

Using the Counting Opinions Reports Tool



south dakota
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FOR SOUTH DAKOTA PUBLIC AND SCHOOL LIBRARIES

Using filters to sort and drill
down

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

Various methods are available for sorting and filtering data on the Counting Opinions Reports tool



WHAT FILTERS CAN DO FOR YOUR REPORTS

- Limit data to specific locations
- Identify peer groups
- Drill down by limiting data to a range of values

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 libras.sd.gov.

Please login here to enter data.

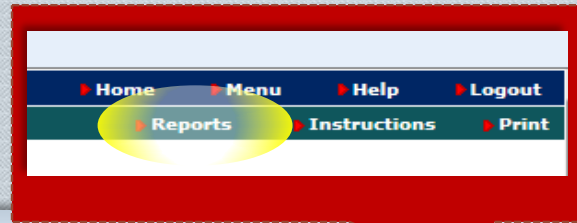
Login

Username:

Password:

[Password reminder](#)

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Browser window showing the URL <https://sd.countingopinio...> and the page title "Data Input". The navigation menu is visible at the top right, with "Reports" highlighted. The main content area shows a "Data Input" form with a "Review" button. The form includes fields for "Collection" (Public Library Survey), "Period" (2013), and "Library" (A H BROWN PUBLIC LIBRARY). A status message indicates "Approved" and notes that only owners/approvers can disapprove. Below the form, there is a link to "ANNUAL SURVEY OF SOUTH DAKOTA PUBLIC LIBRARIES" and a note to "PRINT 'SDSL Certificate' before you begin!". A link for "To view instructions for individual questions, ...more" is also present. The section is titled "SECTION A. GENERAL INFORMATION".

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 SD

Report Report Templates Published Reports +

<input type="checkbox"/>	Report Name	Report Type	Collection	Description	Updated	Executed
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Filtering with Locations field

The screenshot shows a web-based report configuration tool. At the top, there are navigation links for 'Reports', 'Help', and 'Logout'. Below this is a 'Report Settings' section with a 'Format' button. The 'Report Settings' area includes a 'Collect' dropdown, a 'Per' dropdown, a 'Report' text field containing 'Student- Revised from template 2014-08-07', and a 'Desc' text field containing 'Circulation, circulation per student ratio. Filter: Districts/systems WITH libraries'. Below the settings are buttons for 'Run', 'Save', 'Save as New Report', and 'Publish Report'. The 'Locations' section is highlighted with a blue callout, showing a 'Locations' link and a table of indicators. A blue callout points to the 'Locations' link, stating 'Selection menu – select locations for report'. A brown cloud callout points to the 'Filters' dropdown, stating 'You can name and save location filters.'. The 'Filters' dropdown is shown in a separate window, containing a 'Close' button, an 'Include my location' checkbox, a 'Filters' dropdown menu with '--Select Filter--', and an 'Apply' button. Below this are 'Reset' and 'View Selection' buttons. The 'Locations' section of the filter window has 'Expand All', 'Collapse All', 'Select All', 'Clear All', and 'Reset' buttons. A list of locations follows, each with a checkbox: South Dakota State Library (unchecked), Aberdeen Catholic Schools - 06301 (checked), Aberdeen Christian School Inc - 06320 (checked), Aberdeen School District 06-1 (checked), Agar-Blunt-Onida School District 58-3 (unchecked), Alcester-Hudson School District 61-1 (unchecked), American Horse School - 03301 (unchecked), Andes Central School District 11-1 (unchecked), Arlington School District 38-1 (unchecked), Armour School District 21-1 (unchecked), Avon School District 04-1 (unchecked), and Rapid City Montessori - 49325 (unchecked).

Selection menu – select locations for report

You can name and save location filters.

Use Filters fields to select discrete categories/groups

Report Settings

Report Settings

Collection Public Lib

Period 2013

Report Name Un-named R

Description

Title

Report Type Table

Report Fo

Run

Save

Save as New Report

Report

Locations

Filters

[Locations](#)

Indicators

Value

% Filter Low >= <= Filter High

Public Library Survey

SECTION A. GENERAL INFORMATION

[A02. County](#)

LAWRENCE|MEADE|PENNINGTON

All Other Paid Staff

[C11. Total Paid Employees FTE](#)

2.63

Group -- All groups --

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

Click in Filters field to open menu

County

Include my location

GREGORY
HAAKON
HAND
HANSON
HARDING
HUGHES
HUTCHINSON
HYDE
JACKSON
JERAULD
KINGSBURY
LAKE
LAWRENCE
LINCOLN
LYMAN
MARSHALL
MCCOOK
MCPHERSON
MEADE
MINER
MINNEHAHA
MOODY
PENNINGTON
PERKINS
POTTER
ROBERTS

LAWRENCE
MEADE
PENNINGTON

Update

This filter will limit report to libraries from these counties.

Good to Know

Any PI can be used as a filter in your report.

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

Group SECTION G. SERVICES ACTIVITIE ▾

Library Service Indicators

- G01. Annual Public Service Hours/Year
- G02. Annual Total Attendance in Library
- G03. Annual Total Reference Transactions Completed

From Main Library

- G04. Adult (over 18) Circulation (Main Library)
- G05. Juvenile Circulation (Main Library)
- G06. Total Circulation of Books (Main Library)

From Branches and Deposit Stations

- G07. Adult (over 18) Circulation (Branches/Deposit Stations)

Add

Use Filters fields to set value ranges

Report Settings

Collection: School Library
Period: 2013-2014
Report Name: Un-named Report
Description:
Title:

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
School Library Survey					
A. GENERAL INFORMATION					
<input checked="" type="checkbox"/> A.7 School District/ System Fall Enrollment PK-12	12	201	600	1	
DISTRICT CIRCULATION					
<input checked="" type="checkbox"/> B.2a What is the district's total circulation for this year?				2	

Group: -- All groups --

Statistical Survey for South Dakota School Libraries 2013-2014

ID

A. GENERAL INFORMATION

- A.1 Name of School District/System
- A.2 School District/System Number
- A.3 School District/ System Type
- A.4 School District/ System Superintendent
- A.5 Superintendent's E-mail

This filter will limit report to school districts with enrollment between 201 and 600 students.

Filters can be set to limit data to a range of values.

Use Filters fields to set percentage ranges

Report Settings Options Option Settings Format Help Logout

Report Settings

Collection: Public Library Survey
Period: 2013
Report Name: Un-named Report
Description:
Title:

Report Type: Table Report Folder: Report
Run Save Save as New Report Publish Report

Locations	Filters					
Locations						
Indicators	Value	% Filter	Value	Filter High	Sequence	Remove
Public Library Survey						
Admin / Population						
<input checked="" type="checkbox"/> A16. Total Population Chartered OR Contracted to serve most recent	4,003	20%			1	
Miscellaneous Funds for Operating Expenses						
<input checked="" type="checkbox"/> D17. Total Operating Income	\$125,659				2	

Group: -- All groups --

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


This filter will limit report to public libraries that serve populations within a 20% range of my library.

Filters can be set to limit report to values within a +/- percentage range.

Use Filters fields to identify peer groups

Using filters in this way is a good method for identifying peer groups when you analyze survey data.

Locations		Filters			
Locations					
Indicators	Value	% Filter Low	>= <= Filter High	Sequence	Remove
School Library Survey					
A. GENERAL INFORMATION					
<input checked="" type="checkbox"/>	A.7 School District/ System Fall Enrollment PK-12	12	<input type="text" value="201"/>	<input type="text" value="600"/>	<input type="text" value="1"/> 

Locations		Filters			
Locations					
Indicators	Value	% Filter Low	>= <= Filter High	Sequence	Remove
Public Library Survey					
Admin / Population					
<input checked="" type="checkbox"/>	A16. Total Population Chartered OR Contracted to serve most recent	4,003	<input type="text" value="20%"/>	<input type="text"/>	<input type="text" value="1"/> 

Use Filters fields to drill down

Report Settings Options Option Settings Format

Report Settings

Collection School Library Survey
Period 2013-2014
Report Name Un-named Report
Description
Title

Report Type Table Report Folder Report

Run Save Save as New Report Publish Report

Locations	Filters						
Locations							
Indicators	Value	% Filter	>=	<=	Filter High	Sequence	Remove
School Library Survey							
A. GENERAL INFORMATION							
<input checked="" type="checkbox"/> A.3 School District/ System Type	public						
NUMBER OF SCHOOL LIBRARIES IN YOUR DISTRICT*							
<input checked="" type="checkbox"/> A.15f Total of school libraries in your district - IF TOTAL = "0" go directly to question E.1	0	1					
Group	-- All groups --						
Statistical Survey for South Dakota School Libraries 2013-2014							
ID							
A. GENERAL INFORMATION							
A.1 Name of School District/County							

Using multiple filters is a powerful method for drilling down to get just the data you want.

This filter will limit report to public schools *with* libraries.

Other filtering tools

Un-named Report

Collection: **School Library Survey** Period: **2013-2014, Start: 2013-03**
 Months: **12**

Locations (140)	A.15f Total of school libraries in your district - IF TOTAL = "0" go directly to question E.1
Aberdeen School District 06-1	8
Agar-Blunt-Onida School District 58-3	2
Alcester-Hudson School District 61-1	2
Andes Central School District 11-1	1
Arlington School District 38-1	1
Armour School District 21-1	1
Avon School District 04-1	1
Baltic School District 49-1	1
Belle Fourche School District 09-1	3
Bennett County School District 03-1	2



1/14 10

Filters

clicking another column header

School District/ System Type

Total of school libraries in your district - IF TOTAL = "0" go directly to question E.1

Don't forget, you can export to Excel to do more sorting & filtering functions.

table_report_1407448025_154818_33132.xls

	A	B	C
1	Location	A.15f Total of school libraries in your district - IF TOTAL = "0" go directly to question E.1	A.3 School District
2	Sioux Falls School District 49-5	33	Public
3	Rapid City School District 51-4	23	Public
4	Aberdeen School District 06-1	8	Public
5	Harrisburg School District 41-2	8	Public
6	Watertown School District 14-4	7	Public
7	Brandon Valley School District 49-2	6	Public
8	Huron School District 02-2	6	Public
9	Pierre School District 32-2	6	Public
10	Yankton School District 63-3	6	Public
11	Bon Homme School District 04-2	5	Public
12	Brookings School District 05-1	5	Public
13	Douglas School District 51-1	5	Public
14	Meade School District 46-1	5	Public
15	Mitchell School District 17-2	5	Public
16	Spearfish School District 40-2	5	Public
17	Kadoka School District 35-2	4	Public
18	Vermillion School District 13-1	4	Public
19	Belle Fourche School District 09-1	3	Public
20	Custer School District 16-1	3	Public
21	Lead-Deadwood School District 40-1	3	Public
22	Lennox School District 41-4	3	Public
23	Mobridge-Pollock School District 62-6	3	Public
24	Sisseton School District 54-2	3	Public

Need assistance?



Contact the South Dakota State Library Data Coordinator

Shawn Behrends

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800 Governors Drive

Pierre SD 57501

605.773.3131, option 6



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School Libraries Survey (SLS)