

# Using the Counting Opinions Reports Tool



south dakota  
STATE LIBRARY  
Leadership. Innovation. Excellence.



**FOR SOUTH DAKOTA PUBLIC AND SCHOOL LIBRARIES**

Using Report Types

This tool is for SD librarians and school administrators who have account access on the Counting Opinions survey site.

# This presentation demonstrates how you can use just a few of the **report types** available on the Counting Opinions Reports tool



## REPORT TYPES ALLOW VARIOUS WAYS TO

- Gather basic statistics
- Look at trends in library data
- Compare data for individual libraries

If you are new to the Counting Opinions Reports tool, please see presentation:  
[How to: Access the reports tool & Create a report](#)



**The reports tool gives you access to the data collected by the State Library via the**

Public Libraries Survey (PLS)  
School Libraries Survey (SLS)



## Welcome to the South Dakota LibPAS Portal

Recorded survey webinars are available at [libpas.sd.gov](http://libpas.sd.gov).  
Please login here to enter data.

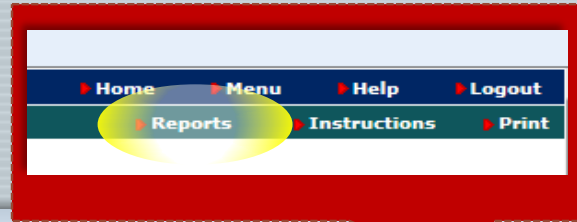
**Login**

Username:

Password:

[Password reminder](#)

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# Table Report

School librarians—  
make sure you are in  
the School Library  
Survey Collection

- Report Settings
- Options
- Option Settings
- Format

## Report Settings

Collection: Public Library Survey

Period: 2013

Report Name: Local Government Revenue - with per Capita- Revised from template 2014-08-06

Description:

Title:

Report Type: Table

Report Folder: Report

Run Save Save as New Report

Table is the default Report Type.

- Table
- PI Report
- Trend/PI
- Graph/PI
- Summary
- Summary Graphs
- Trend
- Period Comparison
- PI Gap
- Cross Tab
- Custom Format

Locations		% Filter Low >= <= Filter High		Sequence	Remove
<b>Indicators</b>					
<b>Public Library Survey</b>					
<b>Admin / Population</b>					
<input checked="" type="checkbox"/>	A16. Total Population Chartered OR Contracted			1	✘
<b>Total Income Received During Fiscal Year</b>					
<input checked="" type="checkbox"/>	D01. Operating Income - City/Town			3	✘
<input checked="" type="checkbox"/>	D02. Operating Income - County			4	✘
<input checked="" type="checkbox"/>	D03. Operating Income - School District			5	✘
<input checked="" type="checkbox"/>	D04. Operating Income - Tribal Appropriation			6	✘
<input checked="" type="checkbox"/>	D06. Operating Income - Other Contracts (other towns)			7	✘
<input checked="" type="checkbox"/>	D07. Local Government Revenue	\$118,081		8	✘
<b>Financial Measures</b>					
<input checked="" type="checkbox"/>	Local Revenue per Capita	\$29.50		2	✘

Group -- All groups --

SECTION A. GENERAL INFORMATION

# Table Report

## Local Government Revenue - with per Capita- Revised from template 2014-08-06

Collection: **Public Library Survey** Period: **2013, Start 2013-01** Months: **12**

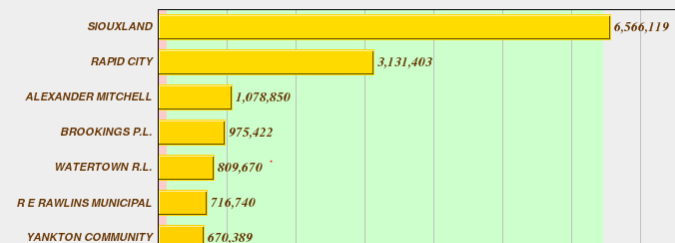
Locations (111)	Local Revenue per Capita	D01. Operating Income - City/Town	D02. Operating Income - County	D03. Operating Income - School District	D06. Operating Income - Other Contracts (other Libraries or other towns)	D07. Local Government Revenue
<i>A H BROWN PUBLIC LIBRARY</i>	\$29.50	\$118,081	\$0	\$0	\$0	\$118,081
ALCESTER PUBLIC LIBRARY	\$26.60	\$24,000	\$3,000	\$39,140	\$0	\$66,140
ALEXANDER MITCHELL LIBRARY	\$28.90	\$1,063,850	\$15,000	\$0	\$0	\$1,078,850
ARMOUR-CARNEGIE PUBLIC LIBRARY	\$28.77	\$25,200	\$0	\$0	\$0	\$25,200
AVON PUBLIC LIBRARY	\$19.40	\$11,313	\$0	\$0	\$0	\$11,313
BELLE FOURCHE PUBLIC LIBRARY	\$20.75	\$209,353	\$5,000	\$0	\$0	\$214,353
BENNETT COUNTY LIBRARY	\$22.78	\$0	\$78,626	\$0	\$0	\$78,626
BERESFORD PUBLIC LIBRARY	\$91.23	\$179,001	\$7,100	\$0	\$0	\$186,101
BISON PUBLIC LIBRARY	\$34.45	\$11,471	\$0	\$0	\$0	\$11,471
BRITTON PUBLIC LIBRARY	\$105.75	\$130,918	\$0	\$0	\$0	\$130,918



Provides a summary view of the data

...and bar charts

D07. Local Government Revenue - Total Income Received During Fiscal Year



Use the **Options** tab in Reports Settings to add additional descriptive statistics.

# Table Report

Report Settings **Options** Option Settings Format

**Options**

**Include**

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

Seq	Prompt	<input checked="" type="checkbox"/> Summary
1	Total	<input checked="" type="checkbox"/> Total
2	N	<input 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

Report Settings Exit

ed from template 2014-08-06

13-01 Months: 12

	D02. Operating Income - County	D03. Operating Income - School District	D06. Operating Income - Other Contracts (other Libraries or other towns)	D07. Local Government Revenue
	\$0	\$0	\$0	\$118,081
	\$0	\$0	\$0	\$66,140
ALEXANDER LIBRARY	\$28.90	\$1,063,850	\$0	\$1,078,850
ARMOUR-CARMICHAEL LIBRARY	\$28.77	\$25,200	\$0	\$25,200
AVON LIBRARY	\$19.40	\$11,313	\$0	\$11,313
BELLE FOURCHE LIBRARY	\$20.75	\$209,353	\$0	\$214,353
BENNETT COUNTY LIBRARY	\$22.78	\$0	\$0	\$78,626
BERESFORD PUBLIC LIBRARY	\$91.23	\$179,001	\$7,100	\$186,101
BISON PUBLIC LIBRARY	\$34.45	\$11,471	\$0	\$11,471
BRITTON PUBLIC LIBRARY	\$105.75	\$130,918	\$0	\$130,918
Total	\$3,403.32	\$18,506,591	\$3,489,652	\$462,790
Avg	\$30.66	\$166,726	\$31,438	\$4,169
Max	\$106.77	\$5,601,119	\$965,000	\$80,900
Min	\$0.22	\$0	\$0	\$0
Median	\$28.77	\$21,309	\$0	\$0

You can use Options with any report type.

# Trend Report

Options Option Settings Format

Settings

Section Public Library Survey

Period 2013 Start Period 2009

Name Public Library Visits and Programs- Revised from template 2014-08-06

Description

Title

Report Type Trend Report Fields

Run Save Save as New Report

Period 2013 Start Period 2009

Locations	Filter				
<a href="#">Locations</a>					
Indicators	Value	% Filter Low	>=	<=	Filter High
Public Library Survey					
Library Service Indicators					
<input checked="" type="checkbox"/>	<a href="#">G02. Annual Total Attendance in Library</a>	21,932			
Library Programs					
<input checked="" type="checkbox"/>	<a href="#">G28. Total Program Attendance</a>	1,528			

Group -- All groups --

SECTION A. GENERAL INFORMATION

A01. Library Name

These Period settings will show data for 2009-2013.

# Trend Report

Report Settings Exit

Public Library V... Programs-

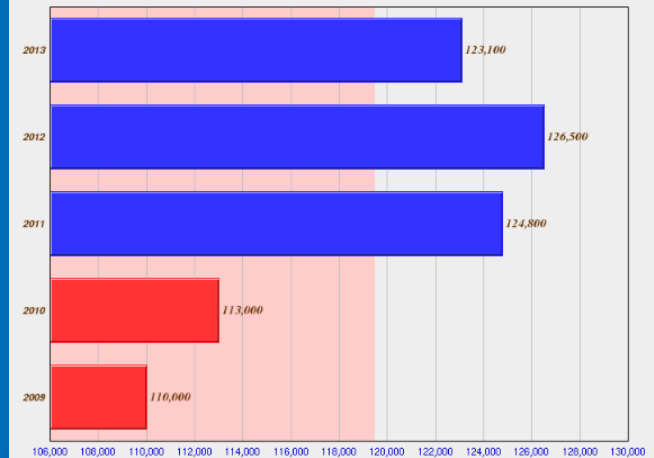
Shows data across time periods

Collection: Public Library Survey

Trend	2009	2010	2011	2012	2013
Library Service Indicators					
G02. Annual Total Attendance in Library					
A H BROWN PUBLIC LIBRARY	20,283	21,224	23,059	23,022	21,932
ALCESTER PUBLIC LIBRARY	26,000	26,300	20,852	14,170	13,650
ALEXANDER MITCHELL LIBRARY	110,000	113,000	124,800	126,500	
ARMOUR-CARNEGIE PUBLIC LIBRARY	2,540		2,150	1,060	
AVON PUBLIC LIBRARY	4,071	3,900			
BELLE FOURCHE PUBLIC LIBRARY	27,051	20,530	22,000		
BENNETT COUNTY LIBRARY	14,565	14,266	12,413		
BERESFORD PUBLIC LIBRARY	35,880	43,935	44,201	44,460	
BISON PUBLIC LIBRARY	1,651	1,250	1,904	2,621	
BRITTON PUBLIC LIBRARY	16,620	17,000	17,985	16,173	
BROOKINGS PUBLIC LIBRARY	163,642	170,058	173,575	163,040	
BURKE PUBLIC LIBRARY	2,350	2,450	2,470	2,300	
CANTON PUBLIC LIBRARY	30,160	31,042	32,120	32,032	
CENTERVILLE COMMUNITY LIBRARY	52,000	53,250	61,000	62,000	
CLEAR LAKE CITY LIBRARY	5,970	5,520	5,350	5,644	
COZARD MEMORIAL LIBRARY	42,489	39,031	40,112	36,476	35,769

...and bar charts

G02. Annual Total Attendance in Library  
ALEXANDER MITCHELL LIBRARY





# Period Comparison Report

Reports

Options Option Settings Format

Settings

Collection Public Library Survey

Period 2013 Comparison Period 2009

Name Library Services - 5-yr period comparison- Revised from template 2014-08-06

Description

Title

Report Type Period Comparison Center

Run Save Save as New Report

Locations

Locations

Indicators

	Value	% Filter Low	>=	<=	Filter High	Sequence
<b>Public Library Survey</b>						
<b>Library Service Indicators</b>						
<input checked="" type="checkbox"/>	<a href="#">G02. Annual Total Attendance in Library</a>	21,932				2
<input type="checkbox"/>	<a href="#">G03. Annual Total Reference Transactions Completed</a>	2,945				5
<b>Total Circulation for Year</b>						
<input checked="" type="checkbox"/>	<a href="#">G20. Registered Users</a>	2,269				1
<input checked="" type="checkbox"/>	<a href="#">G19. Total Circulation</a>	23,243				3
<input type="checkbox"/>	<a href="#">G14. Total Circulation of Books - Juvenile</a>	2,465				4

Group -- All groups --

SECTION A. GENERAL INFORMATION

A01. Library Name

These Period settings will compare data between 2009-2013.

Period 2013 Start Period 2009

# Period Comparison Report

Logout Report Settings Exit

## Library Services - 5-yr period comparison

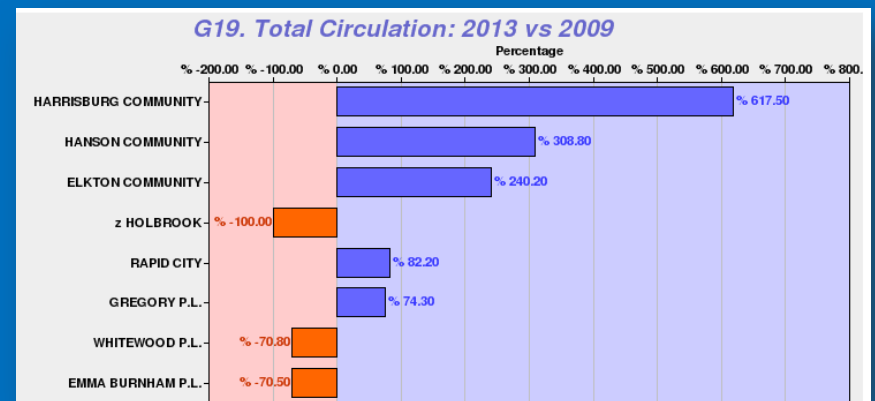
Shows the results for each period and the difference (gap)

Collection: **Public Library Survey**

Period: **2013** Comparison Period: **2009**

Locations - 112	G20. Registered Users (Total Circulation for Year)		G20. Annual Total Attendance in Library (Library Service Indicators)		G19. Total Circulation (Total Circulation for Year)				
	2013	2009	2013	2009	2013	2009			
SIUXLAND LIBRARIES	100,392	-2.60%	103,075	1,240,384	15.40%	1,074,880	2,209,687	22.28%	1,807,511
RAPID CITY PUBLIC LIBRARIES	48,581	-3.95%	50,580	517,588	7.61%	480,969	1,581,471	82.20%	867,946
BROOKINGS PUBLIC LIBRARY	14,548	0.78%	14,436	161,159	-1.52%	163,642	286,892	-3.71%	297,946
R E RAWLINS MUNICIPAL LIBRARY	13,380	1.00%	13,248	155,698	-0.10%	155,851	140,693	9.24%	128,791
BELLE FOURCHE PUBLIC LIBRARY	10,110	44.43%	7,000	17,596	-34.95%	27,051	68,031	8.17%	62,894
ALEXANDER MITCHELL LIBRARY	9,472	-6.21%	10,099	123,100	11.91%	110,000	234,455	0.22%	233,946
WATERTOWN REGIONAL LIBRARY	9,156	-5.70%	9,709	142,156	-18.17%	173,726	221,072	-18.60%	271,589
HANSON-MCCOOK REGIONAL LIBRARY	8,949	--	--	12,532	-48.27%	24,225	36,134	-9.04%	39,726
MITCHELL PUBLIC LIBRARY	8,664	-1.33%	8,781	7,928	-23.77%	10,400	126,764	-11.91%	143,907
OGLALA LAKOTA COLLEGE	8,100	35.00%	6,000	22,621	275.00%	8,000	8,000	15.00%	8,500
GRACE BALLOCH MEMORIAL LIBRARY	7,825	-27.47%	10,789	117,380	14.99%	8,000	8,000	15.00%	8,500
HURON PUBLIC LIBRARY	7,742	-17.99%	9,440	94,011	12.12%	8,000	8,000	15.00%	8,500
STURGIS PUBLIC LIBRARY	7,507	8.39%	6,926	92,693	13.29%	8,000	8,000	15.00%	8,500
YANKTON COMMUNITY LIBRARY	6,867	-17.07%	8,280	159,268	23.12%	8,000	8,000	15.00%	8,500
MOODY COUNTY RESOURCE CENTER	6,446	556.42%	982	21,335	32.82%	8,000	8,000	15.00%	8,500
EDITH B SIEGRIST VERMILLION PUBLIC LIBRARY	6,056	-20.72%	7,639	20,394	33.66%	8,000	8,000	15.00%	8,500
MADISON PUBLIC LIBRARY	6,021	5.19%	5,724	39,208	6.48%	8,000	8,000	15.00%	8,500
HOT SPRINGS PUBLIC LIBRARY	5,722	49.44%	3,829	58,256	10.21%	8,000	8,000	15.00%	8,500
GRANT COUNTY PUBLIC LIBRARY	4,769	-3.25%	4,929	50,291	10.48%	8,000	8,000	15.00%	8,500
COZARD MEMORIAL LIBRARY	4,458	18.12%	3,774	35,769	7.97%	8,000	8,000	15.00%	8,500
CUSTER COUNTY LIBRARY	3,858	-17.79%	4,693	37,229	9.58%	8,000	8,000	15.00%	8,500
SINTE GLESKA UNIVERSITY LIBRARY	3,701	--	--	29,950	81.22%	8,000	8,000	15.00%	8,500
EMIL M LARSON LIBRARY	3,697	--	0	2,735	74.12%	8,000	8,000	15.00%	8,500
DEWEY COUNTY LIBRARY	3,510	602.00%	500	14,000	300.00%	8,000	8,000	15.00%	8,500
JACKSON COUNTY LIBRARY	3,191	--	--	8,475	265.74%	8,000	8,000	15.00%	8,500
TRIPP COUNTY LIBRARY - GROSSENBURG MEMORIAL	3,185	-6.54%	3,408	19,649	6.09%	8,000	8,000	15.00%	8,500
CANTON PUBLIC LIBRARY	3,106	1.27%	3,067	34,229	11.04%	8,000	8,000	15.00%	8,500
FREEMAN PUBLIC LIBRARY	3,096	56.21%	1,982	19,760	63.62%	8,000	8,000	15.00%	8,500

...graphs the differences (gap)



# Graph PI Report

PI = Performance Indicator = question(s) from the survey

Uses two PIs for this graph—this one makes a bar graph

...the second PI overlays the graph

**Report Settings**

Collection: [Dropdown]  
**Period**  
Report Name: Hours worked overlay- Revised from template 2014-08-07  
Description: Primary director salaries overlaid with hours worked per week. Use Graph/PI report to show the relationships between two sets of data.  
Title: [Text]

Report Type: Graph/PI [Dropdown] Report Folder: [Dropdown]  
Run Save Save as New Report [Report]

**Locations**

Locations	Sort	Filters
[Text]	[Text]	[Text]

**Indicators**

Indicators	Sort	Value	% Filter Low	>=	<=	Filter High	Overlay	Seq
<b>Public Library Survey</b>								
<b>Head Librarian</b>								
<input checked="" type="checkbox"/> C02. Current Annual Salary (excluding benefits)	↑	29,298					TOT_HRS_PER_WK_HEAD_LIB	1

Group: -- All groups -- [Dropdown]

**SECTION A. GENERAL INFORMATION**

- A01. Library Name
- A02. County
- Mailing Address**
- A03. Mailing Address
- A04. Street Address
- A05. Mailing City
- A06. Mailing ZIP Code
- A07. Mailing ZIP+4 Code
- Contact**

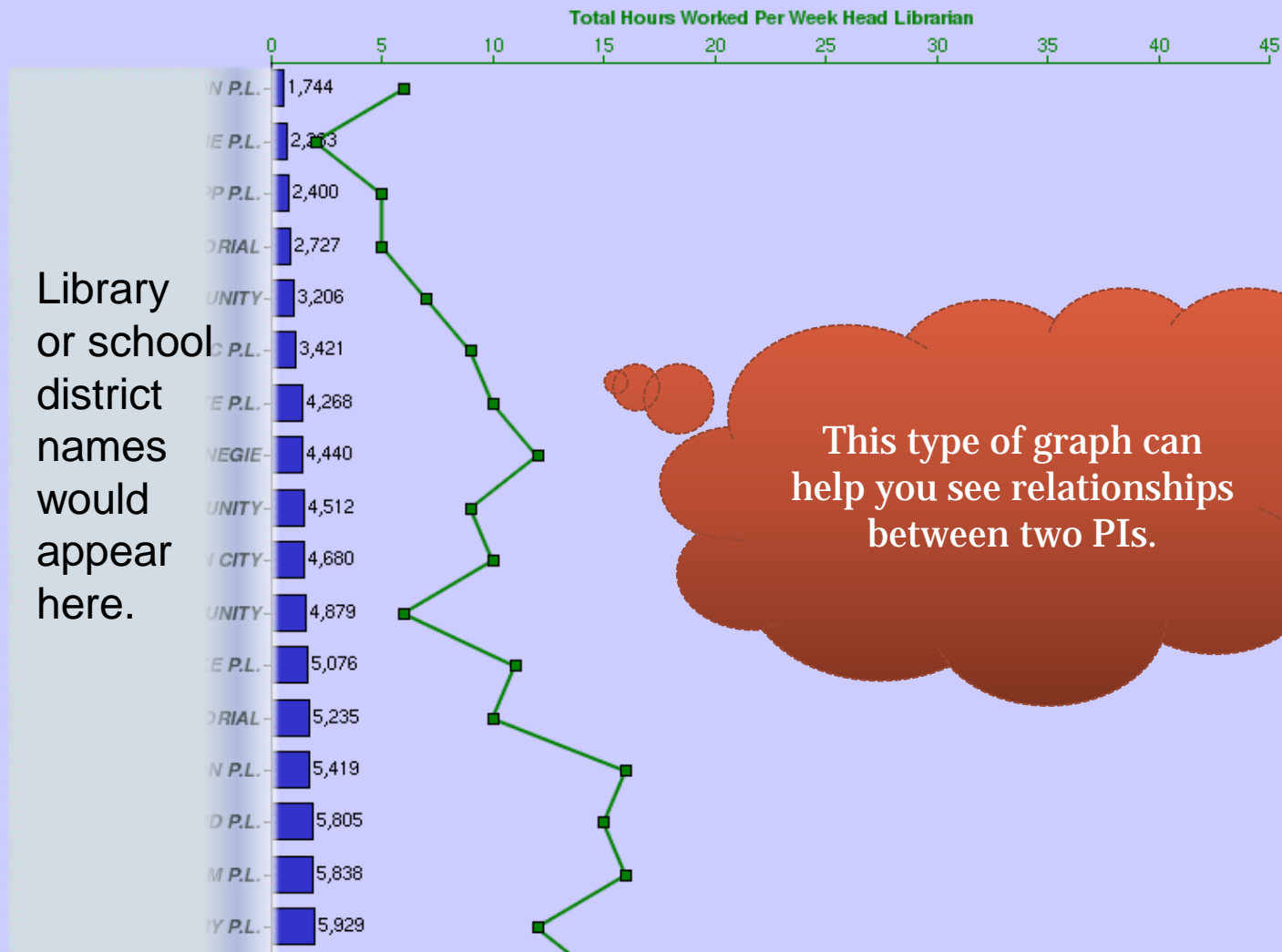
Add

# Graph PI Report

## Librarian Salaries - Hours worked overlay- Revised from [unclear] template 2014-08-07

Collection: **Public Library Survey** Period **2013**

### C02. Current Annual Salary (excluding benefits) - Total Hours Worked Per Week Head Librarian



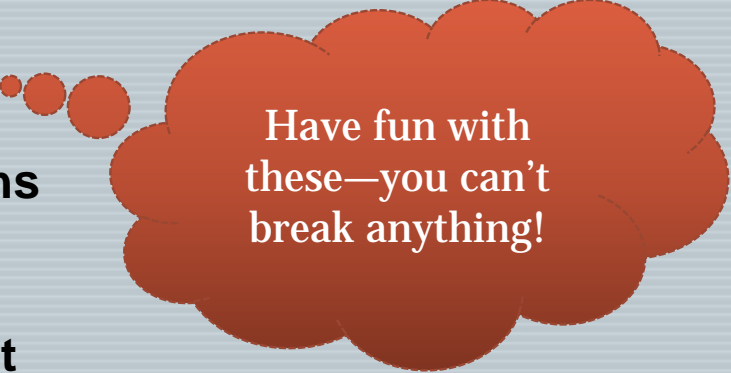
Library or school district names would appear here.

This type of graph can help you see relationships between two PIs.

# More report types you can experiment with



**PI Report**  
**Trend PI**  
**Summary**  
**Summary Graphs**  
**PI Gap**  
**Cross Tab**  
**Custom Format**



Have fun with these—you can't break anything!

The **Help** prompt on the Counting Opinions website provides explanation of these reports.

# Need assistance?



## Contact the South Dakota State Library Data Coordinator

Shawn Behrends

[shawn.behrends@state.sd.us](mailto:shawn.behrends@state.sd.us)

800 Governors Drive

Pierre SD 57501

605.773.3131, option 6



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collected by the State Library via the**

Public Libraries Survey (PLS)  
School Libraries Survey (SLS)