

# What's new in the 2023 Wisconsin Public Library Annual Report?

Revised 9/20/23

## Section Ib. Outlet Information

CLARIFICATION. All libraries with one or more branch libraries should carefully review the main library / administrative entity to verify that the information is up to date. For example, if square footage changes the update must be made in Section 1 and Section 1b.

## Section III. Library Services

UPDATE. Question 3. Registered Users. Do not report this figure unless the library has purged its files at least once within the last three years.

Prior year instructions allowed only a subset of non-resident users, those from non-librariated municipalities, to be included. This section is expanded to gather a complete count of registered users for the purpose of internal discussion and to inform future collection requirements. An example has been provided to illustrate how to count patrons in 3b, 3c, and 3d would be reported for the Fair Oak Public Library which has resident patrons and patrons from nearby communities of Pine Grove and Elm Falls.

Question 3a. Resident Users - If the Fair Oak Public Library is a municipal library, whose library board is appointed by the mayor of the city of Fair Oak, then the resident users would be those people who live within the city limits of Fair Oak. Note: if the library is a joint library with two or more municipalities in the agreement, then count the municipal residents of each of those municipalities.

Question 3b. Nonresident Users from a non-librariated municipality within Wisconsin - Someone who lives in the village of Pine Grove may have a Fair Oak Public Library card although Pine Grove is not within the city limits of Fair Oak and Pine Grove does not have a library, so the Fair Oak user from Pine Grove is a nonresident cardholder at the Fair Oak Public Library and is counted in 3b.

NEW. Question 3c. Nonresident Users from a librariated municipality within Wisconsin – A person who lives in Elm Falls, a community with a library, who applies for and receives a Fair Oak Public Library card and uses only the Fair Oak library counts in 3c because Elm Falls has a library.

NEW. Question 3d. Nonresident Users from a municipality outside Wisconsin – A person who resides outside Wisconsin regardless of whether the community has a library is counted in 3d.

NEW NUMBER Question 3e. Total Registered Users excluding nonresident users from librated municipalities and nonresident users from municipalities outside Wisconsin

NEW. Question 3f. Total Registered Users including nonresident users from librated municipalities and nonresident users from municipalities outside Wisconsin

NEW NUMBER Question 3f. Overdue Fine Policy

## Section VI. Library Operating Expenditures (Section number corrected 9/15/23)

CLARIFICATION. System funds granted to Libraries and held in the Library account are considered Library Funds. If System funds purchased the services or materials, then these expenditures should be reported on the System Annual Report. If Library funds were used for the items, regardless of whether the System reimbursed the Library, then these expenditures should be reported on the Library Annual Report.

UPDATE. Question 2. Clarification of the Employee Benefits - Review the list of employer paid costs which should be included:

- Contributions to retirement and pension funds
- Tuition reimbursement
- Premiums for insurance
- Housing reimbursement
- Payroll taxes for Social Security and Unemployment
- Any other fee paid based on number or salary of employees

UPDATE. Question 4. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems - For each fee or contract complete all for elements, provide, description, type (fee or contract), and amount. A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

## Section VIII. Other funds

CLARIFICATION. When the 'No Other Funds' box is checked in LibPAS the remaining responses in Section VIII should be left blank.

## Section IX. Trust Funds

CLARIFICATION. When the 'No Trust Funds' box is checked in LibPAS the remaining responses in Section VIII should be left blank.

## Section X. Staff

NEW. Questions 1a and 1b. For each personnel listing provide both the local position title and select the job title from Appendix A of the Annual Report Instructions. The job titles in Appendix A represents a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities.

## Section XII. Technology

NEW. This section contains a revised set of questions. Responses are required for all questions. Support comments are optional.

## COVID 19 Information

UPDATE. This section is removed.

Send your questions and completed reports to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).