Wisconsin Public Library Annual Report: Instructions

Reporting Library Activities for 2016

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 2016. Library boards are required to file reports with the Division and the libraries' municipal governing body within 60 days of the conclusion of the fiscal year, under Wis. Stat. 43.58 (6). Consequently, the report must be completed and filed by March 1, 2017. The information collected will be made available online in *the 2016 Wisconsin Public Library Service Data*, and the *2017 Wisconsin Public Library Directory* on the Department of Public Instruction (DPI) website at dpi.wi.gov/pld/data-reports/service-data. Selected data elements will be transmitted to the Institute of Library and Museum Services (IMLS) for creation of a national database of public library information.

Some of your library information has been pre-filled on the online form. Please review this information carefully and change only those items that are not correct. In other cases, last year's data is displayed to the right of the data entry field for reference only. *Note that if you leave a field blank, 2015 data displayed to the right of a field is not saved for the 2016 report year.*

To add an explanation or comment about an entry while completing the report, each item has a notes icon (⬕) for entering that information. All notes are displayed at the end of the annual report form generated by LibPAS.

Locking and Approving the Annual Report

When the report is complete and you are confident that no further changes are required, click the Submit/Lock button at the top right of the form. Click Print at the top right of the LibPAS data entry page (in the green header bar) to generate a PDF copy of the annual report that can be printed or saved to your computer. You can use the Print button at any time to generate the form, but before you submit/lock the form, the report will bear a "draft" watermark. Once submitted, the report may be printed without the watermark so that the library director and library board president can sign it.

Inform your library system that the form has been completed so that they may review the content (The system 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." Send *two original, signed copies* to your library system headquarters. The system will forward one copy to DPI and file one at the system office. The library should retain a copy in its permanent records. Wisconsin Statutes 43.58 (6) also requires the library board to submit a copy with the municipality.

For additional information and resources, including "what's new" and data entry worksheet, see supporting documentation at dpi.wi.gov/pld/data-reports/annual-report.

If clarification or other assistance is needed to complete the report, contact your system headquarters or email the Division for Libraries and Technology at LibraryReport@dpi.wi.gov.

If a locked report must be edited, contact your system headquarters, call Jamie McCanless at (608) 266-3939, or email LibraryReport@dpi.wi.gov to unlock the report.

General Information

This section requests basic information about the library's public service outlets. Some fields are pre-filled with last year's information. In other cases, last year's response is displayed to the right of the data entry field. Please revise as needed.

1. Name of Library

The current, complete *legal name* is displayed. Do not change or edit the name unless the legal name of the library was changed by the library board during the reporting year. Any changes require an annotation of explanation.

2. Public Library System

The library's system affiliation for the report year is displayed and locked.

If the 2016 library system affiliation is not correct, please send email to LibraryReport@dpi.wi.gov.

Salutation

Choose Ms., Mrs., or Mr. to be used by your system and DPI for correspondence.

3a. Head Librarian First Name

Enter the first name of the current head librarian / director. (The name on last year's report may be pre-filled.) If the director's position is vacant, enter "Vacant." Add 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, enter that person's first name, but indicate in the notes that the appointment is temporary and when a new director will be hired.

3b. Head Librarian Last Name

Enter the last name of the current head librarian / director. If the position is vacant, enter "Vacant".

4a. Certification Grade

Use the dropdown list to indicate the certification grade (Gr 1, Gr 2, or Gr 3) of the head librarian / director. Last year's response is displayed. If the position is vacant or the director has not yet applied for certification, select "N/A."

4b. Certification Type

Select the certification grade type (regular, temporary, provisional, or permanent) of the head librarian / director. The response from last year's report is 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. Certification Expiration Date

Enter the date that certification of the head librarian/director will expire. All certifications expire on the last day of the month; e.g., certification through May 2017 expires May 31, 2017. Leave blank only for the "permanent" certification grade type.

6a. Street Address

Enter the complete street address of the main library. This should be the location where the principal collections are kept. The current address is displayed. Do not make any changes or edits unless the location of the library has changed during the reporting year, in which case you must also provide an explanation in the 🗂 notes for the address field.

6b. Mailing Address or PO Box

Enter the mailing address. Unless the library has a PO Box or Rural Route number for postal delivery, this is often the same as the street address. The information has been pre-filled; please check and correct only if necessary.

7. City / Village / Town

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. ZIP Code

The library's five-digit postal ZIP code and four-digit ZIP code extension reported last year are pre-filled. If the library's mailing address has changed, verify the current ZIP code.

9. County

The library's home county or, for libraries in more than one county, the county affiliation used for library system membership is displayed and locked. If you believe it to be in error, please contact LibraryReport@dpi.wi.gov.

10. Library Phone Number

Provide the phone number of the library, including area code. The phone number must be entered into the preset format. The form will not accept extensions; if required, put extensions in the 🗂 notes.

11. Fax Number

Provide the fax number for the library, including area code. If there is no library fax number, leave this field blank.

12. Library E-mail Address of Director

Enter the director's email address. If the director does not have an individualized email address, use the general email address for the library. Please do not enter a website URL.

13. Library Website URL

If the library has a website, provide the URL. If the library does not have its own website but has a webpage on a municipality or library system website, enter the URL of that page; otherwise, leave blank. Please do not enter a Facebook URL or email address.

14. Number of Branches

Provide the number of library branches. A branch is a library auxiliary unit of the main library which has at least *all* of the following:

- Separate quarters

- An organized collection of library materials

- Paid staff

- Regular scheduled hours for being open to the public

Branches are, however, administered from the central library. Last year's data is displayed. Most Wisconsin libraries have only their main location and no branches. If your library has branches, complete the information for each branch in Section Ib. Outlet Information.

15. Number of bookmobiles Owned

Provide the number of bookmobiles in use. A bookmobile is a traveling branch library. At minimum, a bookmobile consists of *all* of the following:

- A truck or van that carries an organized collection of library materials

- Paid staff

- Regularly scheduled hours (bookmobile stops) for being open to the public

Last year's data is displayed. Any change requires explanation in the notes. Libraries with branches or bookmobiles must also enter bookmobile data in Section Ib. Outlet Information.

16. Number of Other Public Service Outlets

Other public service outlets are locations to which library materials are delivered for availability, but either they have no permanent collection or no formal circulation to individuals is conducted by library staff. Do not report bookmobile stops. Include collections in preschools, nursing homes, jails, etc. Enter the total number of other regular public service outlet locations (not individual drop-offs).

17. Books-by-Mail Program

Indicate whether your library operates a books-by-mail program.

18. Legally Established Joint Library

A public library may be legally organized as a joint public library, which 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. Stat. s. 43.53.

19. Annual Public Service Hours

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main library only. (Enter service hours for bookmobiles and branches in Section Ib.) 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 are scheduled to work. Do not include hours for deposit collections or other similar service outlets.

19a. Winter Hours Open per Week

Enter the library's winter hours open per week. If the library has the same schedule all year, enter the number of hours that the library is open to the public every week.

19b. Number of Winter Weeks

Enter the library's number of winter weeks. If the library has the same schedule all year, enter 52 in this field.

19c. Summer Hours Open per Week

Enter the library's summer hours open per week. If the library has the same schedule all year, leave this field blank.

19d. Number of Summer Weeks

Enter the library's number of summer weeks. If the library has the same schedule all year, leave this field blank.

20. Square Footage of Public Library

Report the square footage of the main public library. Enter the area, in square feet, of the main public library building. (Square footage of branches is entered in Section Ib.) Square footage is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library has use of that area. The square footage from last year's report is pre-filled. If you change that number, you will be required to provide an explanation of the change in the ☐ notes.

21. Library or Branch Move or Expansion

Indicate whether the library or one of its branches moved to a new facility or completed an expansion of an existing facility in 2016.

22. DUNS Number

This field is optional. If your library has a nine-digit Data Universal Numbering System (DUNS) number on file with the DPI, the field will be pre-filled. Obtaining and providing a DUNS Number for your library before it is needed can prevent delays in the LSTA grant application and award process.

To apply for federal funds such as LSTA grants and E-rate, public libraries must have a DUNS Number. A DUNS Number assigned to a municipality or friends group cannot be used.

Obtaining a DUNS Number from Dunn & Bradstreet is a free one-time process at tinyurl.com/b3nll9.

Outlet Information

Most libraries will not see any entry fields in this section. If your library has a bookmobile or branches, complete this section. Note that the main library will also be listed. Changes made to information for the main library in Section I must also be entered in this section, such as weeks open and hours per week.

General Information
Confirm or correct the general information listed for each outlet: main library, branches, and bookmobiles:

- Name of Library

- Legal Name of Branch

- Mr/Ms (for correspondence purposes only)

- Branch Head First and Last Name

- Branch Email

Address Information
Correct or enter street and mailing address information only as necessary:

- Branch Street Address

- Mailing Address (or PO Box)

- City/Village/Town

- ZIP Code and 4-digit ZIP code extension

- County

Branch Information
Confirm or enter the phone number and square footage for the main library and each outlet. For bookmobiles, enter -3 in both fields.

Square footage is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library has use of that area. The square footage from last year's report is pre-filled. If you change that number, you will be required to provide an explanation of the change in the notes.

Ib

Branch head names and email addresses will be published in the *2016 Wisconsin Public Library Directory*.

Hours of Operation

Confirm or enter the number of winter and summer weeks and hours per week that each outlet (main library and each branch or bookmobile) is open.

If an outlet was closed for a week or more during the year (for instance, if it was closed for moving or flooding or a branch or bookmobile is routinely closed for part of the year) be sure to deduct the closed weeks here even if staff are scheduled to work. Minor fluctuations in hours of operation, such as holiday hours, do not need to be incorporated in the hours reported. For bookmobiles, count the hours the bookmobile is open to the public, but do not include travel time between stops. Do not include hours for deposit collections or other similar service outlets.

Winter Hours Open per Week

Enter the outlet's winter hours open per week. If the outlet has the same schedule all year, enter the number of hours that the outlet is open to the public every week.

Number of Winter Weeks

Enter the outlet's number of winter weeks. If the outlet has the same schedule all year, enter 52 in this field.

Summer Hours Open per Week

Enter the outlet's summer hours open per week. If the outlet has the same schedule all year, leave this field blank.

Number of Summer Weeks

Enter the outlet's number of summer weeks. If the outlet has the same schedule all year, leave this field blank.

Library Collection

II

This section of the report collects data about selected types of materials. It does not cover all types of material. Libraries may include other materials owned in item 7 of this section. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where the item is available for their use.

Physical units are volumes, items, or pieces. Items that are packaged together as a unit and are generally checked out as a unit should be reported as *one* physical unit; e.g., two music CDs, several audio CDs for one recorded book, or two DVDs.

1. Books in Print

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.

Report a single figure for 1a that is the sum of the number of *books in print* held at the end of the year.

Report in 1b the number of books in print added during the year. "Serial back files in print" are no longer reported.

2. Electronic Books

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). 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 electronic units (copies), including duplicates, for all outlets. E-books packaged together as a unit, such as multiple titles on a single e-book reader, and checked out as a unit are counted as one unit. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the user.

Report only items the library has selected as part of the collection. This includes Overdrive titles. If licensed by the regional system, use the year-end total provided by the system. If the field is pre-filled, the data has been provided by your library system for the total number of units available to your library.

3. Audio Materials

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 CDs), talking books (whether on cassette, CD, or DVD), PlayAways, and other sound recordings.

Report in 3a the number of physical units, including duplicates, of audio materials held at the end of the year.

Report in 3b the number of audio materials added during the year.

4. Electronic Audio Materials

Electronic audio materials (e-audio) are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. E-audio units (copies) may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include e-audio held locally and remote e-audio for which permanent or temporary access rights have been acquired.

Report the number of e-audio units, including duplicates, that the library has selected as part of the collection and made accessible through the library's ILS. A unit is a copy of a title, either leased or owned, that the library has selected and made available. Include sound recordings such as web-based or downloadable audiobooks and MP3 files. This includes OverDrive titles made available by your system. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the user.

If the entry field is pre-filled, the data has been provided by your library system for the total number available to your library. If not, obtain an end-of-year total from your system.

5. Video Materials

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.

Enter in 5a the number of physical units, including duplicates, of video materials held at the end of the year.

Report in 5b the number of video materials added during the year.

6. Electronic Video Materials

Electronic Video Materials (e-video) are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. E-video units (copies) may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include e-video held locally and remote e-video for which permanent or temporary access rights have been acquired.

Report the number of E-video units that the library has selected as part of the collection and made accessible through the library's ILS. A unit is a copy of a title, either leased or owned, that the library has selected and made available. Electronic unit formats may include web-based or downloadable files, etc. If your library system licenses Overdrive videos, include their total. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the user.

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. If not, obtain an end-of-year total from your system.

7. Other Materials

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 otherwise 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. Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, provided through your system or cooperative agreement with other libraries, or provided by DPI. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period and may be retained by the user. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

8a. Electronic Collections (Locally owned or leased)

Report the number of electronic collections owned or leased by the library.

8b. Other Electronic Collections (purchased by library system or consortia)

Report the number of electronic collections purchased or leased by the system or consortia and made available to member libraries of the system. This field may be prefilled with data provided to Public Library Development (PLD).

8c. Statewide Electronic Collections (provided through BadgerLink)

Report the number of electronic collections provided through BadgerLink by the Resources for Libraries and Lifelong Learning (RL&LL) team of DPI. This field may be prefilled with data provided to Public Library Development (PLD).

Information about databases that would have been reported in past years should be included in corresponding electronic collection fields; i.e., numbers of local, other/system, or statewide electronic collections.

9. Total Electronic Collections (local, system, and statewide)

The total number of electronic collections is the sum of items 8a through 8c and is automatically calculated and displayed.

10. Subscriptions

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.

Report the total number of current print serial subscriptions, including duplicates. 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; e.g., report 3 current subscriptions to *Time* and 4 subscriptions to *People* as 7 subscriptions.

Library Services

III

Circulation

1. Circulation Transactions

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 renewing materials, 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. Total Circulation

Report the total annual circulation of all physical library materials of all types, including renewals.

1b. Children's Materials

Circulation of Children's Materials is the annual circulation, including renewals, of all children's material in all formats to all users. Report the total annual circulation of children's materials. *The number is a subset of the total reported in 1a.*

2. Interlibrary Loans

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.

2a. Items Loaned

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. Items Received

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. Registered Users

A registered user 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 "not available" checkbox to the right of the data field.

3a. Resident Users

Residents are persons living in the library's municipality. Enter the number of registered resident users.

3b. Nonresident Users

Nonresidents are persons served by the library but who live outside of the library's municipality. Enter the number of registered nonresident users.

3c. Total Registered Users

The total number of registered users is automatically calculated from 3a and 3b.

Reference Transactions and Library Visits

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks and multiply the count to make an annual estimate. (If the sample is done four times a year, multiply totals by 13; twice a year, multiply by 26; annually, multiply by 52.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose seven consecutive calendar days in which the library is open its regular hours. 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. Reference Transactions

A reference transaction is an information consultation in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources, including websites and computer-assisted instruction. Count Readers Advisory questions as reference transactions. Information sources include:

- Printed and non-printed material

- Machine-readable databases, including computer-assisted instruction

- The library's own catalogs and other holdings records

- Other libraries and institutions through communication or referral

- Persons both inside and outside the library

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, report it as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Note: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

4a. Method Used to Count Reference Transactions
Using the dropdown list, indicate whether you tallied reference questions throughout the year (actual count), during a survey period(s), or you did not collect data.

4b. Annual Count of Reference Transactions
If you collected the data, enter the total annual count of reference transactions.

5. Library Visits
Library visits is the total number of persons entering the library for whatever purpose during the year.

5a. Method Used to Count Library Visits
Using the dropdown list, indicate whether you tallied reference questions throughout the year (actual count), during a survey period(s), or you did not collect data.

5b. Annual Count of Library Visits
If you collected the data, enter the total annual count of library visits.

Use of Digital Resources

Report the number of uses of the following electronic resources for your library. Systemwide 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, mark the "not available" checkbox to the right of the data field. Do not report estimates. Fields are pre-filled if your system has provided data to DPI.

6a. Method Used to Count Uses of Public Internet Computers
Use the dropdown list to indicate how total uses of public Internet computers was collected or select "did not collect."

6b. Annual Count of Public Internet Computer Uses

Report the total number of uses (sessions) for public 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 report wireless connections from customer-owned computers or devices here.

7a. Method Used to Count Uses of Wireless Internet Access

Select "Not Counted," "Password Controlled" or "Router Count" for the method used to count uses (sessions) of the library's wireless Internet access.

7b. Annual Count of Wireless Internet Access Uses

If uses of the library's wireless Internet access were counted, enter the total number of uses.

Use of e-Resources

8. Electronic Collection Retrievals

Electronic collection retrievals is the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) 7.7, p. 42]

8a. Electronic Collections (Locally owned or leased)

Report the total number of successful retrievals from electronic collections owned or leased by the library.

8b. Other Electronic Collections (purchased by library system or consortia)

Report the number of successful retrievals from electronic collections owned or leased by the system or consortia. This field may be prefilled with data provided to Public Library Development (PLD).

8c. Statewide Electronic Collections (provided through BadgerLink)

Report the number of successful retrievals from electronic collections provided through BadgerLink by RL&LL. This field may be prefilled with data provided to Public Library Development (PLD).

8d. Total Electronic Collections (local, system, and statewide)

The total number of successful electronic collection retrievals is the sum of items 8a through 8c and is automatically calculated and displayed.

9a. Uses of E-Books 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 the number of annual e-book uses by users of your library. Report only if you can document the uses or if your system has authenticated the use. This field may be pre-filled if your system has provided data to DPI.

9b. Uses of E-Audio 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.

Report the number of annual electronic audio (e-audio) uses by users of your library. 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. This field may be pre-filled if your system has provided data to DPI.

9c. Uses of E-Video 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.

Report the number of annual electronic video (e-video) uses by users of your library. This includes OverDrive titles made available by your system if the system can authenticate the use by your library's patrons. This field may be pre-filled if your system has provided data to DPI.

9d. Total Uses of Electronic Materials

Total electronic materials use is automatically calculated from 9a through 9c.

9e. Uses of Children's Electronic Materials

Total uses of children's downloadable content (e-books, e-audio, and e-video) is pre-filled with information provided by the Wisconsin Public Library Consortium (WPLC). *The number is a subset of the total reported in 9d.*

Library Programs

10. Programs and Program Attendance Annual Count

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 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.

10a. Children's Programs

Report the Number of Children's Programs. A children's program is any planned event for which the primary audience is children 11 years and younger that introduces the group attending to any of the broad range of library services or activities for children or which directly provides information to participants. Examples of these types of programs include story hours and summer reading events.

Children's Program Attendance is the total attendance for all children's programs for which the primary audience is children 11 years and younger. Include adults or other patrons who attend the children's program, regardless of age. Include attendance at scheduled programs conducted during the summer.

10b. Young Adult Programs

A Young Adult Program is any planned event for which the primary audience is young adult 12 through 18 that introduces the group attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Examples of these types of programs include book clubs and summer reading events.

Young Adult Program Attendance is the total attendance for all programs for which the primary audience is young adults 12 through 18. Include adults or other patrons who attend the young adult program, regardless of age. Include attendance at scheduled programs conducted during the summer.

10c. Other (All Ages) Programs

Other Programs are 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 that are not co-sponsored by the library; for example, exclude teen advisory board, library board, library foundation, or library friends group meetings.

10d. Total Programs and Attendance

The total number of programs and total program attendance are automatically calculated and displayed in LibPAS.

Library Public Use Computers

11a. Number of Public Use Computers

Report the number of library computers (personal computers (PCs) and laptops), whether purchased, leased, or donated, that are used by the general public in the library. Do not count laptops, netbooks, tablets, or other wireless devices brought and used by patrons. Do not count computers used only by the staff.

11b. Number of Public Use Computers with Internet Access

Of the total in 11a, report the number that are Internet computers. You may include library-owned computers or laptops that rely on wireless Internet access as well as computers, such as the OPAC, that may have limited Internet access.

Library Governance

IV

Provide a complete list of all voting board members and officers as of the date of this report. Be sure to report the current library board president in the first row. If any positions are unfilled at the time of this report, enter "Vacant" in those positions' first and last name fields. If you cannot provide an email address for the president, please provide email addresses for other members for official DPI and library system communications. The dropdown list for Ms./Mr. is used for formatting DPI and system correspondence and will not print on the final report.

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.

Number of Library Board Members
Report the total number of voting library board members, including vacancies that are authorized but not filled.

Wisconsin Public Library Annual Report: Instructions

Library Operating Revenue

<div style="text-align: right">**V**</div>

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 used for capital expenditures (*see the definition of library capital funds in Section VII*) or income passed through to another agency; for example, 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(ies) 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.

In most cases, the type of municipality and the name of the municipality will be pre-filled with 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 library agreement, those revenues should be reported in item 5 of this section as Contract Income from other governmental units.

1. Local Municipal Appropriations for Library Service

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

Using the dropdown list, indicate whether the municipality that established the library is a city, village, town, or tribe.

In the second column, enter the name of the city, village, town, or tribe that established the library.

In the third column, report the actual appropriation for the reporting year received from the city, village, town, or tribe that established the library.

Legally established joint public libraries may use subsequent lines of the report as appropriate to report revenue from participating municipalities.

2a. Home County Appropriation for Library Service

Report the home county appropriation received by the library. This includes home county funds transferred to the library through the system or a county library service.

2b. Other County Payments for Library Services

Report other county payments for library services in this section. This includes other county funds transferred to the library, including those transferred through the system. Use the dropdown list to select the name of the county. These are county payments other than the home county appropriation reported in 2a.

3. State Funds

Report state funds received from your public library system or from another Wisconsin state program and deposited in your library fund.

3a. Public Library System State Funds

Your system can verify the amount of state aid to public library systems funds paid to your library. If your library received more than four individual grants, you may combine grants 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, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

3b. Funds Carried Forward from Previous Year

Report system state funds carried forward from the previous year.

3c. Other State Funded Program

Enter a brief description of other state-funded programs and enter the total amount.

4. Federal Funds

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(s) and the amount(s) received.

 Report Library Services and Technology Act (LSTA) grant awards to your library here. For each award, enter the grant number and project title. LSTA grant awards to systems that are used to reimburse your library for expenses or are otherwise passed through to your library should also be reported here.

 If federal funds were expended or budgeted for capital outlays, such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

LSTA grant numbers consist of a two-digit grant year, a dash, and three-digit identifier; e.g., 16-303. See the list of LSTA grant awards for 2016 at dpi.wi.gov/sites/default/files/imce/pld/pdf/16grants.pdf.

E-rate Reimbursement

Wisconsin public libraries and regional library systems receive E-rate reimbursement in one of two ways: as a reduction in the cost of paid services or as a separate amount of reimbursement.

- If the cost of service is reduced, report only the actual amount paid in Section VI. Library Operating Expenditures. Do not report the amount of reduction as operating revenue.

- If the library receives E-rate reimbursement separately, report the amount in this item (Federal Funds) and include it in Section VI. item 7. Operating Expenditures from Federal Program Sources.

5. Contract Income

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 be reported here. Reimbursement payments from counties should be reported in 2. Do not report federal Library Service and Technology Act (LSTA) 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

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. Total Operating Income

Total Operating Income is the sum of items 1 through 7 and is automatically calculated and displayed.

9. Current Year Appropriation

Enter the current year appropriation provided by your governing body for public library service for 2017. This is the amount you expect to report next year in item 1 above for a municipal library (or item 2 for a county library) based on the local municipal budget. Joint libraries should list the total and add a ☞ note to provide a breakdown of the appropriations from each participating municipality.

10. Exemption from County Library Tax

Indicate whether your library's municipality was exempt from the county library tax under Wisconsin Statutes s. 43.64 (2) during the reporting year (2016).

Library Operating Expenditures

VI

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 any of the following:

- Value of any contributed or in-kind services

- Value of any non-monetary gifts and donations

- Rent paid by the library to its municipality for public library space

- Capital expenditures under this category
(See instructions for Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.)

1. Salaries and Wages

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. Employee Benefits

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. Library Collection Expenditures

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 Materials

Print material consists primarily of words, 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 Materials

Electronic (digital) materials include e-books, e-serials (including journals), e-audio, 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 via computer software, CD-ROM, or other portable digital carrier, and can be accessed via 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.

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

Audiovisual materials are library materials that are displayed by visual projection or magnification, 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.

Report expenditures for downloadable audio and video content (e-audio and e-video) in 3b above.

3d. All Other Library Materials

Report operating expenditures for all other materials.

3e. Subtotal 3

Subtotal 3 is the sum of library collection expenditure items 3a through 3d and is automatically calculated and displayed.

4. Contracts for Services

Report here any expenditure for contract arrangements with other libraries, their municipalities, or public library systems. Funds reported here are the funds paid out by your library. Indicate the providing organization(s) receiving the funds.

5. Other Operating Expenditures

Report all operating expenditures not included 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

Total library operating expenditures for the year just ended is the sum of items 1 through 5. It is automatically calculated and displayed.

7. Operating Expenditures from Federal Sources

Report the amount expended from federal program sources. If the library is reimbursed for 2016 operating expenditures by a federal program such as E-rate, LSTA Grants to States, or Laura Bush 21st Century Librarian Program (for ILEAD USA-Wisconsin), expenditures from federal sources must not be zero. The criteria for reporting the LSTA grant amount is the year in which the funds were expended and not the year in which reimbursement was received.

Library Capital Revenue, Expenditures, Debt Retirement, and Rent

VII

1. Capital Income and Expenditures by Source of Income

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:

- Site acquisition

- New buildings

- Additions to or renovation of library buildings

- Furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations

- Computer hardware and software used to support library operations; to link to networks, or to run information products

- New vehicles

- Other one-time major projects

Exclude funds received for:

- Replacement and repair of existing furnishings and equipment

- Regular purchase of library materials

- Investments for capital appreciation

- Capital projects in the previous year but unspent in 2016

Total Revenue and Expenditure

Total revenue and total expenditure are the sum of the revenue column and expenditure column, respectively. The two amounts are automatically calculated and displayed.

2. Debt Retirement

Enter debt retirement payments, if any, paid by the library board. If available, please add a 🖼 note with a breakdown of amounts and corresponding sources.

3. Rent Paid to Municipality / County

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.

Debt retirement just means paying off a debt completely. For example, when you make the last payment on a mortgage, the debt is retired.

Other Library Funds Held by the Library Board

VIII

All funds under the library board's control must be reported. Report in this section any funds held by the library board that have not been reported in a previous section, EXCEPT Trust Funds, which are reported in Section 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 of Other Funds Under Library Board Control
Report the total balance of such funds at the beginning of the reporting year.

Additions
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 of Other Funds at End of Year
The total amount of other funds held by the library board is calculated automatically. Only this total amount of other funds is included on the printable report generated by LibPAS.

Note: Funds transferred to a library foundation should also be reported here in cases where the library board maintains control of the principle.

Trust Fund Report

IX

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 to 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 and Technology. 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 details of the fund activity to the signed annual report.

Beginning Balance
Report the total balance of such funds at the beginning of the reporting year.

Additions
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 of Trust Funds Held by the Library Board
The total amount of trust funds held by the library board is calculated automatically. Only this total trust fund amount is included on the printable report generated by LibPAS.

Staff

X

Report staffing as of the last day of the year just ended. Indicate all positions funded in the library's budget, regardless of whether those positions were filled. Do not list volunteers or staff paid from funds not administered by the library.

Salary data with position titles and wages but no names of individuals is distributed to library system administrators so they may assist member libraries with comparative salary queries.

1. Personnel Listing
Libraries with more than 15 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. To provide an accurate FTE total for all library staff, libraries must complete item 2 as well. Include maintenance, plant operation and security staff paid by the library.

Do not report names of individuals.

1a. Employees Holding the Title of Librarian
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.

List the Library Director on the first line. Libraries with more than 15 employees, report individual positions with the title of "librarian" in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

DPI does not request names of individual employees.

1b. Other Paid Staff
Libraries with more than 15 employees should complete this section 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 All Other Paid Staff in 2b below. Enter other paid staff information as requested. Using the Type of Staff dropdown list, indicate whether the position requires an ALA/MLS. This includes all other employees paid from the library's budget, including plant operation, maintenance and security personnel.

For example, if a library has multiple employees in four different classifications, the library would report as shown below. The ⬛ note icon can be used to add comments or details about employees included in each classification line. Do not 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 of the employees reported in 1a.

Job Title	Type of Staff	Total Annual Wages Paid	Hrs Worked Per Week
Librarian	MLS (ALA)	$84,500	75
Circulation Clerks	Librarian no 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 in hierarchical order as will fit.

2. Library Staff Full-Time Equivalents

Compiling information for all library staff is particularly important for large libraries that did not report all employees in 1a and 1b 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 is 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 x 37.5 / 40 or 14.06 FTEs. Round to two decimal places.

2a. Persons Holding the Title of Librarian

See the definition of librarian in 1a. Do not include any employee in more than one category.

For all employees with Master's degrees from programs accredited by ALA, divide the total hours worked per week by 40.

For all other persons holding the title of Librarian, divide the total hours worked per week by 40.

The FTE subtotal for persons holding the title of librarian is the sum of the two calculations above. The number is automatically calculated and displayed.

2b. All Other Paid Staff

Determine the total hours worked per week by all other paid staff paid from the library budget and divide the number by 40. Include plant operation, security, and maintenance staff.

2c. Total Library Staff

The total library staff full time equivalent is the sum of the FTEs reported in 2a and 2b and is automatically calculated and displayed.

Public Library Loans of Material to Nonresidents

XI

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 that established the joint library. Circulation is defined at the beginning of Section III. Library Services.

Provide the requested information for items 1 through 9. The information provided in 2b. Circulation to Nonresidents Living in Your County – Those Without a Library is needed to calculate county payments 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 in 2b. Report other county nonresident use in item 3 or 4 and 9, as appropriate.

7. Method for Determining Circulation Allocation

Use the dropdown list to select "Actual Count" or "Survey." If you use a survey to sample nonresident 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*, available online at dpi.wi.gov/pld/legislation-funding/county-library/nonresident-collection.

8a. Access Denied Under s.43.17 (11) (b)

Indicate whether your library denies access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17 (11) (b). 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.

8b. Purchase of Library Cards

If the answer to 8a is "yes" as of the date the library's annual report is completed, indicate whether the library allows residents in adjacent systems to purchase library cards.

9. Circulation to Nonresidents Living in an Adjacent County

Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. Information provided on lines 9a through 9j is needed to calculate adjacent county payments for nonresident use of the library where applicable.

Use the dropdown lists to indicate the county reported, and enter the total number of circulations to qualifying non-residents from that county who used your library throughout the reporting year. County names may be pre-filled with those listed in the annual report for 2015.

Technology

XII

1. Type of Internet Connection
Indicate the type of Internet connection(s) your library has, using the yes/no radio buttons.

    a) State TEACH line

    b) Other broadband connection; e.g., local cable, telco, community network

2. Wireless Internet Access
Indicate whether your library provides wireless Internet access for patrons' mobile devices.

3. Internet Filtering
Indicate whether Internet filtering software is installed on none, some, or all of your public Internet workstations.

4. Door Counters
Door counters can be either electronic or mechanical means of detecting entrance and/or exit of library users. Indicate whether your library uses door counters.

Literacy Offerings and Drop-in Activities

XIII

For a complete description of literacy offerings and drop-in activities information in the annual report, see
dpi.wi.gov/sites/default/files/imce/pld/pdf/annrpt_YS_data.pdf.

1. Literacy Offerings

A literacy offering is an umbrella event that includes programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way. Examples of these types of offerings include a summer library program, a winter break reading program, and an eight-week community read.

Count all offerings, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude offerings sponsored by other groups that use library facilities. A summer library program for children counts as one Children's Summer Literacy Offering, while an all-ages fall reading program counts as one Other Literacy Offering with involvement by Other (all ages).

Individual involvement is the non-duplicated attendance or participation in an offering. An individual who is involved in an offering may attend multiple programs or participate in numerous activities as part of the umbrella event, but count her/his offering involvement as one.

Total numbers of literacy offerings and unduplicated individuals involved are automatically calculated.

1a. Children's Literacy Offerings

Report the number of children's literacy offerings held for a limited duration during the summer. If the data is not available, leave the item blank. If your library does not target summer offerings to children, enter a zero.

Report the number of non-duplicated individuals attending or participating in offerings for children age 11 and younger. Count all individuals, regardless of age, who are involved in offerings primarily for children. If the data is not available, leave the item blank. If your library does not target summer offerings to children, enter a zero.

Report the number of children's literacy offerings held for a limited duration during non-summer months. If the data is not available, leave the item blank. If your library does not target non-summer offerings to children, enter a zero.

Report the number of non-duplicated individuals attending or participating in offerings for children. Count all individuals, regardless of age, who are involved in offerings primarily for children. If the data is not available, leave the item blank. If your library does not target other offerings to children, enter a zero.

1b. Young Adult Literacy Offerings

Report the number of summer literacy offerings for which the primary audience is young adults 12 through 18 years old. If the data is not available, leave the item blank. If your library does not target summer offerings to young adults, enter a zero.

Report the number of non-duplicated individuals attending or participating in offerings for young adults 12 through 18 years old. Count all individuals, regardless of age, who are involved in offerings primarily for young adults. If the data is not available, leave the item blank. If your library does not target summer offerings to young adults, enter a zero.

Report the number of young adult literacy offerings held for a limited duration during non-summer months. If the data is not available, leave the item blank. If your library does not target other offerings to young adults, enter a zero.

Report the number of non-duplicated individuals attending or participating in offerings for young adults. Count all individuals, regardless of age, who are involved in offerings primarily for young adults. If the data is not available, leave the item blank. If your library does not target other offerings to young adults, enter a zero.

1c. Other (All Ages) Literacy Offerings

Other (all ages) literacy offerings include umbrella events for which the primary audience is not strictly children or young adults and may include offerings for adults and seniors and offerings that are cross-generational and not specific to one age group. Other (all ages) summer literacy offerings include programs and/or drop-in activities planned for a limited duration during the summer which specifically encourage individuals to read or build literacy skills in a focused way. If the data is not available, leave the item blank. If your library does not target summer offerings to other (all ages), enter a zero.

Report the number of non-duplicated individuals attending or participating in offerings for which the primary audience is not strictly children or young adults. If the data is not available, leave the item blank. If your library does not target summer offerings to other (all ages), enter a zero.

Report the number of literacy offerings for which the primary audience is not strictly children or young adults that are held for a limited duration during non-summer months. If the data is not available, leave the item blank. If your library does not target other offerings to other (all ages), enter a zero.

Report the number of non-duplicated individuals attending or participating in offerings for which the primary audience is not strictly children or young adults. If the data is not available, leave the item blank. If your library does not target other offerings to other (all ages), enter a zero.

2. Drop-In Activities

A Drop-In Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured

presentation offered by libraries to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

Total numbers of drop-in activities and participation are calculated automatically.

2a. Children's Drop-In Activities

Enter the activities for which the primary audience is children, age 11 and younger.

Enter the activity participation for which the primary audience is children 11 and younger.

2b. Young Adult Drop-In Activities

2b. Enter the Number of Young Adult Activities for which the primary audience is 12 through 18 years old.

Enter the Activity Participation for which the primary audience are age 12 through 18.

2c. Other (All Ages) Drop-In Activities

Enter the Number of Activities for Others (all ages) for which the primary audience is not specific to one age group; i.e., not focused just on children or young adults.

Enter the Activity Participation for which the primary audience is not specific to one age group.

3. Staff Serving Youth

Provide the names and email addresses of staff who serve as children, youth, or teen librarians. Enter information for the primary staff person who serves as the children, youth, or teen librarian in the first row. If the director serves as this librarian, only that name is needed. Do not list volunteers.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

If it is necessary to list more than nine staff members, enter the primary staff person's information in the first row and email a list of names and email addresses of all of the library's children, youth, and teen librarians to Tessa Michaelson Schmidt at tessa.schmidt@dpi.wi.gov.

Public Library Assurance of Compliance with System Membership Requirements

XIV

Review the list of membership requirements (shown below), indicating "Yes" for those that are being met by your library. Requirements that are not marked or indicate "No" (denoting 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.

- 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].

- 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].

- 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) and (5) (consolidated and country library services), and s. 43.60 (3) (library extension and interchange)].

- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58 (1)].

- 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].

- 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)].

- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15 (4) (c) 3].

- 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].

- 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].

- 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].

- The library annually spends at least $2,500 on library materials. [s. 43.15 (4) (c) 8].

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.

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 in the space provided.

It is simplest to indicate the outcome online 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 dropdown list. Send the signed paper statement directly to:

> Wisconsin Department of Public Instruction
> Attn: Jamie McCanless
> Division for Libraries and Technology
> PO Box 7841
> Madison WI 53707-7841

Division staff compile the statements received for each library system. As required by *Wis. Stat. 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.

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.

System effectiveness forms signed by the library board of trustees president are due by the same date as the annual report.