



2018 Annual Report Instructions

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On January 16, 2019 the Wisconsin Department of Public Instruction emailed each library instructions and a link to the 2018 Annual Report form.

Annual Report Procedure

Please keep in mind that all of the following steps must be completed by **March 1, 2019**.

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 at least one hard copy.
4. Once the report is approved and signed by your board, submit the online form. Scan the signed copy and email a PDF to LibraryReport@dpi.wi.gov, copying your system director. If you prefer to submit hard copies of the report, send two printed reports to your system, both with original signatures.

New in 2018

A few changes for 2018 to note:

OverDrive usage stats this year were provided by WPLC and include pending checkouts. In the monthly stats we provide, we have not included pending checkouts. Totals on the annual report for E-Book and E-audio and E-Video usage therefore will be slightly higher than totals of monthly reports provided by OWLS. We will discuss this further at AAC.

This year we have included Recorded Books Audiobook titles in Electronic Audio Materials owned and uses of E-Audio by users of your library. Data on use of Recorded Books Audiobooks by library is about 90% complete. Some users are still not associated with a library and cannot be counted by library.

Children's items checked out on Recorded Books Audiobooks have also been added to Total Uses of Children's Electronic Works.

For the first time we have also included "Number of Other Electronic Collection Retrievals (purchased by library system or consortia)." This includes usage of Ancestry and RB Digital Magazines, which we are able to track by library. Tumblebooks usage is not included here.



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For the first time we have also included “Number of Statewide Electronic Collection Retrievals (provided through BadgerLink).” This number includes use of Britannica, TeachingBooks, and EBSCO resources. For most libraries these numbers are fairly small because they only include usage from inside your library. Patrons using BadgerLink resources from outside the library are unknown to us and not included.

This year DPI has provided clear instructions on how to count Hoopla titles and usage. We will provide that information to libraries with Hoopla subscriptions.

Also new this year is the addition of Website Visits in Section III. This information was provided by OWLS for OWLS libraries when available. NFLS libraries should contact NFLS with any questions.

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 total FTE number. 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.

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)



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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.