Creating Reports

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Reports

On the Reports page you will find top-level tabs such as Local. Under the Local tab you will find at least three tabs; Reports, Report Templates, and Published Reports.

Locally created reports, ones that you and/or your library have created/ modified, are contained within the Local / Reports tab.

Report templates, shared with all users in your organization, are contained within the Report Templates tab. Use these to create your own custom Report based on the settings defined in the Template.

The Published Reports tab contains URL(s) to Report(s) previously published. Each Published Report has a unique URL that is a "perma-link" to the report outputs that are easily shared with others. Access to published reports does not require a secure login, enabling you to easily share your results (the URL) with a wider audience, e.g., via email or posting on a Web site.

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

Library Trend

·   Trend reports highlight the longitudinal results for the selected data and periods. The Library Trend report shows a summary of the data for the selected periods and includes a percentage difference (gap) between results in consecutive periods.

Ranking Report

·   Ranking Reports summarize the results for your organization and/or location versus other organizations/locations. The Ranking Report includes Minimum, Maximum, and Average values for all reporting institutions/locations for ease of comparing your results.

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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. With sufficient permissions, Reports can be created using the "Add Report" link or by selecting an existing Report (or Report Template) and then saving as a New Report.

Creating a New Report

To create a new report, click on the "Add" button. This opens the "Report Settings" screen where you can define the Collections (i.e., survey results), Periods (i.e., data sets), Performance Indicators (PIs), and other settings for each report.
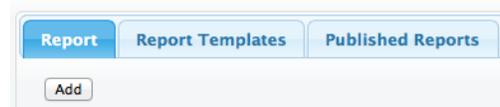
1. Select the Collection and the Period(s) from the dropdown menu.

2. Name and Describe your report.

3. Select the Report Type. Save as a New Report to create a new instance of the report to modify and run.

4. Select the Performance Indicators to include in the report and then Add them.

5. Save, Run, and optionally Publish your report.

Create a new report by selecting a Collection from the list of available list of Collections, e.g. Public Library Statistics. Once a Collection is selected the screen will refresh with the list of available PIs for that 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 then Add additional PIs as appropriate.

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Report Options

The Options tab reveals the various settings that are available (see below)

| 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	☑	Summary
1	Total	☐	Total
2	N	☐	Responses (N)
3	Avg	☑	Avg
4	Max	☐	Max
5	Min	☐	Min
6	Median	☑	Median
7	25th Percentil	☐	25th Percentile
8	75th Percentil	☐	75th Percentile

Exclude
- ☐ Header
- ☑ Null Entries
- ☐ 0 Values
- ☐ Filter Settings
- ☐ Links

The various report Options enable settings for what should be included/excluded from the results. Use the Option settings to include/exclude details, summary data (e.g., Mean, Median, Maximum, Minimum, Total, and Number of Respondents), Notes, Definitions, Null Entries, 0 Values, and more.

Results Filtering

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 those 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 15% for example, the system filters results based on locations within +/-15% of the data values for your location. You can also filter text results (e.g., Library name, City, etc.). Click your cursor while hovering over the associated filter field to get to a pop-up window enabling you to select the values matching your filter criteria. Remember to click Update when you are done.

Indicators	Value	% Filter Low >=	<= Filter High	Sequence	Remove
Public Library Statistics					
GENERAL INFORMATION					
☑ 2. Population of the Legal Service Area	36,889	10,000	100,000	1	✖
EXPENDITURES					
☑ 30. Total Operating Expenditures	$874,175	15%		2	✖

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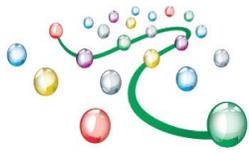
Creating Reports

Locations Filter

Selecting the Locations Filter triggers a pop-up window with all locations. Location filters can be saved and reused across your collections.

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Report Types

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

Table Report

Example Report

Collection: **Public Library Statistics**   Period: **FY 2012/13, Start 2012-07**   Months: **12**

Locations (18)	209. Total Paid Employees	403. Total Staff Expenditures
ALBEMARLE REGIONAL LIBRARY	18.89	$746,786
AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	20.00	$466,206
BEAUFORT-HYDE-MARTIN REGIONAL LIBRARY	17.26	$617,678
BRUNSWICK COUNTY LIBRARY	17.00	$914,548
BURKE COUNTY PUBLIC LIBRARY	20.90	$887,867
CALDWELL COUNTY PUBLIC LIBRARY	19.00	$806,363
CLEVELAND COUNTY MEMORIAL LIBRARY	18.17	$699,716
GRANVILLE COUNTY LIBRARY SYSTEM	18.50	$594,384
H. LESLIE PERRY MEMORIAL LIBRARY	16.25	$609,588
HAYWOOD COUNTY PUBLIC LIBRARY	17.00	$973,107

1/2   10 ▾   Sort multiple columns by holding down the shift key and clicking another column

Table Reports provide a view of the data by location for a selected period. The report features interactive column sorting, pagination options, graph icons (to pop-up charts/graphs) and an Excel download link.

Results for your location are highlighted (displayed using a different color) in the tabular and graph outputs, for ease of comparison.

Option settings include: summary data (Average, Median, Maximum, Minimum, Total, and Number of Respondents), notes, group names, definitions, etc.; or the exclusion of: Null Entries, 0 Values, Header, etc.

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.
- 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. 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 in your browser) to then paste into another document.
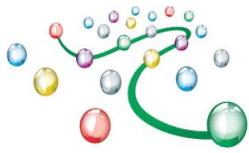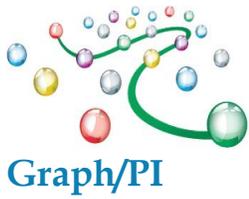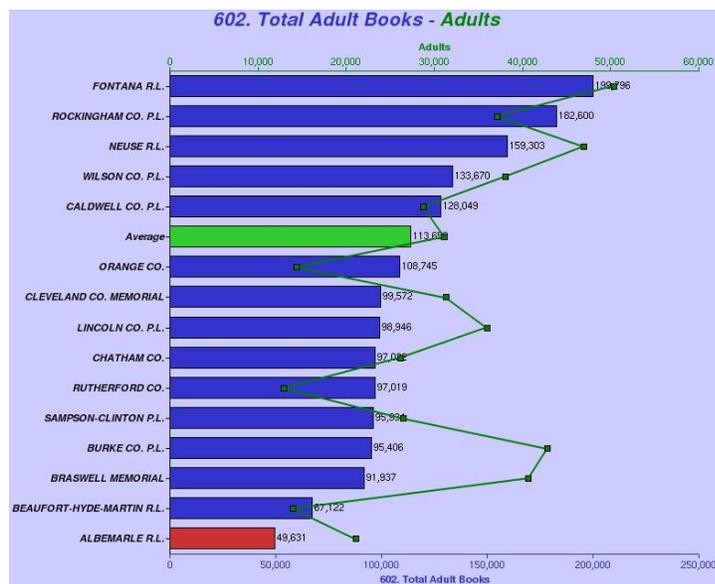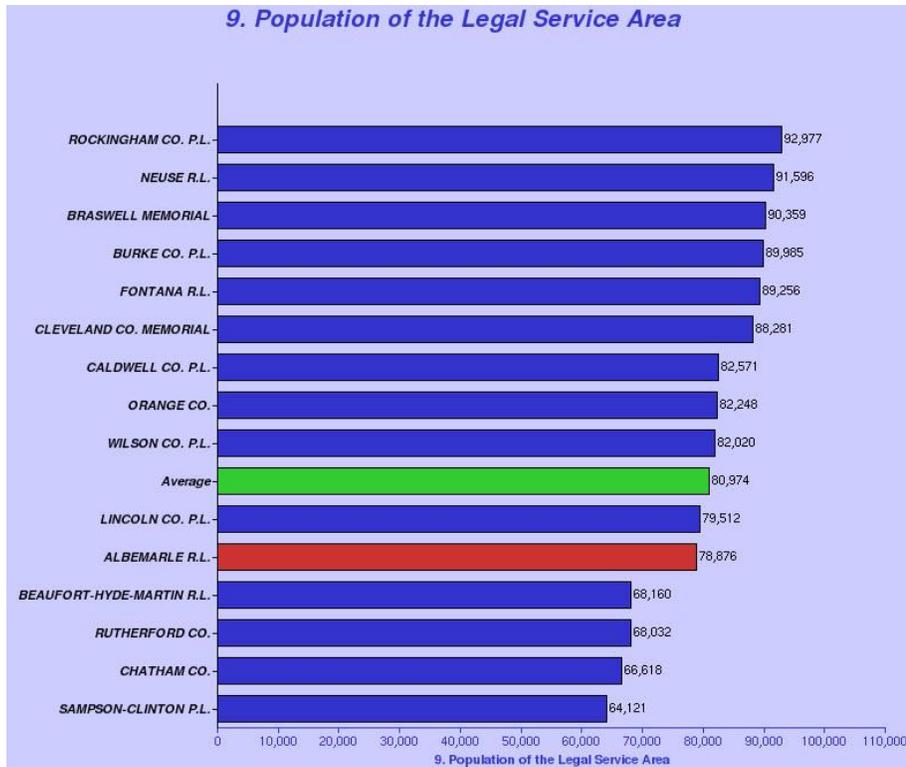
PI Report

PI Reports summarize the results for the selected PIs (performance indicators) and Period. By default, the output includes the Average (mean), Total, Variances, and Quartiles for the selected PI(s) (see the example below). Use the Options tab to change the Summary settings, including the sequence and prompts used, as required.

Total Staff Expenditures per FTE Staff

#	Library	Amount
1	BRASWELL MEMORIAL LIBRARY	$50,413
2	NANTAHALA REGIONAL LIBRARY	$48,089
3	GASTON COUNTY PUBLIC LIBRARY	$47,800
4	EAST ALBEMARLE REGIONAL LIBRARY	$44,897
5	SANDHILL REGIONAL LIBRARY SYSTEM	$40,376
6	ALBEMARLE REGIONAL LIBRARY	$39,533
7	PETTIGREW REGIONAL LIBRARY	$38,073
8	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	$37,425
9	FONTANA REGIONAL LIBRARY	$36,701
10	BEAUFORT-HYDE-MARTIN REGIONAL LIBRARY	$35,787
11	NORTHWESTERN REGIONAL LIBRARY	$34,511
12	APPALACHIAN REGIONAL LIBRARY	$33,439
13	NEUSE REGIONAL LIBRARY	$33,112
14	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	$23,310
	Total	$543,465
	Avg	$38,819
	Max	$50,413
	Min	$23,310
	Median	$37,749
	Variance - 25% above average	$48,524
	Variance - 25% below average	$29,114

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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. 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.

9. Population of the Legal Service Area

Library	Population
ROCKINGHAM CO. P.L.	92,977
NEUSE R.L.	91,596
BRASWELL MEMORIAL	90,359
BURKE CO. P.L.	89,985
FONTANA R.L.	89,256
CLEVELAND CO. MEMORIAL	88,281
CALDWELL CO. P.L.	82,571
ORANGE CO.	82,248
WILSON CO. P.L.	82,020
Average	80,974
LINCOLN CO. P.L.	79,512
ALBEMARLE R.L.	78,876
BEAUFORT-HYDE-MARTIN R.L.	68,160
RUTHERFORD CO.	68,032
CHATHAM CO.	66,618
SAMPSON-CLINTON P.L.	64,121

602. Total Adult Books - Adults

| Library	Total Adult Books
FONTANA R.L.	190,796
ROCKINGHAM CO. P.L.	162,600
NEUSE R.L.	159,303
WILSON CO. P.L.	133,670
CALDWELL CO. P.L.	128,049
Average	113,63
ORANGE CO.	108,745
CLEVELAND CO. MEMORIAL	99,572
LINCOLN CO. P.L.	98,946
CHATHAM CO.	97,0
RUTHERFORD CO.	97,019
SAMPSON-CLINTON P.L.	95,93
BURKE CO. P.L.	95,406
BRASWELL MEMORIAL	91,937
BEAUFORT-HYDE-MARTIN R.L.	67,122
ALBEMARLE R.L.	49,631

Summary Report

Summary reports display a summary of all selected locations for the chosen PIs and period. Data is shown for the PI Total, Minimum, Maximum, Average, and Median.

Collection: **Public Library Statistics**   Period **2012**

Name	Total	Avg	Max	Min
30. Total Operating Expenditures	$28,102,479	$1,756,405	$4,193,427	$306,669
22. Salaries & Wages Expenditures	$15,446,217	$965,389	$2,241,365	$159,175
23. Employee Benefits Expenditures	$5,680,323	$355,020	$777,420	$26,398
24. Total Staff Expenditures	$21,126,540	$1,320,409	$2,917,038	$194,601
25. Print Materials Expenditures	$1,665,026	$104,064	$225,011	$28,093
26. Electronic Materials Expenditures	$181,973	$11,373	$58,285	$0
27. Other Materials Expenditures	$656,610	$41,038	$152,169	$1,566
28. Total Collection Expenditures	$2,503,609	$156,476	$370,674	$39,755
29. Other Operating Expenditures	$4,472,330	$279,521	$982,090	$50,556

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.

30. Total Operating Expenditures

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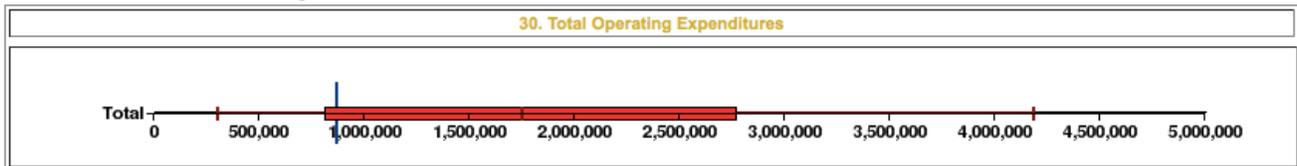
Trend/PI

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.

400. Total Operating Income	FY 2003/04	FY 2004/05	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13
ALBEMARLE REGIONAL LIBRARY	$1,028,763	$1,068,755	$1,168,363	$1,164,555	$1,200,981	$1,229,948	$1,208,743	$1,235,773	$1,234,897	$1,296,880
BRUNSWICK COUNTY LIBRARY	$964,783	$1,349,292	$1,335,522	$1,350,125	$1,373,690	$1,504,416	$1,306,018	$1,333,681	$1,242,573	$1,207,007
BURKE COUNTY PUBLIC LIBRARY	$1,129,311	$1,021,994	$925,591	$1,001,862	$1,171,362	$1,217,528	$1,236,310	$1,292,128	$1,156,869	$1,218,151
COLUMBUS COUNTY PUBLIC LIBRARY	$1,086,891	$1,174,279	$1,284,169	$1,259,512	$1,212,802	$1,224,974	$1,259,341	$1,281,321	$1,273,504	$1,274,403
GRANVILLE COUNTY LIBRARY SYSTEM	$597,255	$640,352	$717,890	$763,824	$734,701	$803,245	$766,984	$949,815	$953,892	$1,055,563
HARNETT COUNTY PUBLIC LIBRARY	$612,795	$683,989	$831,599	$863,612	$1,447,698	$1,535,947	$1,518,617	$1,589,211	$1,487,835	$1,447,050
HAYWOOD COUNTY PUBLIC LIBRARY	$1,298,167	$1,338,823	$1,470,360	$1,593,343	$1,526,620	$1,442,457	$1,472,278	$1,400,114	$1,383,118	$1,395,712
ROBESON COUNTY PUBLIC LIBRARY	$804,026	$816,748	$875,036	$916,992	$1,034,334	$998,967	$1,092,772	$973,103	$1,017,063	$1,056,536
STANLY COUNTY PUBLIC LIBRARY	$1,004,201	$1,042,338	$1,088,638	$1,103,795	$1,183,877	$1,318,469	$1,147,388	$1,130,958	$1,161,957	$1,282,562
TRANSYLVANIA COUNTY LIBRARY	$661,622	$691,487	$844,393	$1,028,847	$1,112,396	$1,177,370	$1,099,754	$1,133,116	$1,093,032	$1,220,604
TOTAL	$9,187,815	$9,828,057	$10,541,561	$11,046,467	$11,998,461	$12,453,321	$12,108,205	$12,319,220	$12,004,740	$12,454,468
N	10	10	10	10	10	10	10	10	10	10
AVG	$918,781	$982,806	$1,054,156	$1,104,647	$1,199,846	$1,245,332	$1,210,821	$1,231,922	$1,200,474	$1,245,447
MAX	$1,298,167	$1,349,292	$1,470,360	$1,593,343	$1,526,620	$1,535,947	$1,518,617	$1,589,211	$1,487,835	$1,447,050
MIN	$597,255	$640,352	$717,890	$763,824	$734,701	$803,245	$766,984	$949,815	$953,892	$1,055,563
MEDIAN	$984,492	$1,032,166	$1,007,115	$1,066,321	$1,192,429	$1,227,461	$1,222,527	$1,258,547	$1,198,427	$1,247,504

1–9 Locations the pop-up appears as a line graph.
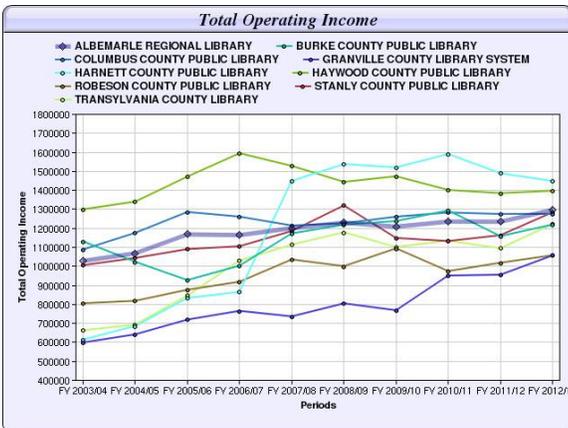
10+ Locations the pop-up appears as a distribution graph
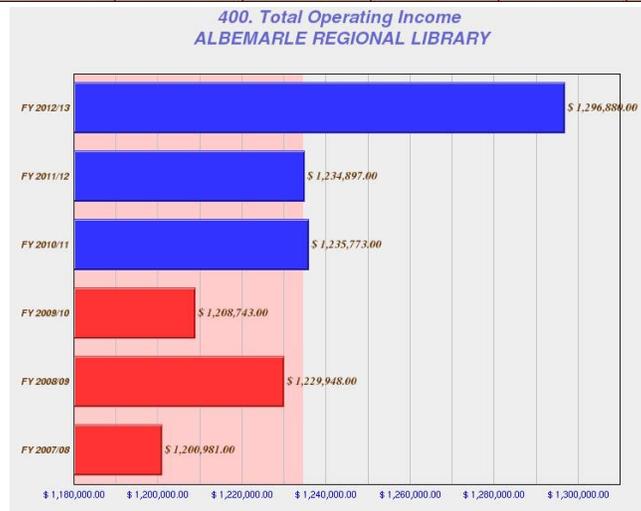
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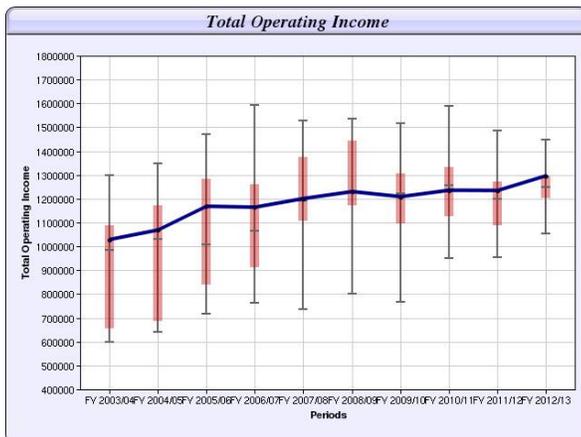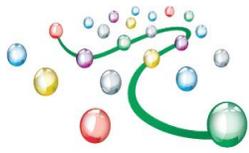
Trend Reports

Trend reports enable comparison of results over multiple periods. The reports feature pop-up graphs (graph icon), as per the example shown below. You can include as many time periods as are available. Trend reports support various Options including: details and summary data such as the Number of Respondents (N), the Average (mean), Minimum, Maximum, Median, and Total values. In the example Trend graph (below) the pale red shading in the background represents the average. Above average results are shown by the blue bars, while below average results are shown in red.

Tips

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

Trend	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13
OPERATING INCOME						
400. Total Operating Income						
ALBEMARLE REGIONAL LIBRARY	$1,200,981	$1,229,948	$1,208,743	$1,235,773	$1,234,897	$1,296,880
BURKE COUNTY PUBLIC LIBRARY	$1,171,362	$1,217,528	$1,236,310	$1,292,128	$1,156,869	$1,218,151
COLUMBUS COUNTY PUBLIC LIBRARY	$1,212,802	$1,224,974	$1,259,341	$1,281,321	$1,273,504	$1,274,403
GRANVILLE COUNTY LIBRARY SYSTEM	$734,701	$803,245	$766,984	$949,815	$953,892	$1,055,563
HARNETT COUNTY PUBLIC LIBRARY	$1,447,698	$1,535,947	$1,518,617	$1,589,211	$1,487,835	$1,447,050
HAYWOOD COUNTY PUBLIC LIBRARY	$1,526,620	$1,442,457	$1,472,278	$1,400,114	$1,383,118	$1,395,712
ROBESON COUNTY PUBLIC LIBRARY	$1,034,334	$998,967	$1,092,772	$973,103	$1,017,063	$1,056,536
STANLY COUNTY PUBLIC LIBRARY	$1,183,877	$1,318,469	$1,147,388	$1,130,958	$1,161,957	$1,282,562
TRANSYLVANIA COUNTY LIBRARY	$1,112,396	$1,177,370	$1,099,754	$1,133,116	$1,093,032	$1,220,604
TOTAL	$10,624,771	$10,948,905	$10,802,187	$10,985,539	$10,762,167	$11,247,461
N	9	9	9	9	9	9
AVG	$1,180,530	$1,216,545	$1,200,243	$1,220,615	$1,195,796	$1,249,718
MAX	$1,526,620	$1,535,947	$1,518,617	$1,589,211	$1,487,835	$1,447,050
MIN	$734,701	$803,245	$766,984	$949,815	$953,892	$1,055,563
MEDIAN	$1,183,877	$1,224,974	$1,208,743	$1,235,773	$1,161,957	$1,274,403

400. Total Operating Income
ALBEMARLE REGIONAL LIBRARY

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The Trend report supports various report options. Select the Options Tab to customize trend reports.

Report Settings | **Options**

Options

Include
- ☐ Text Pls
- ☐ My Location
- ☐ Collection Owner
- ☑ Percentage Change
- ☐ Section/Group Name
- ☐ Item No
- ☐ Notes
- ☐ Definitions
- ☑ Details

Trend	2005	Diff(%)	2006	Diff(%)	2007	Diff(%)	2008
EXPENDITURES							
30. Total Operating Expenditur-							
ALBANY COUNTY PUBLIC LIBRARY	$113,988	476.65%	$657,308	24.63%	$819,220	-1.76%	$804,833
CAMPBELL COUNTY PUBLIC LIBRARY SYSTEM	$583,922	392.98%	$2,878,647	5.27%	$3,030,305	4.73%	$3,173,487
FREMONT COUNTY LIBRARY SYSTEM	$400,269	238.88%	$1,356,431	12.02%	$1,519,443	9.78%	$1,668,093
PARK COUNTY PUBLIC LIBRARY	$132,526	623.12%	$958,319	8.01%	$1,035,125	2.77%	$1,063,781
SHERIDAN COUNTY LIBRARY	$227,774	313.17%	$941,090	18.03%	$1,110,813	10.27%	$1,224,883
SWEETWATER LIBRARY SYSTEM	$704,816	325.87%	$3,001,574	13.74%	$3,414,132	12.44%	$3,838,793
TETON COUNTY LIBRARY	$447,685	514.86%	$2,752,619	5.77%	$2,911,422	7.66%	$3,134,546
UINTA COUNTY LIBRARY SYSTEM	$111,977	547.65%	$725,219	10.04%	$798,010	10.52%	$881,993
Total	$2,722,957	387.38%	$13,271,207	10.3%	$14,638,470	7.87%	$15,790,409
Avg	$340,370	387.38%	$1,658,901	10.3%	$1,829,809	7.87%	$1,973,801

The Trend Report can display 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.

Trend	2005	2006	2007	2008	2009	2010	2011	2012
EXPENDITURES								
22. Salaries & Wages Expenditures								
Total	$6,884,146	$7,235,781	$7,912,360	$8,639,068	$9,367,737	$9,521,002	$9,135,206	$9,356,594
Avg	$860,518	$904,473	$989,045	$1,079,884	$1,170,967	$1,190,125	$1,141,901	$1,169,574
Max	$1,532,005	$1,638,831	$1,727,377	$1,903,100	$2,069,151	$2,115,415	$2,095,124	$2,139,618
Min	$373,895	$392,270	$485,814	$467,905	$446,564	$450,275	$472,149	$466,158

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Period Comparison

Period comparison reports compare 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.

Locations – 4	209. Total Paid Employees (Personnel)		403. Total Staff Expenditures (Personnel)	
	FY 2012/13	FY 2011/12	FY 2012/13	FY 2011/12
BURKE COUNTY PUBLIC LIBRARY	20.90	-2.34% 21.40	$887,867	0.74% $881,336
AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	20.00	0.00% 20.00	$466,206	-8.06% $507,073
CALDWELL COUNTY PUBLIC LIBRARY	19.00	5.56% 18.00	$806,363	-3.21% $833,088
ALBEMARLE REGIONAL LIBRARY	18.89	1.07% 18.69	$746,786	0.59% $742,404

Total Circulation of Books - 2012

Loc. – 6	Expenditures (EXPENDITURES)		. Employee Benefits Expenditures (EXPENDITURES)		24. Total Staff Expenditures (EXPENDITURES)	
	2012	2005	2012	2005	2012	2005
CAMPBELL COUNTY PUBLIC LIBRARY SYSTEM	$2,139,618	6% $1,532, 5	$777,420 33.13%	$583,954	$2,917,038 37.86%	$2,115,959
SWEETWATER LIBRARY SYSTEM	$1,940,2	% $1,488,919	$73 18.08%	$621,872	$2,674,514 26.71%	$2,110,791
FREMONT COUNTY	$1,017	$482,116	$518,510 1	83.243	$1,535,593 130.79%	$665,359

22. Salaries & Wages Expenditures: 2012 vs 2005

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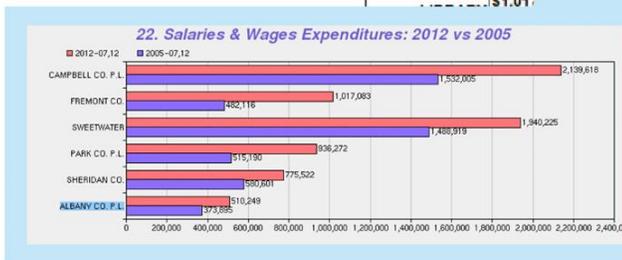
PI Gap

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.

Collection: **IMLS, Public Library Statistics**   Period: **Start 2010-07**   Months: **12**

Locations – 4		Registered Borrowers vs 702. Total Registered Users		
NANTAHALA REGIONAL LIBRARY	36,299			36,299
ALBEMARLE REGIONAL LIBRARY	36,032			36,032
HYCONEECHEE REGIONAL LIBRARY (NO DATA POST 2012)	32,054			32,054
AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	31,034			31,034

Cross Tab

A Cross Tab 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 Report.

2. Population Of The Legal Service Area						
30. Total Operating Expenditures	0–8,000	8001–16,000	16,001–24,000	24,001–32,000	32,001–40,000	Row Total
0–800,000	4 / 36.4 / 100	7 / 63.6 / 87.5	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	11 / 61.1
800,001–1,600,000	0 / 0 / 0	1 / 20 / 12.5	2 / 40 / 66.7	1 / 20 / 50	1 / 20 / 100	5 / 27.8
1,600,001–2,400,000	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	1 / 100 / 50	0 / 0 / 0	1 / 5.6
2,400,001–3,200,000	0 / 0 / 0	0 / 0 / 0	1 / 100 / 33.3	0 / 0 / 0	0 / 0 / 0	1 / 5.6
3,200,001–4,000,000	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0
Column Total	4 / 22.2	8 / 44.4	3 / 16.7	2 / 11.1	1 / 5.6	18 / 100

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.

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To Create a Cross Tab Report

1. Create a report, set the Report Type to Cross Tab.

2. Setup Group breakouts for the Cross Tab Report – click on the Group link to set the groups you would like to use to breakout the data.

3. The Load Options feature can be used to update the Section/Group names and values or copy-and-paste to reuse the list in other PI (performance indicator) Groupings.

Custom Format

Custom Format Reports provide you with more customizable options including the ability to style the output using Cascading Style Sheets (CSS.) Custom reports also 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.). Each time the document is opened, the most recent data can be fetched from LibPAS. This feature is very handy for auto-creation of standard Monthly, Quarterly, and Annual reports that typically include several Custom Reports throughout the Document.

	Paid Employees	Staff Expenditures
ALBEMARLE REGIONAL LIBRARY	18.89	$746,786
AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	20.00	$466,206
BEAUFORT-HYDE-MARTIN REGIONAL LIBRARY	17.26	$617,678
BRUNSWICK COUNTY LIBRARY	17.00	$914,548
BURKE COUNTY PUBLIC LIBRARY	20.90	$887,867
CALDWELL COUNTY PUBLIC LIBRARY	19.00	$806,363
CLEVELAND COUNTY MEMORIAL LIBRARY	18.17	$699,716
GRANVILLE COUNTY LIBRARY SYSTEM	18.50	$594,384
H. LESLIE PERRY MEMORIAL LIBRARY	16.25	$609,588
HAYWOOD COUNTY PUBLIC LIBRARY	17.00	$973,107
LINCOLN COUNTY PUBLIC LIBRARY	17.75	$660,867
NANTAHALA REGIONAL LIBRARY	16.44	$790,577
ORANGE COUNTY LIBRARY	22.55	$1,346,544
PETTIGREW REGIONAL LIBRARY	18.16	$691,405
ROBESON COUNTY PUBLIC LIBRARY	17.26	$667,057
SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM	16.80	$639,953
STANLY COUNTY PUBLIC LIBRARY	16.47	$805,263
TRANSYLVANIA COUNTY LIBRARY	17.18	$896,721

Table Report - Custom
FILE=http://nc.countingopinions.com/pireports/report.php?rkey=d743d6d0846df4eecd18ea59f73ba207&rid=28274

The URL at the bottom of the report can be embedded into an offline document. This enables the results from this report (and others) to be populated directly into a standard document template (e.g. Word, Excel, etc.)

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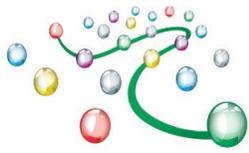
Published Reports

All reports can be published and shared with others by sending via email, text message, twitter or posting on a Web site or blog. You can also use the QR-Code feature to post links to reports in print materials. Users are not required to login to see the results and can use all the interactive features supported in the reports (e.g., downloads, pop-up graphs, drill-downs)

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