

Annual Report to the Community

Defining Your Theme, Outlining Your Report

Theme:

| What are your talking points? | What statistic would support this point? | What anecdote would dovetail with your point? |
|-------------------------------|--|---|
| 1. | | |
| 2. | | |
| 3. | | |

Example: Theme = *In tough economic times... we're here for the community*

| Talking Points: | Statistics | Anecdotes |
|--|--|--|
| 1. Children come here to learn 2. Families come here to have fun 3. Seniors come here to remain active and vital | 1. a) attendance @story hour b) early literacy statistic 2. a)# of family-oriented programs b) translation of program attendance into dollars 3. # of senior programs hosted | 1. Parent who could not afford nursery school and came to the library instead. 2. Family that had to tighten the household entertainment budget and came to the library 3. Senior who found friends at the library through a library program |