


## Instructions for the Wisconsin Public Library Annual Report

### Reporting Library Activities for 2011

#### GENERAL

The Wisconsin Public Library Annual Report is intended to provide a general description of your library and the services it provides to library users for calendar 2011. Library boards are required to file reports with the Division and its municipal governing body within 60 days of the conclusion of the fiscal year, under Wis. Stats. 43.58(6). Consequently, the report must be completed and filed by March 1, 2012. The information collected will be made available online in the *2011 Wisconsin Public Library Service Data*, and the *2012 Wisconsin Public Library Directory* on the Department of Public Instruction's website, <http://dpi.wi.gov/pld/dm-lib-stat>. Selected data elements will be transmitted to the Institute for Library and Museum Services for creation of a national database of public library information.


Some of your library information has been pre-filled on the electronic form. Please review this information carefully and change only those items that are not correct. In other cases, previous year's data is displayed to the right of the data entry field for reference.


If, while completing this form, you need to add an explanation or comment concerning an entry, each item on the online report has a notes icon, , which is used not only for edit-check explanations, but also permits comments to be entered that will be displayed at the end of the printed report.

If clarification or other assistance is needed in completing this form, please contact your system headquarters or the Division for Libraries, Technology, and Community Learning.

#### I. LIBRARY IDENTIFICATION AND GENERAL INFORMATION

This section requests basic information on the library's public service outlets. Some entries are pre-filled with last year's information. In other cases, last year's response is shown next to the data-entry box. Please update and correct as necessary.

1. The complete **legal name** of the public library. The current legal name has been imported and displayed. Do not make any changes or edits unless the legal name of the library has changed during the reporting year. Any changes will require an annotation of explanation.
2. Your **public library system**. The existing library affiliation has been imported, displayed and should not be changed. If you have reason to believe that the entry is in error, email [libraryreport@dpi.wi.gov](mailto:libraryreport@dpi.wi.gov) or contact John DeBacher at DPI, (608)266-7270.
3. Use the pull-down selection to choose "Ms or Mr." to be used by your system and DPI for communications. Then enter the **first name** of the **head librarian / director** as of the date of this report. The name reported on the previous report may be displayed, but should be changed if a new director has been hired by the library board. If the director's position is vacant, enter "Vacant," and provide a note ( ) indicating how long the position has been vacant and when the board expects to hire a replacement. In the case of an interim director, please use that name, but indicate in the notes that the appointment is temporary and when a new director will be hired.
- 3a. Enter the **last name** of the **head librarian / director**. Again, if the position is vacant, indicate so.
4. Indicate the **certification grade** (1, 2 or 3) of the head librarian/director, using the pull-down menu. The current status on file with DPI may be displayed—change only if necessary. If the position is vacant, or if you have not yet applied for certification, select "N/A."
- 4a. Select the **certification grade type** (regular, temporary, provisional, or permanent) of the head librarian/director. The current status on file with DPI may be displayed. Select "pending" if the director is eligible and is in the process of applying for certification or "vacant" if the director's position has not been filled.

5. Enter the **date the certification of the head librarian/director will expire**. All certifications expire on the last day the month. For example, certification through May 2012 would expire May 31, 2012. Leave blank only for the classification “permanent.”
6. Enter the complete **street address** of the main library. This should be the location where the principal collections are kept. The current address has been imported, and displayed. Do not make any changes or edits (e.g. Street instead of St. or Northwest instead of NW) unless the location of the library has changed during the reporting year, in which case you must also provide an explanation in the Notes box of the edit check.
- 6a. Enter the **mailing address** (this is often the same as the street address, unless the library has a PO Box or Rural Route number for postal delivery). The information has been pre-filled; please check and correct only if necessary.
7. Enter the name of the **municipality** in which the library is located. In some cases, this will be the community with the nearest post office.
8. The library’s **home county**; or, for libraries in more than one county, the county affiliation used for library system membership. This has been imported, displayed, and locked. If you believe it to be in error, please contact [libraryreport@dpi.wi.gov](mailto:libraryreport@dpi.wi.gov).
9. The library’s **five-digit postal zip code**. This may be imported, and pre-set.
- 9a. The library’s **four-digit digit zip code extension**. This may be imported and pre-set.
10. Provide the **telephone number** (including area code) of the library. The phone number must be entered into the preset format. The form will not accept extensions; if required, put them in the  notes.
11. Provide the **fax number** for the library. If there is no library fax number, leave blank.
12. Provide the **director’s email address**. If the director does not have an individualized email address, provide the general email address for the library.
13. If applicable, provide the **library’s website URL**. Otherwise leave blank.
14. A **branch library** is a library auxiliary unit of the main library which has at least all of the following: (1) separate quarters, (2) an organized collection of library materials, (3) paid staff, and (4) regular scheduled hours for being open to the public. Branches are, however, administered from the central library. Most Wisconsin libraries have only their main location and should report zero branches. You also must complete the branch data information for each in the Wisconsin Public Library Outlet Data in section Ib.
15. A **bookmobile** is a traveling branch library. It consists of at least all of the following: (1) a truck or van that carries an organized collection of library materials; (2) paid staff; and (3) regularly scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use. Last year’s data has been entered. Any changes will require explanation in the annotation. Libraries with branches or bookmobiles must also enter bookmobile data in section Ib, Information for the Library’s Outlet, below.
16. **Other public service outlets** are locations to which library materials are delivered for availability but there is no permanent collection and no formal circulation to individuals is conducted by library staff. Do not report bookmobile stops. Include collections in nursing homes, jails, etc. Enter the total number of other regular public service outlet locations (not individual drop-offs) in the space provided.
17. Indicate whether or not your own library operates a **books-by-mail** program.
18. A public library may be legally organized as a **joint public library**. This means the library was created by a formal agreement between two or more municipalities or by a county and one or more municipalities in whole or in part in the county. Indicate whether this library is a joint library established under Wis. Statute 43.53.
19. [Note: on the online form, this will appear as a section after question 22.] **Hours open** per week are the public access hours for the main library for winter and summer. Report the number of weeks during the year to which winter and summer hours apply.

20. [This calculation is now done automatically—you will enter hours for the library and any branches or bookmobiles, and the LibPAS online form will enter the calculated total on the Print report.] The **annual service hours** are the sum of annual public service hours for the main library, bookmobiles, and all branches **for the year just ended**. Public open hours of all facilities are totaled regardless of whether or not they were open at the same time. For each bookmobile, count the hours the bookmobile is open to the public, but do not include travel time between stops. Minor variations in scheduled public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other events should be excluded even if staff is scheduled to work. Do not include hours for deposit collections or other similar service outlets. Report the annual hours open.

Example: If a library with no branches is open 40 hours per week all year, it would report 2,080 hours (40 x 52). If this library had three branches open the same number of hours as the main library, the total service hours per week would be 160 (40 hours per week for the main library plus 3 x 40 = 120 hours per week for branches). The reported total annual hours would be 8,320 (160 x 52).

21. Report the **square footage** of the main public library. Provide the area, in square feet, of the main public library building. Libraries with branches report the square footage of branches in the Outlet Information section Ib. below. Report the total area in square feet for each outlet separately. The square footage is the area on all floors enclosed by the outer walls of the library or branch. Include all area occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library or branch has use of that area. The square-footage from last-year's report is pre-entered.
22. Indicate whether or not the library, or one of its branches, moved to a new facility or completed an expansion of an existing facility in the previous year.

## **Ib. INFORMATION FOR THE LIBRARY'S OUTLET(S)—*New in 2010***

*This section takes the place of the library outlet reports that libraries with branches or bookmobiles previously had to complete. Most libraries, with only one location, must simply confirm or correct the information pre-entered.*

**General Information:** Confirm or correct the information listed for the legal name of the library or outlet, the name of the person in charge of the library, branch, or bookmobile (in many cases this will be the library director), and the email address that should be used for delivery of information to the library outlet.

**Address Information:** Correct or enter information only as necessary.

**Other Outlet Information:** Confirm or enter the telephone number, the square footage for the outlet (bookmobiles enter "-3"), the hours per week during the summer and winter, and the number of weeks, winter and summer, that the library is open. If the library outlet was closed for a week or more during the year (for instance, if it was closed for moving or due to flooding, or if a branch or bookmobile is routinely closed for part of the year), be sure to reflect the closed weeks here by reporting fewer weeks. You do not need to incorporate minor fluctuations in hours of operation, such as for holidays, in the hours reported.

## **II. LIBRARY COLLECTION**

*This section of the report collects data on selected types of materials. It does not cover all materials. Libraries may report other materials owned under item 7 of this section. Under this category report only items the library has acquired as part of the collection and catalogued, whether purchased, leased, licensed, or donated as gifts.*

**Physical units** are volumes, items or pieces. Items that are packaged together as a unit, e.g., two compact discs, several audiocassettes for one recorded book, or two videocassettes, and are generally checked out as a unit, should be reported as **one** physical unit.

1. Report a single figure for **1a** that is the sum of the number of **books in print** and **serial back files in print** held at the end of the year. Report in **1b** the **number added** during the year.

**Books** are non-periodical printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates.

2. **Electronic Books** (E-Books) are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

*Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or other cooperative collection search tool. This includes NetLibrary titles. If licensed by the regional system, use the year-end total provided by the system for titles listed in the OPAC. If the entry field is pre-filled, the data has already been provided by your library system for the total number available to your library.*

3. Report the number of physical units, including duplicates, of **audio materials** held at the end of the year. Audio materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio discs (including audio-CD-ROMs), talking books (whether on cassette, CD or DVD), PlayAways and other sound recordings. Report in **3b**. the number added during the year.
4. Report the number of **electronic audio units or downloadables** that the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC). An electronic unit or downloadable is a title, either leased or owned, that is accessible through the library's catalog. Include sound recordings such as web-based or downloadable audio books and MP3 files. This would include OverDrive titles made available by your system. If the entry field is pre-filled, the data has already been provided by your library system for the total number available to your library; otherwise you should obtain an end of the prior-year total from your system.
5. Enter the number of physical units, including duplicates, of **video materials** held at the end of the year. Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sounds, using a television receiver or monitor. Video formats may include tape, DVD, Blu-ray, etc. Also report in **5b**. the **number added** during the year.
6. Report the number of **electronic video units or downloadables** that the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC). Electronic unit formats may include web-based or downloadable files, etc. This is a title, either leased or owned, that is accessible through a library's catalog. If your library system licenses Overdrive videos, include their total provided they are listed in the library's OPAC. *If the entry field is pre-filled, the data has already been provided by your library system for the total number available to your library;* otherwise, you should obtain an end of the prior-year total from your system.
7. Describe and report the number of physical units held at the end of the year in any special collection(s) of **other materials owned** not already reported that the library would like to report. A response is not required; however, if you enter a number, please provide a brief description of the type(s) of other materials.

8. A **database** is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Report the number of licensed databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired by your library, but do not include databases provided by the public library system or through BadgerLink. The number of databases provided by your system to all of its member libraries, and those provided by the State through BadgerLink will be subsequently added to the database count reported by DPI to provide the total number of databases available at your library.  
 Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under Current Electronic Serial Subscriptions. Each licensed database product is counted individually even if access to several licensed database products is supported through the same vendor interface.
- 8a. Report the number of licensed databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired by your library, but do not include databases provided by the public library system or through BadgerLink. Do not report databases purchased in conjunction with other libraries or through the library system—those are reported in 8b.
- 8b. This entry may be pre-filled by your library system. Otherwise, enter the total provided to you by your system for databases purchased by the system and made available throughout the consortium, or purchased by a cooperative agreement by your library and others in the consortium. If your system coordinates orders for databases that some but not all of the members pay for, you should report those databases here.
9. The number of databases provided by your system and through BadgerLink will be added to the database count reported above to provide the number of databases available at the library.
10. Report the total number of **current print serial subscriptions**, including duplicates. Subscription refers to the arrangement by which, in return for a sum paid in advance, serials are provided for a specified number of issues. These are print subscriptions only, not electronic or digital subscriptions. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series. Count both subscriptions purchased from the library's budget and those subscriptions donated to the library as gifts. Do not report the number of individual issues. *Example: Three current subscriptions to Time and 4 subscriptions to Newsweek would be reported as 7 for the number of subscriptions.*

### III. LIBRARY SERVICES

1. Circulation: A **circulation transaction** is the act of loaning materials at a library or bookmobile in all formats for use outside the library. This activity includes checking out materials to users, either manually or through a self-checkout system, and also renewing, each of which is reported as a circulation transaction. Include items circulated from all library units (e.g., main library, branches, bookmobiles, and book-by-mail programs) administered by the library board. Do not include Overdrive or NetLibrary use (uses of these non-physical materials are reported in 7, below). Interlibrary loan items provided to the library and checked out by the library should be reported here as a circulation. *Do not include interlibrary loan items sent, or checked out to, another library.*
  - 1a. Provide **Total Annual Circulation** for the past year. Report the total annual circulation of all library materials of all types, including renewals.
  - 1b. **Circulation of Children's Material** is the annual circulation, including renewals, of all children's material in all formats to all users. *The number will be a subset of the total reported in 1a.*
2. **Interlibrary loans** are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same administration. Report the annual total.

- 2a. Report the annual total loans of materials, or copies of materials, **provided to other libraries** upon request. (These are not included in the circulation count.)
- 2b. Report the annual total loans of materials, or copies of materials, **received from other libraries** upon request. (These are included in circulation if they are checked out to users.)
3. A **registered borrower** is a library user who has applied for and received an identification number or card from your public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Do not report this figure unless the library has purged its files at least once within the last three years. If a current count is not available, please check the box "Data not available."
- 3a. **Residents** are persons living in the library's municipality. Enter the number of **registered residents**
- 3b. **Nonresidents** are persons served by the library but who live outside of the library's municipality. Enter the number of **registered nonresidents**.
- 3c. This total is calculated from the prior two entries.

### **Collecting and Reporting Reference Transactions and Library Visits.**

*If an annual count of reference transactions or visits is unavailable, a typical week sample survey over one more weeks may be used to determine the annual number. You may determine an annual estimate by counting reference transactions or visits during a typical week in October and multiplying the count by the number of weeks open during the year. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times and vacation periods for key staff, and days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). A more rigorous sample survey than a typical week may be desirable and should be used if available; for instance, sampling four different weeks throughout the year would yield more accurate results.*

4. Enter the total annual count of **reference transactions**. A reference transaction is an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed and non-print materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and persons both inside and outside the library. The request may come in person, by phone, by fax, by mail, or by electronic mail or networked electronic reference service from an adult, a young adult, or a child. Note: Do not count directional transactions or questions of rules or policies in the report of reference transactions. Examples of directional are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?" Using the pull-down selection, indicate whether you tallied reference questions throughout the year ("actual count"), during a survey period(s), or if you did not collect data.
5. Report total annual count of **library visits**. This is the total number of persons entering the library for whatever purpose during the year. Using the pull-down selection, indicate whether you tallied reference questions throughout the year ("actual count"), during a survey period(s), or if you did not collect data.

### **Use of Digital Resources**

Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library's patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, indicate "No data available" with the check-box or pull-down selection. If the library does not own or have access to certain resources, indicate "not applicable--not provided" using the pull-down selection tool. Do not report estimates. Note: Fields may be pre-filled if your system has provided data directly to DPI.

- 6a. Report the total number of **uses (sessions) for Internet computers in the library** during the last year. If the computer is used for multiple purposes (Internet, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A survey tally of a typical week or longer periods, extrapolated to a full year, may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count uses.

Note: The number of uses (sessions) may be counted manually using registration logs. Count each use (session) for public Internet computer(s), regardless of the time spent on the computer. Software solutions for controlling access to patron computers may also provide accurate counts. If the data element is collected in a weekly survey, that figure should be multiplied by the number of weeks the library is open during the year to annualize it (please retain documentation of survey collection). Do not count wireless connections from customer-owned computers or devices.

- 6b. Use the pull-down selection to indicate how you collected the total, or select “did not collect.”

### **New Questions Related to Use of e-Resources**

- 7a. Report the number of **database sessions for locally licensed databases** purchased locally or made available to your library by your system. A session is defined as a successful request of a commercial service (e.g., online database) by a user of your library. It is one cycle of user activities that typically starts when a user connects to a database and ends by terminating activity in the database that is either explicit (by leaving the database through log-out or exit) or implicit (timeout due to user inactivity or session length). Report use of regional licensed databases (purchased through a consortium agreement with other libraries or your library system), if you can document the use either at your library, or by library card authentication for remote users. *Do not report uses of the library’s online catalog, or of BadgerLink resources.* If you do not provide access to local or system-provided databases, enter zero. If your system cannot provide information on the use of system-purchased or group-purchased databases, check “no data available.”
- 7b. *(New in 2010)* Report, only if applicable, the total number of database sessions for locally-created databases that your library makes available to the public for search and retrieval of information or resources. Examples include obituary databases or indexes, local newspaper indexes, local service databases. Do not report uses of the library’s online catalog or the library’s website.
- 7c. *(New in 2010)* Report the number of annual e-book uses by users of your library. E-books typically correspond to printed works, although cataloged as distinct resources and are made available for use when downloaded to users on portable devices (e-book readers) or personal computers for a limited time. Report only if you can document the uses or if your system has authenticated the use (field may be pre-filled if your system has supplied data to DPI).
- 7d. *(New in 2010)* Report the number of annual electronic audio (e-audio) uses by users of your library. E-audios correspond to commercial works, although cataloged as distinct resources and are made available for use when downloaded to portable audio devices or personal computers for a limited time. Include sound recordings such as web-based or downloadable audio books and MP3 files such as OverDrive titles made available by your system, if the system can authenticate the use by your library’s patrons.
- 7e. *(New in 2010)* Report the number of annual electronic video (e-video) uses by users of your library. E-videos typically correspond to commercial works, although cataloged as distinct resources and are made available for use when downloaded to users on portable devices or personal computers for a limited time. This would include OverDrive titles made available by your system if the system can authenticate the use by your library’s patrons.
8. A **Library Program**, is a planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. *Note:* Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

- a. Report the **Number of Children's Programs**. A children's program is any planned event for which the primary audience is children, age 11 and under, and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. This figure is a subset of Total Library Programs reported above.

**Children's Program Attendance** is the total attendance for all children's programs for which the primary audience is children 11 years and under. Include adults or other patrons who attend the children's program, regardless of age. Include attendance at scheduled programs conducted during the summer, but the registration and participation count for the Summer Library Program should be reported in Section XIII, not here.

- b. A **Young Adult Program** is any planned event for which the primary audience is young adult (defined as 12-18 years) and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. This figure is a subset of the Total Number of Library Programs. If your library does not target programs to young adults, report "0".
- c. **Other Programs** includes any planned event not included above for which the primary target audience is not strictly children or young adults. This includes programs for adults and seniors and programs that are cross-generational and not specific to any one target age group.

**Other Program Attendance** should include the total count of the audience at all other library programs during the reporting period (your total should include any programs conducted for adults or an unspecified audience). Do not count attendance at meetings or programs conducted at the library by other groups but not co-sponsored by the library.

9. Report the **number of library's computers** [personal computers (PCs) and laptops], whether purchased, leased, or donated, **used by the general public** in the library. Do not count laptops or netbooks brought in and used by patrons. Do not count computers used by the staff-only.

Of this total, report the **number that are Internet computers**. You may include library-owned computers or laptops that rely on Wireless access, as well as computers, such as the OPAC, that may have limited Internet access.

#### IV. LIBRARY GOVERNANCE

1. Provide a complete list of all board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields if any positions are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications. The pull-down selection for Ms./Mr. will be used for formatting of DPI and system mailings and will not print on the final report.

2. Provide the number of library board members. Include vacancies authorized but not filled.

Note: Report changes in board membership, as well as changes in the office of Library Board President, to your system as they occur. When reporting the new appointments, please indicate departing members so that board membership can be updated.

## V. LIBRARY OPERATING REVENUE

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. *Do not report income for capital expenditures (see the definition of library capital funds in Section VII below), or income passed through to another agency (e.g., meeting room fees paid by established agreement to the municipality).* Report revenue for the calendar year just ended and round amounts to the nearest dollar.

**Local and county government appropriations** for library service are governmental funds designated by the municipality(s) or county of the public library and available for expenditure by the public library.

Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds directly expended by the local government for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) *Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.*

1. In most cases, the **type of municipality** and the **Name of the Municipality** will be pre-entered on the electronic form from prior-year data. Do not change this information unless your library's legal affiliation has changed. Report only the appropriation for the reporting year from the municipality that legally established the library. Only joint libraries formally established by inter-municipal agreements in s. 43.53 may report appropriations from more than one municipality. If your library has contributions for library services from other municipalities that are not part of a joint agreement, those revenues should be reported in V.5. as Contract Income from other governmental units.

**Report appropriations from the library's local municipality** as applicable. Do not include county appropriations, contract income or donations here.


- Using the pull-down menu, indicate whether the municipality that established the library is a **city, village, town, or tribe**.
- In the next column, enter the **name of the city, village, town, or tribe**.
- In the third column, report the actual **appropriation received from the city, village, town, or tribe** that established the library for the reporting year.
- Legally established joint public libraries may use subsequent lines of the report as appropriate to report revenue from participating municipalities.

Check the appropriate box and enter the name(s) of the village(s). Report individual **appropriations received from the village(s)** that established the library.

Check the appropriate box and enter the name(s) of the town(s). Report individual **appropriations received from the town(s)** that established the library.

Check the appropriate box and enter the name of the Tribe. Report **appropriations received from the tribe** that established the library.

- 2a. Report the **home county appropriation** received by the library. This will include home county funds transferred to the library through the system or a county service. Provide the name of the county. If the library's municipality is located in two or more counties, provide the name of the county used for system membership purposes. Only one county can be a home county.

- 2b. Report **payments from other counties for library services** in this section. This will include other county funds transferred to the library through the system. Use the pull-down to select the name of the county. These are county payments other than the home county appropriation report in 2a.
3. **State funds** received from your public library systems, or from another state program, and deposited in your library fund should be reported here. Your system can verify the amount of state aid to public library systems funds paid to your library. If your library received more individual grants than space allows, you may combine several from the same source on one line, then list the individual projects in the notes (  ). Revenue reported here should not be reported as contract income (5 below), or as funds not expended in the previous year (6 below). If state funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES, DEBT RETIREMENT, AND RENT. System state funds carried forward from the previous year should be reported on the last line.
4. **Federal funds** are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program and the amount received. Report Library Services and Technology Act (LSTA) grant awards to your library here and enter the grant number(s). *LSTA grant awards to systems that are used to reimburse your library for expenses, or otherwise passed through to your library, should also be reported here. Please include the LSTA Project Number.* If these funds were expended or budgeted for capital outlays, such as major equipment purchases, they should be reported under Section VII, LIBRARY CAPITAL INCOME, EXPENDITURES, DEBT RETIREMENT, AND RENT.
5. **Contract income** is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Donations or payments for services from adjacent towns or villages (not part of a joint library) should also be reported here. Reimbursement payments from counties should be reported in 2. Do not report federal Library Service and Technology Act grants received from the state or system, or state funds from your public library system as contract income. *Important: Enter the name of the agency from which your library received contract income and the amount received.*
6. **Funds carried forward:** Include funds carried forward from the previous year and made available for library operating expenditures, except for state aid funds reported in 3b above.
7. **All other operating income** is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in an attachment (see Section IX, OTHER FUNDS HELD BY THE LIBRARY BOARD AND TRUST FUND REPORT).
8. The **Sum** of lines 1 through 7 is calculated and displayed by the application, based on subtotal amounts.
9. Enter the **current year appropriation** provided by your governing body for public library service. This is the amount you expect to report next year on line 1 above if yours is a municipal library (or on line 2 if yours is a county library) based on the local municipal budget. Joint libraries should list the total and use the annotation to provide a breakdown of the appropriations from each participating municipality.
10. Indicate whether your library's municipality was exempt from the county library tax under Wisconsin Statutes 43.64(2) during the prior year.

## VI. LIBRARY OPERATING EXPENDITURES

**Operating expenditures** are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) *Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space.* Do not include capital expenditures under this category (see instructions for the immediately following section).

1. Enter the amount of **salaries and wages** for all library staff including plant operation, security, and maintenance staff for the year just ended. Include salaries and wages before deductions but exclude employee benefits.
2. Enter the amount of **employee benefits** outside of salary and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition, and housing benefits.
3. Enter all operating **expenditures for all collection materials** in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed for use by the public in the following categories:
  - 3a. **Print material** is material consisting primarily of words and usually produced by making an impression with ink on paper. Included in the category are books, serial back files, current print serial subscriptions, government documents, and any other print acquisition. Include book rentals, but exclude expenditures for binding and rebinding. Report all operating expenditures for print materials.
  - 3b. **Electronic (digital) materials** include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Report all operating expenditures for electronic (digital) materials. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

*Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under "Other Operating Expenditures" below.*
  - 3c. **Audiovisual materials** are library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic material, audio material, motion pictures, and video material; also special visual materials such as maps and three-dimensional materials. Report all operating expenditures for audiovisual materials.
  - 3d. Report all operating expenditures for **other materials**.
3. **Subtotal.** The online form will add 3a through 3d and display the total expended on the library's collection.
4. **Contracts for Services:** Report here any expenditure for **contract** arrangements with other libraries, their municipalities, or public library systems. The funds reported here are the funds paid out by your library. *Indicate the organization(s) receiving the funds.*
5. Report all operating expenditures other than those reported in 1 through 4 above. **Other operating expenditures** include operation and maintenance of the physical facility, heating, lighting, postage, telephone, telecommunication charges, binding, supplies, and repair or replacement of existing furnishings and equipment.

6. **Total library operating expenditures** for the year just ended. The online form will add and display the sum of lines 1 through 5.
7. Of the amount reported on line 6, report **the amount expended from federal program sources**. This amount is a subset of the total and is needed to calculate the county reimbursement for nonresident access to the library.

## VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Enter **capital revenues and capital expenditures by source** of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations; to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do not include as revenue funds unspent in the previous year.
2. Enter **debt retirement** payments, if any, paid by the library board.
3. Enter **rent** paid to the library's municipality by the library, or to the county if a county library, for public library space provided by the municipality or county.

## VIII. OTHER LIBRARY FUNDS

All funds under the library board's control must be reported. Report in this section any funds held by the library board that has not been reported in a previous section, EXCEPT Trust Funds, which are reported in IX, below. *Wisconsin Statutes s.43.58(6)(a)* reads as follows:

(6) (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

**Beginning Balance:** On the first line, report the total balance of such funds at the beginning of the reporting year.

**Additions:** On the next line report additions such as new deposits, transfers in, and interest earnings.

**Subtractions:** Report total subtractions (debits) including fees paid, transfers out, losses, or direct expenditures.

**Total Amount** will be calculated automatically. **Note:** Funds transferred to a library foundation should also be reported here in cases where the library board maintains control of the principle.

## IX. TRUST FUND REPORT

Report the total amount of other funds and trust funds held at end of year in the space provided. A "TRUST FUND" indicates that a library trustee has been appointed as financial secretary and that donated library funds or property have been transferred that person to be invested as allowed under s. 43.58(7)(b), that person has been bonded under s. 43.58(7)(c). The financial secretary is required to prepare and submit a report under s. 43.58(7)(d) and attach it to the signed annual report that is submitted to the Division:

Wisconsin Statutes s. 43.58(7)(d) also requires that an annual report of trust fund activity be provided to the library board and the Division for Libraries, Technology, and Community Learning. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

*Wisconsin Statutes s.43.58(7)(d)* reads as follows:

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s.43.58(6).

If your library has a trust fund(s) report as follows, and attach to the signed copy details of the fund activity.

**Beginning Balance:** On the first line, report the total balance of such funds at the beginning of the reporting year.

**Additions:** On the next line report additions such as new deposits, transfers in, and interest earnings.

**Subtractions:** Report total subtractions (debits) including fees paid, transfers out, losses, or direct expenditures.

**Total Amount** will be calculated automatically.

## **X. STAFF**

Report as of the last day of the year just ended. Indicate all positions funded in the library's budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 10 or fewer employees must include all employees under 1a and 1b. Libraries with more than 10 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below. Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library. Note: names of individual librarians are no longer reported on the form.

- 1a. List Library Director on first line. Libraries with fewer than 15 employees may report all staff in this section. Libraries with more than 15 employees, report as many of those who hold the title of "librarian" in this section, with assistant directors and department heads listed first, and include others by title below in 1.b. Other full time positions may be reported here if space allows; otherwise list positions, total wages and total hours in section 1b. below. DPI no longer will request names of individual employees.

*Librarians* are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian. Use the pull-down selection to indicate whether person in a position of librarian has an ALA/MLS or not.

- 1b. Libraries with 15 or more employees should complete this section for staff to include staff not reported in 1a. Report the requested information for as many position classifications as space allows beginning with those classifications with the most hours worked in a week. Libraries with more than 15 employees must also provide the full-time equivalent for all "Other paid staff" on line 2b below. Enter other paid staff information as requested. Indicate, using the pull-down selection, whether the position with the title requires an ALA/MLS. This includes all other employees paid from the library's budget, including plant operation, maintenance and security personnel.

*The Division now requests libraries to report the total annual wages paid to all persons reported in each classification reported, at the request of the Wisconsin Association of Public Libraries, in order to gather salary information for library positions in lieu of the separate salary survey. Summary data, with titles and wages, but without names of individuals, will be distributed to library system administrators so that they may assist member libraries with comparative salary queries. In the future, comparative reports may be developed through the Counting Opinions report function.*

For example, if a library had multiple employees in four different classifications, the library would report as. You may use the Notes utility to add comments or details about employees included in each classification line. You do not need to report the total number of employees, just the total number of hours for all staff having that title or job classification. **Do not include or duplicate any employees reported in section 1a. above.**

Job Title	Type of Staff	Total Annual Wages Paid	Hours Worked / Week
Librarian	ALA/MLS	\$84,500	75
Circulation Clerks	Librarian w/o MLS	\$86,300	120
Pages	Other	\$12,900	30
Maintenance	Other	\$31,000	35

Use spaces provided to report as many positions as necessary or possible. If there is not enough space, report as many as will fit in hierarchical order.

2. Section 2 compiles information for all library staff, and is particularly important for large libraries that did not report all employees in 1 and 2 above. The **full time equivalent (FTE)** for any staff category is determined by summing the total hours worked per week by all category employees and dividing by 40. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. For example, if a library has 15 employees working 37.5 hr/week each, then the FTE calculation is  $[15 \times 37.5] / 40$  or 14.06 FTEs. Round to two decimal places.
  - 2a. Complete the following for **employees holding the title of Librarian** (see definition of librarian above). Do not include any employee in more than one category.
    - 2a. Line 1: Divide the total hours worked per week by 40 for all employees with **Master’s degrees from programs accredited by ALA**. Enter the result in the space provided on line 2a1.  
Line 2: Divide the total hours worked per week by 40 for all **other persons holding the title of librarian**. Enter the result in the space provided on line 2a2.  
**Subtotal.** The **FTE for persons holding the title of librarian** is the sum of the calculations from 2a1 and 2a2 above and is automatically calculated and entered on the subtotal line.
    - 2b. Determine the total hours worked per week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the **all other paid staff full time equivalent** in the space provided.
    - 2c. The **total library staff full time equivalent** is the sum of the FTEs reported on 2a and 2b and is automatically calculated and entered in the space provided.

## XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Nonresidents are library users who live outside the library’s legal service jurisdiction, that is, the governmental unit(s) establishing the public library. For consolidated county libraries it means outside the county. For joint libraries it means outside the municipalities which are members of the joint library. Circulation is defined above in Section III, LIBRARY SERVICES.

Provide the requested information for items 1 through 7. The information provided on line 2b, *Circulation to nonresidents living in your county – Those without a library*, will be needed to calculate the county reimbursement for nonresident use of the library. *For those libraries in communities with territory in more than one county, report nonresident use for your home county only on line 2b. Report other county nonresident use on line 3 or 4 and on line 9, as appropriate.*

7. Use the pull-down menu to select “Actual Count” or “Survey.” If you use a survey to sample non-resident use, you must retain all documents and policies delineating the method used to attribute registration and use. Weekly surveys should be conducted on at least four weeks throughout the year. More defensible results are achieved with computerized library circulation systems where resident status is determined at patron registration and circulation is tracked and tallied automatically throughout the year. Actual reports of circulation distribution should be

retained according to the library's records retention policy, or until the subsequent reimbursement requests are submitted and received.

For more information, see *Guidelines for Collection of Public Library Nonresident Usage Statistics*. This publication is available from the Division for Libraries, Technology, and Community Learning or may be found at <http://dpi.wi.gov/pld/costat.html>.

8. "Does your library deny access to residents of adjacent public library systems on the basis of *Wis. Statute 43.17(11)(b)*?" If you answer "yes," then please indicate in 8b. Whether you allow them to purchase library cards. The statute reads as follows:
  - (b) A public library in a public library system may refuse to honor valid borrowers' cards of a public library in an adjacent public library system if the total amount of the reimbursement received by the public library for the preceding year from that adjacent public library system, and from counties and municipalities that are located in that adjacent public library system, is less than the adjusted cost incurred for that year by the public library in honoring these cards.
9. Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. The information provided on lines 9a through 9j will be needed to calculate the adjacent county reimbursement for nonresident use of the library where applicable. Use the pull-down selection tool to indicate the county reported, and the total number of circulations to qualifying non-residents from that county who used your library throughout the reporting year.

## XII. TECHNOLOGY

1. Indicate the **type of Internet connection** your library has, using the pull-down selection.
2. Rank the **sufficiency of the speed of your library's Internet connection**.
3. Indicate whether **Internet filtering software** is installed on none, some, or all of your public Internet workstations.
4. Indicate if your library has **wireless access**.

## XIII. YOUTH SERVICES

1. Summer Library Programming.
  - a. Provide the total number of **children and young adults registered for or participating in any summer library programs during the prior year**.
  - b. Provide the **number of children who participated** in any summer library programs who were under the age of five. (Please estimate if number is unavailable.)
  - c. Provide the number (or an estimate) of the **young adults (age 12 to 18) who participated** in the summer library programs
  - d. Provide the **total attendance** (children through adults) **at children's programs** at the library during the previous summer.
2. Provide the **email addresses of staff who serve as children, youth, or teen librarians**. If the director serves as this librarian, only that name is needed. Do not list volunteers. If it is necessary to list more than 6 staff members, please contact John DeBacher at [john.debacher@dpi.wi.gov](mailto:john.debacher@dpi.wi.gov) or (608) 266-7270.

## XIII. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

Review the list of membership requirements, indicating with a check or an X those that are being met by your library. Unchecked requirements (indicating noncompliance) should be brought to the attention of your system immediately. Non complying libraries will be expected to complete steps necessary to attain compliance with all statutory requirements as soon as possible.

#### **XIV. CERTIFICATION**

The signatures of the library director and library board president certifying this report, and its review and approval by the library board, must be provided.

#### **XV. STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

In reference to the public library annual report, *Wis. Statute 43.58(6)(c)* reads as follows:

The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system.

Indicate on the provided statement that the public library system either **did** or **did not** provide effective leadership and adequately meet the needs of the library. *The library board must approve this statement.* The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. If the library board chooses to submit a negative response, you must provide an explanation of the library board's decision.

It is simplest to indicate the outcome on the electronic form, and submit the form with the complete report. However, if the library board so chooses, the statement may be indicated only on a paper form, approved, signed, and submitted separately from the rest of the public library annual report. If the library board chooses that course of action, please choose "Not indicating online" from the pull-down menu. The signed paper statement can be sent directly to the Division for Libraries, Technology, and Community, Learning (DLTCL) c/o John DeBacher, P.O. Box 7841, Madison, WI 53707-7841. *The statement page need not be forwarded to your library system with your annual report. However, as a public document, the separate paper statement will be provided upon request to your public library system or others.*

Division staff will compile the statements received for each library system. As required by *Wis. Statute 43.05(14)*, the Division will conduct a review of a public library system if at least 30% of the libraries in participating municipalities, that include at least 30% of the population of all participating municipalities, report that the public library system did not adequately meet the needs of the library.

#### **Locking and Approving the Annual Report**

When your statistical report is complete, and you are confident that no further changes are required, you should click the "Submit/Lock" button at the top of the form (any subsequent changes will require the form to be unlocked by contacting [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) or John DeBacher at (608) 266-7270). Then choose "print" from the top right side of the forms page (in the green header bar) to generate a PDF copy that can be printed or saved to your computer. You can use the "print" button at any time to print the form; however, before you "lock" the form, the PDF will bear a "draft" watermark. Inform your library system that the form has been completed so that they may review the content (they may ask you to have them review the form before you lock it for your library board). When your board has approved the report, let your system know that the form may be "approved." Once approved, the form may be printed out without the watermark so that the director and library board president can sign it. Send two original, signed copies to your library system. They will forward one copy on to DPI and retain one at the system office. The library should also retain a copy in its permanent records, and Wisconsin Statutes 43.58(6) also requires the library board to submit a copy with the municipality.