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

Revised 11/10/23

## Section I and Ib. Address(es)

UPDATE. *Revision 11/10/23.*  Mailing Address is requested. City and ZIP code will be collected for mailing address. Please verify the ZIP+4 code for the Street Address is correct. When a PO Box is provided for Mailing Address verify that the ZIP+4 code is corresponds to the PO Box number.

## 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

*Revision 10/13/23.* In response to concerns from Libraries and Library System, Registered Borrowers, questions 3a for resident borrowers and 3b for nonresident borrowers, will remain unchanged for the 2023 Annual Report. Report these counts following the same process used for the 2022 Annual Report.

## 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. *Revision 10/13/23.*  Question 4. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems - For each fee or contract indicate the service provider receiving the funds, description of service, type as contract or fee, 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. *Revision 11/10/23.* This section contains a revised set of questions. Responses are required for all questions. Supporting comments are optional.

## COVID 19 Information

UPDATE. This section is removed.

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