

How to make a “quickie” annual report pamphlet...

1. Sign into your account on Public Libraries Survey portal, <https://sd.countingopinions.com/>.
2. Select the >Reports prompt...



3. Click on the 201- Annual Report Pamphlet in **SD > Merge Pamphlet** folder...



4. Download the double-sided, tri-fold Word document. Add your library's logo, text, a photo(?).
5. Print and share with patrons, elected officials, community organizations.