

# Getting Started – Annual Report

Annually, the Division for Libraries and Technology gathers information and statistics from our Public Libraries to meet requirements under [Wis. Stat. 43.58 \(6\) \(a\)](#) and the [Public Libraries Survey](#) administered by the Institute for Museum and Library Services.

The [Annual Report](#) represents the prior calendar year. Depending on the section, the report summarizes the entire year or status at the end of the year. A summary of historic Annual Reports is available on the [Library Service Data webpage](#).

Work with library staff to understand the existing processes for recording library service statistics such as programs and attendance, computer use, visits, etc. throughout the year.

The financial sections gather a summary for state and federal reporting purposes and are neither intended to be a complete budget of the library nor an audit.

Review the assurances section of the most recent Annual Report to understand expectations for the current year.

Throughout the year notify the [Division](#) of name or address changes, Library Director or Board President changes, and branch or bookmobile changes.

In December, begin gathering information and statistics for the [online Annual Report collection](#) which opens in January and is due March 1 (February 29 in a leap year).