The 2016 Annual Report: Before, During, and After South Central Library System (SCLS)

Wisconsin Department of Public Instruction

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If you’re not new to the report…

You will see that:
• The annual report process hasn’t changed
• LibPAS exercises cover familiar features

But you’ll also learn:
• The connection between annual reports and funding
• Where things are now (dpi.wi.gov URLs changed)
• New data being collected for FY2016
• Some tweaks to the LibPAS user interface
• As much about LibPAS comparison reports as time today allows
Topics for Today

Public Library Services Funding Framework
The Annual Report Calendar
2016 Public Library Annual Report
LibPAS* Online Reporting System
Nine Things to Remember

* Counting Opinions Library Performance Assessment System
The Public Library Development (PLD) Team has documented the funding framework within which state aid to public library systems and LSTA Grants to States funds are disbursed.

- For systems to receive state aid, they must comply with statutory requirements that include member library compliance with Chapter 43.

- Only libraries and systems in compliance and good standing are eligible to receive LSTA funds.

For more information, visit tinyurl.com/PL-Funding-Framework
The Annual Report Process

October November

• PLD begins revising LibPAS for the 2016 public library annual report.

• PLD prepares drafts of accompanying forms, instructions, and other support material.

Send annual report questions to: LibraryReport@dpi.wi.gov
The Annual Report Calendar

December

• Early in the month, PLD sends initial email to libraries via LibPAS and verifies email addresses with systems.

• Mid-month, PLD sends pre-fill Excel files to systems.

• Late in the month, PLD posts support material for the 2016 annual report at dpi.wi.gov/pld/data-reports/annual-report.

• Libraries can be compiling annual report information on the annual report data entry worksheet.

Send annual report questions to: LibraryReport@dpi.wi.gov
January

• Early to mid-month, PLD receives and uploads pre-fill annual report information from:
  ✓ Library systems
  ✓ Wisconsin Public Library Consortium (WPLC)
  ✓ Resources for Libraries and Lifelong Learning (RL&LL).

• Mid-month, PLD opens LibPAS data collections.

• Public libraries begin entering annual report data.

Send annual report questions to: LibraryReport@dpi.wi.gov
The Annual Report Process

February

• Public libraries finish entering 2016 annual report data and “Submit” in LibPAS.

• Library boards approve/sign annual reports and forward copies to their systems and municipalities.

• Library systems review, recommend revisions, “Approve” in LibPAS, and send one copy of each library’s report to the DPI no later than March 1, 2017.

Send annual report questions to: LibraryReport@dpi.wi.gov
The Annual Report Process

March  April  May

• PLD reviews all public library and library system annual reports, follows up with libraries and systems, and makes needed corrections.

• PLD begins compiling data for preliminary 2016 Wisconsin Public Library Service Data.

• PLD begins compiling data for the IMLS 2016 Public Library Survey (PLS).

Send annual report questions to: LibraryReport@dpi.wi.gov
The Annual Report Process

June  July

• PLD finishes compiling data for preliminary 2016 *Wisconsin Public Library Service Data*.

• PLD begins the process of submitting data to the Institute of Museums and Library Service (IMLS) 2016 Public Library Survey (PLS).

• IMLS begins reviewing Wisconsin PLS data.

• PLD posts library brochure Word merge file.

Send annual report questions to: LibraryReport@dpi.wi.gov
August  September

• Typically mid to late August, IMLS requests clarification of Wisconsin PLS data as needed.

• PLD follows up with libraries, makes revisions as needed, and responds to IMLS.

• IMLS requests further information as needed.

• When IMLS locks (accepts) PLS data, PLD posts final 2016 *Wisconsin Public Library Service Data* and *Wisconsin Public Library Service Trends*. 

Send annual report questions to: LibraryReport@dpi.wi.gov
Changes for FY2016

Electronic Collections: A collection of electronically stored data or unit records—facts, bibliographic data, abstracts, texts, photographs, music, video, etc.—with a common user interface and software for the retrieval and use of the data. Electronic Collections do not have a circulation period, and may be retained by the patron.

For more information, see the WI Libraries for Everyone blog post Looking Ahead: New Data in FY2016 Annual Reports
2016 Public Library Annual Report

Changes for FY2016

Section II. Library Collection – Number of Electronic Collections. Locally owned or leased, purchased by system or consortia (may be prefilled), and statewide via BadgerLink (46 - will be prefilled)

Section III. Library Services – Electronic Collection Retrievals. Local, system or consortia, and statewide (none prefilled)

Section XII. Technology – Door Counters.

Send annual report questions to: LibraryReport@dpi.wi.gov
Report Sections

Section I. General Information

• If your library is changing system membership, remember that the annual report is for 2016. Director email is likely the only general information to change.

• If your library has the same hours all year, you can report all 52 weeks in Winter Hours Open per Week and Number of Winter Weeks.
Section Ib. Outlet Information

• If your library doesn’t have branches or a bookmobile, this section in LibPAS has headings but no fields.

• If you do have branches, remember that the main library is also an outlet that is entered in Section Ib.
Section II. Library Collection

• The number of units (copies) of downloadable content (e-books, e-audio, e-video) are provided by the systems and uploaded into LibPAS by PLD.

• The number of state-provided electronic collections is provided by the DPI’s Resources for Libraries and Lifelong Learning (RL&LL) team and uploaded into LibPAS by PLD.

Send annual report questions to: LibraryReport@dpi.wi.gov
Section III. Library Services

• Instructions for running reports of state-provided electronic collection retrievals will be provided by the DPI’s Resources for Libraries and Lifelong Learning (RL&LL) team.

• Program attendance includes all people who came to programs focused on a particular age group. Parents at a children’s program are included in Total Attendance at Programs for Children (0-11).
Section IV. Library Governance

• Report only current members of the Board of Trustees.
  ✓ Do not list trustees who left the board during the report year.
  ✓ Do not list nonvoting board members.

• Remember to enter the total number of library board members, including vacancies.
Section V.
Library Operating Revenue

• If you receive funds from other municipalities and you are not a joint library, report those revenues as Contract Income from other governmental units.

• Double-check LSTA grant numbers. For the annual report, grant numbers are the two-digit grant year, a dash, and a three-digit identifier; for example, 16-303.

• Total Operating Revenue cannot be less than Total Operating Expenditures.
Section VI.
Library Operating Expenditures

• If you spent funds for an LSTA grant award, include that amount in Expenditures from Federal Program Sources, *regardless of when the expenditure is reimbursed*. Particularly important now that the LSTA grant year spans calendar years.

• Total Operating Expenditures cannot be greater than Total Operating Revenue.
Section VII. Library Capital Revenue, Expenditures, Debt Retirement, and Rent

• Be certain to list capital revenue and expenditures by source; that is, federal, state, municipal, county, or other.
Section VIII. Other Funds Held by the Library Board

- Report in this section any funds held by the library board that have not been reported in a previous section, except Trust Funds.

Section IX. Trust Funds

- Indicates a library trustee is appointed and bonded as financial secretary and donated funds/property have been transferred to be invested as allowed under Wis. Stats. s. 43.58 (7).
Section X. Staff

• The list of *budgeted* positions is only used to compile salary and position data; however, total FTE of positions cannot be greater than Library Staff Full-Time Equivalents (FTEs). One FTE equals 40 hours worked per week.

• If a budgeted position was vacant part of the year, list its *budgeted* salary/wages, not the amount paid. For example, a director who started July 1 and was paid $21,000 in 2016 should be listed with the position’s annual salary of $42,000.
Section XI.
Public Library Loans of Material to Nonresidents

2b. Circulation to residents of your county who do not have a local public library is used to calculate county payments for nonresident use.
Section 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. See instructions for definition of nonresident.

<table>
<thead>
<tr>
<th>DIVIDE NONRESIDENT CIRCULATION AMONG THE FOLLOWING CATEGORIES. THE TOTAL OF 2 THROUGH 6 BELOW SHOULD NOT BE GREATER THAN THE NUMBER REPORTED IN ITEM 1 ABOVE.</th>
<th>a. THOSE WITH A LIBRARY</th>
<th>b. THOSE WITHOUT A LIBRARY</th>
<th>c. SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. CIRCULATION TO NONRESIDENTS LIVING IN YOUR COUNTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. CIRCULATION TO NONRESIDENTS LIVING IN ANOTHER COUNTY IN YOUR SYSTEM</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4. CIRCULATION TO NONRESIDENTS LIVING IN AN ADJACENT COUNTY NOT IN YOUR SYSTEM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. CIRCULATION TO ALL OTHER WISCONSIN RESIDENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. CIRCULATION TO PERSONS FROM OUT OF THE STATE</td>
<td></td>
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</tr>
</tbody>
</table>

1. Total circulation to nonresidents is not an automatic total, but the sum of circulation to nonresidents in 2-6 cannot be greater than the total entered in item 1.
2016 Public Library Annual Report

Section XI.
Public Library Loans of Material to Nonresidents

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.

<table>
<thead>
<tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>3. Circulation to Nonresidents Living in Another County in Your System</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Circulation to Nonresidents Living in an Adjacent County Not in Your System</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

- The sum of circulation to nonresidents in adjacent counties (9) cannot be greater than 3b plus 4b.
Section XII. Technology

• The new door counter question—Does your library use door counters?—will help PLD develop outcome measurement support initiatives and strengthen the accuracy and use of library data.

Door counters can be either electronic or mechanical means of detecting entrance / exit of library users.
Section XIII. Literacy Offerings and Drop-in Activities

• Literacy offerings are combinations of programs and drop-in activities.

• A drop-in activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants.

Send annual report questions to: LibraryReport@dpi.wi.gov
Section XIV.
Public Library Assurance of Compliance with System Membership Requirements

• Compliance items in this section confirm that your library operates as required by Wisconsin Statutes and Administrative Rules.
  ✓ Legally-appointed library board, three-year terms
  ✓ Exclusive control of funds, board approval of expenditures
  ✓ Certified library director

Send annual report questions to: LibraryReport@dpi.wi.gov
Section XV. Certification

• If the annual report is approved at a board meeting but the president is unavailable, another officer can sign, based on the assumption that the president would have signed approval of the report.

When next available, the president should confirm that board approval, but sending notification to PLD is not required.
Statement Concerning Public Library System Effectiveness

• Regardless of the board’s response, the board president must sign and date the statement certification.

• Statements are due by the same date as the annual report: Wednesday, March 1, 2017.

• Systems routinely request copies of system effectiveness statements that have been sent separately to PLD.
Before and during data collection, DPI sends email via LibPAS to all accounts with information about the annual report, including username and password.

- Go to **wi.countingopinions.com**

This welcome page has announcements, the **Login** button, and links to support documents.
If you misplace your LibPAS username or password:

- Click “Password reminder” on the Login page and enter the email address for your account. Your username and password will be emailed to you.
- Contact your library’s system headquarters.
- Send email to LibraryReport@dpi.wi.gov or call Jamie McCanless at (608) 266-3939.
Enter report information in the Data Input page of the Wisconsin Public Library Annual Report collection.

- Libraries with branches or bookmobiles will first see a Collection dropdown list that includes the Wisconsin Public Library Outlet Data. Select the annual report collection.

- At the top of the data input form, the current period should be displayed. If not, select 2016 to enter annual report information.
LibPAS – Your Turn

Find your way to Data Entry

1. Go to wi.countingopinions.com
2. Log in to your LibPAS account.
4. For this workshop, select the “2016 CLASS” report period.
LibPAS Online Reporting System

Page Navigation

- Click Next and Previous to move through the form section by section.
- Click each field or use Tab or Enter key to proceed to the next field.

Review displays all sections and questions in one long, single-page display.

Click a title in the section list to display only that portion of the online form.

To collapse the sidebar and view more of the form in your browser window, click Hide.
Navigate sections of Data Entry

1. Display one report section.
2. Without selecting by title, display previous / next sections.
3. Collapse the sidebar.
4. Expand the sidebar.
5. Display all of the annual report sections together in Data Entry.
Pre-filled Annual Report Data

Before libraries begin entering report data, PLD loads some information for the report year into LibPAS with data provided by the system. Other fields that do not often change are pre-filled with data from the previous report year.

In some places, the previous year's data is shown to the right of blank fields *for reference only*. Reference data is not pre-filled information and is not saved as a response for the current reporting year.
Online Help / Notes to Self

To display help about what to enter in a field, click the underlined field name. The Indicator Notes window has the field name, definition, and Notes field. To enter notes to yourself, enter information and click Add.

*LibPAS does not include indicator notes in annual report data.* To provide supporting explanations or descriptions of information that will be saved with report data, use data notes.
LibPAS Online Reporting System

Data Notes

To explain data, click the notes icon to the left of the data entry field. In the PI Value Notes window, enter information and click Add. You can add as many data notes as needed.

Notes can be added to any data entry field. Most notes are optional, but explaining information as you add it can significantly reduce the number of PLD’s follow-up questions. Other, required explanations must be made as information is entered.
LibPAS – Your Turn

Add notes in Data Entry

1. Display the indicator notes for a data field in Section I.

2. Add a note about the data you will remember.

3. Display the PI value notes for the same data field.

4. Add a different, personal note you will also remember.
LibPAS Online Reporting System

Saving Data

LibPAS saves data displayed in the current field when you:

• Press Tab
• Press Enter
• Click elsewhere on the page

To save all information in the Data Input window, click Save (above the section list and at the top and bottom of the window).

Caution: Reset

The Reset button (next to Save at top and bottom of the window) clears any changes you made since you last logged in to LibPAS.
Edit Checks

Edit checks test field data at one of two points:

• As soon as you leave a data entry field
• When you Verify or Submit/Lock your report data

Fields with edit checks have a green check ✓ next to the field label.
LibPAS Online Reporting System

Edit Checks and Examples

Edit checks that fail require either:

- An explanation of the data
  - Changes to library name or system
  - Other Operating Revenue identical to last year
- A change to data
  - Number of board members cannot be zero.
  - Total Operating Expenditures cannot be greater than Total Operating Revenue.
Fail and pass an entry edit check

1. In Section I, enter a wild number of bookmobiles (item 15).

2. In the PI Value Notes window, explain “Jamie said.” Click Add.

3. See that the notes icon has changed from 📝 to 📦 to show the field has one or more notes.
Verifying Report Data

Verify runs the same edit checks that are performed when report data is locked. LibPAS displays a row of white text on a red background below:

- Blank fields that are required
- Fields that do not pass the test conditions of the edit check.
Fail and pass a submit edit check

1. In Section I, enter 54 winter weeks (item 19b).
2. Reload the window (Ctrl-R or ⏺). Click Verify and see the error message for 19b.
3. Change winter weeks to 52.
4. Reload / Verify again. Does 19b still have an error message?
When you have entered, checked, and corrected your annual report data, click Submit/Lock to indicate the data entry process is complete. Any edit checks that fail must be resolved to submit/lock your data.

- Once locked, only your system and PLD can unlock your data so changes can be made.
- Once the system reviews your report and clicks Approve, only PLD can unlock your data.
LibPAS Online Reporting System

Printing Report Files

To generate the annual report form with data:

• At the top right of the LibPAS data entry page, click Print (in the green header bar).

• LibPAS asks what form to print. Click Template.

• Your web browser asks to open or save the file.

You can print the annual report form any time, but until your data is locked the PDF file has a DRAFT watermark.
LibPAS – Your Turn

Generate the annual report form

1. Generate and open the annual report output file (for class, the file is first and last page only).

2. Note that the Comments page has notes you entered. Which of the notes you entered earlier is/are included?
LibPAS Online Reporting System

Generating the Brochure

PLD offers the Word merge file for a library brochure:

- At the top right of the LibPAS data entry page, click Reports.
- On the Manage Reports page, click the WI tab.
- Click the template link.
- Your web browser asks to open or save the file.
LibPAS Online Reporting System

Generating the Brochure

• Edit as needed.

Waukesha Public Library • 2014 Statistics

<table>
<thead>
<tr>
<th>General</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>123,687</td>
<td>124,455</td>
</tr>
<tr>
<td>Ebooks</td>
<td>38,485</td>
<td>37,579</td>
</tr>
<tr>
<td>Audio</td>
<td>1,455</td>
<td>1,455</td>
</tr>
<tr>
<td>Recordings</td>
<td>1,455</td>
<td>1,455</td>
</tr>
<tr>
<td>Total</td>
<td>206,636</td>
<td>206,477</td>
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</table>

<table>
<thead>
<tr>
<th>Downloadable Content</th>
<th>2014</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>123,687</td>
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<td>206,636</td>
<td>206,477</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures - Total</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$3,062,567</td>
<td>$3,040,953</td>
</tr>
<tr>
<td>Benefits</td>
<td>$874,761</td>
<td>$874,761</td>
</tr>
<tr>
<td>Collection - Total</td>
<td>$30,107</td>
<td>$30,107</td>
</tr>
<tr>
<td>Print Materials</td>
<td>$279,471</td>
<td>$279,471</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>$345,457</td>
<td>$345,457</td>
</tr>
<tr>
<td>Total</td>
<td>$3,062,567</td>
<td>$3,040,953</td>
</tr>
</tbody>
</table>

ANNUAL REPORT OF LIBRARY STATISTICS

Waukesha Public Library
321 Wisconsin Ave.
Waukesha, WI 53186
(262) 244-2442

What can you find at Waukesha Public Library?
(2014)

20,972 Books
21,790 Magazines and Newspapers
12 Children’s Programs
147 Children’s Drop-In Activities
45 Young Adult Programs
12 Young Adult Drop-In Activities
125 Other Programs
71,366 Square Feet

Waukesha Public Library 2014 Statistics

ANNUAL PERFORMANCE INDICATORS (2014)

Circulation Per Capita: 12,344
Collection Holdings Per Capita: 5,321
Collection Turnover Rate: 2.3
Expenditures Per Capita: $345,457
Fines Per Capita: $142,956
Voids Per Capita: 4.77

INCOME COMPARISON

City Income: $275,258
County Income: $275,258
Federal Income: $275,258
Other Income: $275,258

Library Statistics

Collection - Total Holdings: 461,434
Books on File: 209,122
Downloadable E-books: 123,687
Audio Materials: 24,710
Downloadable Audio: 38,485
Video Materials: 27,579
Downloadable Video: 1,455
Serials/Subscription (Including Periodicals and Newspapers): 386
Databases (Title): 55
Waukesha Public Library: 1
Waukesha County Federated Library System: 4
WEBACon: 46
Other Materials: 4,809

Waukesha County, Wisconsin
LibPAS – Your Turn

Generate the library brochure

1. Find your way to the list of WI merge documents.

2. Generate and open a library brochure.

3. Delete some information that doesn’t apply to your library.
Creating LibPAS Table Reports from Templates

• On your LibPAS home page, click Reports at top right or at the bottom.

• On the Manage Reports page, click the name of a table report in the Local - Report Templates list.
Creating LibPAS Table Reports from Templates

• Use checkboxes to select / deselect fields available in the template.

• Add / change value ranges in each field’s Filter Low and Filter High settings.

• Click Run at top or bottom of the page.
Creating LibPAS Table Reports from Templates

- Click the Excel icon to open / save report data.
- Click the bar graph icon to display a PNG image for the field that you can save to use.
LibPAS – Your Turn

Run a table report template

1. Find your way to the template list and open a table template.

2. Run the report.

3. Return to the template, and select / deselect template fields.

4. Change the filter range(s).

5. Run the report again.
Creating LibPAS Graph Reports from Templates

- Choose a graph report template.
- Select fields.
- Edit value ranges.
- Click Run.
- Save graph PNG images to use elsewhere.
LibPAS – Your Turn

Run a graph report template

1. Find your way to the template list and open a graph template.

2. Run the report.

3. Return to the template, and select / deselect template fields.

4. Change the filter range(s).

5. Run the report again.
Creating New LibPAS Reports from Templates

- In a template’s Report Settings window, click 
  
  ![Save as New Report]

- To remove a field, click its red ✗ in the Remove column.

- Remember to save often as you edit the new report.
Creating New LibPAS Reports from Templates

- To add a field:
  ✓ In the Group list, select its section of the report.
  ✓ Select the field to add.
  ✓ Click Add.
- Control-click to select and add multiple fields.
- Remember to Save often as you edit the new report.
Base a new report on a template

1. Open the “10% range of total circulation” table template and save it as a new report.

2. Remove Number of Branches.

3. Add Section III. item 9d. Total Uses of Electronic Materials.

4. Save and run the report.
Sharing LibPAS Reports

• At the top or bottom of the Report Settings window, click **Publish Report**.

• In Manage Reports (click Reports at top right) select Local - Published Reports.

• A URL and QR Code is available for each published report.
LibPAS Online Reporting System

Sharing LibPAS Reports

- The “URL” is the entire HTML code to use for a link.
- The actual URL is highlighted at right.
- The QR Code link displays a graphic that phones and tablets can read to jump to the published report.

SCHEDULED REPORTS

<table>
<thead>
<tr>
<th>Rep Type</th>
<th>Report Name</th>
<th>Report Collection</th>
<th>Description</th>
<th>Updated</th>
<th>QR Code URI</th>
</tr>
</thead>
</table>
LibPAS – Your Turn

Share your new report

1. Find your list of reports.
2. Open the report you created.
3. Publish it!
4. Find your list of published reports.
5. Copy the URL and paste it in a new browser tab.
Nine Things to Remember

• Unaudited financial data is acceptable.

• Keep thorough notes for future years / staff.

• Keep all support material for attributing nonresident use and registration.

• Verify large or zero changes. *It never hurts to double check your data!*

• Multiply survey week data.

• Annual reports, including system effectiveness statements, are public records.

• Signed annual reports are due to PLD by Wednesday, March 1, 2017.

• Annual report support material is online at [dpi.wi.gov/pld/data-reports/annual-report](http://dpi.wi.gov/pld/data-reports/annual-report)

• PLD doesn’t bite.
The 2016 Annual Report:
Before, During, and After
South Central Library System (SCLS)

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