



2013 Annual Report Instructions

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The Wisconsin Public Library Annual Report data form will soon be open, and you will be receiving an email from the Wisconsin Department of Public Instruction with instructions and a link to the form. If you do not receive this email, or cannot access the annual report, please contact your Library System Director – Walter at OWLS or Mark at NFLS.

If possible, Mark and Walter ask that you complete your annual report and notify the system director by Friday, Feb 21, 2013. 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, with the exception of Question 7B in Section II. **All report data is also posted on the OWLSnet Statistics page at <http://www.owlsnet.info/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 (2 pages)

This year, the definitions of e-audio and e-video collections have changed. Instead of the number of unduplicated titles, the total number of downloadable e-audio and e-video units (copies) will be reported. This change makes this data consistent with e-books which are also counted as units/copies.

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
- Section XII, Question 2 – This is the best guess of the OWLS staff about the speed of your library's Internet connection. Please treat this as a suggestion only, and change the response if your estimate differs.