



## 2011 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.

This year, the data provided by OWLSnet has been pre-filled in your state annual report, with a few exceptions. Questions 7 and 7b in Section II have not been pre-filled. However, the data has been provided to you in Section II. Library Collection. While SAM users have Section III, Question b pre-filled, you will need to fill in question 6b – *How Collected* as Actual Count.

The data is also posted online 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 (100 pages)

Questions 7 and 7b in Section II have not been pre-filled. However, the data has been provided to you in Section II. Library Collection. While SAM users have Section III, Question b pre-filled, you will need to fill in question 6b – *How Collected* as Actual Count.

**Please note** that we've changed how we provide the data for Section II, Question 1. In previous years, the number of books added has included individual serial issues. However, the definitions have evolved over the years, and it's clear that these should no longer be included. Because of this, most libraries will notice a decrease in the number of books added in 2011 compared to 2010. Most of that difference can be accounted for by the change in definitions. On the whole, excluding these numbers, the number of books added in 2011 seems to be flat, or very slightly down from 2010.

Additional Notes:

- If printed on a color printer, Sections II and III will be a bit easier to read.
- Section II, Question 1b - *Other materials owned*: The undefined category primarily includes mismatches between the Itype and the Bib Material Type. These make it impossible for us to slot the items into a category. Some of these are mistakes, but others are simply different ways of categorizing items. If you'd like to see your library's list of undefined items, please contact Gerri at the OWLS office.



## Outagamie Waupaca Library System

- Section II, Questions 7c, 7d and 7e - *Uses of e-books, e-audio and e-video*: The numbers provided for e-book and e-audio uses are from May through Dec of 2011. Because these are the only documented uses available, please use these numbers and do not extrapolate further usage. The number of e-videos is also a partial year, but because of changes in the Overdrive statistics format, and because we have not been collecting this information through the year, this may represent even less of a year than the e-book and e-audio numbers. However, these are the only documented uses available, so please use these numbers and do not extrapolate further usage. (E-video usage is very small for all libraries.) In 2012, we will be collecting e-video numbers on a monthly basis.



## Outagamie Waupaca Library System

- 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