Worksheet for the Wisconsin Public Library Annual Report

Reporting Library Activities for 2019

This worksheet can be used to compile necessary information before entering annual report data into LibPAS. All data entry fields are listed. Subtotal and total fields that are automatically calculated by LibPAS are not listed. Where infor­mation is provided by selecting a response from a dropdown list or radio buttons, the choices are shown; e.g., Yes / No.

*This worksheet does not replace the online annual report or the printed PDF report and cannot be accepted by the Department of Public Instruction (DPI).*

For additional information, see the [Instructions and Forms for the Public Library Annual Report page](https://dpi.wi.gov/pld/data-reports/annual-report).

# I. GENERAL INFORMATION

|  |  |
| --- | --- |
| 1. Name of Library |  |
| 2. Public Library System |  |
| Salutation |  |
| 3a. Head Librarian First Name |  |
| 3b. Head Librarian Last Name |  |
| 4a. Certification Grade | Grade 1 / Grade 2 / Grade 3 / N/A |
| 4b. Certification Type | Regular / Temporary / Provisional / Vacant / Pending / Permanent |
| 5. Certification Expiration Date |  |
| 6a. Street Address |  |
| 6b. Mailing Address (or PO Box number) |  |
| 7. City/Village/Town |  |
| 8a. ZIP Code |  |
| 8b. ZIP+4 Code |  |
| 9. County |  |
| 10. Library Phone No. |  |
| 11. Fax No. |  |
| 12. Director's Library E-mail Address |  @ |
| 13. Library Website URL http:// |  |
| 14. Number of Branches |  |
| 15. No. of Bookmobiles Owned |  |
| 16. No. of Other Public Service Outlets |  |
| 17. Does your library operate a Books-by-mail program? | Yes / No |
| 18. Is your library formally established as a Joint Library under s.43.53 | Yes / No |
| 19a. Winter hours open per week |  |
| 19b. Number of Winter Weeks |  |
| 19c. Summer Hours open per week |  |
| 19d. Number of Summer Weeks |  |
| 20. Square Footage of Public Library (this location only) |  |
| 21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? | Yes / No |
| 22. DUNS Number |  |

# Ib. OUTLET INFORMATION

Only libraries with branches or bookmobiles complete Section Ib online for all locations.

General Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location | Legal Name of Branch | Mr/Ms | First Name of person in charge | Last Name of person in charge | Email for this location |
|  |  | Mr. / Ms. |  |  |  |

Address Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Location | Street Address | Mailing Address / P.O. Box | City/Village/Town | Zip Code | ZIP+4 | County |
|  |  |  |  |  |  |  |

Other Outlet Information

|  |  |  |
| --- | --- | --- |
| Location | Telephone No. | Square Footage |
|  |  |  |

Hours of Operation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Winter hours open per week | Number of Winter Weeks | Summer hours open per week | Number of Summer Weeks |
|  |  |  |  |  |

# II. LIBRARY COLLECTION

|  |  |
| --- | --- |
| 1a. Books in Print (end of year total) |  |
| 1b. Books in Print Added During Year |  |
| 2. Electronic Books (E-books) |  |
| 3a. Audio Materials (end-of-year total) |  |
| 3b. Audio Added During Year |  |
| 4. Electronic Audio Materials (downloadable) |  |
| 5a. Video Materials |  |
| 5b. Video Added During Year |  |
| 6. Electronic Video Materials (downloadable) |  |
| 7a. Other Materials Owned |  |
| 7b. Other Material Description |  |
| 8a. Electronic Collections (locally owned or leased) |  |
| 8b. Other Electronic Collections (purchased by library system or consortia) |  |
| 8c. Statewide Electronic Collections (provided through BadgerLink) |  |
| 10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format) |  |

# III. LIBRARY SERVICES

1. Circulation Transactions

|  |  |
| --- | --- |
| a. Total Annual Circulation |  |
| b. Circulation of Children's Materials |  |

Interlibrary Loan (ILL) Transactions

|  |  |
| --- | --- |
| Method for Counting Interlibrary Loan (ILL) Transactions | Categorized ILL Transactions / Total ILL Transactions |

2 Categorized Interlibrary Loan (ILL) Transactions

|  |  |  |
| --- | --- | --- |
|  | Items Loaned to Other Libraries | Items Borrowed From Other Libraries |
| Integrated Library System (ILS) |  |  |
| WISCAT |  |  |
| Other (Includes OCLC, manual tracking, or other methods) |  |  |
| Totals |  |  |

2 Total Interlibrary Loan (ILL) Transactions

|  |  |
| --- | --- |
| a. Items Loaned (provided to) |  |
| b. Items Received (received from) |  |

3. Number of Registered Users

|  |  |  |
| --- | --- | --- |
| a. Registered Users Resident | ⬜ Not available |  |
| b. Registered Users Nonresident | ⬜ Not available |  |

4. Reference Transactions

|  |  |
| --- | --- |
| a. Method Used to Count Reference Transactions | Actual Count / Survey Weeks(s) / Did Not Collect |
| b. Annual Count of Reference Transactions |  |

5. Library Visits

|  |  |
| --- | --- |
| a. Method Used to Count Library Visits | Actual Count / Survey Weeks(s) / Did Not Collect |
| b. Annual Count of Library Visits |  |

6. Uses of Public Internet Computers

|  |  |
| --- | --- |
| a. Method for Counting Uses of Public Internet Computers | Actual Count / Survey Weeks(s) / Did Not Collect |
| b. Annual Count of Uses of Public Internet Computers |  |

7. Uses of Public Wireless Internet

|  |  |
| --- | --- |
| a. Method for Counting Uses of Public Wireless Internet | Not Counted / Password Controlled / Router Count |
| b. Annual Count of Uses of Public Wireless Internet |  |

|  |  |  |
| --- | --- | --- |
| 8. Number of Website Visits | ⬜ Not available |  |

|  |  |  |
| --- | --- | --- |
| 9a. Local Electronic Collection Retrievals | ⬜ Not available |  |
| 9b. Other Electronic Collection Retrievals | ⬜ Not available |  |
| 9c. Statewide Electronic Collection Retrievals | ⬜ Not available |  |

10. Uses of Electronic Materials by Users of Your Library

|  |  |  |
| --- | --- | --- |
| a. E-Books | ⬜ Not available |  |
| b. E-Audio | ⬜ Not available |  |
| c. E-Video | ⬜ Not available |  |
| e. Uses of Children’s Electronic Materials |  |

11. Programs and Program Attendance Annual Count

|  |  |  |  |
| --- | --- | --- | --- |
|  | 8a. Children’s Programs (0-11) | 8b. Young Adult Programs (12-18) | 8c. Other Programs (all ages) |
| Number of Programs |  |  |  |
| Total Attendance | ⬜ Not available |  | ⬜ Not available |  | ⬜ Not available |  |

12. Number of Public Use Computers

|  |  |
| --- | --- |
| a. Total |  |
| b. Internet Access |  |

# IV. LIBRARY GOVERNANCE

Library Board Members

1. Library Board President

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salutation | First Name | Last Name | Street Address | City | ZIP Code | Email Address |
| Mr. / Ms. |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salutation | First Name | Last Name | Street Address | City | ZIP Code | Email Address |
| 2. Mr. / Ms. |  |  |  |  |  |  |
| 3. Mr. / Ms. |  |  |  |  |  |  |
| 4. Mr. / Ms. |  |  |  |  |  |  |
| 5. Mr. / Ms. |  |  |  |  |  |  |
| 6 Mr. / Ms. |  |  |  |  |  |  |
| 7. Mr. / Ms. |  |  |  |  |  |  |
| 8. Mr. / Ms. |  |  |  |  |  |  |
| 9. Mr. / Ms. |  |  |  |  |  |  |
| 10. Mr. / Ms. |  |  |  |  |  |  |
| 11. Mr. / Ms. |  |  |  |  |  |  |
| 12. Mr. / Ms. |  |  |  |  |  |  |
| 13. Mr. / Ms. |  |  |  |  |  |  |
| 14. Mr. / Ms. |  |  |  |  |  |  |
| 15. Mr. / Ms. |  |  |  |  |  |  |
| 16 Mr. / Ms. |  |  |  |  |  |  |
| 17. Mr. / Ms. |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Number of Library Board Members |  |

# V. LIBRARY OPERATING REVENUE

1. Local Municipal Appropriations for Library Service

|  |  |  |
| --- | --- | --- |
| Municipality Type | Name | Amount |
| City / Town / Village / Tribe |  |  |
| City / Town / Village / Tribe |  |  |
| City / Town / Village / Tribe |  |  |
| City / Town / Village / Tribe |  |  |
| City / Town / Village / Tribe |  |  |
| City / Town / Village / Tribe |  |  |
| City / Town / Village / Tribe |  |  |

County

|  |  |
| --- | --- |
| 2a. Home County Appropriation for Library Service |  |

2b. Other County Payments for Library Service

|  |  |
| --- | --- |
| County Name | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

3. State Funds

a. Public Library System State Funds

|  |  |
| --- | --- |
| Description | Amount |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| b. Funds Carried Forward from Previous Year |  |

c. Other State Funded Program

|  |  |
| --- | --- |
| Description | Amount |
|  |  |

4. Federal Funds

|  |  |  |
| --- | --- | --- |
| Grant Number | Program or Project | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

5. Contract Income

|  |  |
| --- | --- |
| Name | Amount |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 6. Funds Carried Forward |  |
| 7. All Other Operating Income |  |
| 9. Current Year Appropriation |  |
| 10. Exempt from County Library Tax [Wis. Stats. s.43.64 (2)]? | Yes / No |

# VI. LIBRARY OPERATING EXPENDITURES

|  |  |
| --- | --- |
| 1. Salaries and Wages |  |
| 2. Employee Benefits |  |

3. Library Collection Expenditures

|  |  |
| --- | --- |
| a. Print Materials |  |
| b. Electronic Materials |  |
| c. Audiovisual Materials |  |
| d. All Other Library Materials |  |

4. Contracts for Services

|  |  |
| --- | --- |
| Provider | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 5. Other Operating Expenditures |  |
| 7. Of the expenditures reported in [items 1-5], report the amount expended from federal program sources. |  |

# VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income & Expenditures

|  |  |  |  |
| --- | --- | --- | --- |
|  | Brief Description of Expenditure(s) | Revenue(s) | Expenditure(s) |
| a. Federal |  |  |  |
| b. State |  |  |  |
| c. Municipal |  |  |  |
| d. County |  |  |  |
| e. Other |  |  |  |

|  |  |
| --- | --- |
| 2. Debt Retirement |  |
| 3. Rent Paid to Municipality/County |  |

# VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

|  |  |  |
| --- | --- | --- |
| Beginning Balance of Other Funds Under Library Board Control | ⬜ No “other funds” |  |
| Additions |  |
| Subtractions |  |

# IX. TRUST FUNDS

|  |  |  |
| --- | --- | --- |
| Beginning Balance of Trust Funds Controlled by the Library Board | ⬜ No “Trust Funds” |  |
| Additions |  |
| Subtractions |  |

# X. STAFF (FTE)

1. Personnel Listing

a. Employees Holding the Title of Librarian

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Type of Staff | Annual Salary | Hours Worked/Week |
| Director | MLS (ALA) / No MLS |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |

b. Other Paid Staff

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Type of Staff | Total Annual Wages | Hours Worked/Week |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |
|  | MLS (ALA) / Librarian no-MLS / Other |  |  |

2. Library Staff Full-Time Equivalents (FTEs)

a. Persons Holding the Title of Librarian

|  |  |
| --- | --- |
| Master's Degree from an ALA Accredited Program |  |
| Other Persons Holding the Title of Librarian |  |

|  |  |
| --- | --- |
| b. All Other Paid Staff |  |

# XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

|  |  |
| --- | --- |
| 1. Of the total circulation reported for your library from Section III item 1, what was the total circulation to nonresidents. |  |

|  |  |  |
| --- | --- | --- |
|  | a. Those with a Library | b. Those without a Library |
| 2. Circulation to Nonresidents Living in Your County |  |  |
| 3. Circulation to Nonresidents Living in Another County in Your System |  |  |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in Your System |  |  |

|  |  |
| --- | --- |
| 5. Circulation to All Other State Residents |  |
| 6. Circulation to Persons from Out of State |  |
| 7. Method for Determining Circulation Allocation | Actual / Survey |
| 8a. Access Denied under s.43.17(11)(b) ? | Yes / No |
| 8b. If Access Denied, Are Cards Sold? | Yes / No |

9. Circulation to Nonresidents

|  |  |
| --- | --- |
| Name of County | Circulation |
| a. |  |
| b. |  |
| c. |  |
| d. |  |
| e. |  |
| f. |  |
| g. |  |
| h. |  |
| i. |  |
| j. |  |

# XII. TECHNOLOGY

|  |  |
| --- | --- |
| 1. Does your library provide wireless Internet access for patrons’ mobile devices? | Yes / No |

2. Type of Internet Connection

|  |  |
| --- | --- |
| 2a. State TEACH line | Yes / No |
| 2b. Other Broadband connection *Local cable, telco, community network, etc.* | Yes / No |

|  |  |
| --- | --- |
| 3. Does your library use any type of Internet filtering software or service [on Internet workstations] ? | All / Some / None |

# XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH, AND STAFF SERVING ADULTS

1. Self-directed Activities

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1a. Children’s Activities (0-11) | 1b. Young Adult Activities (12-18) | 1c. Other Activities (all ages) |
| Number of Self-directed Activities |  |  |  |
| Total Self-directed Activity Participation |  |  |  |

2. Staff Serving Youth

|  |  |  |
| --- | --- | --- |
| First Name | Last Name | Email Address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

3. Staff Serving Adults

|  |  |  |
| --- | --- | --- |
| First Name | Last Name | Email Address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

|  |  |
| --- | --- |
| 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]. | Yes / No |
| 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]. | Yes / No |
| 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) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)]. | Yes / No |
| The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)]. | Yes / No |
| 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] | Yes / No |
| 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)]. | Yes / No |
| The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3]. | Yes / No |
| 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]. | Yes / No |
| 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].  | Yes / No |
| 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]. | Yes / No |
| The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8]. | Yes / No |