What's new in the 2022 Wisconsin Public Library Annual Report?

Section I. General Information

Question 3. Head Librarian is renumbered 3a - Salutation, 3b - First Name, and 3c - Last Name.

Question 21. Library or Branch Move or Expansion is separated into 21a - Move and 21b - Renovation or Expansion.

Question 22. Uniform Entity Identifier (UEI) replaces DUNS number.

Section II. Library Collection

Question 7. Other Materials Owned, count and description, are required for 2022. New edit checks comparing to prior year value are introduced.

Throughout the Library Collection and Library Service sections, continue to use the Use of Digital Resources and Library Collection flowchart to help determine whether electronic materials are counted as an "Electronic Collection" or if the units are counted toward your library's collection as e-books, e-audio, and e-video and to help determine whether electronic materials use should be counted as "Electronic Collection Retrievals" or "Uses of electronic materials by Users of Your Library."

Section III. Library Services

The Division encourages libraries and systems to examine the counts for Wireless Internet Uses and Reference Transactions. If these elements are not something your library is currently counting, the Provide a summary of hurdles to providing accurate counts as part of the Annual Report to your system and LibraryReport@dpi.wi.gov.

Question 3d. Overdue Fine Policy is added. This is a Yes / No question answered once at the level of the administrative entity to cover the central library and all outlets.

Question 4 to 7 Method of Counting. For all transactions, visits, and usage counts an annual count or an estimate is expected. The 'Did Not Collect' option remains in the dropdown but should no longer be used.

Question 11 to 13 Library Programs. Program statistics are now gathered for 5 age groups. Several statistics are renumbered. The children's programming is separated into ages 0-5 and 6-11. The other programming is split into Adult programs for ages 19+ and General Interest programs.

Question 13. The definition for views of pre-recorded programs is now limited to views within 30 days after the presentation was posted. The Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views is revised.

Section V. Library Operating Revenue

Question 2b. Other County Payments for Library Services is expanded to 12 entries from 10.

Section XII. Technology

This section in significantly revised. All questions in this section should be answered. The section covers wireless internet access, broadband, and CIPA compliance (internet filtering).

Section XIII. Self-Directed Activities, Staff Serving Youth, and Staff Serving Adults

Program statistics are now gathered for 5 age groups similar to the library programs in Section III.

COVID 19 Information

This section is reduced to 8 Yes / No questions as required by the IMLS Public Library Survey. These questions are answered once at the level of the administrative entity to cover the central library and all outlets. The closure sections remains.

Summer Library Program and the Public Library Annual Report

The Summer Library Program section of the Annual Report is removed for 2022.

Closing Reminders

The Division no longer provides mailing instructions for annual report forms or separate system effectiveness statements. Please provide signed, scanned PDF copies to LibraryReport@dpi.wi.gov.

Send your questions and completed reports to LibraryReport@dpi.wi.gov.

Cheers to a successful reporting season from the Division for Libraries and Technology!