

# Wisconsin Public Library Annual Report: What's New

## Reporting Library Activities for 2016

This summary describes the changes made to public library data being collected for FY 2016.

### Section II. Library Collection

#### Electronic Collections

An electronic collection is 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. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, provided through your system or cooperative agreement with other libraries, or provided by DPI. Do not include electronic collections that are provided by third parties and freely linked to on the web.

*Electronic Collections do not have a circulation period* and may be retained by the user. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

#### 8a. Electronic Collections (Locally owned or leased)

Report the number of electronic collections owned or leased by the library.

#### 8b. Other Electronic Collections (purchased by library system or consortia)

Report the number of electronic collections purchased or leased by the system or consortia and made available to member libraries of the system. This field may be prefilled with data provided to Public Library Development (PLD).

#### 8c. Statewide Electronic Collections (provided through BadgerLink)

Report the number of electronic collections provided through BadgerLink by the Resources for Libraries and Lifelong Learning (RL&LL) team of DPI. This field may be prefilled with data provided to Public Library Development (PLD).

For additional information and resources, including complete annual report instructions, see [dpi.wi.gov/pld/data-reports/annual-report](http://dpi.wi.gov/pld/data-reports/annual-report).

To ensure questions about LibPAS or the annual report are addressed as soon as possible, send email to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

## 9. Total Electronic Collections (local, system, and statewide)

The total number of electronic collections is the sum of items 8a through 8c and is automatically calculated and displayed.

### Discontinued Data

Beginning with FY2016, the following data elements are no longer collected separately. This information should be included in electronic collection data.

- 8a. Databases (Locally owned or leased)
- 8b. Other Databases (purchased by library system or consortia)
- 8c. Statewide Databases (provided through BadgerLink)
- 9. Total Databases (local, system, and statewide)

## Section III. Library Services

### Electronic Collection Retrievals

Electronic collection retrievals is the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

#### 8a. Electronic Collections (Locally owned or leased)

Report the total number of successful retrievals from electronic collections owned or leased by the library.

#### 8b. Other Electronic Collections (purchased by library system or consortia)

Report the number of successful retrievals from electronic collections owned or leased by the system or consortia. This field may be prefilled with data provided to Public Library Development (PLD).

#### 8c. Statewide Electronic Collections (provided through BadgerLink)

Report the number of successful retrievals from electronic collections provided through BadgerLink by RL&LL. This field may be prefilled with data provided to Public Library Development (PLD).

#### 8d. Total Electronic Collections (local, system, and statewide)

The total number of successful electronic collection retrievals is the sum of items 8a through 8c and is automatically calculated and displayed.

## Discontinued Data

Beginning with FY2016, the following data elements are no longer collected separately. This information should be included in electronic collection data.

- 8a. Number of Licensed Database Sessions
- 8b. Number of Locally-Created, Non-Commercial Database Sessions

## Section V. Library Operating Revenue

### 4. Federal Funds

Wisconsin public libraries and regional library systems receive E-rate reimbursement in one of two ways: as a reduction in the cost of paid services or as a check (EFT?) in the amount of the reimbursement.

- If the cost of service is reduced, only the actual amount paid is reported as an operating expenditure and no corresponding revenue/income is received to be reported.
- If reimbursement is received separately, the resulting lower cost is not reflected anywhere in operating expenditures but is included in operating revenue.

In the second case, statutory calculation we/I make based on total operating revenue excluding capital and federal funds or total operating expenditures less capital expenditures and expenditures of funds from federal sources is inaccurate. As a practical matter, including e-rate reimbursement as federal revenue on the annual report means that financial calculations are correctly adjusted by the reimbursement amount.

## Section XIII. Literacy Offerings and Drop-in Activities

This section was formerly titled “Youth Services.” Literacy offering and drop-in activity data collected in this section has not changed.

## Section XII. Technology

### 4. Does your library use door counters?

Door counters can be either electronic or mechanical means of detecting entrance and/or exit of library users. Indicate whether your library uses door counters.

The definition of operating revenue from federal sources has not changed. This explanation clarifies how to report E-rate reimbursement.

Knowing how many libraries use door counters will help PLD develop outcome measurement support initiatives and strengthen the accuracy and use of library data.

## **Section XIV. Public Library Assurance of Compliance with System Membership Requirements**

Effective April 1, 2016, Wisconsin Act 306 amended “electronic database” to “online resources” in the same services requirement for public libraries. The same change has been made to the compliance item (text highlighted).

- 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].