

Using the Counting Opinions Reports Tool



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FOR SOUTH DAKOTA PUBLIC AND SCHOOL LIBRARIES

how to:
Access the reports tool
Create a report

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

The Counting Opinions Reports tool gives you access to your survey data and the data of other South Dakota public and school libraries



WHAT YOU CAN DO WITH THE REPORTS TOOL

- Look at your library's data across time to identify trends
- Compare your library's data to others in the State
- Analyze, sort, filter, and export survey data
- Create various kinds of tables, graphs, and charts



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

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

sd.countingopinions.com



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Welcome to the South Dakota LibPAS Portal

Recorded survey webinars are available at library.sd.gov.

Please login here to enter data.

Login

Username:

Password:

[Password reminder](#)

This is the same
login used for the
survey.



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Welcome South Dakota State Library



Printables for 2013 Public Libraries

[Instructions](#) [Worksheet](#) [SDSL](#)



Your library or school district name will appear here.

Navigate to the Reports tool

The screenshot shows a web browser window with the URL <https://sd.countingopinio...> and a tab titled 'Data Input'. The browser's address bar also shows 'Reports' and 'South Dakota Official Stat...'. The application's navigation menu is located at the top right, with the 'Reports' link highlighted in a yellow oval. Below the menu, the main content area displays the 'Data Input' form for the 'Public Library Survey' for the year 2013. The library name is 'A H BROWN PUBLIC LIBRARY'. The form is titled 'ANNUAL SURVEY OF SOUTH DAKOTA PUBLIC LIBRARIES' and includes a section for 'SECTION A. GENERAL INFORMATION' with fields for 'Library Name' (A. H. BR) and 'County' (WALWO). A 'Mailing Address' section contains fields for 'Mailing Address' (521 N MAIN STREET), 'Street Address' (521 N MAIN STREET), 'Mailing City' (MOBRIDGE), 'Mailing ZIP Code' (57601), and 'Mailing ZIP+4 Code' (2130). A 'Contact' section is partially visible at the bottom. A red arrow points from the 'Reports' link in the navigation menu to a magnified inset of the same menu, which also highlights the 'Reports' link.

Collection: Public Library Survey, Period: 2013, Approved ✓ Only owners can disapprove

Library: A H BROWN PUBLIC LIBRARY

ANNUAL SURVEY OF SOUTH DAKOTA PUBLIC LIBRARIES

[PRINT "SDSL Certificate" before you begin!](#)

To view instructions for individual questions, [...more](#)

SECTION A. GENERAL INFORMATION

#A01 - A26

<input type="checkbox"/> A01. Library Name ✓	A. H. BR
<input type="checkbox"/> A02. County ✓	WALWO

Mailing Address

<input type="checkbox"/> A03. Mailing Address ✓	521 N MAIN STREET
<input type="checkbox"/> A04. Street Address	521 N MAIN STREET
<input type="checkbox"/> A05. Mailing City ✓	MOBRIDGE
<input type="checkbox"/> A06. Mailing ZIP Code	57601
<input type="checkbox"/> A07. Mailing ZIP+4 Code	2130

Contact

Start a new report

Be sure you're in the Local > Reports folder.

The screenshot shows the 'Manage Reports' page. At the top, there is a navigation bar with links for Home, Menu, Help, Logout, Data Input, Library Trend, and Ranking Report. Below the navigation bar, the page title is 'Manage Reports'. There is a search bar and a list of report folders. The 'Local' folder is selected, and the 'Reports' sub-folder is also selected. An 'Add' button is highlighted with a yellow circle. Below the folders, there is a table with columns for Report Name, Report Type, Collection, Description, Updated, and Executed. An 'Add' button is located below the table.

Use the [Library Trend](#) and/or [Ranking Report](#) links from the navigation bar (above).

Use the checkbox in the first column) and ...

Previously created.

Use the Local folder that you previously created.

Published reports are available to share with anyone, using the associated URL.

Local

Report Report Templates Published Reports +

Add

<input type="checkbox"/>	Report Name	Report Type	Collection	Description	Updated	Executed
--------------------------	-------------	-------------	------------	-------------	---------	----------

Add

Think of these folders as your personal filing cabinet.

Select the collection source

The image shows a software interface for configuring reports. At the top, there are three tabs: "Report Settings" (selected), "Collection Settings", and "Format". Below the tabs, the "Report Settings" section contains several fields: "Collection" (a dropdown menu currently showing "-- Select --"), "Period" (a dropdown menu), "Report Name", "Description", and "Title". Below these fields, there are "Report Type" (set to "Table") and "Report Folder" (set to "Report") dropdowns. At the bottom of this section are "Run" and "Save" buttons. Below the "Report Settings" section is a "Group" dropdown menu set to "-- All groups --", followed by an "Add" button and another "Run" and "Save" button.

Two callout boxes are present:

- A yellow callout box titled "Public Library Survey" points to the "Collection" dropdown. The dropdown menu is open, showing options: "Public Library Survey" (selected), "-- Select --", "South Dakota State Library", "Outlet Collection", "Public Library Survey" (highlighted in blue), "IMLS", "IMLS", and "IMLS Outlet Data".
- A purple callout box titled "School Library Survey" points to the "Collection" dropdown. The dropdown menu is open, showing options: "Collection" (set to "-- Select --"), "Period" (set to "-- Select --"), "Report Name" (set to "South Dakota State Library"), "Description" (set to "School Library Survey" and highlighted in blue), "Title", and "IMLS".

Choose the time period

Report Settings

Report Settings

Collection -- Select --

Period

Report Name

Description

Title

Public libraries period menu

Report Settings

Collection Public Library Survey

Period 2013

Report Name 2013

Description 2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
2001
2000

Title

Report Type Table

Report Folder Report

Run Save

Group -- All groups --

SECTION A. GENERAL INFORMATION

Report Type Table

Report Folder Report

Run Save

Group -- All groups --

Add

Run Save

School libraries period menu

Report Settings

Collection School Library Survey

Period 2013-2014

Report Name 2013-2014

Description 2012-2013
2011-2012
2010-2011
2009-2010

Choose the report type

The image shows a software interface for configuring reports. At the top, there are tabs for "Settings" and "Format". Below these, there are several input fields and dropdown menus. A large red arrow points from the top of the page to a dropdown menu labeled "Report Type" which is currently set to "Table". A blue callout box highlights this dropdown menu, showing a list of available report types. The list includes "Table", "PI Report", "Trend/PI", "Graph/PI", "Summary", "Summary Graphs", "Trend", "Period Comparison", "PI Gap", "Cross Tab", and "Custom Format". Below the "Report Type" dropdown, there are buttons for "Run" and "Save", and a "Group" dropdown menu set to "-- All groups --".

Report Setting Settings Format

Report Set

Collect

Per

Report N

Descri

Report Type Table Report Folder Report

Run Save

Group -- All groups --

Run Save

Report Type Table

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

Group -- All

SECTION A. G

A01. Librar

A02. Count

Mailing Adde

A03. Mailin

A04. Street Address

A05. Mailing City

Add performance indicators

The image shows a software interface for configuring reports. A large red arrow points from the top-left 'Report Settings' area towards the 'Group' dropdown menu. A blue arrow points from the right-hand pane towards the same 'Group' dropdown menu. A thought bubble at the bottom center contains the text: 'Performance indicators (PIs) = questions from the survey'. A yellow circle with an 'Add' button is located at the bottom right.

Report Settings

Report Settings

Collect

Per

Report N

Descri

Report Type: Table

Report Folder: Report

Run Save Save as New Report Publish

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

Run Save Save

SECTION A. GENERAL INFORMATION

- Mailing Address
- Contact
- Admin / Population
- Outlets
- Codes

SECTION B. LIBRARY HOURS

- Total Hours
- Outlet
- Address
- Contact
- Codes
- Facilities
- Annual Service Hours
- Branch Librarian
- Typical Week
- Total Staff

SECTION C. PERSONNEL

- Head Librarian
- Other Librarians
- All Other Paid Staff

SECTION D. INCOME (OPERATING)

- Total Income Received During Fiscal Year
- Miscellaneous Funds for Operating Expenses
- Capital Income

SECTION E. EXPENDITURES

- Staff Expenditures
- Collection Expenditures

Report Ty

Run

Group: -- All groups --

SECTION A. GENERAL INFORMATION

- A01. Library Name
- A02. County
- Mailing Address**
- A03. Mailing Address

Add

Run the report

Report Settings

Omit a PI from your report

Permanently delete PI from your report

Change sequence of PIs on report

You can add as many PIs as you need to a report.

Report Settings

Collection: [dropdown]
Period: [dropdown]
Report Name: [text]
Description: [text]

Report Type: Table [dropdown] Report Folder: [dropdown]

Run Save Save as New Report Publish Report

Locations	Filters	Value	% Filter Low	>=	<=	Filter	Sequence	Remove
Public Library Survey								
All Other Paid Staff								
<input type="checkbox"/>	C11. Total Paid Employees FTE	2.63					2	
Total Income Received During Fiscal Year								
<input checked="" type="checkbox"/>	D07. Local Government Revenue	\$118,081					1	
Collection and Circulation Ratios and Percentages								
<input checked="" type="checkbox"/>	Total Holdings	33,982					3	

Group: SECTION G. SERVICES ACTIVITIE [dropdown]

- G07. Adult (over 18) Circulation (Branches/Deposit Stations)
- G08. Juvenile Circulation (Branches/Deposit Stations)
- G09. Total Circulation of Books (Branches & Deposit Stations)
- From Bookmobile Stops**
- G10. Adult (over 18) Circulation (Bookmobiles)
- G11. Juvenile Circulation (Bookmobiles)
- G12. Total Circulation of Books (Bookmobiles)
- Total Circulation for Year**
- G13. Total Circulation of Books - Adult
- G14. Total Circulation of Books - Juvenile

Run Save Save as New Report Publish Report

Let's try one...



QUESTION:
(THIS ONE'S FROM THE PUBLIC LIBRARIES SURVEY)

What is the standard circulation period for books?

Input report settings

Report Settings

Op

Format

Report Settings

Collection: PLS

Collection Public Library Survey

Period 2013

Period: 2013

Report Name Un-named Report

Description

Title

Report Type Table

Report Folder Report

Run

Save

Save as New Report

Publish Report

Add PI: Circulation period for books
(that's question G35)

Locations

Locations

Filters

Indicators

Value

% Filter Low >= <= Filter High

Sequence

Remove

Public Library Survey

Library Policies and Practices

[G35. What is your standard circulation period for books?](#)

1



Group -- All groups --

Run the report

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

Contact

Add

Run

Save

Save as New Report

Publish Report

Here's your report

Un-named Report

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

Locations (111) ▲	G35. What is your standard circulation period for books? ▼
<i>A H BROWN PUBLIC LIBRARY</i>	2 weeks
ALCESTER PUBLIC LIBRARY	2 weeks
ALEXANDER MITCHELL LIBRARY	2 weeks
ARMOUR-CARNEGIE PUBLIC LIBRARY	2 weeks
AVON PUBLIC LIBRARY	2 weeks
BELLE FOURCHE PUBLIC LIBRARY	2 weeks
BENNETT COUNTY LIBRARY	4 weeks
BERESFORD PUBLIC LIBRARY	2 weeks
BISON PUBLIC LIBRARY	2 weeks
BRITTON PUBLIC LIBRARY	2 weeks



1/12



10 ▼

Sort by [column] [direction] [key] and clicking another column

header

See all libraries

- 10 ▼
- 10
- 20
- 30
- 40
- 50
- 60
- 70
- 80
- 90
- 100
- 110
- 120

Sort

Un-named Report

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

Locations (111)	G35. What is your standard circulation period for books?
BENNETT COUNTY LIBRARY	4 weeks
BROOKINGS PUBLIC LIBRARY	4 weeks
DELL RAPID	4 weeks
GRA	4 weeks
HAAKON	4 weeks
HAMLIN-CO	4 weeks
HANSON-	4 weeks
LEMMON PUBLIC LIBRARY	4 weeks
MADISON PUBLIC LIBRARY	4 weeks
MOODY COUNTY RESOURCE CENTER	4 weeks
POTTER COUNTY FREE LIBRARY	4 weeks
R E RAWLINS MUNICIPAL LIBRARY	4 weeks
SULLY AREA LIBRARY	4 weeks
VIBORG PUBLIC LIBRARY	4 weeks
WESSINGTON SPRINGS CARNEGIE LIBRARY	4 weeks
DEADWOOD PUBLIC LIBRARY	3 weeks
EDITH B SIEGRIST VERMILLION PUBLIC LIBRARY	3 weeks
EMMA BURNHAM PUBLIC LIBRARY	3 weeks
FREEMAN PUBLIC LIBRARY	3 weeks
GRACE BALLOCH MEMORIAL LIBRARY	3 weeks

Sort any column by clicking on the arrow

G35. What is your standard circulation period for books?

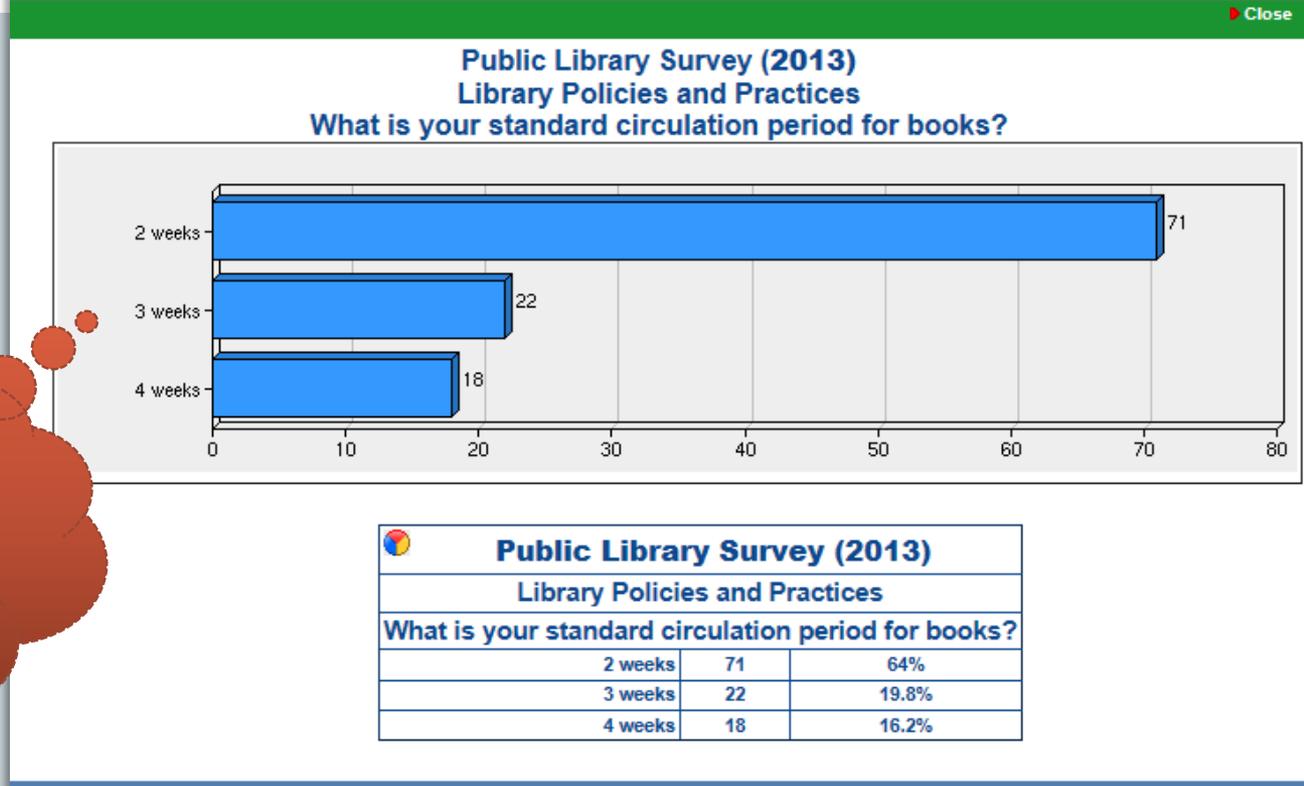
Graph

WAUBAY PUBLIC LIBRARY	
WEBSTER PUBLIC LIBRARY	
WESSINGTON PUBLIC LIBRARY	
WHITE LAKE COMMUNITY LIBRARY	
WHITEWOOD PUBLIC LIBRARY	2
WILMOT PUBLIC LIBRARY	2 weeks



1/1 120 Sort multiple columns by holding down the shift key and clicking another

Different report types will create different kinds of graphs.



Public Library Survey (2013) Library Policies and Practices What is your standard circulation period for books?		
2 weeks	71	64%
3 weeks	22	19.8%
4 weeks	18	16.2%

Export



1/1 120 Sort multiple columns by holding down the shift key and clicking another

Your report exports to an Excel spreadsheet.

	A	B	C	D	E
1	Location	G35. What is your standard circulation period for b			
2	A H BROWN PUBLIC LIBRARY	2 weeks			
3	ALCESTER PUBLIC LIBRARY	2 weeks			
4	ALEXANDER MITCHELL LIBRARY	2 weeks			
5	ARMOUR-CARNEGIE PUBLIC LIBRARY	2 weeks			
6	AVON PUBLIC LIBRARY	2 weeks			
7	BELLE FOURCHE PUBLIC LIBRARY	2 weeks			
8	BENNETT COUNTY LIBRARY	4 weeks			
9	BERESFORD PUBLIC LIBRARY	2 weeks			
10	BISON PUBLIC LIBRARY	2 weeks			
11	BRITTON PUBLIC LIBRARY	2 weeks			
12	BROOKINGS PUBLIC LIBRARY	4 weeks			
13	BURKE PUBLIC LIBRARY	4 weeks			
14	CANTON PUBLIC LIBRARY	2 weeks			
15	CENTERVILLE COMMUNITY LIBRARY	2 weeks			
16	CLEAR LAKE CITY LIBRARY	2 weeks			
17	COZARD MEMORIAL LIBRARY	4 weeks			
18	CUSTER COUNTY LIBRARY	2 weeks			
19	DAKOTA CLUB LIBRARY	2 weeks			
20	DEADWOOD PUBLIC LIBRARY	3 weeks			

Back to 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

SD

Remove a report from the folder

Report

Report Template

Published Reports

+

Add

<input type="checkbox"/>	Report Name	Report Type	Collection	Description	Updated	Executed
<input checked="" type="checkbox"/>	Circulation of books	Table	Public Library Survey		2014-08-06 11:12	2014-08-06 10:40

Add

Reports saved in this folder are private and can only be viewed in your account.

QUIRE) Ltd.

A few more features...



QUESTION:

WHAT IS THE RANGE OF LOCAL GOVERNMENT REVENUE PROVIDED TO PUBLIC LIBRARIES?

Local Government Revenue

Reports Options can automatically calculate statistics such as total, minimum, maximum, average, and medium values to help you analyze survey data.

Add a new report

Home Menu Help Logout
Data Input Library Trend Ranking Report

Manage Reports

To generate a report, select an existing report or create a new report using the [Library Trend](#) and/or [Ranking Report](#) links from the navigation bar (above).
Use the **Add** button to Create a new report.
To Move or Remove one or more reports, select the checkbox in the first column) and ...
Use the **Remove** button to remove a report that was previously created.
Use the **Move** button to move a report to a folder that you previously created.
Published Reports (see [Help](#) for more information) share with anyone, using the associated URL.

Local SD

Report Report Templates Published Reports +

Add

<input type="checkbox"/>	Report Name	Report Type	Collection	Description	Updated	Created
<input type="checkbox"/>	Circulation of books	Table				

Add

Reports Help Logout

Report Settings Options Option Settings Format

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	Remove
Public Library Survey			
Total Income Received During Fiscal Year			
<input checked="" type="checkbox"/>	D07. Local Government Revenue	\$118,081	<input type="checkbox"/>
Group: SECTION D. INCOME (OPERATING)			
Total Income Received During Fiscal Year			

Don't click [Run] yet! ...

...again, Public Library Survey, 2013

Add PI: Local Government Revenue
(that's question D07 on the PLS)

...now select the Options tab

Reports Help Logout

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

Exclude

- Header
- Null Entries
- 0 Values
- Derivative Totals/Avgs

Settings

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
Public Library Survey					
Total Income Received During Fiscal Year					
<input checked="" type="checkbox"/> D07. Local Government Revenue	\$118,081			1	

Group SECTION D. INCOME (OPERATING)

Total Income Received During Fiscal Year

- D01. Operating Income - City/Town
- D02. Operating Income - County

Run

Select options:
Total
Avg
Max
Min
Median

Additional statistics are tabulated

Un-named Report

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

Locations (111)

Locations (111)	Government Revenue
A H BROWN PUBLIC LIBRARY	\$118,081
ALCESTER PUBLIC LIBRARY	\$66,140
ALEXANDER MITCHELL LIBRARY	\$1,078,850
ARMOUR-CARNEGIE PUBLIC LIBRARY	\$25,200
AVON PUBLIC LIBRARY	\$11,313
BELLE FOURCHE PUBLIC LIBRARY	\$214,353
BENNETT COUNTY LIBRARY	\$78,626
BERESFORD PUBLIC LIBRARY	\$186,101
BISON PUBLIC LIBRARY	\$11,471
BRITTON PUBLIC LIBRARY	\$130,918

(Exit to return to Manage Reports screen.)

See the difference between average & median values here?

*The median is sometimes a more accurate measure of central tendency in your data.

Total	\$22,773,196
Avg	\$205,164
Max	\$6,566,119
Min	\$3,299
Median	\$50,518

Use Report Templates

Home Menu Help Logout
Data Input Library Trend Ranking Report

Manage Reports

To generate a report, select an existing report or use the [Library Trend](#) and/or [Ranking Report](#) links from the navigation bar (above).
Use the [Add](#) button to Create a new report.
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) you previously created.
Use the [Move](#) button to move the report(s) to a local folder that you previously created.
Published Reports (see below) share with anyone, using the associated URL.

Local SD

Report Report Templates Published Reports

Report Templates

Report Name	Report Type	Collection	Description	Updated
Public Libraries-2013-find peer group	Table	Public Library Survey	Shows basic stats for SD libraries within 25% of your library's legal service area. Change filter to any percentage or Low/High values to adjust. Filters can be applied to any indicator.	2014-07-18 13:58:34
Librarian Salaries - Hours worked overlay	Graph	Public Library Survey	Graph of library director salaries overlaid with hours worked per week. Use Graph/PI report type to reveal relationships between two sets of data.	2014-07-18 13:45:36
Library Services - 5-yr period comparison	Comparison	Public Library Survey		2014-06-11 14:45:36
Visits, Circulation, Computer Use - per Capita	Table	Public Library Survey		2014-03-20 15:00:51
Local Government Revenue - with per Capita	Table	Public Library Survey		2014-06-11 14:50:09
Librarian Salaries	Table	Public Library Survey		2014-06-11 14:52:59
Public Library Visits and Programs	OverallTrend	Public Library Survey		2014-06-11 14:51:26
Library Contact Information	Table	Public Library Survey		2014-06-11 14:42:09

Preset reports have been made for you in the Report Templates folder. Run them as-is or save as a new report to customize.

Report templates demonstrate how you can use other report types and functions in the Reports tool.

Need assistance?



Contact the South Dakota State Library Data Coordinator

Shawn Behrends

shawn.behrends@state.sd.us

800 Governors Drive

Pierre SD 57501

605.773.3131, option 6



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

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