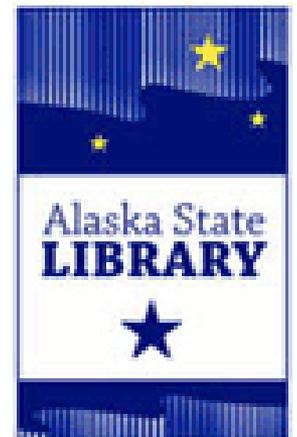


# PUBLIC LIBRARIANS' MONTHLY CHAT

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December 2015

Topic: How to write an annual Reports that knock their socks off!



# Why write an annual report?

- Meet reporting requirement
- Summary of yearly activity
- Vehicle of accountability
- Inform & educate
- Marketing tool
- Historical record

Annual Report 2012-13

## Our Library Speaks Volumes

About what we value—and who we want to be

*Download our [Annual Report Summary, PDF.](#)*



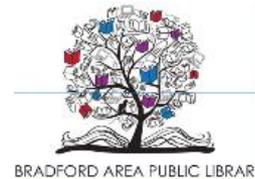
# Who is your audience?

- Administration
- City Council
- Borough
- State Legislature
- Library Board
- Library Users
- Grant Funders
- Staff
- General public
- Local non-profits (community partners)
- Chamber of Commerce
- ???



# What to include in your report?

- Time Period
- Introduction
- Summary
- Mission, Goals & Objectives
- Achievements (Profiles)
- Impact & Value (Financial info)
- Volunteers, Partners (Donors)
- Goals & Strategies



2013/2014  
Annual Report



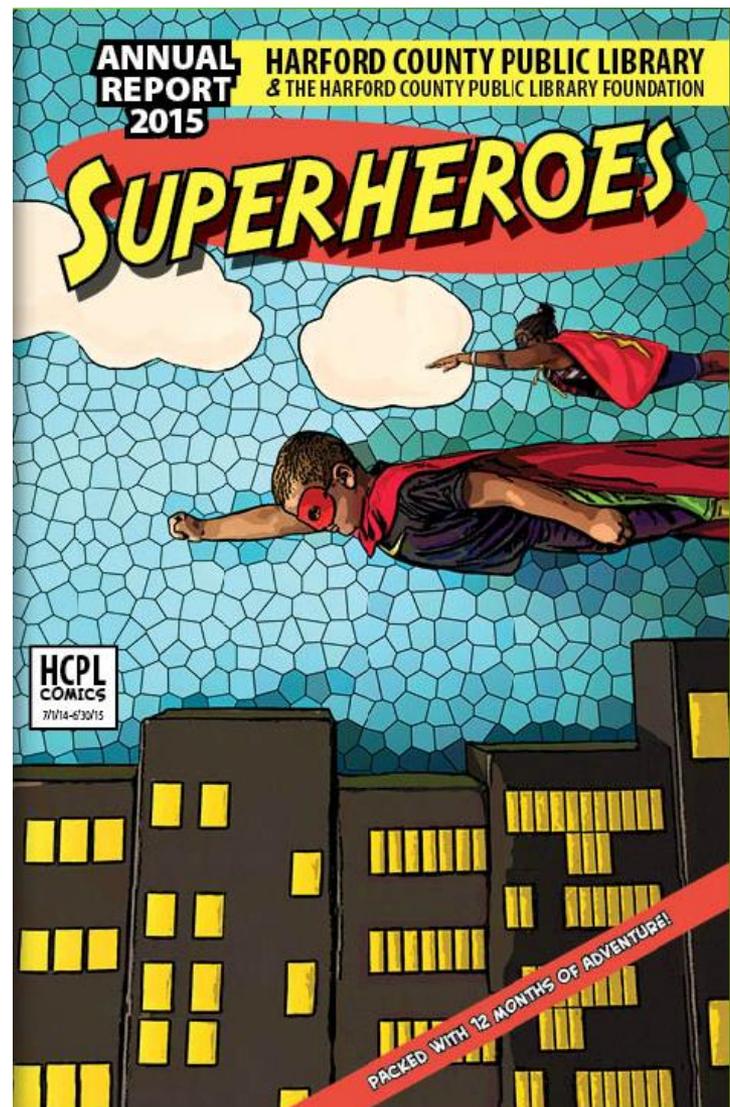
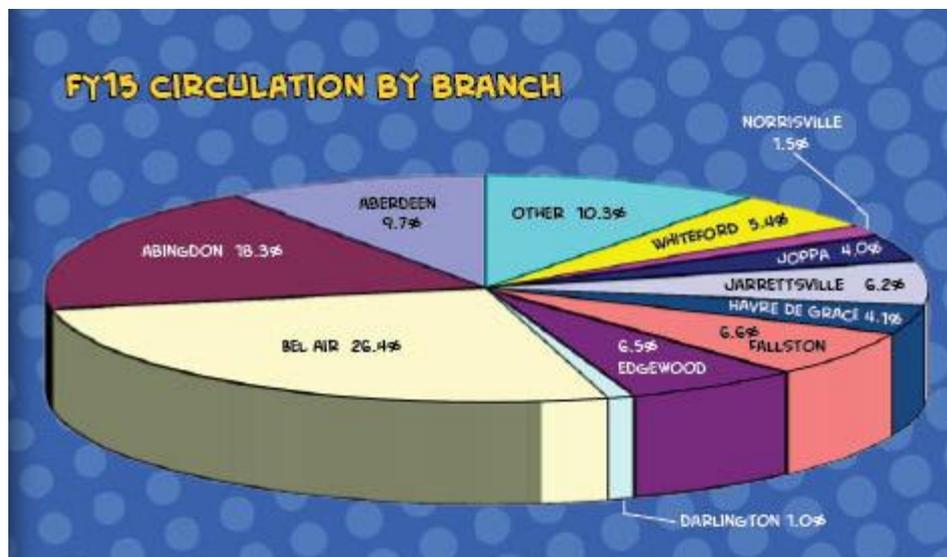
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# How to share your annual report

- Create a slideshow
- Electronic publishing
- Webpage with links to .pdf



# Questions



Photograph by Liz Banfield/ Getty Images

# Sources & Resources

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# Thank you

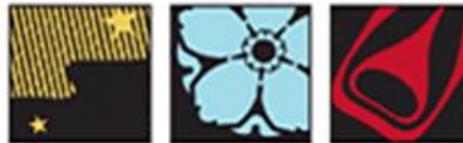
Julie Marie Niederhauser

(907) 465-2916-work

[Julie.niederhauser@alaska.gov](mailto:Julie.niederhauser@alaska.gov)

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