



# Texas LibPAS (Counting Opinions) Reports

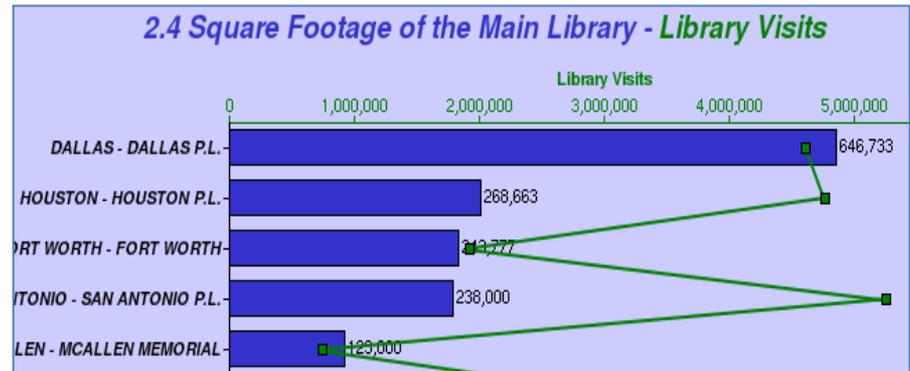
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# Texas LibPAS

- Use same website where input Public Library Annual Report –  
<https://tx.countingopinions.com>
- Same user name and password

# Report Types

- Library Trend
- Ranking Report
- Table Report
- Trend/PI Report
- Trend Report
- Period Comparison Report
- Graph/PI Overlay Report



Graph/PI Overlay Report

# Reports TSLAC set up

- Merge Doc 2012
- Demo Reports
- Report Templates

Ethel L Whipple Memorial Library	
Reporting Period 2012	
<b>General Information</b>	
Assigned Population	7,987
Branches	0
Bookmobiles	0
Square Footage	5,000
Registered Users	14,676
Library Visits	43,050
	
<b>Circulation Totals</b>	
a. Circulation of children's materials	7,243
b. Circulation of all other materials	14,000
c. Circulation of materials in digital format	70

Merge Document 2012

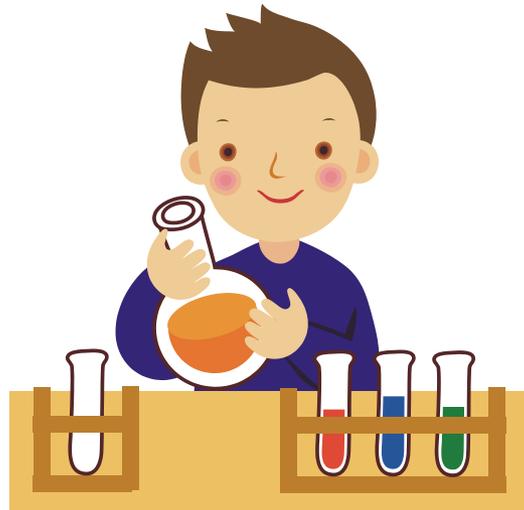
# Uses for Reports

- Compare Previous Year with Current Year before you submit the report to look for data entry errors.
- Compare your library's data with others
- Create reports for governing authority during budgeting process
- Post reports on library's website for public

# Most Important Tip

## **EXPERIMENT!**

### **YOU CANNOT ALTER DATA FROM REPORTS**





# We are here to help!

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800-252-9386 in Texas – just ask for us!

Don't forget to use the Reports and FAQ handouts

Clip Art from <http://office.microsoft.com>