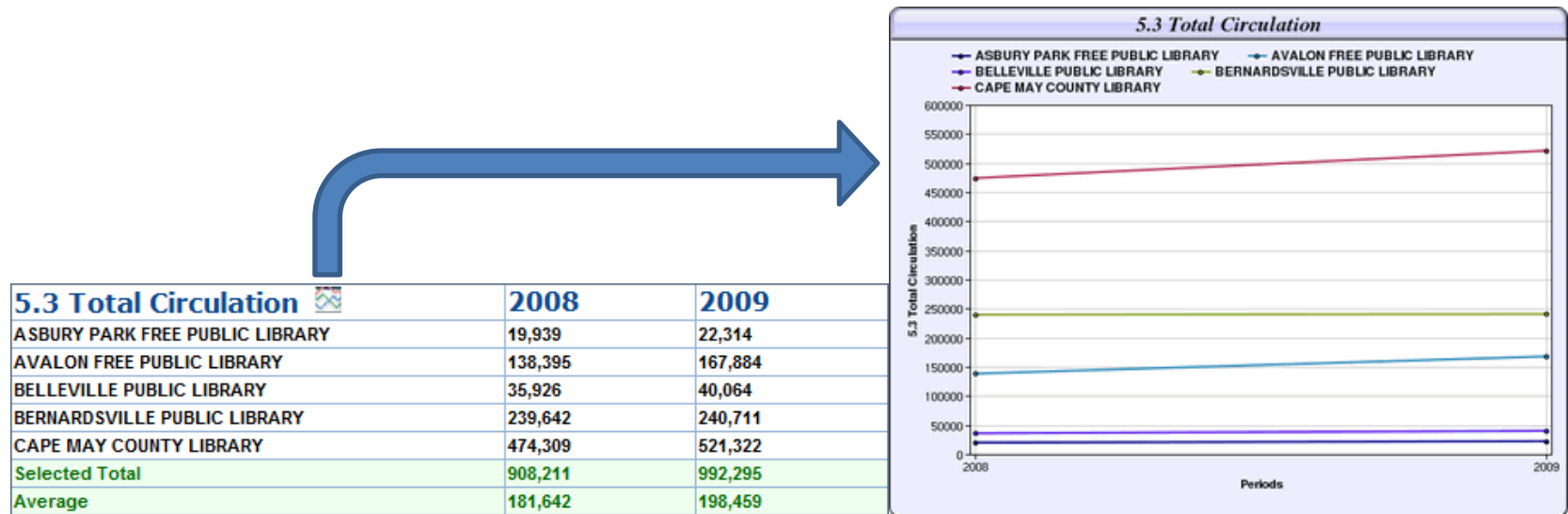
Printing: For larger print-outs adjust your "Page Setup" i.e. "Legal" or "Landscape" or download the results into Excel and further adjust the format.

Bar graphs: To enlarge a bar graph click on "Expand" icon toward bottom right of graph (Windows). 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.

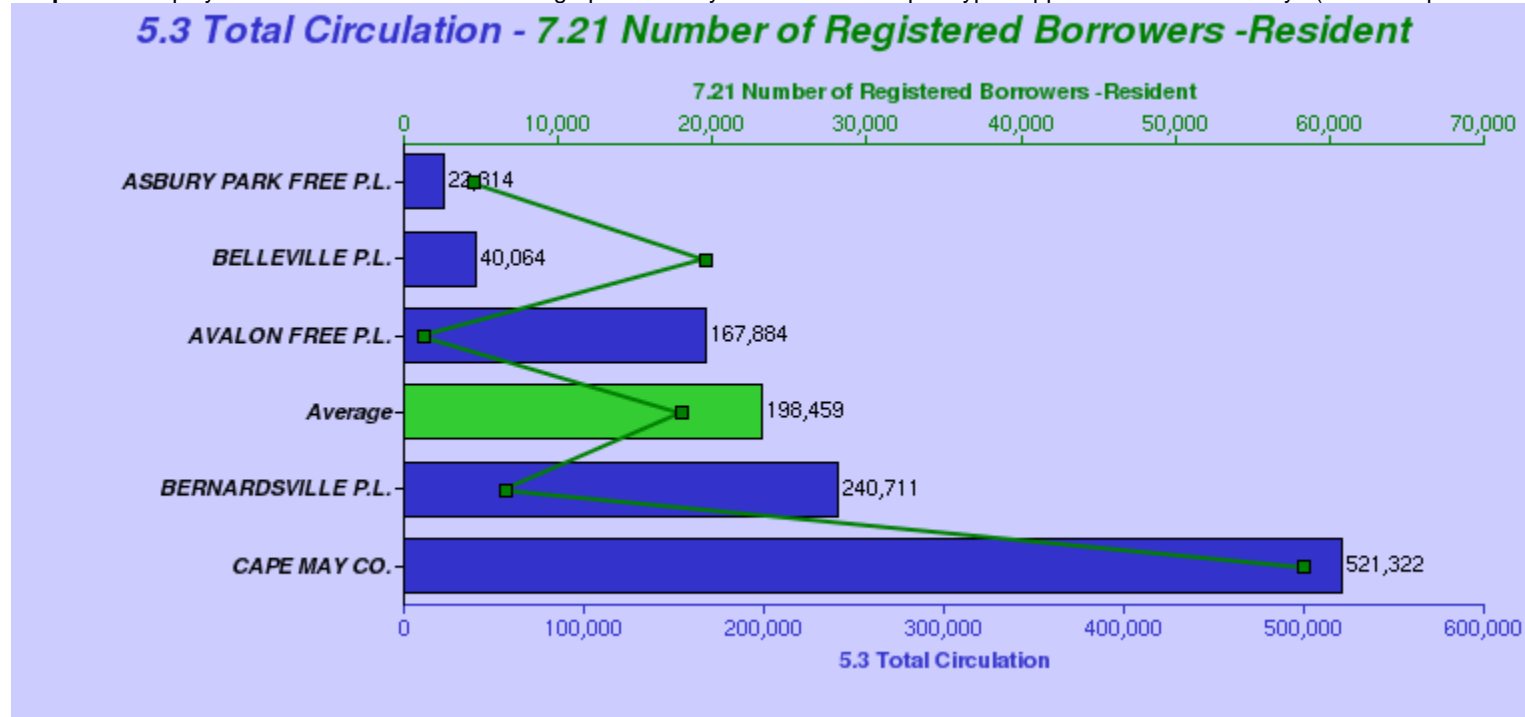
PI Report – A PI Report summarizes the values for the selected PI (performance indicator) and Period. The output includes the average, total, median, variances, lower and upper quartiles for the selected PI(s). See below.

5.3 Total Circulation	
Average	229,246
Selected Total	63,959,626
Variance - 25% above average	286,557
Variance - 25% below average	171,934
Lower Quartile - 25%	218,860
Upper Quartile - 75%	47,452

Trend/PI – 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.

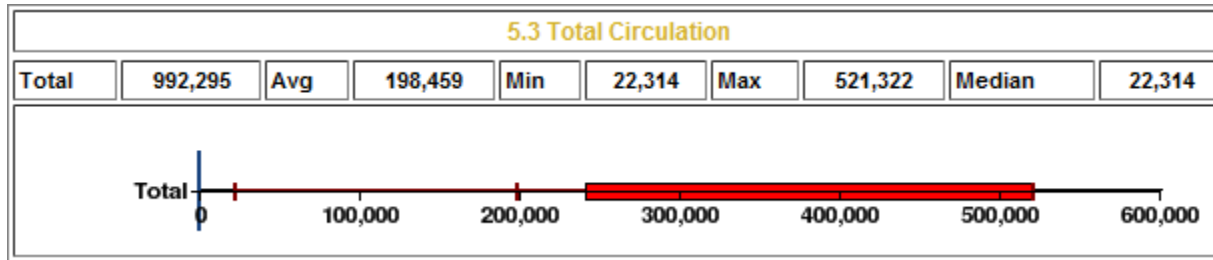


Graph/PI – Displays the values for the PIs in a bar graph sorted by PI value. This report type supports the use of overlays (see example shown).

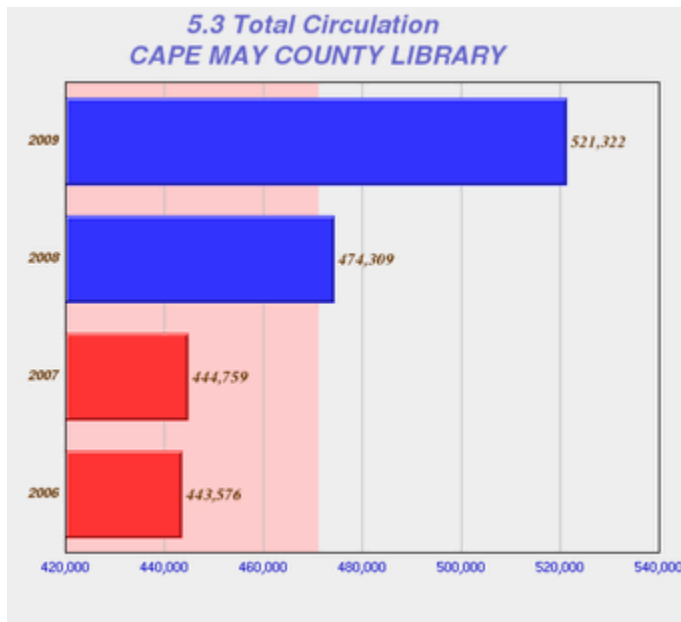


Summary– Summary reports display a summary of all selected locations for the chosen PIs and period. Data is shown for the PI total, min, max, average and median.

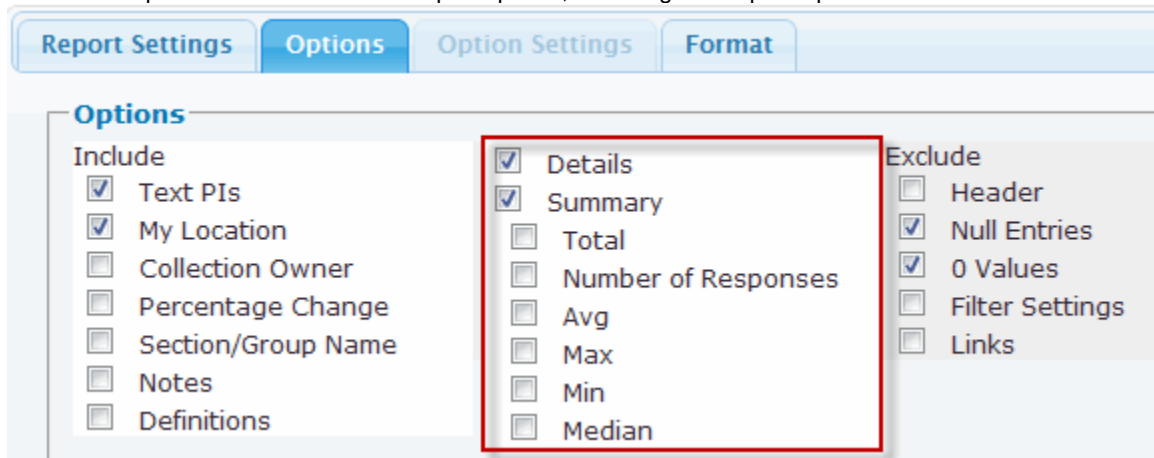
Summary Graphs – Summary graph reports present an overall picture of the selected PI(s) for a given period. There is a marker for minimum, maximum, and median values. The red marker in the middle represents where 50% of the results fall. See below.



Trend – A trend report enables users to select and compare multiple periods of data and features a graph icon that, when selected displays a trend chart. The trend report includes a number of report options that can be selected: location details, the number of respondents, the average, minimum, maximum, median and total values. See below for an example of a Trend graph. The red background shading represents the average, bars below the average are shown in red, and bars above the average are shown in blue.



The Trend report can include different report options, see image of Report Options Tab below.







Trend	2006	2007	2008	2009
Direct Circulation of all Materials to Library Users				
5.3 Total Circulation				
ASBURY PARK FREE PUBLIC LIBRARY	13,571	17,044	19,939	22,314
AVALON FREE PUBLIC LIBRARY	80,955	105,984	138,395	167,884
BELLEVILLE PUBLIC LIBRARY	34,654	36,155	35,926	40,064
BERNARDSVILLE PUBLIC LIBRARY	220,478	236,806	239,642	240,711
CAPE MAY COUNTY LIBRARY	443,576	444,759	474,309	521,322
Total	793,234	840,748	908,211	992,295
Avg	158,647	168,150	181,642	198,459

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




Trend	2008	2009
Direct Circulation of all Materials to Library Users		
5.3 Total Circulation		
Total	908,211	992,295
N	5	5
Avg	181,642	198,459
Max	474,309	521,322
Min	19,939	22,314
Median	138,395	167,884

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.

Period Comparison – A period comparison report compares 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. *The comparison report below is shown with test data that do not reflect the questions on the NJSL Annual Report.

18a. Salaries & Wages Professional Staff (Total Salaries and Wages)			18b. Salaries & Wages Support Staff (Total Salaries and Wages)			18c. Salaries & Wages Student Assistants (Total Salaries and Wages)			18. Total Salaries & Wages (Total Salaries and Wages)		
2008		2009	2008		2009	2008		2009	2008		2009
\$3,013,267	-7.4%	\$3,253,759	\$1,368,750	3.3%	\$1,324,773	\$186,897	22%	\$153,214	\$4,568,914	-3.4%	\$4,731,746
\$2,520,743	8%	\$2,333,335	\$2,428,249	-7.7%	\$2,630,573	\$813,267	17.6%	\$691,694	\$5,762,259	1.9%	\$5,655,602
\$2,246,220	-8.8%	\$2,463,359	\$2,216,994	-6.3%	\$2,366,589	\$406,386	0.03%	\$406,245	\$4,869,600	-7%	\$5,236,193
\$2,187,388	-6.2%	\$2,332,503	\$2,587,572	-1.9%	\$2,636,416	\$472,956	-0.9%	\$477,309	\$5,247,916	-3.6%	\$5,446,228
\$2,132,776	-4.3%	\$2,227,647	\$3,097,020	3.5%	\$2,992,572	\$495,380	9.6%	\$452,070	\$5,725,176	0.9%	\$5,672,289
\$1,501,201	-20.8%	\$1,896,539	\$1,403,579	-32.2%	\$2,070,387	\$112,354	171.4%	\$41,401	\$3,017,134	-24.7%	\$4,008,327
*\$1,343,670	-32.5%	\$1,989,241	\$1,664,922	-20%	\$2,082,224	\$219,349	-15.1%	\$258,474	\$3,227,941	-25.5%	\$4,329,939

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 – 5	7.1 Library Visits Per Year vs 7.2 Reference Transactions Per Year		
			
BLOOMFIELD PUBLIC LIBRARY	230,000	508.1%	37,820
BERKELEY HEIGHTS FREE PUBLIC LIBRARY	137,890	651.6%	18,346
A SBURY PARK FREE PUBLIC LIBRARY	59,217	260.7%	16,416
AUDUBON FREE PUBLIC LIBRARY	19,850	1566.7%	1,191
BEACH HAVEN FREE PUBLIC LIBRARY	12,164	1521.9%	750

Cross Tab – A Cross Tabulation 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.

To create a Cross Tab Report you will need to create a report and then setup Group breakouts for the Cross Tab report, see the image below.

Locations		Filters					
Locations							
Indicators	Value	% Filter Low	>=	<= Filter High	Group	Sequence	Remove
ACRL							
Enrollment							
<input checked="" type="checkbox"/>	40. Total Full-time Students (FTE) (Graduate and Undergraduate)	5,919	<input type="text"/>	<input type="text"/>	Group	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Use of Networked Electronic Resources and Services							
<input checked="" type="checkbox"/>	49. Number of sessions (logins) to databases or services	152,011	<input type="text"/>	<input type="text"/>	Group	<input type="text" value="2"/>	<input checked="" type="checkbox"/>

Once you click on the Group link you can set the groups you would like to use to breakout the data.

40. Total Full-time Students (FTE) (Graduate and Undergraduate) —

[Load Options](#)

Section/Group Name	Low	High	Sequence	Remove
1-1000	<input type="text" value="1.00000"/>	<input type="text" value="1000.00000"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
1001-2000	<input type="text" value="1001.00000"/>	<input type="text" value="2000.00000"/>	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
2001-3000	<input type="text" value="2001.00000"/>	<input type="text" value="3000.00000"/>	<input type="text" value="3"/>	<input checked="" type="checkbox"/>
3001-4000	<input type="text" value="3001.00000"/>	<input type="text" value="4000.00000"/>	<input type="text" value="4"/>	<input checked="" type="checkbox"/>
4001-5000	<input type="text" value="4001.00000"/>	<input type="text" value="5000.00000"/>	<input type="text" value="5"/>	<input checked="" type="checkbox"/>
5001-6000	<input type="text" value="5001.00000"/>	<input type="text" value="6000.00000"/>	<input type="text" value="6"/>	<input checked="" type="checkbox"/>
6001-7000	<input type="text" value="6001.00000"/>	<input type="text" value="7000.00000"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>
7001-8000	<input type="text" value="7001.00000"/>	<input type="text" value="8000.00000"/>	<input type="text" value="8"/>	<input checked="" type="checkbox"/>
8001-9000	<input type="text" value="8001.00000"/>	<input type="text" value="9000.00000"/>	<input type="text" value="9"/>	<input checked="" type="checkbox"/>
9001-10000	<input type="text" value="9001.00000"/>	<input type="text" value="10000.00000"/>	<input type="text" value="10"/>	<input checked="" type="checkbox"/>

Options

```

1-1000|1.00000|1000.00000
1001-2000|1001.00000|2000.00000
2001-3000|2001.00000|3000.00000
3001-4000|3001.00000|4000.00000
4001-5000|4001.00000|5000.00000
5001-6000|5001.00000|6000.00000
6001-7000|6001.00000|7000.00000
7001-8000|7001.00000|8000.00000
8001-9000|8001.00000|9000.00000
9001-10000|9001.00000|10000.00000
    
```

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.

Add

Section/Group Name	Low	High	Sequence	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="+"/>

40. Total Full-time Students (FTE) (Graduate And Undergraduate)

47. Number Of Virtual Reference Transactions	1-1000	1001-2000	2001-3000	3001-4000	4001-5000	5001-6000	6001-7000	7001-8000	8001-9000	9001-10000	10001-50000	Row Total
0-250	<u>188</u> 32 91.3	<u>140</u> 23.9 77.3	<u>79</u> 13.5 68.1	<u>60</u> 10.2 76.9	<u>41</u> 7 60.3	<u>17</u> 2.9 50	<u>20</u> 3.4 50	<u>7</u> 1.2 33.3	<u>15</u> 2.6 50	<u>8</u> 1.4 27.6	<u>12</u> 2 9.8	587 63.4
251-500	<u>7</u> 6.5 3.4	<u>24</u> 22.4 13.3	<u>17</u> 15.9 14.7	<u>8</u> 7.5 10.3	<u>13</u> 12.1 19.1	<u>4</u> 3.7 11.8	<u>10</u> 9.3 25	<u>3</u> 2.8 14.3	<u>6</u> 5.6 20	<u>2</u> 1.9 6.9	<u>13</u> 12.1 10.6	107 11.6
501-750	<u>6</u> 11.8 2.9	<u>2</u> 3.9 1.1	<u>12</u> 23.5 10.3	<u>3</u> 5.9 3.8	<u>4</u> 7.8 5.9	<u>4</u> 7.8 11.8	<u>3</u> 5.9 7.5	<u>2</u> 3.9 9.5	<u>1</u> 2 3.3	<u>3</u> 5.9 10.3	<u>11</u> 21.6 8.9	51 5.5
751-1000	<u>1</u> 2.5 0.5	<u>5</u> 12.5 2.8	<u>4</u> 10 3.4	<u>4</u> 10 5.1	<u>2</u> 5 2.9	<u>2</u> 5 5.9	<u>2</u> 5 5	<u>1</u> 2.5 4.8	<u>0</u> 0 0	<u>3</u> 7.5 10.3	<u>16</u> 40 13	40 4.3
1001-2500	<u>3</u> 2.9 1.5	<u>10</u> 9.5 5.5	<u>2</u> 1.9 1.7	<u>2</u> 1.9 2.6	<u>6</u> 5.7 8.8	<u>6</u> 5.7 17.6	<u>3</u> 2.9 7.5	<u>8</u> 7.6 38.1	<u>6</u> 5.7 20	<u>11</u> 10.5 37.9	<u>48</u> 45.7 39	105 11.3
2501-5000	<u>1</u> 2.8 0.5	<u>0</u> 0 0	<u>2</u> 5.6 1.7	<u>1</u> 2.8 1.3	<u>2</u> 5.6 2.9	<u>1</u> 2.8 2.9	<u>2</u> 5.6 5	<u>0</u> 0 0	<u>2</u> 5.6 6.7	<u>2</u> 5.6 6.9	<u>23</u> 63.9 18.7	36 3.9
Column Total	206 22.2	181 19.5	116 12.5	78 8.4	68 7.3	34 3.7	40 4.3	21 2.3	30 3.2	29 3.1	123 13.3	926 100
<p align="center"> 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. </p>												

Custom Format – Custom Format Reports provide you with more customizable options and the freedom to style the output using Cascading Style Sheets (CSS.) Custom reports 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.).

Filter Results

Locations		Filters				
Locations		ASBURY PARK FREE PUBLIC LIBRARY AUDUBON FREE PUBLIC LIBF				
Indicators	Value	% Filter Low	>=	<= Filter High	Sequence	Remove
New Jersey Collection						
GENERAL INFORMATION						
<input checked="" type="checkbox"/>	B. Population	9,024,322	10%		3	
Mailing Address						
<input checked="" type="checkbox"/>	10. County	Camden Essex Middlesex Union			4	
Part VII - Library Services						
<input checked="" type="checkbox"/>	7.1 Library Visits Per Year	50,305,694	250000		1	
<input checked="" type="checkbox"/>	7.2 Reference Transactions Per Year	8,020,876	10	500	2	

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 (.g., Library name, County, 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.**

10. County

Include my location

--All--
▲

- Atlantic
- Bergen
- Burlington
- Camden
- Cape May
- Cumberland
- Essex
- Gloucester
- Hudson
- Hunterdon
- Mercer
- Middlesex
- Monmouth
- Morris
- Ocean
- Passaic
- Salem
- Somerset
- Sussex
- Union

▼
▼

Overlays

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 (data elements). 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. In the example (below) the PI for the expenditure on “Total Library Materials” (EXPLM) has been added as an Overlay to the PIs for “Volumes held” and “Current Serial Totals.”

Indicators	Value	% Filter Low >=	<= Filter High	Overlay	Sequence	Remove
ACRL						
Volumes / Other Collections						
<input checked="" type="checkbox"/> 1. Volumes held (as of June 30 reporting year)	4,515,429	4000000	5000000	EXPLM	1	Remove
Serials						
<input checked="" type="checkbox"/> 4. Current Serials Total	72,623	10%		EXPLM	2	Remove
Total Library Materials Expenditures						
<input checked="" type="checkbox"/> 15. Total Library Materials	10,454,644				3	Remove

Tips

Clicking on the Report name for any report opens the associated Report Settings Screen. “Run” the report to generate the output of results in the browser window. Some reports contain additional links to embedded content that enables drill-downs to additional details including access to pop-up charts/graphs and download of results. 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.

Additionally, export/download icons indicate the file format for the information that can be saved. Clicking on these links will produce a downloadable file for viewing in the corresponding target program (e.g., Excel, Word, etc.).