

Date: January 12, 2015

To: Public Library System Directors and Coordinators

From: John DeBacher, Director
Public Library Development
Division for Libraries and Technology

Subject: 2014 Public Library System Annual Report

The 2014 Public Library System Annual Report continues to be collected with the LibPAS online reporting service. Beginning this year, the content of “Part B” DPI Form PI-2404-B Public Library System Annual Report Plan Evaluation and Certification of Compliance has also been integrated into LibPAS. Systems will now enter all of their system annual report data in LibPAS. The PDF report generated by LibPAS includes both Part A and Part B data. The addenda of narrative information is merged into an accompanying Word document that is also generated by LibPAS.

As part of the annual report, systems must provide assurances of current compliance with state statutes. The system evaluation of your 2014 plan is also due as part of this report. As part of the evaluation, systems are asked to indicate 2014 compliance and identify those services provided to members in 2014.

- Complete and submit the Public Library System Annual report in LibPAS.
- Print both DPI form PI-2404-A and the narrative addendum for board approval and signatures.
- Submit two original signed copies to the Division. Send the copies to:

Department of Public Instruction
Jamie McCanless
Division for Libraries and Technology
PO Box 7841
Madison WI 53707-7841

Your signed annual report is due by Monday, March 2, 2015.

Instructions for items on the reports, including an attachments and enclosures checklist, are online at pld.dpi.wi.gov/files/pld/pdf/sysannrptinstr.pdf. A “What’s New” summary of changes to system data being collected for 2014, data entry worksheet, and instructions for using LibPAS are also online and linked from http://pld.dpi.wi.gov/pld_annrpt#sys_rpt. If you have questions, please contact us at LibraryReport@dpi.wi.gov.

To ensure that the Division has the latest signed versions of system contracts and agreements, systems are asked to enclose current contracts with the annual report. If there has been no change from contracts previously filed, or if revised contracts were filed with the 2015 annual system plan, systems may state that previously submitted contracts remain in effect.

The following system contracts, agreements, and reports must be on file with the Division:

1. Current public library membership agreements. These should include interlibrary loan and same-service provisions.
2. Current county membership agreements.

3. Current service agreements with other public library systems.
4. Current agreements with other types of libraries or multitype library organizations.
5. Resource library agreements.
6. Current technology and resource sharing plan.
7. If a public library in a given public library system refuses to honor the valid borrower's cards from an adjacent public library system, annual meetings must be held between representatives of the affected public library systems. The affected library systems must provide the Division with written minutes of these meetings. (See *Wisconsin Statutes* s. 43.17(11)(e).) If this statute applies to your system and you have not filed meeting minutes, please include them with this report.
8. *Wisconsin Statutes* s. 43.11 requires that counties have a plan for library service for county residents without a public library. This plan must provide for access to all system public libraries and for reimbursement for that access. Systems must certify that all member counties are in compliance with s.43.11 as required by s.43.15(4)(b)1. The latest revision of each member county's plan should be on file with the Division. In most cases, county plans should have been revised to reflect the 2006 changes from Act 420 on county payments. Recommended practice is that county plans be reviewed and updated at least every five years to address possible changes in funding, services, and legislation.

Systems are reminded that if they receive funds from or pay funds to public libraries or other systems they must include a listing of these transactions by library or system. This includes the activities of shared automation systems and delivery services. Member library annual reports must correlate to this system report. We encourage you to email to LibraryReport@dpi.wi.gov, as an attachment, spreadsheet data of payments or revenues to member libraries, or of county funds distributed by the system on behalf of public libraries.

Two original signed copies of the annual report are still required. Library system annual report data is used to check member library annual reports, compile state statistics, and determine system funding levels as required in the state budget process. I can appreciate that the annual report takes time to compile and complete, particularly in a period of reduced funding. By continuing to collect accurate and complete reports as required, we can compile and provide compelling results to use in defending our state and local public library services.

Thank you for your cooperation.

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LibraryReport@dpi.wi.gov