

Date: December 27, 2011

To: Public Library System Directors and Coordinators

From: John DeBacher, Director (effective 1/15/2012)
Public Library Development
Division for Libraries, Technology, and Community Learning

Subject: 2011 Public Library System Annual Report

The 2011 Public Library System Annual Report is a fillable PDF document attached to the same email as this letter (known as “Part A”). Here is the link for the [Plan Evaluation and Certification of Compliance](#) form (“Part B”), which is a fillable Word document (this format allows for expanding narrative response space). As part of the annual report, systems must provide assurances of current compliance with state statutes. The system evaluation of your 2011 plan is also due with this report. As part of the evaluation, systems are asked to indicate 2011 compliance and those services provided to members in 2011. Please complete both forms, save them with a name identifying your system, print for signatures, then return the completed forms *by email* to us at libraryreport@dpi.wi.gov so that we can extract data to be compiled into the state statistics. You are also required to file two original signed copies with the Division. Your signed annual report is due March 1, 2012.

Instructions for items on the reports are provided [here](#). Please contact us at libraryreport@dpi.wi.gov if you have questions.

The national FY2011 Public Libraries Survey requests that states collect data on the availability of ebooks, downloadable audio books, and databases in local public libraries. For databases, the counts DPI furnishes to IMLS for each library include the databases provided by the state through BadgerLink, those provided by the public library systems for their member libraries, and those provided by the libraries themselves. To avoid duplications in the count, the Division is asking public libraries to report the number of databases accessible at the library exclusive of those available through BadgerLink and those made available by the library system. Accordingly, systems are asked to report the number of databases they provided to their member libraries. At your request, we are trying to collect more of the database counts and use at the individual library level (on the public library annual report). If your system offers consortia purchases of database products that may not include all members, you should have your individual libraries report both databases purchased by the system for all members as well as those purchased as part of a consortia. If your system can provide use of electronic resources at the individual library level (databases or OverDrive services), you should have your individual libraries report that use and NOT report the use on the system report (in order to avoid duplication of use counts). Please obtain from WiLS or your vendor a year-end total of ebooks or other e-resources available to your libraries. We will no longer require the individual OverDrive titles to be included in the ILS catalog (assuming they eventually will be included), since they are available through the OverDrive WPLC search utility.

National data collection also requests the number of registered users at each library, and that information is included with other library data reported. The definition of “registered borrower” is:

A registered borrower is a library user who has applied for and received an identification number or card from the public library that establishes the conditions under which the user may borrow

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.

To ensure that the Division has the latest signed versions of system contracts and agreements, systems are asked to enclose current contracts with the annual report. *If there has been no change from contracts previously filed, or if revised contracts were filed with the 2011 Annual Plan, systems may state that previously submitted contracts remain in effect.*

The following system contracts, agreements, and reports must be on file with the Division:

1. Current public library membership agreements. These should include interlibrary loan and same-service provisions.
2. Current county membership agreements and county plans.
3. Current service agreements with other public library systems.
4. Current agreements with other types of libraries or multitype library organizations.
5. Resource library agreements.
6. If a public library in a given public library system refuses to honor the valid borrower's cards from an adjacent public library system, annual meetings must be held between representatives of the affected public library systems. The affected library systems must provide the Division with written minutes of these meetings. (See *Wisconsin Statutes* s.43.17(11)(e).) If this statute applies to your system and you have not filed meeting minutes, please include them with this report.
7. *Wisconsin Statutes* s.43.11 requires that counties have a plan for library service for county residents without a public library. This plan must provide for access to all system public libraries and for reimbursement for that access. Systems must certify that all member counties are in compliance with s.43.11 as required by s.43.15(4)(b)1. The latest revision of each member county's plan should be on file with the Division.

Systems are reminded that if they receive funds from or pay funds to public libraries or other systems they must include a listing of these transactions by library or system. This includes the activities of shared automation systems and delivery services. Member library annual reports must agree with this system report.

We have been attempting to improve the annual report collection and verification process in recent years. While I had hoped to incorporate the library system report into the Counting Opinions product, I have not had time. By using these two forms and returning them to us in their original format, we can extract data as appropriate to use in checking member library reports, compiling state totals, and in determining system funding levels as required in the state budget process (we will still require two signed copies as well). I can appreciate that the annual report takes time to compile and complete, particularly in a period of reduced funding. By continuing to collect accurate and complete reports as required, we can compile and provide compelling results to use in defending our state and local public library services.

Thank you for your cooperation.

John DeBacher
(608)266-7270
libraryreport@dpi.wi.gov