

# 2010 Annual Report Instructions

*Prepared by Gerri Moeller*

The Wisconsin Public Library Annual Report data form is now open, and you should have received an email and instructions from [wi@countingopinions.com](mailto:wi@countingopinions.com) 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 Director – Rick at OWLS or Mark at NFLS.

The 2010 Annual Report data is posted online on the OWLSnet Statistics page at <http://www.owlsnet.info/stats/>. Because the data is posted online, we do not plan to mail copies of the reports to the libraries this year. If you have difficulties accessing any of the online reports, please contact Gerri or Rick at OWLS. If you 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 (many pages)

Notes:

- If printed on a color printer, Sections II and III will be a bit easier to read.
- Section III, Question 7c-d: While we cannot yet provide the number of ebook, e-audio and e-video users per library, this is something we're working on. We hope to be able to provide this data next year.
- 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