

Using LibPAS to Run Peer Group Comparison Reports



State of Rhode Island

Office of Library & Information Services

DEPARTMENT OF ADMINISTRATION

What is a Peer Group Comparison Report?

- Several report templates have been developed to allow you too look at libraries who compare to your library based on certain criteria
- Some of these reports are based on the following population groups: Under 10,000, 10,000-19,999, 20,000-49,999 and 50,000 and over
- Some reports are also based on a percent range. Generally the range is 20%
- For example you can automatically run comparable data about libraries that have total staff expenditures within a 20% range of yours
- The following document provides the steps to executing these peer comparison reports in LibPAS

Step 1: Log into your LibPAS account

- Visit <https://ri.countingopinions.com/index.php>



Welcome to the State of Rhode Island Office of Library & Information Services LibPAS Portal

Please login here to enter data.

Login

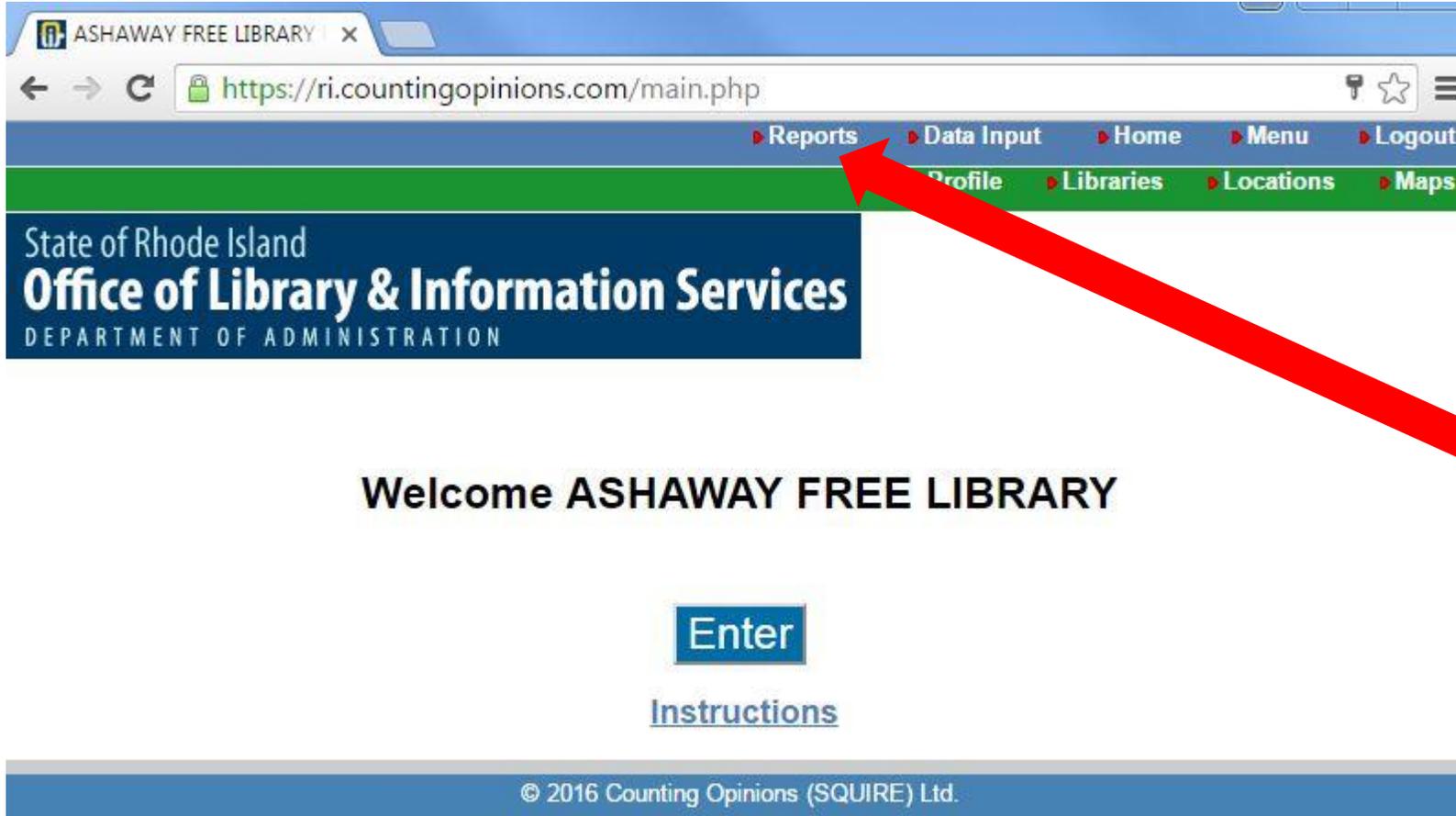
Username:

Password:

[Password reminder](#)

Enter your username and password and click Login.

Step 2: Click on Reports



The screenshot shows a web browser window with the URL <https://ri.countingopinions.com/main.php>. The browser tab is labeled "ASHAWAY FREE LIBRARY". The website header features a navigation menu with the following items: Reports, Data Input, Home, Menu, Logout, Profile, Libraries, Locations, and Maps. A red arrow points to the "Reports" menu item. Below the navigation menu is a dark blue banner with the text "State of Rhode Island Office of Library & Information Services DEPARTMENT OF ADMINISTRATION". The main content area displays "Welcome ASHAWAY FREE LIBRARY" and a blue button labeled "Enter". Below the button is a link labeled "Instructions". The footer contains the copyright notice "© 2016 Counting Opinions (SQUIRE) Ltd.".

Click on Reports in the top menu

Step 3: Select Local tab and then Select Report Templates

First make sure you are in the Local tab

Then select the Report Templates tab

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 RI

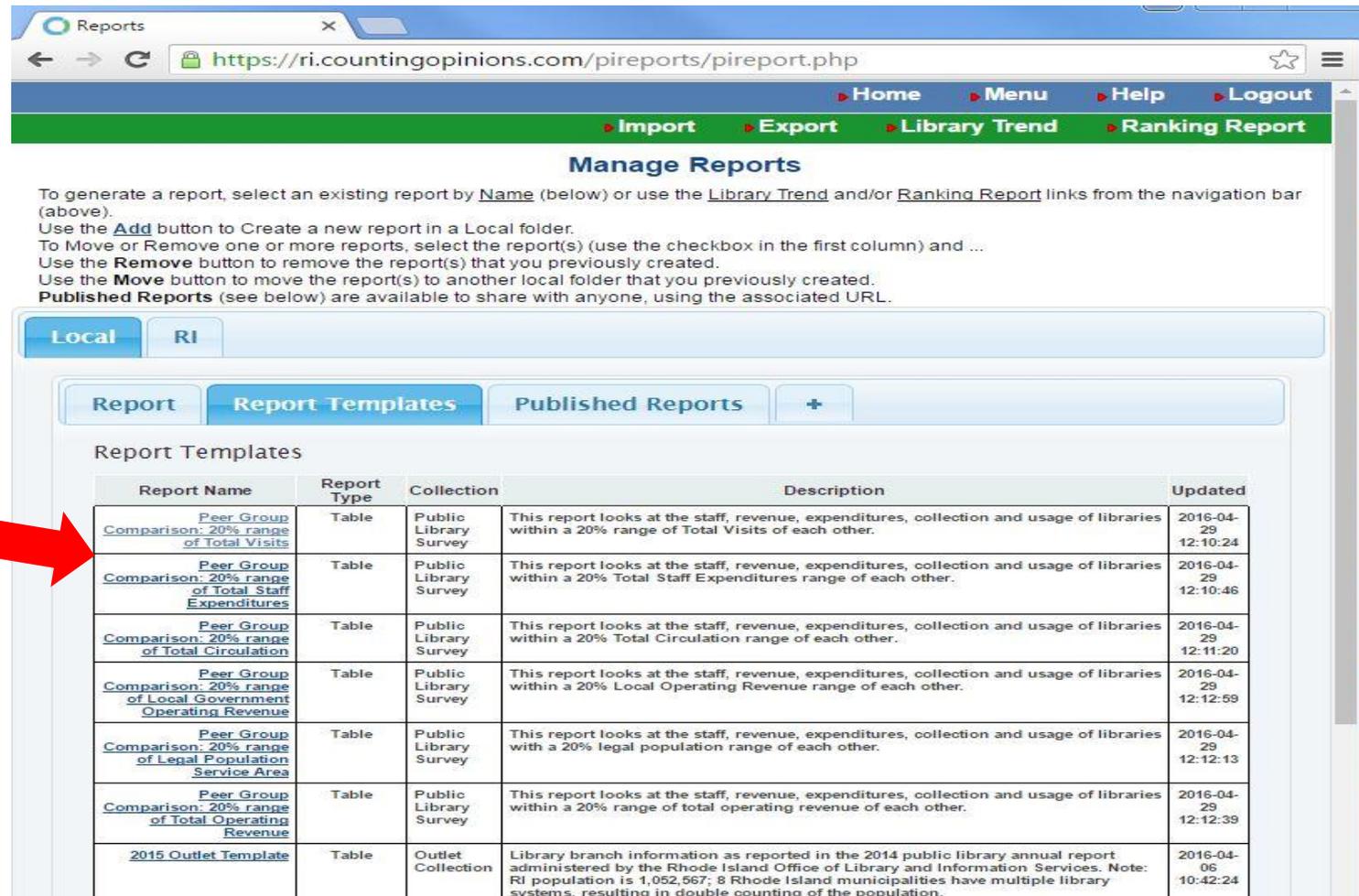
Report Report Templates Published Reports +

Report Name	Report Type	Collection	Description	Updated
Peer Group Comparison: 20% range of Total Visits	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% range of Total Visits of each other.	2016-04-29 12:10:24
Peer Group Comparison: 20% range of Total Staff Expenditures	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Staff Expenditures range of each other.	2016-04-29 12:10:46
Peer Group Comparison: 20% range of Total Circulation	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Circulation range of each other.	2016-04-29 12:11:20
Peer Group Comparison: 20% range of Local Government Operating Revenue	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Local Operating Revenue range of each other.	2016-04-29 12:12:59
Peer Group Comparison: 20% range of Legal Population Service Area	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries with a 20% legal population range of each other.	2016-04-29 12:12:13
Peer Group Comparison: 20% range of Total Operating Revenue	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% range of total operating revenue of each other.	2016-04-29 12:12:39
2015 Outlet Template	Table	Outlet Collection	Library branch information as reported in the 2014 public library annual report administered by the Rhode Island Office of Library and Information Services. Note: RI population is 1,052,967; 8 Rhode Island municipalities have multiple library systems, resulting in double counting of the population.	2016-04-06 10:42:24

Step 4: Select the Peer Group Comparison report you wish to run by clicking on the Report Name

All the Peer Group Comparison reports names begin with the phrase Peer Group Comparison. The title also includes what population or % range and the factor by which the group is determined.

Example:
Peer Group Comparison: 20% range of Total Staff Expenditures



The screenshot shows a web browser window with the URL <https://ri.countingopinions.com/pireports/pireport.php>. The page title is "Manage Reports". Below the navigation bar, there is a section for "Manage Reports" with instructions on how to generate, add, move, or remove reports. Below this, there are tabs for "Local" and "RI", and sub-tabs for "Report", "Report Templates", and "Published Reports". The "Report Templates" tab is active, displaying a table with the following data:

Report Name	Report Type	Collection	Description	Updated
Peer Group Comparison: 20% range of Total Visits	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% range of Total Visits of each other.	2016-04-29 12:10:24
Peer Group Comparison: 20% range of Total Staff Expenditures	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Staff Expenditures range of each other.	2016-04-29 12:10:46
Peer Group Comparison: 20% range of Total Circulation	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Circulation range of each other.	2016-04-29 12:11:20
Peer Group Comparison: 20% range of Local Government Operating Revenue	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Local Operating Revenue range of each other.	2016-04-29 12:12:59
Peer Group Comparison: 20% range of Legal Population Service Area	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries with a 20% legal population range of each other.	2016-04-29 12:12:13
Peer Group Comparison: 20% range of Total Operating Revenue	Table	Public Library Survey	This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% range of total operating revenue of each other.	2016-04-29 12:12:39
2015 Outlet Template	Table	Outlet Collection	Library branch information as reported in the 2014 public library annual report administered by the Rhode Island Office of Library and Information Services. Note: RI population is 1,052,567; 8 Rhode Island municipalities have multiple library systems, resulting in double counting of the population.	2015-04-06 10:42:24

Step 5: Select the fiscal year (FY) you want and then click Run to execute the report

Use the dropdown to select the FY data you want the report to run.

Report Settings

Collection: Public Library Survey

Period: FY 2015

Report Name: Peer Group Comparison: 20% range of Total Staff Expenditures

Description: This report looks at the staff, revenue, expenditures, collection and usage of libraries within a 20% Total Staff Expenditures range of each other.

Report Type: Table

Run Save as New Report

Locations	Value	% Filter Low	>=	<=	Filter High	Sequence	Remove
Public Library Survey							
Rhode Island Public Library Annual Report Instructions">Public Library Survey							
<input checked="" type="checkbox"/> 1. Library ID						1	
<input checked="" type="checkbox"/> 5. Main Library Name						2	
<input checked="" type="checkbox"/> 17. Square Footage	2,200					3	
<input checked="" type="checkbox"/> 24. Population of Legal Service Area	8,188					4	
Staff Information							
<input checked="" type="checkbox"/> 72b. Total Librarians FTE (72/40hrs)	0.95					5	
<input checked="" type="checkbox"/> 73b. Other Paid Staff FTE (73/40 hrs)	1.03					6	
Library Collection							

After FY is selected click on the Run button to execute the report

Step 6: Using your report

Click on the excel icon to download an excel spreadsheet of your report

The screenshot shows a web browser window with the URL <https://ri.countingopinions.com/pireports/report.php>. The report title is "Peer Group Comparison: 20% range of Total Staff Expenditures". The collection is "Public Library Survey" and the period is "FY 2014, Start 2013-07" for 12 months. The report displays a table with 12 columns and 3 rows of data. Below the table are filter icons for each column and a "Filters" section. The footer contains the copyright notice "© 2016 Counting Opinions (SQUIRE) Ltd.".

Locations (3) ▲	1. Library ID	5. Main Library Name	17. Square Footage	24. Population of Legal Service Area	72b. Total Librarians FTE (72/40hrs)	73b. Other Paid Staff FTE (73/40 hrs)	78. Print Materials (76 + 77)	79. Audio-physical units	80. Video-physical units	79a. Audio-downloadable units locally purchased	79b. Audio-downloadable units locally purchased
ASHAWAY FREE LIBRARY	ASH	ASHAWAY FREE LIBRARY	2,200	8,188	0.75	1.23	22,870	597	1,292	0	9,439
LANGWORTHY PUBLIC LIBRARY	LAN	LANGWORTHY PUBLIC LIBRARY	2,868	8,188	0.90	1.23	26,599	1,078	1,405	0	9,439
PASCOAG FREE PUBLIC LIBRARY	PAS	PASCOAG FREE PUBLIC LIBRARY	6,912	15,955	0.65	1.70	14,952	187	986	0	9,439

Filters

Filters	Values
Total Staff Expenditures	20%

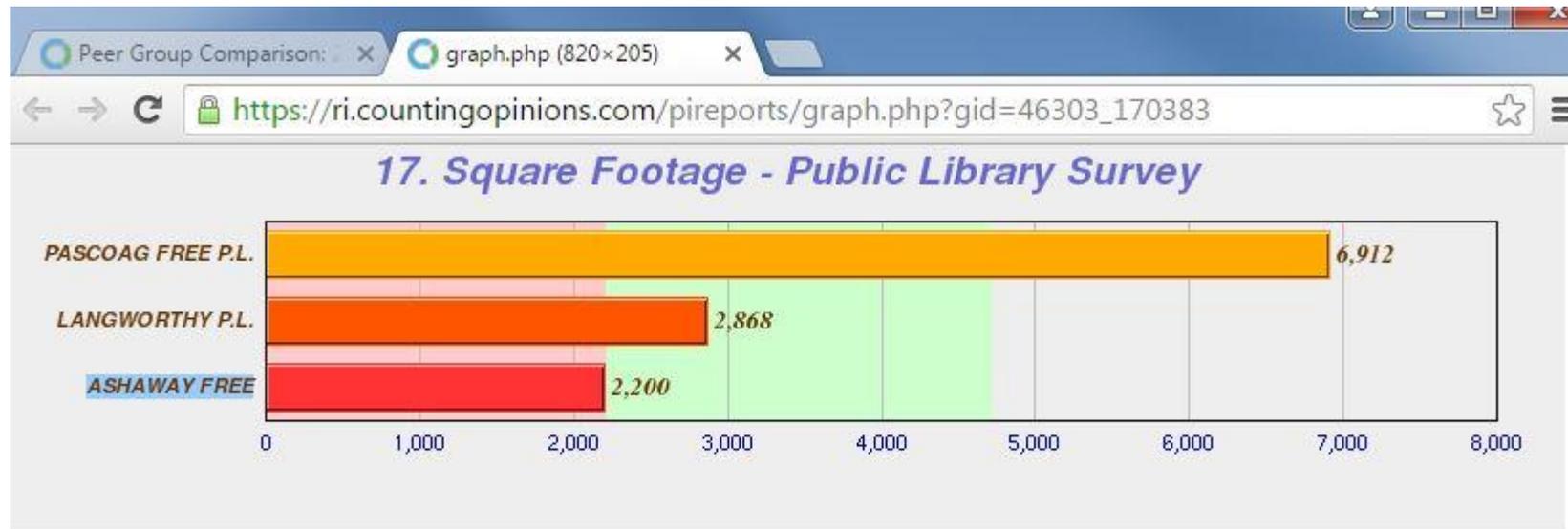
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Click exit to go back to the Reports menu

You can sort any heading by clicking on the arrows.

Click on any chart diagram to see a visual graph of the data. See next slide for detail

Step 7: Detail of Graph



This graph can be printed or saved as a pdf or image.

If further assistance is needed:

- Email Lauren Plews at lauren.plews@olis.ri.gov
- Call Lauren Plews at 401-574-9305