Select Benchmarks allows you to select various benchmarks based on the dataset selected at setup. It’s a powerful option that allows you to view Averages, Medians, and Sums and Percentiles for various data elements.

In the following example, you are going to compare the Average Circulation of the State to our Individual Library.
From the Libraries Tab, select the “Setup” Icon.
From the setup screen select a dataset from the drop down window. For example FSCS, PLA or an individual state dataset. After selecting a database, click ‘Next’ at the bottom of the screen.
This returns you to the “Select Libraries” screen. Click on the “Select Benchmarks” button.
The Statistical and Categorical Data elements available for the database selected will appear. Choose ‘Selected Libraries Only’ to get the Average, Median or Sum for your ‘Peer Group’ (those Libraries in the ‘Selected Libraries Box’).
The first thing you need to do is select a Calculation Method. Do you want to see an Average, Median, or Sum?
If you want to find the Average, Median or Sum of your Peer Group. Choose the Calculation Method (Sum, Average, or Median), then select ‘Selected Libraries Only under the ‘Type of Benchmark’
I’ve selected to calculate the ‘Average’ for my Peer Group. Highlight ‘Average for Selected Libraries’ in the ‘Available Benchmarks Box, then click on the “Accept Highlighted Benchmarks’
This will put the selected benchmark down in your ‘Selected Benchmarks’ box. You must have something in this box, before clicking on ‘Next’ at the bottom of the page (if you want to do any Benchmarks)
If you want to do an Average, Median or Sum for the State, click on the ‘General Information Folder’ under Categorical Data Elements, this will open up the folder. Find State and click in the ‘circle’ next to State.
If you are working with the FSCS data like we are here, this will give you all the states. You can hold down your ‘control key’ and select to see the ‘Average, Median or Sum’ for any state. After selecting the state or states you want to view, click on the ‘Accept Highlighted Benchmarks’ icon to move those selected “Benchmarks” down into the ‘Selected Benchmarks’ Box.
After you have all the Benchmarks you want to work with, in your ‘Selected Benchmarks’ box, then click on ‘Next’ at the bottom of the screen.
This will bring the highlighted benchmark(s) over into the “Selected Libraries” box. You want to compare the States Average against our individual library. To accomplish this you will need to click on the “Select Alphabetically” button and choose our library from a drop down list.
After clicking on the “Select Alphabetically” button, this will take us to the “Select Libraries Alphabetically” screen. Since in this example you used the FSCS database at the setup screen, you have the option to select a state from the “Select State” drop down menu. It will then display all the libraries in that state. If you had selected an individual state at the setup phase, that state’s individual libraries would have automatically displayed.
In this example, you will assume that you are Chapel Hill Public Library. Highlight the library you want to use, and click on “Accept Highlighted Libraries” button. If you wanted to select multiple libraries, hold down the control key and select them individually.
This will bring the selected libraries over into the “Selected Libraries” box. If you were using the FSCS or PLA database, you could click on “Select Alphabetically” button and choose another state and library from that state to bring over to be included with the libraries already selected. After choosing all the libraries you want to view, click on the ‘Next’ button at the bottom of the page.
In this example you want to see the Average Circulation for the State, and then compare it to our library’s actual circulation (Chapel Hill Public Library). From the Available Data Elements, you need to selected Total Circulation Transactions which will then be placed in the “Selected Data Elements” box on the right hand side.
After you have selected the data element(s), choose from the ‘Available Years’ that you want to view.
1. In your selection process if you have selected multiple libraries and multiple data elements, you can only select one year from the available years list.

2. If you select multiple libraries and only one data element, you can select multiple years or one year.

3. If you select only one library, you can select multiple data elements and multiple years.

For this example, you have used Option #2.
Once you have entered the data elements and years, click ‘Next’ at the bottom of the page.
The formatting page will appear. You can choose to view your results in a graph or table format.
You are going to view a simple table. You have selected Table as our output option. You have also selected ‘Libraries’ as our Group By option. If you had selected several libraries from the Libraries Tab, they would all display in the left hand column. After selecting formatting options click next at the bottom of the screen.

Note: Formatting options are limited when viewing a table. Most of the formatting options are used for viewing Graphs.)
The results tab will display your table (or graph) according to your format specifications. In our example, the table displayed shows that the Average Total Circulation Transactions for North Carolina is 565,272, and the Actual Circulation for Chapel Hill Public Library (for FSCS data – Selected at Setup and 1998 selected at the Data Tab) is 762,986. Based on the data returned, the circulation at Chapel Hill PL is higher than the State’s Average Circulation.
If you want to view this in a graph format, simply click the ‘Format Tab’ at the top of the page. This will return you to the Format Page to select graph instead of table.
This will return us to the Format Tab. You can now select Graph instead of Table. You can also choose to “Group By”, change the color scheme, change the graph type, etc..
For example: You can name your graph. After you choose your formatting options click ‘Next’ at the bottom of the page.
The results tab will display your graph according to your specifications.
The Series Legend is located outside your graph. To move it inside your graph, click on the “Series Legend” and hold down your mouse button and move it to the desired location in your graph.
The Legend is now part of the graph. In this example, it was placed at the bottom of the graph.
Save the Graph
Change Graph Type
Zoom
Copy to Clipboard
Print
To get the actual numbers to appear in your graph, you can select the “Data Editor” button on the Graph’s Toolbar. It will then display the individual numbers at the bottom of your graph. To remove the “Data” numbers from your graph just click on the “Data Editor” button again, and it will remove the numbers.
To get the numbers to display at the tops of the bars, do the following:

In the white space of your graph, click on your right mouse button. This will display a “Properties” box.
Click on the option called “Point Labels”
The numbers will now be displayed at the top of the bars. If there are several bars, it's possible that it will display "crunched" up. You will need to zoom in on a particular area for better viewing.
Using the Libraries, Data, or Format tabs, you can return and change selected criteria.