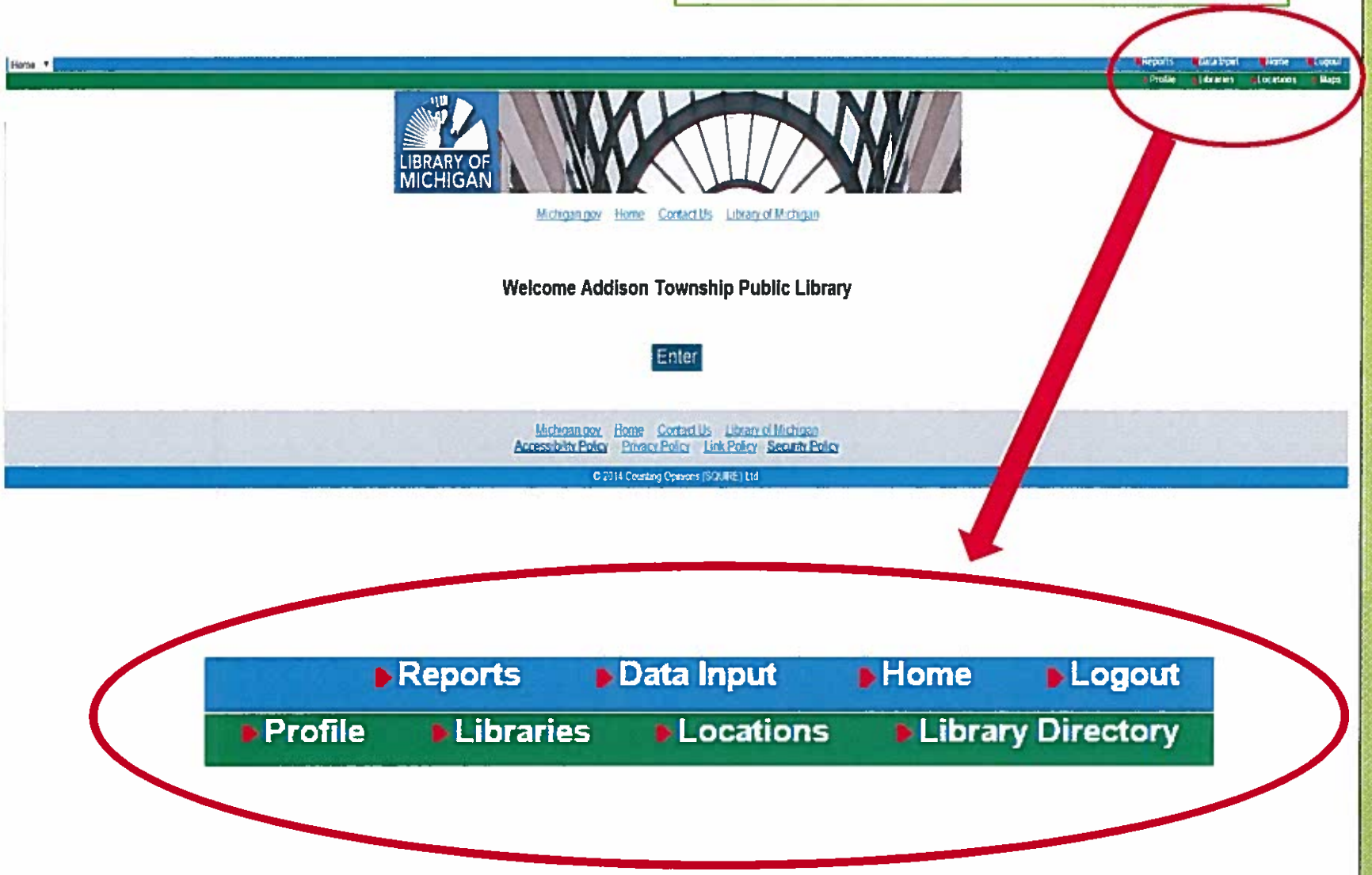
LibPas: The Annual Report/State Aid Application

Joseph Hamlin
Library Data Coordinator
Library of Michigan

Getting Started

https://mi.countingopinions.com

- Your username is your FSCS ID
- Your Password will NOT change from year to year unless you choose to change it in "Profile" after you have logged in.


Home
Reports
Data Input
Home
Logout
Profile
Libraries
Locations
Maps
LIBRARY OF MICHIGAN
Michigan.gov Home Contact Us Library of Michigan
Welcome Addison Township Public Library
Enter
Michigan.gov Home Contact Us Library of Michigan
Accessibility Policy Privacy Policy Link Policy Security Policy
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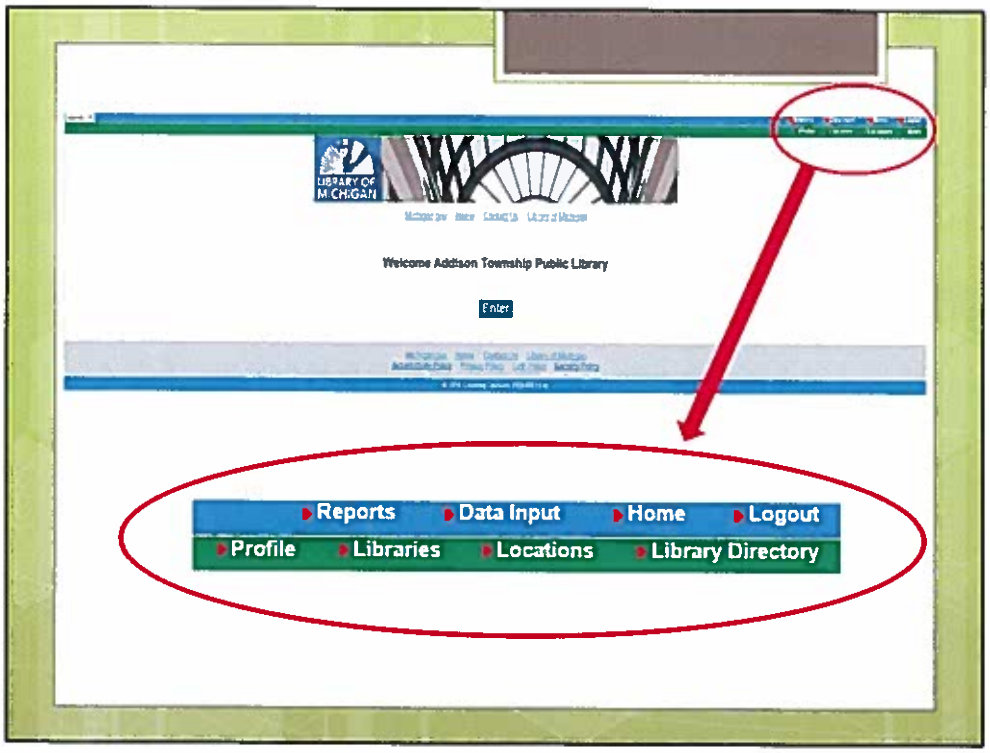
Reports
Data Input
Home
Logout
Profile
Libraries
Locations
Library Directory



The Navigation Links at the top of the page:

Reports: Takes you to the custom report building features available in LibPAS.

Data Input: Takes you to the most current Annual Report.

Home: Takes you back to the Welcome screen.

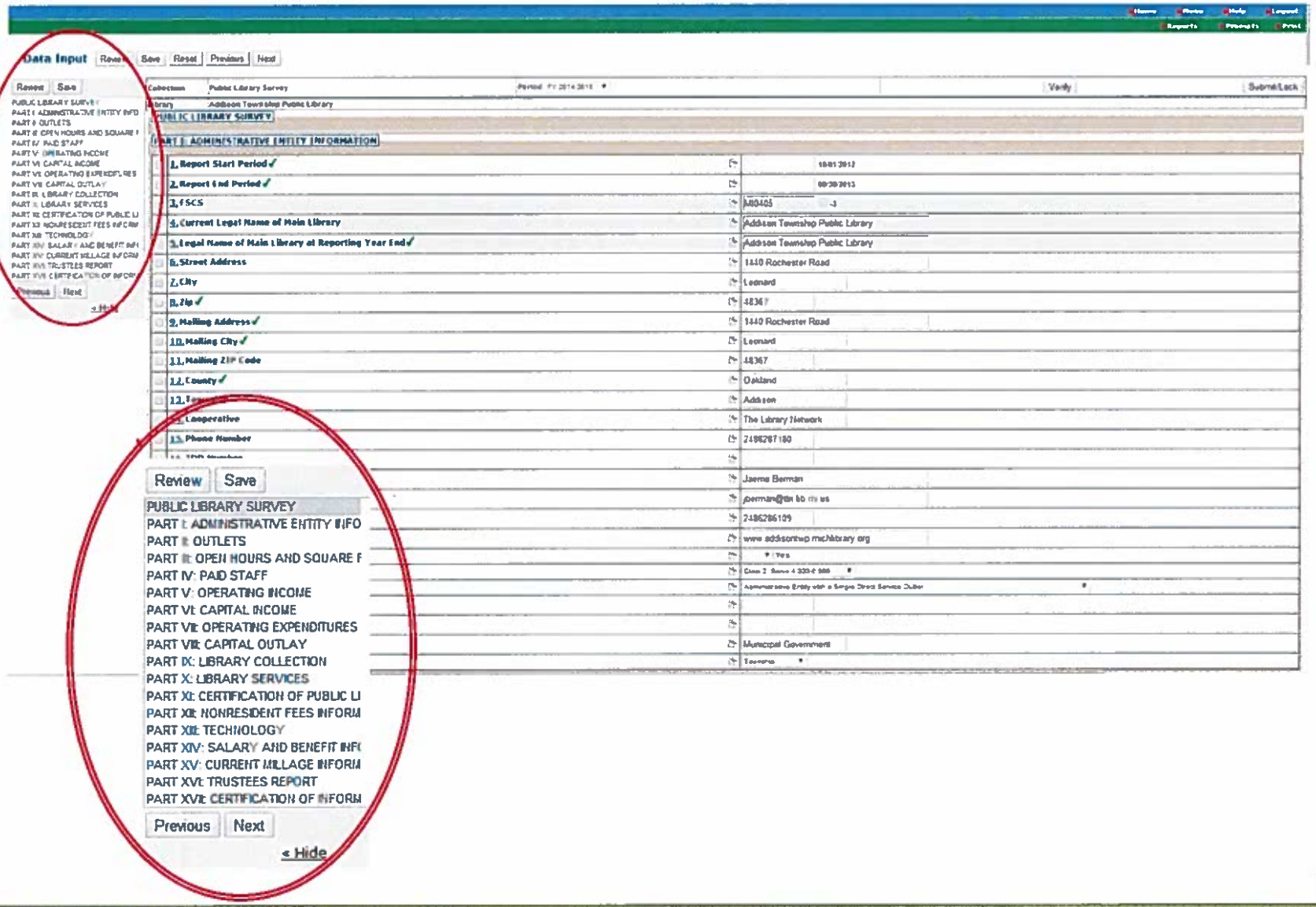
Profile: Opens up your user profile information (you can update your password here).

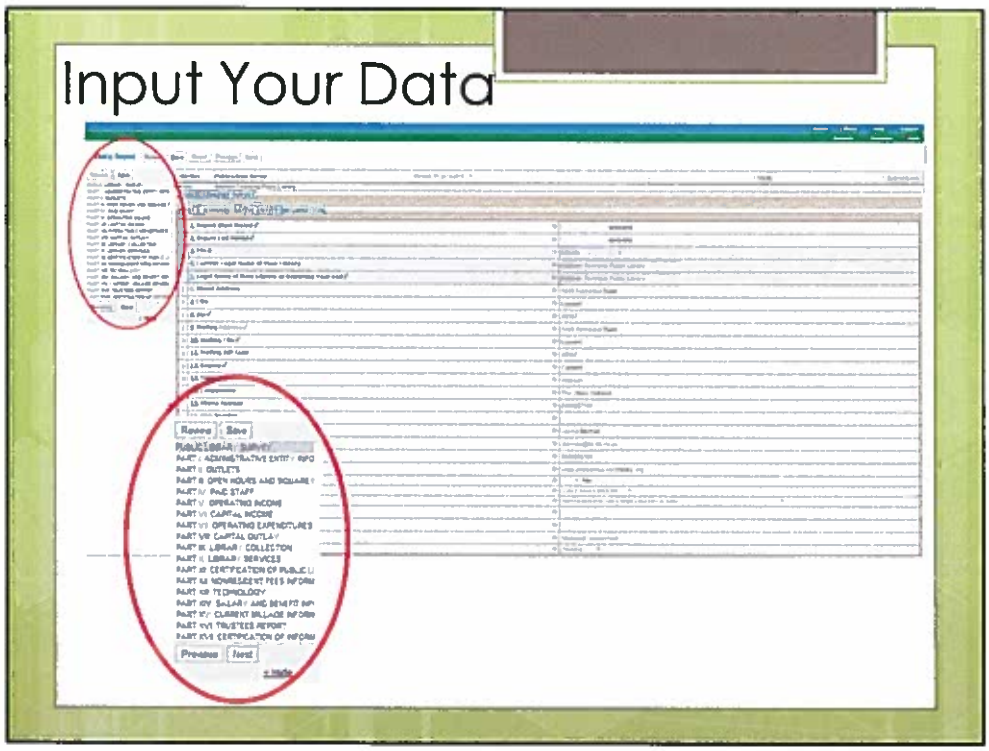
Libraries: Shows a list of all libraries at the system level with physical location information.

Locations: Shows all library systems and their branches with contact information.

Library Directory: Takes you to Michigan's Interactive Library Directory.

Input Your Data





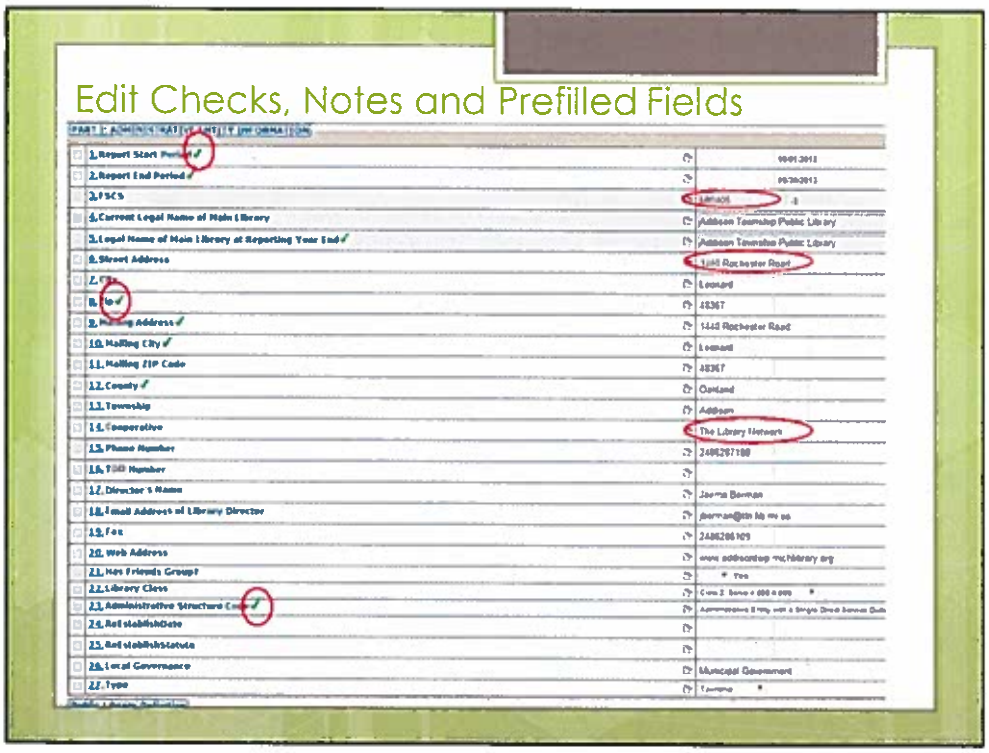
Use the table of contents to navigate the survey by section or scroll down to see the survey in one continuous piece.

Edit Checks, Notes and Prefilled Fields

PART I: ADMINISTRATIVE ENTITY INFORMATION

1. Report Start Period ✓		10/01/2012
2. Report End Period ✓		09/30/2013
3. FSCS		MI0405 -3
4. Current Legal Name of Main Library		Addison Township Public Library
5. Legal Name of Main Library at Reporting Year End ✓		Addison Township Public Library
6. Street Address		1440 Rochester Road
7. City		Leonard
8. Zip ✓		48367
9. Mailing Address ✓		1440 Rochester Road
10. Mailing City ✓		Leonard
11. Mailing ZIP Code		48367
12. County ✓		Oakland
13. Township		Addison
14. Cooperative		The Library Network
15. Phone Number		2486287180
16. TDD Number		
17. Director's Name		Jaema Berman
18. Email Address of Library Director		jberman@tln.lib.mi.us
19. Fax		2486286109
20. Web Address		www.addisontwp.michlibrary.org
21. Has Friends Group?		Yes
22. Library Class		Class 2: Serve 4,000-6,999
23. Administrative Structure Code ✓		Administrative Entity with a Single Direct Service Outl
24. ReEstablishDate		
25. ReEstablishStatute		
26. Local Governance		Municipal Government
27. Type		Township

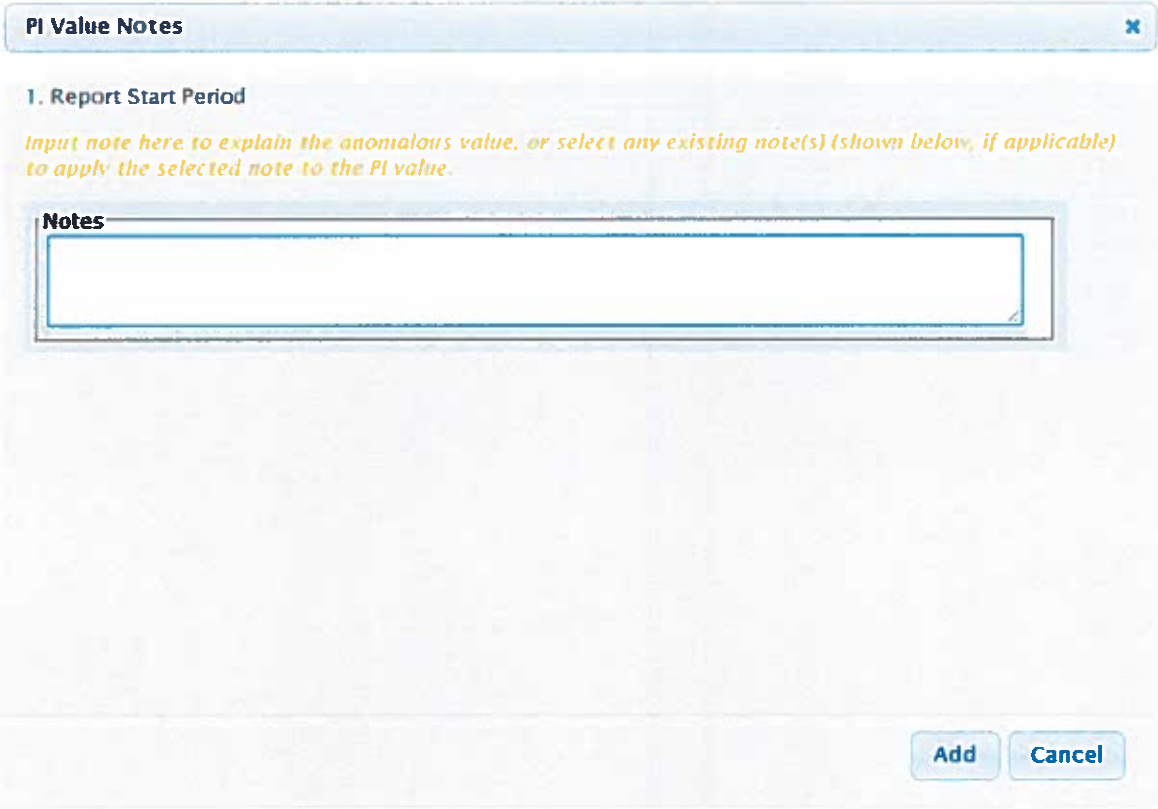
Public Library Definition

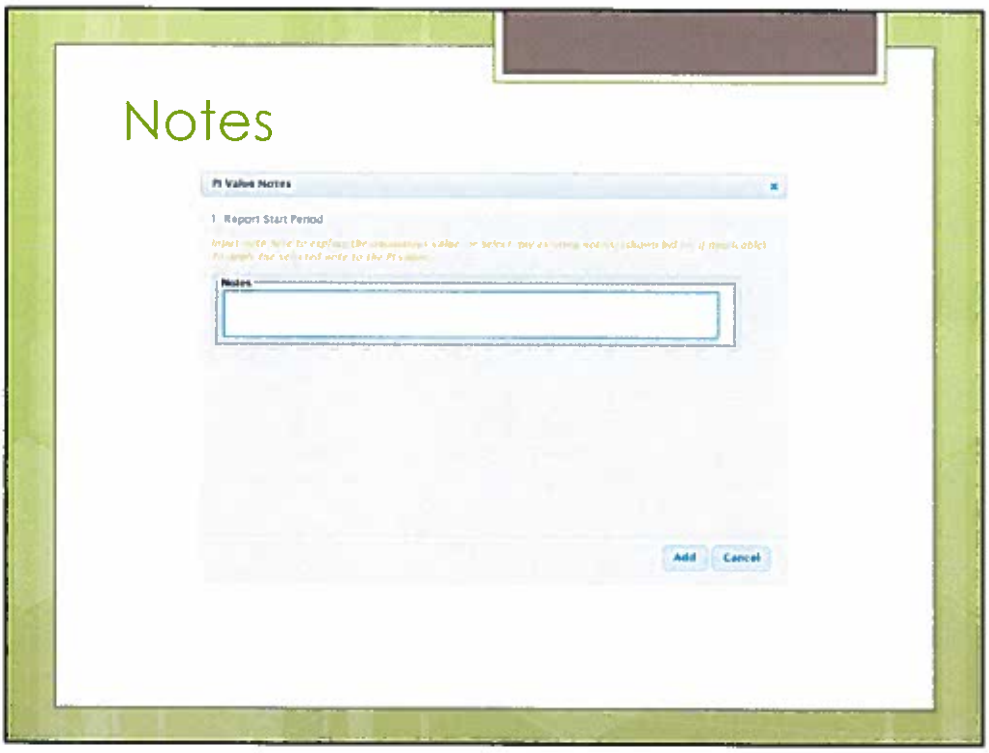


Green checkmarks after a question indicates that there is an edit check associated. If data entered into one of these fields is outside a defined range the software will prompt you to leave a note before the survey can be locked.

There are several fields on the Annual Report that are prefilled with information that is unlikely to change, library address for example. Even though these areas have been prefilled respondents can still edit the information found here.

Notes

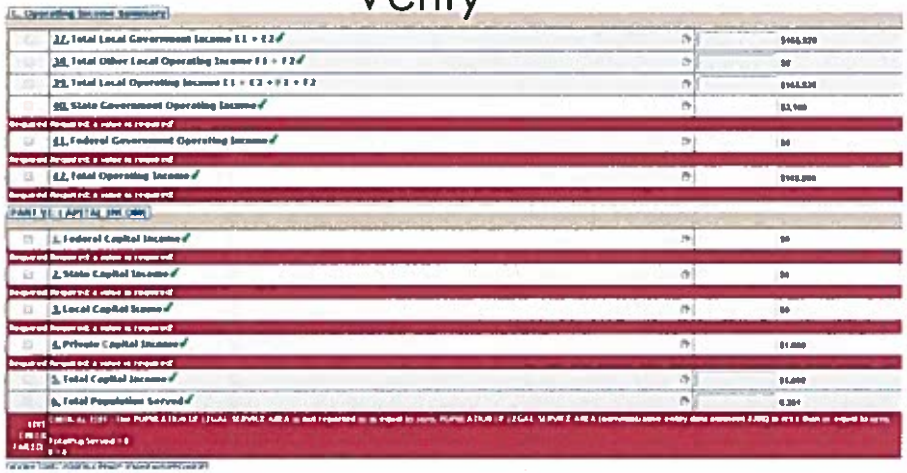

PI Value Notes
1. Report Start Period
Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.
Notes
Add
Cancel



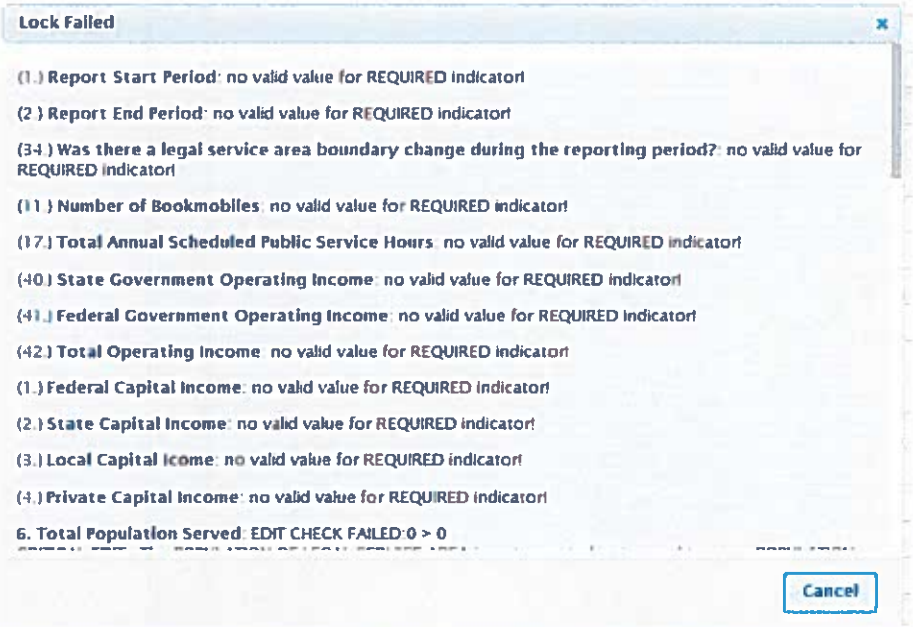
As you add notes they will appear in a list below the entry box, if you have a note in this list that applies to multiple fields you can repeat one of your created notes for the new field rather than typing the same thing multiple times.

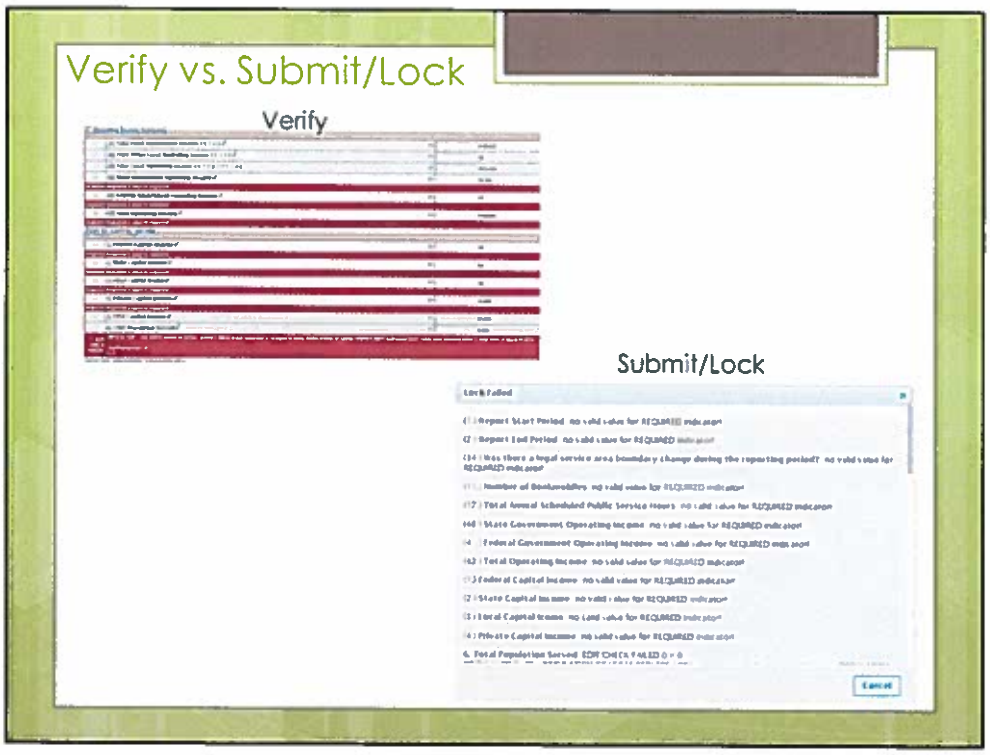
Verify vs. Submit/Lock

Verify



Submit/Lock





Verify will highlight the question with a tripped edit check. Submit Lock gives you a box of problem questions and is much more difficult to navigate. Always clear problem questions by using verify and then use Submit/Lock to complete the survey.

Changes this year

Part IX: Library Collection

- Databases renamed Electronic Collections with new definition

Part X: Library Services

- A. Library Visits
  - (New ?) Virtual Visits to the Library's Website
- B. Summer Reading Participation
  - Questions 1-6 now refer to structured summer reading programs, meaning the program has a beginning and end as well as the ability to track continued participant participation though the program. (e.g. are they still actively participating at some level at the end of the program).
- C. Program Attendance
  - 3 new ?s
  - #5. Do any of your programs focus on early literacy for ages 0-5?
  - #6 Total Early Literacy Programs Offered.
  - #7 Total Early Literacy Programs Attended.

Features Open to Everyone

- https://mi.countingopinions.com/
- www.michigan.gov/librarydirectory
- Anyone can access the 3 links at the top of this page "Libraries", "Locations" and "Maps"
- Clicking on "Libraries" will bring up an exportable list of all library systems.
- Clicking "Locations" will bring up an exportable list of library systems and their branches.
- To access the directory click on "Maps" at the top right.

Libraries

Home

Locations Maps Public

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - R - S - T - U - V - W - Y -

Library of Michigan	702 W Kalamazoo St	Lansing	MI48915	US
Addison Township Public Library	1440 Rochester Rd	Leonard	MI48367-3555	US
Adrian Public Library	143 E Maumee St	Adrian	MI49221-2703	US
Aitkin Memorial District Library	111 N Howard Ave	Croswell	MI48422-1225	US
Alanson Area Public Library	7631 Burr Ave	Alanson	MI48706-0037	US
Albion District Library	501 S Superior St	Albion	MI49224-2137	US
Alcona County Library	312 W Main (M-72)	Harrisville	MI48740-0348	US
Alden District Library	8751 Helena Rd	Alden	MI49612-9703	US
Allegan District Library	331 Hubbard St	Allegan	MI49010-1258	US
Allendale Township Library	6175 Library Lane	Allendale	MI49401-8820	US
Alma Public Library	351 NORTH COURT ST	Alma	MI48801-1999	US
Almont District Library	213 W Saint Clair St	Almont	MI48003-0517	US
Alpena County Library	211 N 1st Ave	Alpena	MI49707-2809	US
Alvah N. Belding Memorial Library	302 E Main Street	Belding	MI48809-1799	US

Locations

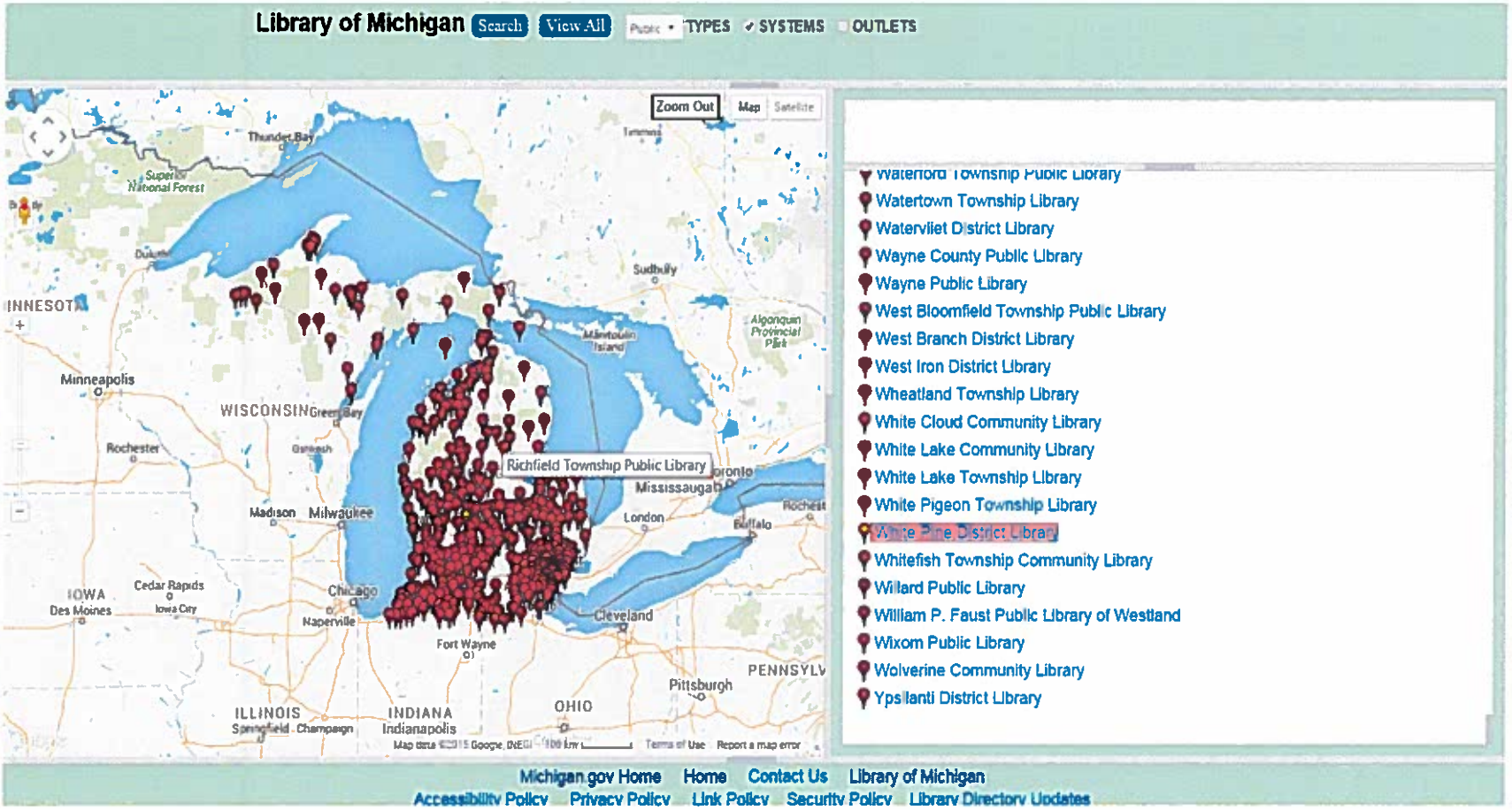
Home

Libraries Maps Public

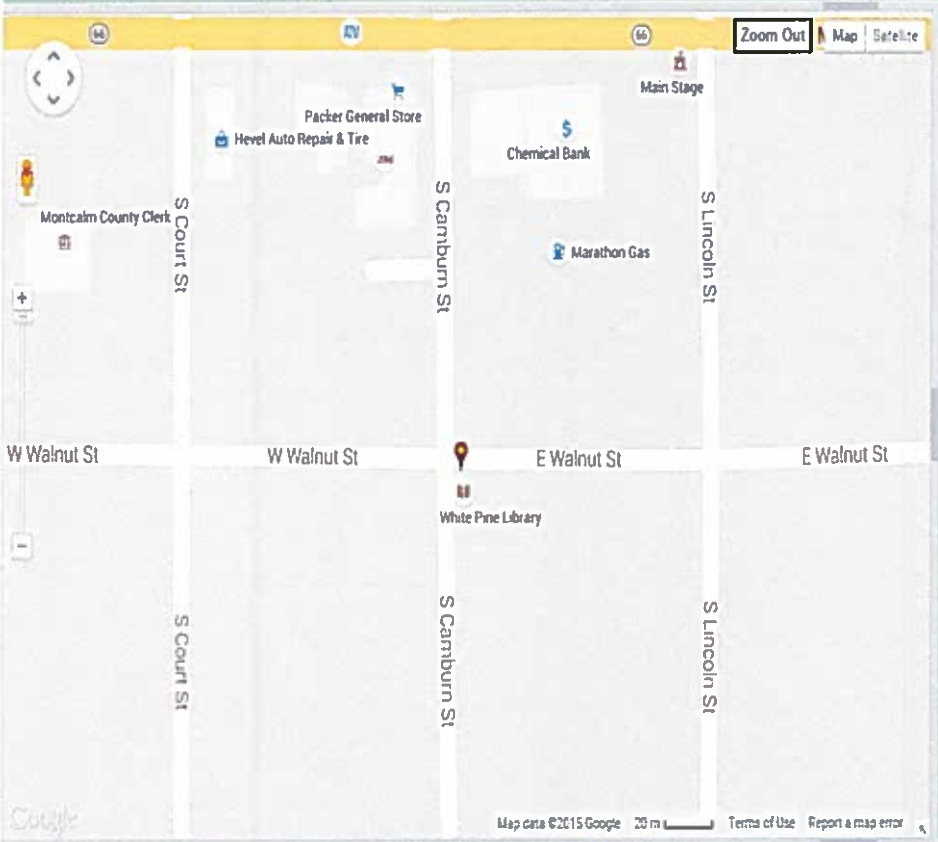
A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - R - S - T - U - V - W - Y -

Name	Address	City	State	Zip	County	Phone No.	Hours
Addison Township Public Library							
Addison Township Public Library	1440 Rochester Rd	Leonard	MI	48367-3555	OAKLAND	(248) 628-7180	M-Tu,Th 10-8; W 10-8; F-Sa 10-4;
Adrian Public Library							
Adrian Public Library	143 E Maumee St	Adrian	MI	49221-2703	LENAWEE	(517) 265-2265	M-Tu,Th 10-8; W,F 10-5:30; Sa 10-3;
Aitkin Memorial District Library							
Aitkin Memorial District Library	111 N Howard Ave	Croswell	MI	48422-1225	SANILAC	(810) 679-3627	M-Th 10-7; F 10-5; S 10-2;
Alanson Area Public Library							
Alanson Area Public Library	7631 Burr Ave	Alanson	MI	48706-0037	EMMET	(231) 548-5465	M 12-8; Tu-W 10-8; Th 12-7; F 12-5;
Albion District Library							
Albion District Library	501 S Superior St	Albion	MI	49224-2137	CALHOUN	(517) 629-3993	M-Th 10-8; Sa,Su 1-5;
Alcona County Library							
Alcona County Library	312 W Main (M-72)	Harrisville	MI	48740-0348	ALCONA	(989) 724-6796	M-Th 10-7; F 10-5; Sa 10-2;
Caledonia Branch Library	1499 HUBERT ROAD	HUBBARD LAKE	MI	48747-0054	Alcona	(989) 727-3105	
Lincoln Branch Library	330 TRAVERSE BAY ROAD	LINCOLN	MI	48742-0115	Alcona	(989) 736-3388	
Mikado Township Library	2241 SOUTH F-41	Mikado	MI	48745-0110	Alcona	(989) 736-8388	M-Tu 1-5; W-Th 3-7;

Interactive Library Directory



Library of Michigan Search View All Public TYPES ✓ SYSTEMS OUTLETS



District

White Pine District Library

Branches Show Relationships

White Pine Library

Located at:

106 East Walnut Street

Stanton, MI 48888-9294

Director's Name:	Patty Rockafellow
Email Address:	Whitepinelibrary1@hotmail.com
Website address:	http://www.whitepinelibrary.org
Phone:	(989) 831-4327
Fax:	(989) 831-4976
Hours Open:	M,F 9-5:30; Tu 12-5:30; W 12-7; Th 9-7; Sa 10-12
County:	Montcalm
Class:	Class 3: Serve 7,000-11,999
Congressional District:	4, Rep. Moolenaar, John
Michigan House District:	70, Rep. Rick Outman
Michigan Senate District:	33, Sen. Judy K Emmons
MelCat Library:	
Visiting Patron:	

Manistee County Library

Mason County District Library

Michigan.gov Home Home Contact Us Library of Michigan

Accessibility Policy Privacy Policy Link Policy Security Policy Library Directory Updates

LibPas: Building Custom Reports

Running Reports With Counting Opinions

Home ▼ Reports Data Input Home Logout
Profile Libraries Locations Maps

Library of Michigan

Michigan.gov Home Contact Us Library of Michigan

Welcome Addison Township Public Library

Enter

Public Library Certification of Information Page with Signature

Cooperative Certification of Information Page with Signature

BTBL Certification of Information Page with Signature

Michigan.gov Home Contact Us Library of Michigan
Michigan.gov Policies

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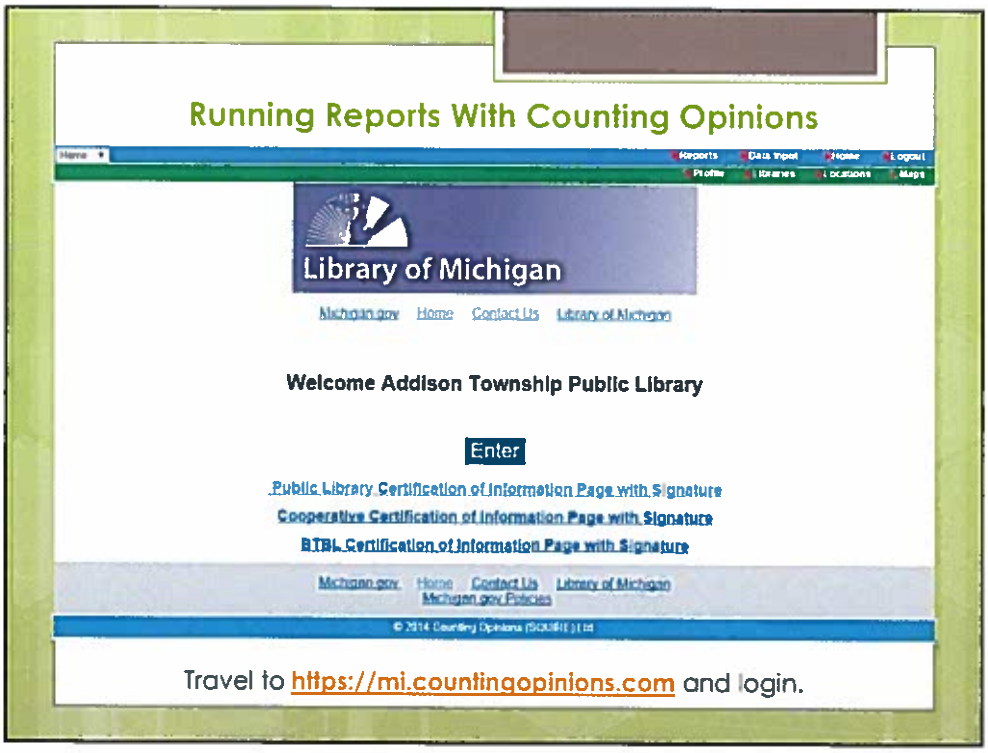
Travel to https://mi.countingopinions.com and login.



- Travel to https://mi.countingopinions.com and login.
- Click on Reports in the blue bar at the top of the screen.
-

The Manage Reports Screen

Home | Menu | Help | Logout

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

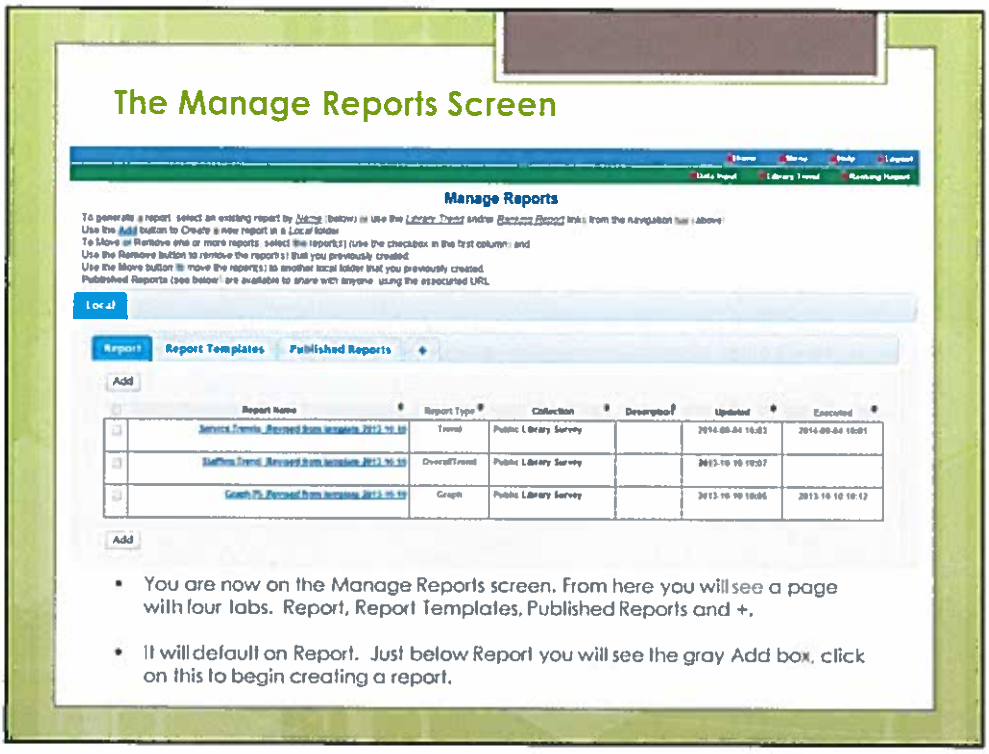
Report | Report Templates | Published Reports | +

Add

	Report Name	Report Type	Collection	Description	Updated	Executed
	Service Trends- Revised from template 2013-10-10	Trend	Public Library Survey		2014-09-04 16:03	2014-09-04 16:01
	Staffing Trend- Revised from template 2013-10-10	OverallTrend	Public Library Survey		2013-10-10 10:07	
	Graph/PI- Revised from template 2013-10-10	Graph	Public Library Survey		2013-10-10 10:05	2013-10-10 10:12

Add

- You are now on the Manage Reports screen. From here you will see a page with four tabs. Report, Report Templates, Published Reports and +.
- It will default on Report. Just below Report you will see the gray Add box, click on this to begin creating a report.



- You are now on the Manage Reports screen. From here you will see a page with four tabs. Report, Report Templates, Published Reports and +.
- It will default on Report. Just below Report you will see the gray Add box, click on this to begin creating a report.

Other Features

- Report Templates will show you 4 different types of commonly used reports.
- Published reports will populate with reports that you have decided to publish in the reports or any custom tab. If you publish a report this table will list the reports creation data, description a url and a QR-code for that specific report.
- + allows you to add other reporting tabs for example if you wanted a tab just for reports you have created for your library board you could create and name a report tab Board Reports. You can also erase any report or report tab you create by selecting the box to the left of the report name and clicking remove.

Building a Report: Step by Step

Reports Help Logout

Report Settings | Options | Option Settings | Format

Report Settings

1. Collection: Public Library Survey
2. Period: FY 2013-201
3. Report Name: Collection Offered

Description: A report showing the selected library's or libraries' collections of materials available to the public

Title: Materials for Patron Use

4. Report Type: Table Report Folder: Report

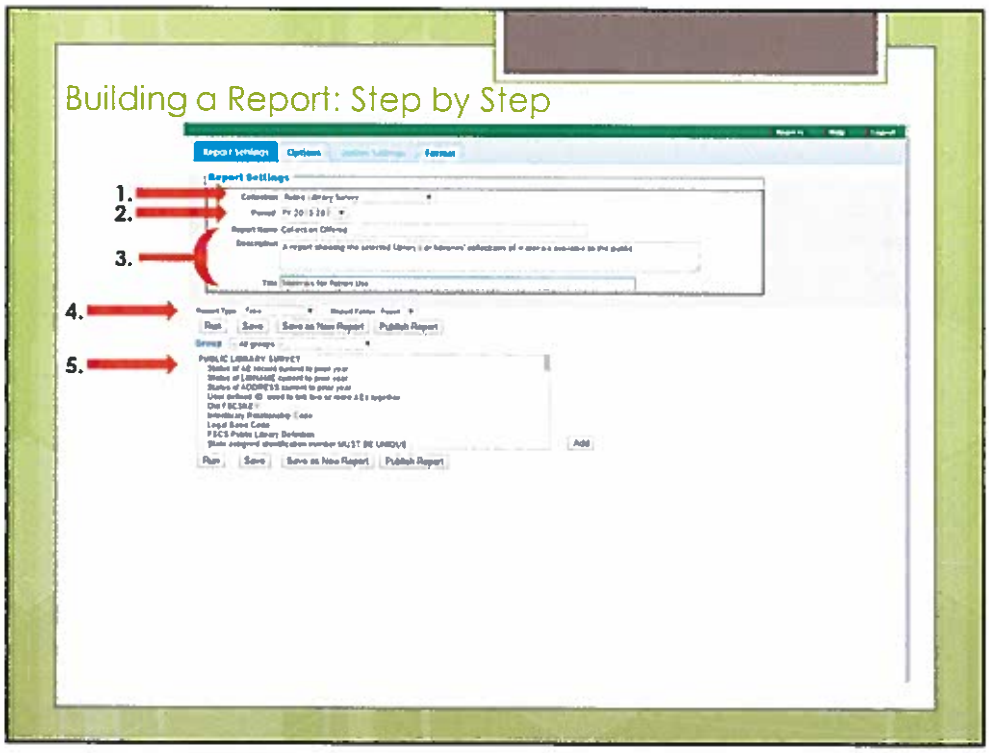
Run | Save | Save as New Report | Publish Report

Group: -- All groups --

5.
PUBLIC LIBRARY SURVEY
- Status of AE record current to prior year
- Status of LIBNAME current to prior year
- Status of ADDRESS current to prior year
- User defined ID. used to link two or more AEs together.
- Old FSCSKEY
- Interlibrary Relationship Code
- Legal Basis Code
- FSCS Public Library Definition
- State assigned identification number MUST BE UNIQUE

Add

Run | Save | Save as New Report | Publish Report



1. Select the correct collection (most commonly Public Library Survey)
2. Select the reporting period
3. Name the report, enter a description and report title (Don't skip this step it will save you a lot of grief in the long run)
4. Choose the report type (the most common is Table but you have 10 others to choose from)
5. Choose the data elements you want in your report by selecting a Data Element in the box and clicking add. You can also choose multiple Des by using the Ctrl or Shift keys (Always include at least 1 data element to use as a filter (e.g. Total Population Served or Total Income) depending on the question you are trying to answer.).

Building a Report: Step by Step

Reports | Help | Logout

Report Settings | Options | Option Settings | Format

Report Settings

Collection: Public Library Survey
Period: FY 2013-201
Report Name: Un-named Report
Description:
Title:

Report Type: Table Report Folder: Report

Run | Save | Save as New Report | Publish Report

6. →

Locations | Filters

Locations

Indicators	Value	% Filter Low >=	<= Filter High	Sequence	Remove
Public Library Survey					
PART IX: LIBRARY COLLECTION					
1. Number of Print Materials	21,476			1	
2. Audio (Physical Units)	1,173			2	
3. Audio (Downloadable Units)	2,905			3	
4. Video (Physical Units)	747			4	
5. Video (Downloadable Units)	16			5	
6. Subscriptions (Non-electronic)	0			6	
7. Electronic Books (E-Books)	9,689			7	
8. Total Collection (Physical / Electronic Units)	36,006			8	

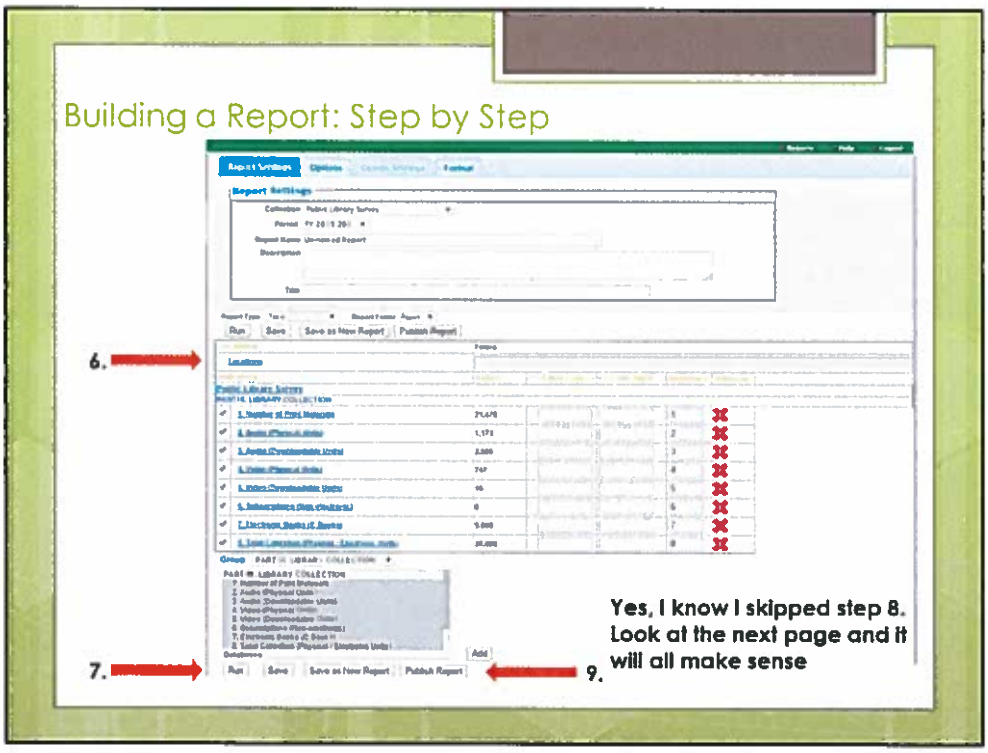
Group: PART IX: LIBRARY COLLECTION

PART IX: LIBRARY COLLECTION
1. Number of Print Materials
2. Audio (Physical Units)
3. Audio (Downloadable Units)
4. Video (Physical Units)
5. Video (Downloadable Units)
6. Subscriptions (Non-electronic)
7. Electronic Books (E-Books)
8. Total Collection (Physical / Electronic Units)

Databases | Add

7. → Run | Save | Save as New Report | Publish Report ← 9.

Yes, I know I skipped step 8. Look at the next page and it will all make sense



6. Choose the locations you want to compare (if you leave locations blank it will automatically include every library in the data set for the chosen time period, FY2013-2014 = 388 libraries)

7. Run your Report, this will show your finished product

8. **(Shown on the Next Page)**If the report needs changes, click on Report Settings in the green bar at the top right. You will travel back to the report screen and can add any changes or remove unnecessary data elements and **save**. When you have made your changes repeat step 8. until you are satisfied with your report.

9. When you have your report finished to your satisfaction save it for future use and or decide to publish the report. You can always change the time period of the report.

STEP 8

8.

Report Settings Exit

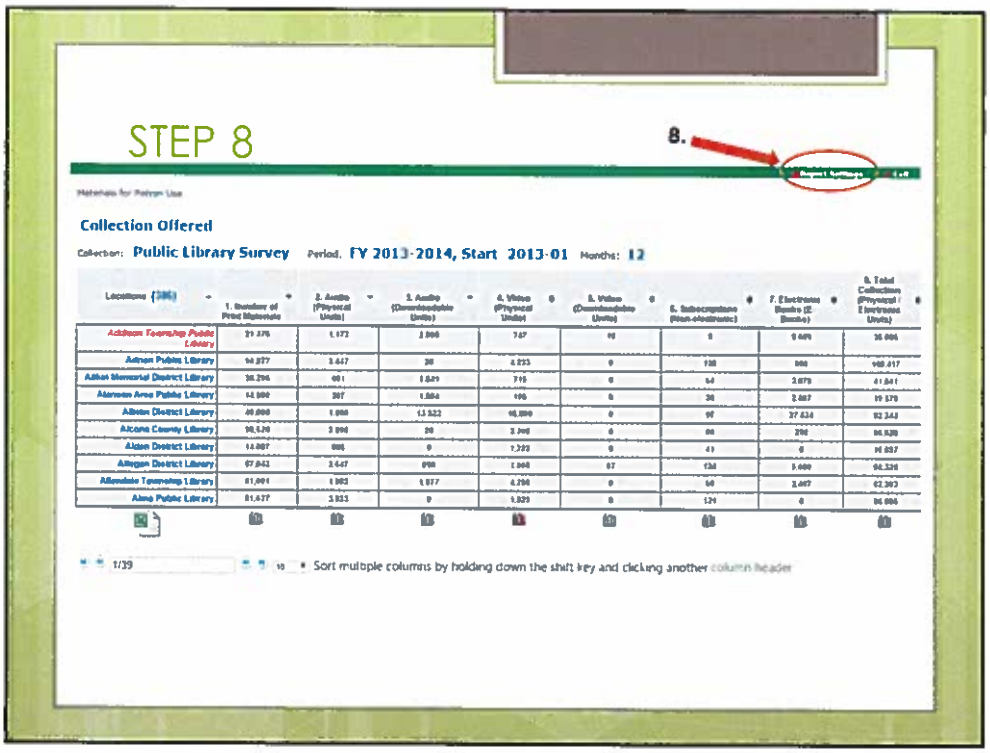
Materials for Patron Use

Collection Offered

Collection: **Public Library Survey** Period: **FY 2013-2014, Start 2013-01** Months: **12**

Locations (386)	1. Number of Print Materials	2. Audio (Physical Units)	3. Audio (Downloadable Units)	4. Video (Physical Units)	5. Video (Downloadable Units)	6. Subscriptions (Non-electronic)	7. Electronic Books (E-Books)	8. Total Collection (Physical / Electronic Units)
Addison Township Public Library	21,476	1,173	2,905	747	16	0	9,689	36,006
Adrian Public Library	94,977	3,447	35	4,233	0	125	600	103,417
Aitkin Memorial District Library	35,296	661	1,829	715	0	64	3,076	41,641
Alanson Area Public Library	14,588	387	1,864	198	0	35	2,507	19,579
Albion District Library	40,000	1,000	13,522	10,000	0	97	27,624	92,243
Alcona County Library	50,620	2,650	20	3,300	0	80	250	56,920
Alden District Library	14,687	906	0	1,223	0	41	0	16,857
Allegan District Library	57,043	2,647	890	1,865	67	124	5,689	68,325
Allendale Township Library	51,081	1,962	1,577	4,250	0	66	3,457	62,393
Alma Public Library	81,637	3,023	0	1,825	0	121	0	86,606

1/39 10 Sort multiple columns by holding down the shift key and clicking another column header



8. If the report needs changes, click on Report Settings in the green bar at the top right. You will travel back to the report screen and can add any changes or remove unnecessary data elements and **save**. When you have made your changes repeat steps through 4-8 until you are satisfied with your report.

The Icons below each column will create bar charts, lists or column charts based that column's Data Element (DE). When you are satisfied with your report you can choose to take advantage of the automatically generated charts (which can be saved or printed) or you can export your report to Excel and further refine it there.

Report Complete, Now what?

If you are satisfied with your report and want to share it with others via your library website or on social media, click on publish and this report will now be under the Published Reports tab, you will also have access to the report's QR-Code and a Url. To Delete a published report click on the box to the left of the title and then remove.

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

Report | Report Templates | Published Reports | +

Published Reports

	Report Name	Report Type	Collection	Description	Updated	QR-Code	
☐	Collection Offered	Table	Public Library Survey	A report showing selected library materials available to the public	2014-09-12	QR-Code	<a href="http://www.countingopinions.com/pireports/report

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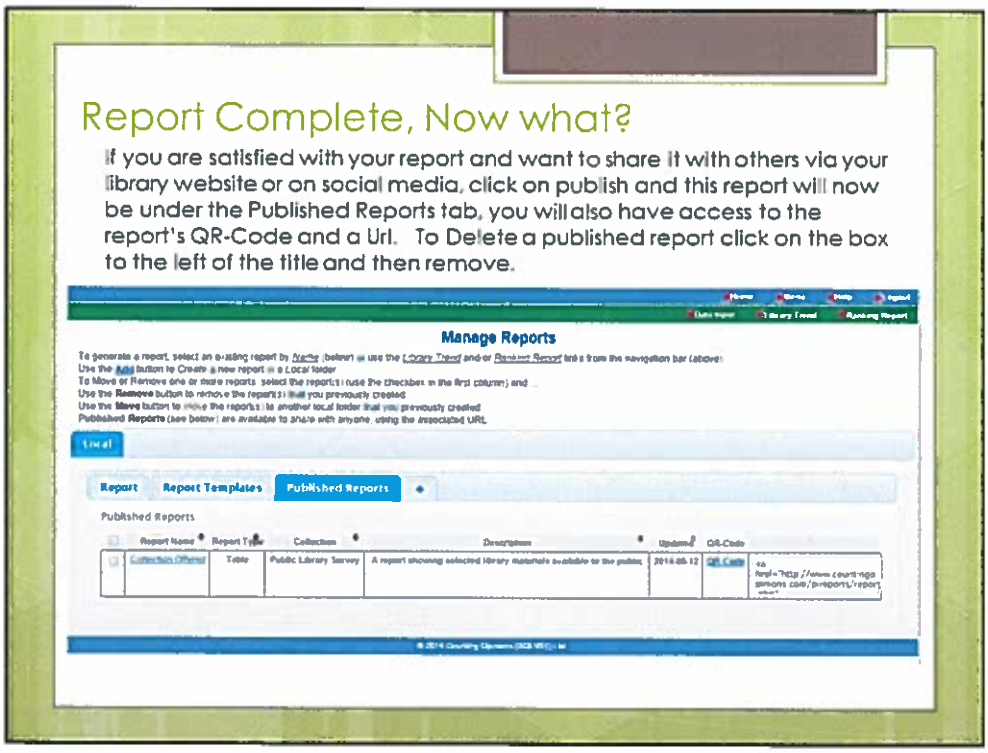

Publish Your Report to share it outside the LibPAS software. You can still work with your reports without publishing them.

Limiting Locations and PIs

- When creating your reports remember to limit the locations by adding filters. I would recommend limiting by at least 2 fields if you are trying to compare libraries similar to your own (good examples would be Population Served & Operating income). You can also choose specific locations to compare.
- Explore the options tab to customize your report even further by adding Averages, Quartile performance etc…
- You can also decide which Pis to display on a report, this is very useful if you want to limit with filters but do not want the limit fields to show up on the final report. (ex. Pop. served & Class size.) To limit uncheck the Pis on the build screen.

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Lets Run Some Reports

- Table
- PI Report
- Trend/PI
- Trend
- Graph/PI
- Period Comparison
- PI Gap

The Table Report

- Table Reports are the most common and easiest type of report used and are set as the default report type.
- This type of report lists the data input by the respondents for the collection period selected in alpha order
- If you choose you can see the Avg, Max, Min and Median for each PI.
- It is easy to view within the LibPas software and easy to work with in Excel.

Performance Indicator or PI Reports

- Each PI will have its own table sorted by rank, with a rank indicator shown on the left for each location.
- The Average Range will be shaded gray.
- The Variance will be shown at the bottom of each table.
- The report can be exported to Excel but is more difficult to read than a table report.

The Trend/PI Report

- This report allows you to track the performance of a PI over time.
- Chart options will show the variance and highlight the average range.
- Chart type will change depending on the number of locations from bar to line. The fewer locations in a report the more detailed the charts.
- Each PI has its own table
- Report setting options are available to show responses, average, median etc…

Trend

- This is very similar to a Trend/PI report except instead of comparing libraries by PI all tables compare PI movement within each library.
- Each PI has its own table.
- Each Library has its own chart for every PI.
- The charts are bar rather than line.

The Graph/PI Report

- Provides the report results using bar graphs.
- This report can only compare by 1 selected period like the table reports.
- This report cannot be exported to Excel.
- This report computes averages as a green bar.
- Using filters are a necessity to receive meaningful data

Period Comparison

- This report allows you to compare 2 separate years of data. This is very useful if you want to compare growth or decline over a set period (example, 2013 circulation to 2003 circulation.
- The report has three chart options for each PI.
- This report will automatically compute the rate of change.
- Exports very well into Excel.

PI Gap

- This report is useful in comparing data from 2 data elements.
- When designing this report you must be careful when you add data elements, which will be compared by sequence(Ex. 1:2, 5:6, 9:10 etc…)
- This is an excellent report to compare Total Collections with Circulation or Programs offered with Programs attended.

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