



2016 Annual Report Instructions

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On January 13, 2017 the Wisconsin Department of Public Instruction emailed each library instructions and a link to the 2016 Annual Report form.

Please keep in mind the following steps that must be completed by **March 1, 2017** per state statute.

1. Complete the online form and notify your system contact that it is ready for review no later than Friday, February 17, 2017. This may need to be completed earlier depending on when your board meets.
2. OWLS and NPLS staff will review your report and may contact you with questions before notifying you that your report is approved.
3. Once approved by system staff, lock and print your report for board approval. Your board chair should sign two copies.
4. Once the report is approved and signed by your board, submit the online form. Make a photocopy of the signed report for your records, and send two (2) signed copies to your system.

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 Bradley 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 page)

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

- In 2015, we included OneClick Digital audiobooks in Section II, question 4. Based on a new understanding of the field definition, those copies were not counted for 2016.
- The labels for Section II questions 8a, 8b, 8c, and 9 now refer to Electronic Collections instead of Databases.
- In Section III questions 8a and 8b about database sessions have been replaced with questions 8a, 8b, and 8c, about electronic collection retrievals from local, system, and state electronic collections. OWLS is unable to provide electronic collection retrieval data at the library level for 2016. We are exploring whether that will be possible for 2017.

If you have questions about any of these issues, please contact Bradley 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](#).