



2017 Annual Report Instructions

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On January 17, 2018 the Wisconsin Department of Public Instruction emailed each library instructions and a link to the 2017 Annual Report form.

Annual Report Procedure

Please keep in mind that all of the following steps must be completed by **March 1, 2018**.

1. Complete the online form and notify your system contact that it is ready for review at least three business days prior to your February board meeting.
2. OWLS and NFLS 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. The director and 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.

Common Errors

Before contacting your system to review your report, please check the following items:

- If your library has the same schedule all year, report winter hours only and 52 weeks. Leave summer hours blank.
- List only board members serving at the time of the report; not everyone who served over the course of the year.
- Compare total operating revenue to total operating expenditures. Expenditures may not exceed revenue. If you have a large surplus, include a note explaining why.
- The beginning balance of other funds under library board control (Section VIII) should match the previous year's total amount of funds at end of year. Refer to the previous year's annual report.
- Check your FTE calculations. The form does not recalculate it when you update the staff list.
- In Section XI. Loans to Nonresidents, question 8b should be blank.

When you have entered all of your data, click the Verify button at the top of the report. Once the process is complete, scroll through and look for items flagged by the form as requiring data or explanation.



Outagamie Waupaca Library System

OWLSnet Data

The data provided by OWLSnet has 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>.

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)

Printing The OWLSnet data for Sections II, III and XII will be easier to read if printed in color. The data for Section XI is in two parts – one for OWLS libraries and one for NFLS libraries. To print the data for your library only:

- Choose the appropriate document – 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

If you have questions about your annual report, please contact Bradley at the OWLS office or Tracy at the NFLS office.