



2015 Annual Report Instructions

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You should soon receive an email from the Wisconsin Department of Public Instruction with instructions and a link to the 2015 Annual Report form.

While the due date is February 29, 2016, please complete the report and notify your system contact by Friday, Feb 19, 2016. 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://owlsnet.org/owlsnet/stats>.** If you have difficulties accessing any of the online reports, or have questions about the data being provided, please contact Laura at OWLS.

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

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

There are a few things to be aware of in this year's data:

- The data for Section II questions 7a and 7b (other materials), has not been provided because changes to Sierra have prevented us from compiling the data accurately. This question is optional, so you can leave it blank.
- The data for Section III question 6b (PC uses), is an estimate because of the SAM 9 to SAM 10 conversion. Missing data from the 2nd half of August to the end of September 2015 was estimated based on available 2015 data and data trends from the previous year.
- Due to a quirk in the OverDrive reporting tool, the year-end total for Section III question 9a (ebook uses) is slightly higher (208 circs) than the sum of the monthly totals posted throughout the year.
- Because Shawano is now classified as a joint city-county library, you may see changes in Section XI (loans to nonresidents) in your circulation to residents of Shawano County.

If you have questions about any of these issues, please contact Laura at the OWLS office.



Outagamie Waupaca Library System

Additional Notes:

- If printed on a color printer, Sections II, III and XII will be a bit easier to read.
- 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](#).