What's new in the 2019 Wisconsin Public Library Annual Report?

- Certification Expiration Date
  A new certification date mask means dates must be entered in MM/DD/YYYY format.

- For Section II. Library Collection use the new Use of Digital Resources and Library Collection flowchart to help determine whether electronic materials are counted as an "Electronic Collection" or if the units are counted toward your library's collection as e-books, e-audio, and e-video. For Section III. Library Services use the flowchart to help determine whether electronic materials use should be counted as "Electronic Collection Retrievals" or "Uses of electronic materials by Users of Your Library."

- Interlibrary Loan (ILL) Transactions: Categorized ILL Transactions or Total ILL Transactions
  Now you can select the level of detail your library can provide for ILL transactions. Select "Categorized ILL Transactions" If your library can provide details on the number of items loaned via your ILS and other modes, the Division for Libraries and Technology will fill in (at a later date prior to the Annual Report deadline) the number of items loaned using WISCAT. If you are unable to supply that level of detail, select "Total ILL Transactions" to report total items loaned and total items received.

- Programs and Program Attendance Annual Count
  For a complete description of library programs and activities information in the annual report, see the WI Libraries for Everyone post "Important Updates: Annual Report and Record Keeping Resources." The blog post includes a link to the Wisconsin Valley Library Service's Digital Bytes video recording of "Keeping Track and Recording Program Stats in the Wisconsin Public Library Annual Report" with Tessa Michaelson Schmidt, DPI, and Anne Hamland, Wisconsin Valley Library Service. Tessa and Anne discuss programming and self-directed activities, outreach activities, and tracking all of these using the new Programming and Activity Count tracker workbook (downloads an Excel file) to easily compile your program counts and attendance to report on the Public Library Annual Report.

  You may also refer to the examples in the Wisconsin Public Library Annual Report Input Youth Services Definitions and Examples PDF that is current for this Annual Report.

- Capital Income and Expenditures by Source of Income
  All Capital revenue and expenditures fields are required. If none, enter "0".

- Staff Serving Adults addition, new functionality for Staff Serving Youth
  Please indicate the name(s) and e-mail addresses of staff who serve as the adult librarian(s), focusing on providing services and programs to people aged 18 and up. If the director serves in this capacity, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff provides services and programs to adults, list the primary staff member on the first line. Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

Please note that this collection is new and the functionality is the same for Staff Serving Youth now, too. Users are able to input as many staff serving adults as necessary. As soon as you enter one of the fields, an additional row will display on the screen. The red "✖" on the right side of the row allows you to delete the data entered in that row. The fields above the name and email address provide a running tally of the number of staff serving adults that you've entered in the form.

- The Division is no longer providing mailing instructions for annual report forms or separate system effectiveness statements. Please provide signed, scanned PDF copies to LibraryReport@dpi.wi.gov.

- The Division encourages systems to determine if it is feasible to request electronic copies of Annual Reports from their member libraries and provide instructions for them on how to provide the required annual report forms to the library system.

- Other minor instruction cleanup.

- The Wisconsin Public Library System Annual Report has an additional row in the Technology, Reference, and Interlibrary Loan category to match the system plan form.

- The Division encourage libraries and systems to examine the counts for Wireless Internet Uses, Reference Transactions, and Local, Other, and Statewide Electronic Collection Retrievals. If these elements are not something your library is currently counting, the Division will be examining hurdles to providing accurate counts as part of the Annual Report.

Summer Library Program and the Public Library Annual Report

It is important to note that programs and activities that relate to the Summer Library Program are still collected the same way on the Public Library Annual Report as they have been in the past.

- Any **programs** (Section III. Library Services) held as part of summer library programming, such as a kick-off party, performance by a hired entertainer, special programs, regular programs with a summer library program theme, etc. should be counted as individual programs for the group attending. Note: this is not a change.
- Any **self-directed activities** (formerly known as drop-in activities) (Section XIII. Self-directed Activities) held as part of summer library programming, such as reading logs, BINGO sheets, passive activity stations with a summer library program theme, etc. should be counted as self-directed activities for the individuals participating. Note: the method of collection remains the same, only the name has changed.
- The data element "**literacy offerings**" **has been removed** from the annual report (Section XIII Self-directed Activities). More comprehensive statistics about summer library programming in Wisconsin public libraries are collected through the end-of-summer survey from the Collaborative Summer Library Program (CSLP). See below for details.

End-of-Summer Library Program Survey

The Division for Libraries and Technology conducts an annual end-of-the-summer survey about the summer library program in concert with the Collaborative Summer Library Program (CSLP). The online survey is open from July through September (exact dates TBD). Standard questions include:

- How your library tracks participation in your summer library program
- Total number in each of the three age groups who participated in your summer library program [Children's (0-11), Teens (12-18), and Adults (19+) age categories as defined by the Institute of Museum and Library Services]
- Total number in each age group who completed the minimum goal
- Total number of summer library program themed events for each age group
- Total number of individuals attending summer library program themed events for each age group
- Your suggestions, ideas and feedback for future summer library program themes
- If/how your library participated in the USDA's Summer Food Service Program
- If/how your library engaged with local schools to encourage participating in summer library programming

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

Happy Reporting from the Division for Libraries and Technology!