



## 2014 Annual Report Instructions

*Prepared by Gerri Moeller*

The Wisconsin Public Library Annual Report data form is open, and you should have already received an email from the Wisconsin Department of Public Instruction with instructions and a link to the form. If you did not receive this email, or cannot access the annual report, please contact your Library System annual report contact – Gerri or Bradley at OWLS or Mark at NFLS.

*While the due date is March 2, 2015, if possible, please complete the report and notify your system contact by Friday, Feb 20, 2015. This will allow them time to review the data before the state deadline.*

This year, the data provided by OWLSnet has again been pre-filled in the report. **All pre-filled report data is also posted on the OWLSnet Statistics page at <https://www.owlsnet.org/owlsnet/stats>.** If you have difficulties accessing any of the online reports, or have questions about the data being provided, please contact Gerri at OWLS.

The reports include data for the following sections of the Annual Report:

- Section II. Library Collection (3 pages)
- Section III. Library Services (2 pages)
- Section XI, Public Library Loans of Material to Nonresidents
- Section XII, Technology (1 pages)

This year, the data for Section III question 7b (wireless uses), is an estimate, because of data problems from our old wireless controllers and the move to the Meraki wireless controllers. To provide a full year of data, we estimated the first three quarters of 2014, based on actual numbers from the last quarter of the year. If you have questions about this, please contact Gerri or Dave at the OWLS office. Please note that this only applies to libraries with OWLSnet provided wireless.

Additional Notes:

- If printed on a color printer, Sections II, III and XII will be a bit easier to read.
- Section II, Question 1b - *Other materials owned*: If you'd like to see a list of these items, please contact Gerri at the OWLS office.
- Section XI: The data for section XI is in two sections – one for OWLS libraries and one for NFLS libraries. To print the data for your library only:
  - Choose the appropriate section – OWLS or NFLS
  - Find the page numbers that correspond to your library. The library names are in alphabetical order, and each library has three pages.
  - In the Browser, go to FILE, then PRINT.
  - Change the Print Range from ALL to PAGES
  - Put in the page numbers that correspond to your library.
  - Click OK

For changes to the annual report from last year, please check out [Wisconsin Public Library Annual Report: What's New](#), also linked to from the [OWLSnet statistics page](#).