

Welcome – WVLS Team and Melissa Aro

Agenda

- Overview and resources
- New for 2023
- Confusing things
- Programming numbers - a review
- Walkthrough of the 2023 Public Library Annual Report
- Collecting data and preparing for 2024



The Annual Report

What is it? Why is it important?
Resources available to you

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Annual Report Overview

- "It's like doing taxes for library directors"

Annual Report Resources

- **WVLS Annual Report support email:** annual.reports@wvls.org
- **Annual Report Worksheet** (handout and emailed)
 - Highlighted to show WVLS prefilled information
- **DPI Annual Report website:** <https://dpi.wi.gov/libraries/public-libraries/data-reporting/annual-report>
 - Overview of the Wisconsin Public Library Annual Report and What's New for 2023
 - Programming and Activity Account Tracker (2023, 2024 coming soon)
 - Instructions for categorizing and tracking activities
 - Instructions for 2023 annual report
 - Instructions for using LibPAS ("Counting Opinions") for entering data

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New for 2023

Section X. Staffing

Section XII. Technology

COVID-19 - It's GONE!! (at least the reporting)

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Section X. Staffing

TIP: Report staff/positions as of 12/31/2023

NEW: all positions must be tied to one of 46 compensation report categories (listed in Appendix A).

X. STAFF (FTE)

1. Personnel Listing

a. Employees Holding the Title of Librarian

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Annual Salary	Hours Worked/Week
Director	Library Director / Chief Officer	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		
		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 (Local Title)	Job Title (Appendix A)	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		

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Report staffing as of the last day of the year just ended. Indicate all positions funded in the library’s budget, regardless of whether those positions were filled. Do not list volunteers or staff paid from funds not administered by the library. Salary data with local position titles (no names of individuals) and wages is distributed to library system administrators so they may assist member libraries with comparative salary queries.

NEW. For each personnel listing select the Job Title from Appendix A which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

Section XII. Technology

Six new questions for Wireless Internet Access and Broadband

- Speed of internet - prefilled by system for those with BadgerNet/TEACH ISP
- Is bandwidth adequate during peak use?
- Hotspots available for checkout (Y/N and how many)
- Does library filter internet for ALL devices (CIPA compliant - explain if no)

Two new questions for Digital Literacy

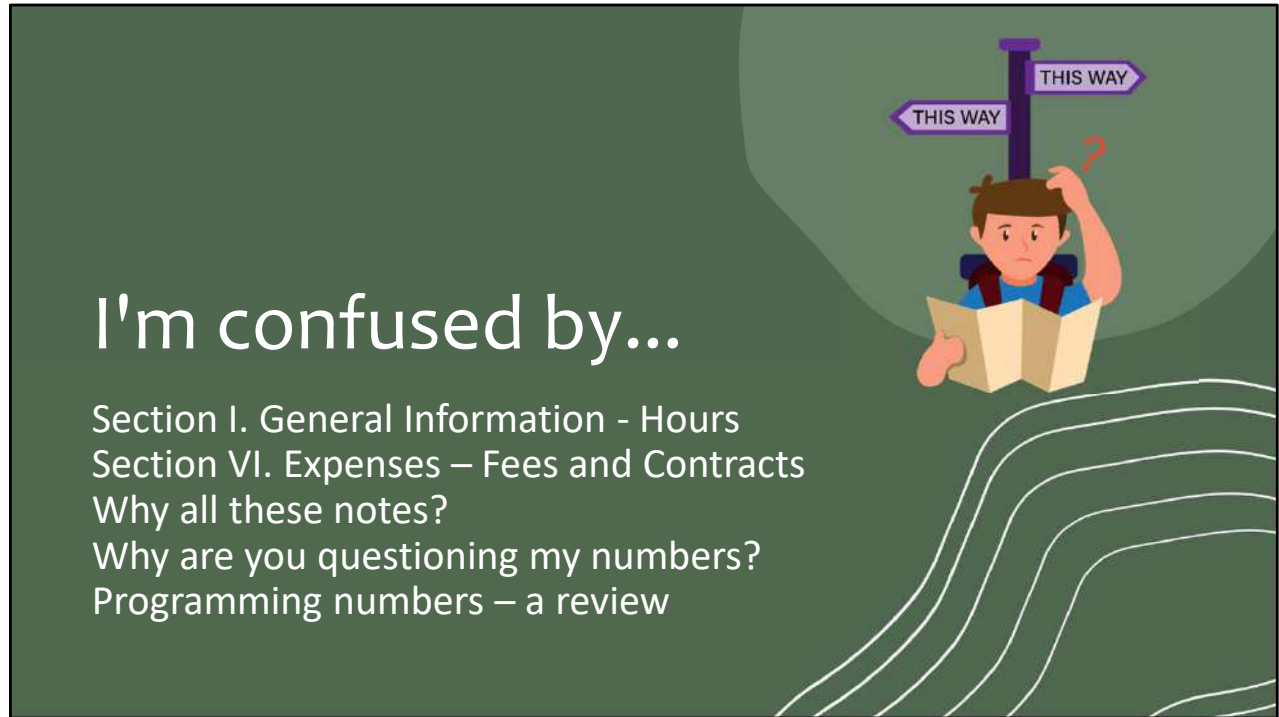
- Offer courses/training/assistance for digital literacy (Y/N)
- Explain if yes

XII. TECHNOLOGY Revised 11/10/23
Wireless Internet Access and Broadband

1. What is the speed of your connection to the internet? Choose the closest value.	20MB / 50MB / 100MB / 200MB / 500MB / 1 GB / more than 1 GB
2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?	Yes / No
3a. How many hotspots does your library have in the collection for patron checkout? Do not include lost devices.	
3b. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.	
4. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile?	Yes / No
5a. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy? If "yes," you are CIPA compliant.	Yes / No
5b. If your library answered no for 5a, provide a comment.	
Digital Literacy The American Library Association defines "Digital Literacy" as: <i>The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.</i>	
6a. Does your library offer courses, training, or other kinds of assistance to support your patrons' digital literacy?	Yes / No
6b. If your library answered yes for 6a, provide a list of your offerings.	

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1. Report the advertised speed from your ISP. If your library has more than one broadband circuit connecting your site to the internet, please answer for the primary circuit.
2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?
3. How many hotspots does your library have in the collection for patron checkout? Do not include lost devices. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.
4. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile?
5. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy? If yes, you are CIPA compliant. If your library answered no for 5b, provide a comment.
6. The American Library Association defines "Digital Literacy" as: *The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.* Does your library offer courses, training, or other kinds of assistance to support your patrons' digital literacy? If your library answered yes for 6a, provide a list of your offerings.



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Section I. General Information - Hours

- Three levels of service
 1. "Standard Service – no restrictions"
 2. "Limited building access for the public"
 3. "Staff only – no interior service for the public"
- Make an *educated estimate* of the number of hours open and number of weeks operating at each service level; or use an average.
- Goal: make the final calculated number of hours come out to the number of hours your library was open during the year.
- Summer vs. winter hours
 - If there is **no difference** in summer and winter hours, report *all hours and weeks under Winter Hours* and leave Summer Hours blank.

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Report the number of hours opened per week and the number of weeks operating in a modified Hours of Operation table. The table includes three different service levels to report hours opened with no restrictions on building access, limited public access, and staff only access to the building. These service levels are defined below. The standard breakout of "winter hours" and "summer hours" still applies.

Values entered for 19a-d are used to calculate the number of weeks operating at each service level and the number of hours operating during the calendar year. Those values are calculated as 19e Total Weeks and 19f Total Hours.

Note that while the library may not have exact statistics on service hours with this breakout by service level, *it is important to make an educated estimate of the approximate number of hours open and the number of weeks the library building was operating at each service level. When the number of hours fluctuate from week to week for a service level, use an average number of hours that when multiplied by the number of weeks operating at that service level will provide an accurate estimate of the total number hours operating.*

"Standard Service with No Restrictions on Building Access" means when the library was

operating without limitations on public access to the building. Do not include any hours or weeks when the library metered access or barred access to the building to allow for social distancing or to follow state or local health orders or guidelines. Libraries that were closed to patrons and staff should report reduced hours or weeks in the “Standard Service”.

“Limited Building Access for the Public” means when the library implemented limited public occupancy practices as a response to a health emergency or natural disaster. Limited building access can include reduced hours open, limits on the number of public members allowed to enter the building, appointment only onsite library use, visitor time limits, closed stacks or meeting rooms. Do not include times when the public could not enter the building or could not pass beyond a porch, vestibule, or breezeway to pick up materials.

“Staff Only - No Interior Service for the Public” means when a library or branch is physically closed and the public cannot access any library buildings or bookmobiles, regardless of staff access. A building may be physically closed while still offering virtual, Wi-Fi, curbside, drive-thru, and other services outside the building.

19a. Winter Hours Open per Week

Enter the library’s winter hours open per week at each service level (i.e., standard service, limited building access, no interior service). If the library had the same schedule all year at varying service levels, enter the number of hours that the library was open at each service level as Winter Hours. If estimating the number of hours per week at each service level, please report using Winter Hours.

19b. Number of Winter Weeks

Enter the library’s number of winter weeks at each service level (i.e., standard service, limited building access, no interior service). If the library had the same schedule all year at varying service levels, enter the number of weeks that the library was open at each service level as Winter Weeks. If estimating the number of hours per week at each service level, please report using Winter Weeks.

19c. Summer Hours Open per Week

Enter the library’s summer hours open per week at each service level (i.e., standard service, limited building access, no interior service). If the library had no change in hours or is reporting and estimate of the number of hours using the Winter Hours, leave Summer Hours blank.

19d. Number of Summer Weeks

Enter the library’s number of summer weeks at each service level (i.e., standard service, limited building access, no interior service). **If the library had no change in hours per week or is reporting an estimate of the number of hours per week using the Winter Weeks, leave Summer Weeks blank.**

Section VI. Expenses – Fees and Contracts

Fees and Contracts for Services from Other Libraries, Municipalities, and Systems Revised 11/8/23

- Report here any expenditure for contract arrangements with other libraries, municipalities, or public library systems or fees imposed by a municipality.
 - A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

Note: ALL invoices paid to WVLS will be included here (V-cat membership, technology, barcodes, Overdrive, movie licensing, etc.)

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Fees and Contracts for Services from Other Libraries, Municipalities, and Systems Revised 11/8/23

Report here any expenditure for contract arrangements with other libraries, municipalities, or public library systems or fees imposed by a municipality. Funds reported here are the funds paid out by your library. Indicate the service provider receiving the funds, description of service, amount, and type as contract or fee. A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

Note: ALL invoices paid to WVLS will be included here (V-cat membership, technology, barcodes, Overdrive, movie licensing, etc.)

Why?

Why all these notes?

- Notes from ALL library annual reports from across the nation are read and reviewed.
- A request to verify a response can come from Institute of Museum and Library Services (IMLS)
- Qualitative information from notes is used to analyze trends in libraries at a national level.

Why are you questioning my numbers?

- Automatic edit checks
 - WVLS sees responses that are “flagged” when they differ in a significant amount from the previous year’s report
 - The annual report will not lock *unless the response is verified and either changed or a note is entered in the note field*

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Programming Numbers

a review

- Section III Library Services
 - Programs
- Section XIII Self Directed Activities

Resource. Use [Programming and Activity Count Tracker](#) to track programs and self-directed activities and attendance through the year to prepare for annual report.

Kristie

We will be looking at both of these more closely later in the workshop. As an overview:

For programs- You will need to report the number of programs offered, program attendance, program format, and program target audience.

For self-directed activities- You will need to report the number of programs offered, program attendance, and program target audience.

Highly recommend! Using DPI's Program and Activities Count Tracker spreadsheet throughout the year to record your programs and self-directed activities. This will auto-calculate the numbers you need to enter into each section on your annual report. The first tab of the spreadsheet also includes comprehensive definitions programs; live virtual programs; pre-recorded programs; and self-directed activities.

A Walkthrough of the 2023 Annual Report

Notes for Timeline

Section I. General Information

Section II. Library Collection

Section III. Library Services

Timeline

Date	Event	Description
Friday, January 19, 2024	Annual Report Email from WVLS	Libraries receive form with pre-filled information from WVLS.
Wednesday, January 24, 2024	Counting Opinions form open to libraries	Libraries can begin entering information into DPI Annual Report form.
Wednesday, February 7, 2024	Deadline to request WVLS initial audit of online form	But any time sooner is welcome! Annual Report team will review data and request corrections or additional notes.
Wednesday, February 21, 2024	Deadline to email scanned copy and place final signed copies in courier to WVLS	Schedule library board meeting prior to 2/21 to approve and sign printed report. <ul style="list-style-type: none"> • 1 signed copy kept at library • 2 signed copies sent in courier to WVLS Scanned copy emailed to annual.reports@wvls.org
Thursday, February 22, 2024	CELEBRATE!	

Katie/Susie

Note: this year the deadline to submit the AR to DPI is February 29, 2024 (60 days after the 1st of the year – per state statute), rather than March 1. As long as you get your report submitted to WVLS by the above 2/21/2024 deadline, your report will be submitted by the deadline.

Also note: reports can be corrected after this deadline, but they must be submitted.

Section I. General Information

Section I: Outlet information

- NEW – Include ZIP+4
- 19a-d: Hours – if there is no change between summer and winter hours, report all hours using Winter Hours; leave Summer Hours blank.

Section Ib: Branch information

- Note: for libraries with branches, please review ALL main branch information to make sure it is current (square footage, etc.) and that it aligns with outlet information.

I. GENERAL INFORMATION	
1. Name of Library	
2. Public Library System	
3a. Subdivision	
3b. Head Librarian First Name	
3c. 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	
6. Street Address	a. Street Address b. Mailing Address
7. City/Village/Town	
8. ZIP Code	
8 (part 2). ZIP+4 Code	
9. County	
10. Library Phone Number	
11. Fax Number	
12. Director's Library E-mail Address	@
13. Library Website URL	

Ib. OUTLET INFORMATION					
Only libraries with branches or bookmobiles complete Section Ib. Complete a set of responses for each branch or bookmobile and the main library.					
General information					
Location	Legal Name of Branch	Mr./Ms. Mr. / Ms.	First Name of person in charge	Last Name of person in charge	Email for this location
Address information					
Location	Street Address	Mailing Address / P.O. Box	City/Village/Town	Zip Code	ZIP+4 County
Other Outlet information					
Location	Telephone Number	Square Footage			
Standard Hours of Operation:					

Susie

The library's five-digit postal ZIP code and four-digit ZIP code extension reported last year are prefilled. If the library's mailing address has changed, verify the current ZIP code. **For 8a use the four-digit postal zip code extension for the street address of the administrative entity. For the mailing ZIP+4, use the four-digit postal zip code specifically assigned to the PO Box.** (Demmer Library for example)

If the library had no change in hours or is reporting and estimate of the number of hours using the Winter Hours, leave Summer Hours blank.

Most libraries will not see any entry fields in this section. If your library has a bookmobile or branches, complete this section. Note that the main library will also be listed. Changes made to information for the main library in Section I must also be entered in this section, such as weeks open and hours per week. Libraries with branches/bookmobiles should review all outlet information (including square footage) to make sure drift hasn't happened over time. (MCPL, APL)

Section II. Library Collection

7a. Other Materials Owned

- number provided by WVLS – may be amended by library

7b. Other Materials Description

- must be filled in by library

8a. Electronic Collections (locally owned or leased)

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)	

Katie:

Library Collection

Data will be provided by WVLS and by OverDrive/WPLC.

WVLS has shared a classification guide and preliminary numbers for physical materials. WVLS uses primarily Sierra item types to classify items into these categories. If there is a significant portion of a library's collection that does not match the typical item type classification, conditions based on item location codes are used to more accurately count the items.

7a Other Materials Owned

Describe and report the number of physical units held at the end of the year in any special collection(s) of other materials owned not otherwise reported that the library would like to report. This includes all physical items other than print books, physical audio units, physical video units, and serials. These are materials in a fixed, physical format for use outside the library that are intended to be returned to the library. These can include a variety of items such as wi-fi hotspots, sewing machines, cake pans, tools, board games, puzzles etc. WVLS will provide and pre-fill the number of items cataloged in Sierra. If your library has other items that fit the description, you may add them to the number provided by WVLS. Please include the number of items not cataloged in a note.

Report in 7a the number of other materials held at the end of the year. Report in 7b a description of these other materials.

Rachel:

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.

8a. Electronic Collections (Locally owned or leased)

Report the number of electronic collections owned or leased by the library. [Give example of what these collections may look like]

8b. Other Electronic Collections (purchased by library system or consortia) 5 (Ancestry, Foundations in Wisconsin, Gale Courses, NoveList Plus, NoveList Select)

Please include the following note: "WVLS supported subscription to Gale Courses ended on October 31, 2023. Foundations in Wisconsin will no longer be available as a digital resource after December 31, 2023."

Section III. Library Services

- 2. Categorized ILL transactions
- 3. Registered Borrowers (no changes this year)

III. LIBRARY SERVICES		
1. Circulation Transactions		
a. Total Physical Circulation		
b. Circulation of Children's Physical Materials		
c. Circulation of Other Physical Items (subset of 1a)		
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)		
WRSCAT		
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 Revised 10/13/23		
a. Resident Users	<input type="checkbox"/> Not available	
b. Nonresident Users	<input type="checkbox"/> Not available	
d. Does the library charge overdue fines?		Yes / No

This section contained definition changes in the September version workbook and instructions. These changes will not be implemented in the 2023 Annual Report. Use the same method to count 3a and 3b as your library used for the 2022 Annual Report.

Katie:

Circulation Transactions

Circulation transaction data is provided by WVLS.

A circulation transaction is the act of loaning materials at a library or bookmobile in all formats for use outside the library. This activity includes checking out materials to users, either manually or through a self-checkout system, and renewing materials, each of which is reported as a circulation transaction. Interlibrary loan (ILL) items provided to the library and checked out by the library to a library user should be reported here as a circulation. Do not include ILL items sent to another library.

1b. Circulation of Children's Materials is the annual circulation, including renewals, of all children's material in all formats to all users. Children are defined as ages birth-11. WVLS considers any items cataloged with a juvenile location code in Sierra as Children's Materials. This is a subset of the total reported in 1a.

1c. Circulation of Other Physical Items

Circulation of all physical items other than print books, physical audio units, physical video units, and serials, including renewals. These are materials in a fixed, physical format for use outside the library. These can include a variety of items such as wi-fi hotspots, sewing

machines, cake pans, tools, board games, etc. This item corresponds with Section II 7 Other Materials Owned. This item is a subset of Total Circulation in 1a.

Rachel:

Items Loaned (provided to) Other Libraries via Shared Integrated Library System (ILS):

These are library materials, or copies of the materials, provided by one autonomous library to another, where both libraries are part of the same shared integrated library system. This data includes only the number of checkouts. Renewals are not counted. Items counted here should not also be counted in as WISCAT or Other transactions.

Items Received from (borrowed from) Other Libraries via Shared Integrated Library System (ILS):

These are library materials, or copies of the materials, received from one autonomous library to another, where both libraries are part of the same shared integrated library system. This data includes only the number of checkouts. Renewals are not counted. Items counted here should not also be counted as WISCAT or Other transactions.

Items Loaned (provided to) Other Libraries via WISCAT:

These are library materials, or copies of the materials, provided by one autonomous library to another through the WISCAT interlibrary loan platform. Items counted here should not also be counted as ILS or Other transactions.

Items Received from (borrowed from) Other Libraries via WISCAT:

These are library materials, or copies of the materials, received from one autonomous library to another through the WISCAT interlibrary loan platform. Items counted here should not also be counted as ILS or Other transactions.

Items Loaned (provided to) Other Libraries via Other mode:

These are library materials, or copies of the materials, provided by one autonomous library to another through a different mode of resource sharing such as OCLC or ALA form. Items counted here should not also be counted as ILS or WISCAT transactions.

Items Received from (borrowed from) Other Libraries via Other mode:

These are library materials, or copies of the materials, received from one autonomous library to another through a different mode of resource sharing such as OCLC or ALA form. Items counted here should not also be counted as ILS or WISCAT transactions.

Katie:

Number of Resident Users *REVISION 10/13/23* Updates introduced in the 8/31/23 version of this document will not be implemented in the 2023 Annual Report. **Use the same method to count 3a and 3b as your library used for the 2022 Annual Report.**

Section III. Library Services

4. Reference Transactions
5. Library Visits
6. Public Computers
7. Public Wireless Internet
8. Website Visits
9. Electronic Collection Retrievals
10. Uses of Electronic Materials by Users of Your Library

4. Reference Transactions		
a. Method Used to Count Reference Transactions	Actual Count / Survey Week(s) / Did Not Collect	
b. Annual Count of Reference Transactions:		
5. Library Visits		
a. Method Used to Count Library Visits	Actual Count / Survey Week(s) / Did Not Collect	
b. Annual Count of Library Visits:		
6. Public Computers		
a. Number of Public Use Computers		
b. Number of Public Use Computers with Internet Access		
c. Method for Counting Uses of Public Internet Computers	Actual Count / Survey Week(s) / Did Not Collect	
d. Annual Count of Uses of Public Internet Computers:		
7. Uses of Public Wireless Internet		
a. Method for Counting Uses of Public Wireless Internet	Actual Count / Survey Week(s) / Did Not Collect	
b. Annual Count of Uses of Public Wireless Internet:		
8.		
Number of Website Visits	<input type="checkbox"/> Not available	
9. Electronic Collection Retrievals		
a. Local Electronic Collection Retrievals	<input type="checkbox"/> Not available	
b. Other Electronic Collection Retrievals	<input type="checkbox"/> Not available	
c. Statewide Electronic Collection Retrievals	<input type="checkbox"/> Not available	
10. Uses of Electronic Materials by Users of Your Library		
a. E-Books	<input type="checkbox"/> Not available	
b. E-Audio	<input type="checkbox"/> Not available	
c. E-Video	<input type="checkbox"/> Not available	
e. Uses of Children's Electronic Materials:		

Susie/Erica: 4-8

Rachel: 9-10

If an annual count of reference transactions/library visits/public computer use is unavailable, count reference transactions during a typical week or weeks and multiply the count to make an annual estimate. See the WI Libraries for Everyone blog post “The Annual Report – Survey Week Reminder...” for more information on survey weeks. (If the sample is done four times a year, multiply totals by 13; twice a year, multiply by 26 and sum; one week annually, multiply by 52.)

A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose seven consecutive calendar days in which the library is open its regular hours. A more rigorous sample survey than a typical week may be desirable and should be used if available; for instance, sampling four different weeks throughout the year would yield more accurate results.

Definition of a reference transaction:

A reference transaction is an information consultation in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs. A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources, including websites and computer-assisted instruction. Count Readers Advisory questions as reference transactions.

Library Visits

Library visits is the total number of persons entering the library for whatever purpose during the year. *Note: "entering the library" refers to entering the physical building. It is NOT recommended to try to count those using the library grounds (external wi-fi use, outdoor reading space, etc.). Those attending a library program held outside the library should be counted as participants in an on-site program, but NOT included in number of library visitors unless they enter the building.*

Public computer use:

Will be prefilled by WVLS for libraries using Pharos timing software. Other libraries need to report their own statistics either through actual count or survey week.

Public Wireless internet:

If using LEAN WI wireless network, this will be prefilled by WVLS.

Website visits:

If the library's website is hosted through LEAN WI/Libraries Win website hosting service, this will be prefilled by WLVS

Use of e-Resources (Electronic Collection Retrievals):

9a. If a library has a local electronic collection, report the number of retrievals (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)

9b-d. Prefilled by WVLS

10 a-e Overdrive. This will be pre-filled for WVLS libraries.

Section III. Library Services

11. Programming
12. Live Views of [Virtual Programs](#) and Virtual Program Attendance Annual Count
13. Views of [Pre-Recorded Programs](#) and Pre-recorded Program Attendance Annual Count

Resource. Use [Programming and Activity Count Tracker](#) to track programs and self-directed activities and attendance through the year to prepare for annual report.

Resource. Use [the Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

11. Programming			
In-Person Programs and Program Attendance Annual Count			
	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)
Number of Programs	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available
Total Attendance	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available
	11d. Adult (19+)	11e. General Interest (all ages)	
Number of Programs	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
Total Attendance	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total In-Person
Number of Programs	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
Total Attendance	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
11i. Describe the library's in-person programs:			
Live Views of Virtual Programs and Virtual Program Attendance Annual Count			
	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)
Number of Live Virtual Programs	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available
Total Live Virtual Attendance	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available
Total views of live programs that were recorded and posted for asynchronous viewing	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available
	12d. Adult (19+)	12e. General Interest (all ages)	
Number of Live Virtual Programs	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
Total Live Virtual Attendance	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
Total views of live programs that were recorded and posted for asynchronous viewing	<input type="checkbox"/> Not available	<input type="checkbox"/> Not available	
12g. Which platforms does the library use to host the library's live, virtual programs:			
12h. Describe the library's live, virtual programs:			

Kristie

11. An in-person library program is a planned event which introduces the in-person group attending to any of the broad range of library services or activities or which directly provides information to participants. In-person programs may cover use of the library, library services, or library tours.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

12. A live, virtual library program is any planned library program that is live-streamed virtually and viewed live as it progresses (called "synchronous live-streaming").

13. A pre-recorded library program is any planned event that is recorded by the library for asynchronous streaming (for later, on-demand viewing). Only include programs posted during the reporting period. Only include views of program sessions for a period of thirty (30) days after the presentation was posted.

If your library does not offer in-person/virtual/pre-recorded programs for an age group, a

zero must be entered for the program and attendance counts. The 'Not available' checkbox is used only when programs are offered but the count is not available.

Resource. Use [Programming and Activity Count Tracker](#) to track programs and self-directed activities and attendance through the year to prepare for annual report.

Resource. Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) (link available from <https://dpi.wi.gov/libraries/public-libraries/data-reporting/annual-report>) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

A Walkthrough of the 2023 Annual Report Con't.

Section IV. Library Governance

Section V. Library Operating Revenue

Section VI. Library Operating Expenditures

Section VII. Library Capital, Revenue, Expenditures, Debt Retirement, and
Rent

Section VIII. Other Funds Held by the Library Board

Section IX. Trust Fund Report

Section IV. Library Governance

Provide a complete list of all voting board members and officers as of the date of this report.

- Report the current library board president in the first row.
- If any positions are unfilled at the time of this report, enter "Vacant" in those positions' first and last name fields.

Tip: highly encouraged to provide email addresses for ALL board members as possible.

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	
---------------------------------	--

Marla

Report changes in board membership, as well as changes in the office of library board president, to your system as they occur. When reporting the new appointments, please indicate departing members so that board membership can be updated.

Number of Library Board Members: report the total number of voting library board members, including vacancies that are authorized but not filled.

Section V. Library Operating Revenue

1. Local Municipal Appropriation
 - Do not include county appropriations, contract income, or donations here.
2. County/Other County Payments
 - Consolidated county libraries report county revenues for library operations.
3. State Funds
 - Funds from state programs (e.g., TEACH grants)
4. Federal Funds
 - Report LSTA grant funds here (see instructions for details)

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		
City / Town / Village / Tribe		

County

2a. Home County Appropriation for Library Service

County Name	Amount

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

Description	Amount

c. Other State Funded Program

Description	Amount

4. Federal Funds – Refer to Annual Report Instructions PDF for information on reporting E-Rate

Grant Number	Program or Project	Amount

Susie

Local Municipal Appropriation

Report appropriations from the library’s local municipality as applicable. Do not include county appropriations, contract income, or donations here.

County/Other County Payments

Report reimbursements from the home county here. Consolidated county libraries report county revenues for library operations. (MCPL)

State Funds

Report state funds received from your public library system or from another Wisconsin state program and deposited in your library fund. Funds from TEACH grants are reported here as it is funded by the state Universal Service Fund (USF) which is comprised (almost entirely) of state funds.

3a. Public Library System State Funds

Your system should verify the amount of state aid to public library systems funds paid to your library (if any). If your library received more than four individual grants, you may combine grants from the same source on one line, then list the individual projects in the

notes. Revenue reported here should not be reported as contract income or as funds not expended in the previous year.

3b. Funds Carried Forward from Previous Year

Report any State Funds received in a prior year and carried forward for expenditure in the reporting year.

3c. Other State Funded Program

Enter a brief description of other state-funded programs and enter the total amount.

Federal Funds

Federal funds are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program(s) and the amount(s) received.

Report Library Services and Technology Act (LSTA) grant awards to your library here. For each award, enter the "DPI Grant Number" including Grant Year as the Project Number and "DPI Grant Name" as the Program Name. LSTA grant awards to systems that are used to reimburse your library for expenses or are otherwise passed through to your library should also be reported here.

Section V. Library Operating Revenue

5. Contract income
 - Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library.
6. Funds Carried Forward
7. All Other Operating Income
8. Total Operating Income (auto calculated field)
9. Current Year Appropriation
10. Exemption from County Library Tax

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

Susie

Contract Income

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Report funds received from adjacent towns or municipalities which are not part of a formal joint library operating agreement.

If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report reimbursement payments from counties here.

Funds Carried Forward

Include funds carried forward from the previous year and made available for library operating expenditures, except for state aid funds reported in 3b. above.

Do not report fund balances designated to capital projects here. Donation and endowment fund balances should not be reported here but instead should be reported as part of VIII.

Other Funds Held by the Library Board and IX. Trust Fund Report. Do not report federal Library Service and Technology Act (LSTA) grants received from the state or system, or state funds from your public library system as contract income here.

All Other Operating Income

All other operating income is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees received during the reporting year here if the funds were available for library use.

Total Operating Income

Total Operating Income is the sum of items 1 through 7 and is automatically calculated and displayed.

Current Year Appropriation

Enter the current year appropriation provided by your governing body(ies) for public library service. This is the amount you expect to report next year in item 1 above for a municipal library, or item 2 for a county library, based on the local municipal budget. Joint libraries should enter the total and add a note to provide a breakdown of the appropriations from each participating municipality.

Exemption from County Library Tax

Indicate whether your library's municipality was exempt from the county library tax for the reporting year, [Wis. Stat. s. 43.64 \(2\)](#).

Section VI. Library Operating Expenditures

1. Salary and Wages

- Note: totals in Section VI. for salaries may not match those reported in Section X. Staff for a particular year.

2. Employee Benefits:

- UPDATE include ALL employer-paid benefits, even those directly paid out of municipal budget and not appearing on W-2

3. Library Collection Expenditures

- 3b. Electronic Materials – report only those materials you own/subscribe directly. Overdrive/Libby is included in #4.

4. Fees and Contracts:

- UPDATE: indicate whether item is a "Fee" (imposed) or a "Contract" (agreement)
- CLARIFICATION – all invoices paid to system (WVLS) should be included here.

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. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems. Revised 10/13/23			
Service Provider Name	Description	Amount	Type
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
			Fee / Contract
5. Other Operating Expenditures			
7. Of the expenditures reported in (Items 1-5), report the amount expended from federal program sources:			

Brenda

Salaries and Wages

Enter the amount of salaries and wages for all library staff including plant operation, security, and maintenance staff for the year just ended. Include salaries and wages before deductions but exclude employee benefits.

Amounts in Section VI. may be higher than those reported in Section X. if overtime was paid to staff or a payout for vacation was given to a retiree, etc.

Amounts in Section X. may be higher than amounts reported in Section VI. if positions were unfilled for a period of time.

Employee Benefits

Enter the amount of employee benefits outside of salary and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker’s compensation, tuition, and housing benefits.

Library Collection Expenditures

Enter all operating expenditures for all collection materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed for use by the public.

3a. Print Materials

3b. Electronic Materials

3c. Audiovisual Materials

3d. All Other Library Materials

Fees and Contracts for Services from Other Libraries, Municipalities, and Systems *Revised 11/8/23*

Report here any expenditure for contract arrangements with other libraries, municipalities, or public library systems or fees imposed by a municipality. Funds reported here are the funds paid out by your library. Indicate the service provider receiving the funds, description of service, amount, and type as contract or fee. A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

Note: ALL invoices paid to WVLS will be included here (V-cat membership, technology, barcodes, Overdrive, movie licensing, etc.)

Section VII. Library Capital, Revenue, Debt Retirement, and Rent

1. Capital Income & Expenditures
2. Debt Retirement
3. Rent Paid to Municipality/County

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			

Marla

Capital Income and Expenditures by Source of Income

Enter capital revenues and capital expenditures by source of revenue for the year just ended. This includes

- Site acquisition
- New buildings
- Additions to or renovation of library buildings
- Furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations
- Computer hardware and software used to support library operations, to link to networks, or to run information products
- New vehicles
- Other one-time major projects

Do NOT include:

- Replacement and repair of existing furnishings and equipment
- Regular purchase of library materials
- Investments for capital appreciation
- Capital projects in the previous year but unspent in the report year

Debt Retirement

Enter debt retirement payments, if any, paid by the library board. If available, please add a note with a breakdown of amounts and corresponding sources. Debt retirement means paying off a debt completely. For example, when you make the final payment on a mortgage or student loan, the debt is retired.

Rent Paid to Municipality / County

Enter rent paid to the library's municipality by the library, or to the county if a county library, for public library space provided by the municipality or county.

Section VIII. Other Funds Held by the Library Board

Beginning balance must match ending balance submitted in previous year's annual report.

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

Beginning Balance of Other Funds Under Library Board Control	<input type="checkbox"/> No "other funds"	
Additions		
Subtractions		

Marla

All funds under the library board's control must be reported as required by [Wis. Stat. s.43.58 \(6\) \(a\)](#).

Wis. Stat. s.43.58 (6) (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

If your library board does not hold and control other library funds, check the "No "other funds"" box; the balance responses may be left blank.

Beginning Balance of Other Funds Under Library Board Control

Report the total balance of such funds at the beginning of the report year. The prior year

ending balance as reported in the Annual Report is prefilled (source – last year’s annual report – ending balance)

Additions

Report additions such as new deposits, transfers in, and interest earnings.

Subtractions

Report total subtractions (debits) including fees paid, transfers out, losses, or direct expenditures.

Total Amount of Other Funds at End of Year

The total amount of other funds held by the library board is calculated automatically.

Section IX. Trust Fund Report

Checking the "No Trust Funds" checkbox means "We don't have this," not "We don't collect this information."

IX. TRUST FUNDS

Beginning Balance of Trust Funds Controlled by the Library Board	<input type="checkbox"/> No "Trust Funds"
Additions	
Subtractions	

Marla

A "Trust Fund" indicates that a library trustee has been appointed as financial secretary and that donated library funds or property have been transferred to that person to be invested as allowed under [Wis. Stat. s. 43.58 \(7\) \(b\)](#), that person has been bonded under [Wis. Stat. s. 43.58 \(7\) \(c\)](#). The financial secretary is required to prepare and submit a report under [Wis. Stat. s. 43.58 \(7\) \(d\)](#).

If your library board does not hold and control other library funds, check the 'No "Trust Funds"' box; the balance responses may be left blank.

Beginning Balance

Report the total balance of such funds at the beginning of the report year. The prior year ending balance as reported in the Annual Report is prefilled. Update this value if it is incorrect.

Additions

Report additions such as new deposits, transfers in, and interest earnings.

Subtractions

Report total subtractions (debits) including fees paid, transfers out, losses, or direct expenditures.

Total Amount of Trust Funds Held by the Library Board

The total amount of trust funds held by the library board is calculated automatically. Only this total trust fund amount is included on the printable report generated by LibPAS.

A Walkthrough of the 2023 Annual Report Con't.

Section X. Staff

Section XI. Public Library Loans of Materials to Nonresidents

Section XII. Technology

Section XIII. Self-Directed Activities, Staff Serving Youth, and Staff
Serving Adults

Section XIV. Assurance of Compliance

Section X. Staff

1. Personnel Listing

- NEW. Questions 1a and 1b. must have local job descriptions matched with a selection from the list included in Appendix A
 - Report staff at library as of 12/31/2023
 - If you have multiple persons holding the same position, combine into a single listing and total the number of hours worked per week
 - e.g. "Circulation clerks"
- ### 1. Library Staff Full-Time Equivalents (FTEs)
- You can define for your library which positions "hold title of librarian."

X. STAFF (FTE)

1. Personnel Listing

a. Employees Holding the Title of Librarian

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Annual Salary	Hours Worked/Week
Director	Library Director / Chief Officer	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		
		MLS (ALA) / Librarian no-MLS / Other		
		MLS (ALA) / Librarian no-MLS / Other		

b. Other Paid Staff

Position (Local Title)	Job Title (Appendix A)	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		

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

--	--

Erica

Report staffing as of the last day of the year just ended. Indicate all positions funded in the library's budget, regardless of whether those positions were filled. Do not list volunteers or staff paid from funds not administered by the library. Salary data with local position titles (no names of individuals) and wages is distributed to library system administrators so they may assist member libraries with comparative salary queries.

NEW. For each personnel listing select the Job Title from Appendix A which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

Employees Holding the Title of Librarian

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA); however, other persons may hold the title of Librarian.

Library Staff Full-Time Equivalent

The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per week by all category employees and dividing by 40. To ensure comparable data, 40 hours per week is the measure of full-time employment. For example, if a library has 15 employees working 37.5 hours per week each, then the FTE calculation is $15 \times 37.5 / 40$ or 14.06 FTEs. Round to two decimal places.

Section XI. Public Library Loans of Materials to Non-Residents

1. Total circulation to non-residents
2. Non-residents living in county
3. Non-residents living in another county in system
4. Non-residents living in county not in system
5. Other state residents
6. Out of state
7. Method of determining (Actual/Survey)
8. a./b. Access Denied? Cards sold?
9. Circulation to non-residents (itemized by county)

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 <i>Actual / Survey</i>		
8a. Access Denied under s.43.17(11)(b)2 <i>Yes / No</i>		
8b. If Access Denied, Are Cards Sold? <i>Yes / No</i>		
9. Circulation to Nonresidents		
Name of County	Circulation	
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
j.		

Katie

Public Library Loans of Material to Nonresidents

Data will be pulled from Sierra and provided by WVLS based on the patron code 4 at the time of the transaction.

Access Denied Under Wis. Stat. s. 43.17 (11) (b)

Indicate whether your library denies access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17 (11) (b). The statute reads as follows:
(b) A public library in a public library system may refuse to honor valid borrowers' cards of a public library in an adjacent public library system if the total amount of the reimbursement received by the public library for the preceding year from that adjacent public library system, and from counties and municipalities that are located in that adjacent public library system, is less than the adjusted cost incurred for that year by the public library in honoring these cards.

Purchase of Library Cards

If the answer to 8a. is "Yes" as of the date the library's annual report is completed, indicate whether the library allows residents in adjacent systems to purchase library cards.

Section XII. Technology

New: Questions 1-3, 5a/b, 6a/b

1. Internet speed
 - Prefilled by WVLS if library has internet service through BadgerNet
2. Is bandwidth enough?
 - Library answers
3. a./b. Do you have/how many hotspots in your collection for checkout?
 - Library answers
4. External wireless
 - WVLS will prefill if known
5. a./b. Internet filtering
 - Library answers
6. a./b. Digital literacy offerings
 - Library answers

XII. TECHNOLOGY Revised 11/10/23

Wireless Internet Access and Broadband

1. What is the speed of your connection to the internet? Choose the closest value.	20MB / 50MB / 100MB / 200MB / 500MB / 1 GB / more than 1 GB
2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?	Yes / No
3a. How many hotspots does your library have in the collection for patron checkout? Do not include lost devices	
3b. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.	
4. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile?	Yes / No
5a. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy? If "yes," you are CIPA compliant.	Yes / No
5b. If your library answered no for 5a, provide a comment.	
Digital Literacy The American Library Association defines "Digital Literacy" as: <i>The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.</i>	
6a. Does your library offer courses, training, or other kinds of assistance to support your patrons' digital literacy?	Yes / No
6b. If your library answered yes for 6a, provide a list of your offerings.	

Erica

Internet Speed

Report the advertised speed from your ISP. If your library has more than one broadband circuit connecting your site to the internet, please answer for the primary circuit. *This will be prefilled by WVLS if the library has a BadgerNet/TEACH internet line.*

Bandwidth

At times of peak use, is the bandwidth of the library sufficient for patrons and staff? *Do your staff/patrons complain about the internet becoming slow or laggy when there seem to be a lot of people in the building or if it seems a lot of people inside/outside the building are using your wi-fi?*

Hotspots

How many hotspots does your library have in the collection for patron checkout? Do not include lost devices. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices. *Report only hotspots that are barcoded and actively circulating. If you have hotspots provided by WVLS but do not have a circulation policy for them, do not count.*

External wireless

Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile? *WVLS will prefill if aware of an external location.*

Internet filtering

Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy? If yes, you are CIPA compliant. If your library answered no for 5b, provide a comment. *Filtering MUST BE COMPLETE, including staff computers. Patrons/staff would need to specifically request the filtering be turned off for potentially unsafe searches. – Note for WVLS libraries – your answer will be “no.”*

Digital literacy

The American Library Association defines “Digital Literacy” as: *The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.* Does your library offer courses, training, or other kinds of assistance to support your patrons’ digital literacy? If your library answered yes for 6a, provide a list of your offerings.

Section XIII. Self-Directed Activities, Staff Serving Youth, and Staff Serving Adults

1. Self-directed Activities

- “Planned, independent activity available for a definite time period”
- Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

2. Staff Serving Youth

- Do not include volunteers.

3. Staff Serving Adults

- Do not include volunteers.

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

1. Self-directed Activities

	1a. Children (0-5)	1b. Children (6-11)	1c. Young Adult (12-18)
Number of Self-directed Activities			
Total Self-directed Activity Participation			
	1d. Adult (19+)	1e. General Interest (all ages)	1f. Total
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

Kristie

Self-directed Activities (formerly “drop-in activities”)

A Self-directed Activity is a planned, independent activity available for a definite time period.

Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.

If your library does not offer self-directed activities for an age group, a zero must be entered for the activity and participation counts. The ‘Not available’ checkbox is used only when programs are offered but the count is not available.

Staff Serving Youth

Please indicate the name(s) and e-mail addresses of staff who serve as the children, youth, or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff serves children, youth, or teens, 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.

Staff Serving Adults

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 19 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.

Section XIV. Assurance of Compliance

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 county 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. 43.59(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

Marla

Collecting Data and Preparing for 2024

- Programming and Activities - updated collection form
- Electronic Materials and Content reporting
- Registered Borrowers [PCODE4 changes]
- Website visits counts no longer included
- Updated definition for virtual/recorded programs attendance

- Programming and activities – release of updated collection forms (Melissa)
- Electronic Materials and Content report changes (Melissa/Rachel)
- Registered borrowers – systems will be responding to questions this year that will determine direction for 2024 (Melissa); PCODE4 changes for WVLS are being considered to note librated municipalities throughout the state, not just system counties and adjacent counties (Katie)
- Website counts – Erica
- Definitions for virtual/recorded program attendance (Kristie/Melissa)

