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 <u>201- Annual Report Pamphlet</u> 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.