Worksheet for the Wisconsin Public Library Annual Report
Reporting Library Activities for 2016

This worksheet can be used to compile necessary information before entering annual report data into LibPAS. All data entry fields are listed. Subtotal and total fields that are automatically calculated by LibPAS are not listed. Where information is provided by selecting a response from a dropdown list or radio buttons, the choices are shown; e.g., Yes / No.

This worksheet does not replace the online annual report or the printed PDF report and cannot be accepted by the DPI.

For additional information, including complete annual report instructions, see dpi.wi.gov/pld/data-reports/annual-report.

I. GENERAL INFORMATION

1. Name of Library	
2. Public Library System	
Salutation	Mr. / Ms. / Mrs. / Dr.
3a. Head Librarian First Name	
3b. Head Librarian Last Name	
4a. Certification Grade	Gr1 / Gr2 / Gr 3 / N/A
4b. Certification Type	Regular / Temporary / Provisional / Vacant / Pending / Permanent
5. Certification Expiration Date	
6a. Street Address	
6b. Mailing Address (or PO Box number)	
7. City/Village/Town	
8a. ZIP Code	
8b. ZIP+4 Code	
9. County	
10. Library Phone No.	
11. Fax No.	
12. Director's Library E-mail Address	@
13. Library Website URL http://	
14. Number of Branches	
15. No. of Bookmobiles Owned	
16. No. of Other Public Service Outlets	
17. Does your library operate a Books-by-mail program?	Yes / No
18. Is your library formally established as a Joint Library under s.43.53	Yes / No
19a. Winter hours open per week	
19b. Number of Winter Weeks	
19c. Summer Hours open per week	
19d. Number of Summer Weeks	
20. Square Footage of Public Library (this location only)	
21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?	Yes / No
22. DUNS Number	

Ib. OUTLET INFORMATION

Only libraries with branches or bookmobiles complete Section Ib online for all locations.

General Information

Location	Legal Name of Branch	Mr/Ms	First Name of person in charge	Last Name of person in charge	Email for this location
		Mr. / Ms.			

Address Information

Location	Street Address	Mailing Address / P.O. Box	City/Village/Town	Zip Code	ZIP+4	County

Other Outlet Information

Location	Telephone No.	Square Footage

Hours of Operation

Location	Winter hours open per week	Number of Winter Weeks	Summer hours open per week	Number of Summer Weeks

II. LIBRARY COLLECTION

1a. Books in Print (end of year total)	
1b. Books in Print Added During Year	
2. Electronic Books (E-books)	
3a. Audio Materials (end-of-year total)	
3b. Audio Added During Year	
4. Electronic Audio Materials (downloadable)	
5a. Video Materials	
5b. Video Added During Year	
6. Electronic Video Materials (downloadable)	
7a. Other Materials Owned	
7b. Other Material Description	
8a. Electronic Collections (locally owned or leased)	
8b. Other Electronic Collections (purchased by library system or consortia)	
8c. Statewide Electronic Collections (provided through BadgerLink)	
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)	

III. LIBRARY SERVICES

1. Circulation Transactions

a. Total Annual Circulation	
b. Circulation of Children's Materials	

2 Interlibrary Loans

a. Items Loaned (provided to)	
b. Items Received (received from)	

3. Number of Registered Users

a. Registered Users Resident	☐ Not available	
b. Registered Users Nonresident	☐ Not available	

4. Reference Transactions

a. Method Used to Count Reference Transactions	Actual Count / Survey Weeks(s) / Did Not Collect
b. Annual Count of Reference Transactions	

5. Library Visits

a. Method Used to Count Library Visits	Actual Count / Survey Weeks(s) / Did Not Collect
b. Annual Count of Library Visits	

6. Uses of Public Internet Computers

a. Method for Counting Uses of Public Internet Computers	Actual Count / Survey Weeks(s) / Did Not Collect
b. Annual Count of Uses of Public Internet Computers	

7. Uses of Public Wireless Internet

a. Method for Counting Uses of Public Wireless Internet	Not Counted / Password Controlled / Router Count
b. Annual Count of Uses of Public Wireless Internet	

8a. Local Electronic Collection Retrievals	☐ Not available	
8b. Other Electronic Collection Retrievals	☐ Not available	
8c. Statewide Electronic Collection Retrievals	☐ Not available	

9. Uses of Electronic Materials by Users of Your Library

a. E-Books	☐ Not available	
b. E-Audio	☐ Not available	
c. E-Video	☐ Not available	
e. Uses of Children's Electronic Materials		

10. Programs and Program Attendance Annual Count

	8a. Children's Programs (0-11)	8b. Young Adult Programs (12-18)	8c. Other Programs (all ages)
Number of Programs			
Total Attendance	☐ Not available	☐ Not available	☐ Not available

11. Number of Public Use Computers

a. Total	
b. Internet Access	

IV. LIBRARY GOVERNANCE

Library Board Members

1. Library Board President

Salutation	First Name	Last Name	Street Address	City	ZIP Code	Email Address
Mr. / Ms.						

Salutation	First Name	Last Name	Street Address	City	ZIP Code	Email Address
2. Mr. / Ms.						
3. Mr. / Ms.						
4. Mr. / Ms.						
5. Mr. / Ms.						
6 Mr. / Ms.						
7. Mr. / Ms.						
8. Mr. / Ms.						
9. Mr. / Ms.						
10. Mr. / Ms.						

11. Mr. / Ms.					
12. Mr. / Ms.					
13. Mr. / Ms.					
14. Mr. / Ms.					
15. Mr. / Ms.					
16 Mr. / Ms.					
17. Mr. / Ms.					

Number of Library Board Members	

V. LIBRARY OPERATING REVENUE

1. Local Municipal Appropriations for Library Service

Municipality Type	Name	Amount
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		
City / Town / Village / Tribe		

County

2a. Home County Appropriation for Library Service	

2b. Other County Payments for Library Service

County Name	Amount

3. State Funds

a. Public Library System State Funds

Description	Amount

b. Funds Carried Forward from Previous Year	

c. Other State Funded Program

Description	Amount

4. Federal Funds

Grant Number	Program or Project	Amount

5. Contract Income

Name	Amount

6. Funds Carried Forward	
7. All Other Operating Income	
9. Current Year Appropriation	
10. Exempt from County Library Tax [Wis. Stats. s.43.64 (2)]?	Yes / No

VI. LIBRARY OPERATING EXPENDITURES

1. Salaries and Wages	
2. Employee Benefits	

3. Library Collection Expenditures

a. Print Materials	
b. Electronic Materials	
c. Audiovisual Materials	
d. All Other Library Materials	

4. Contracts for Services

Provider	Amount

5. Other Operating Expenditures	
7. Of the expenditures reported in [items 1-5], report the amount expended from federal program sources.	

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

1. Capital Income & Expenditures

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			

2. Debt Retirement	
3. Rent Paid to Municipality/County	

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

Beginning Balance of Other Funds Under Library Board Control	☐ No "other funds"	
Additions		
Subtractions		

IX. TRUST FUNDS

Beginning Balance of Trust Funds Controlled by the Library Board	☐ No "Trust Funds"	
Additions		
Subtractions		

X. STAFF (FTE)

1. Personnel Listing

a. Employees Holding the Title of Librarian

Position	Type of Staff	Annual Salary	Hours Worked/Week
Director	MLS (ALA) / No MLS		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		

b. Other Paid Staff

Position	Type of Staff	Total Annual Wages	Hours Worked/Week
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		
	MLS (ALA) / Librarian no-MLS / Other		

2. Library Staff Full-Time Equivalents (FTEs)

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program	
Other Persons Holding the Title of Librarian	

b. All Other Paid Staff	

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III item 1, what was the total circulation to nonresidents.	

	a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in Your County		
3. Circulation to Nonresidents Living in Another County in Your System		
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		

5. Circulation to All Other State Residents	
6. Circulation to Persons from Out of State	
7. Method for Determining Circulation Allocation	Actual / Survey
8a. Access Denied under s.43.17(11)(b) ?	Yes / No
8b. If Access Denied, Are Cards Sold?	Yes / No

9. Circulation to Nonresidents

Name of County	Circulation
a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?	Yes / No

2. Type of Internet Connection

2a. State TEACH line	Yes / No
2b. Other Broadband connection *Local cable, telco, community network, etc.*	Yes / No

3. Does your library use any type of Internet filtering software or service [on Internet workstations] ?	All / Some / None

4. Does your library use door counters?	Yes / No

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings

	1a. Children (0-11)	1b. Young Adult (12-18)	1c. Other (all ages)
Number of Summer Literacy Offerings			
Total Unduplicated Individuals Involved			
Number of Other Literacy Offerings			
Total Unduplicated Individuals Involved			

2. Drop-In Activities

	2a. Children's Activities (0-11)	2b. Young Adult Activities (12-18)	2c. Other Activities (all ages)
No. of Drop-in Activities			
Total Drop-in Activity Participation			

3. Staff Serving Youth

First Name	Last Name	Email Address

XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].	Yes / No
The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].	Yes / No
The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].	Yes / No
The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].	Yes / No
The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]	Yes / No
The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].	Yes / No
The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].	Yes / No
The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].	Yes / No
The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].	Yes / No
The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].	Yes / No
The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].	Yes / No