

# Your Library's 2015 State Annual Report

WEDNESDAY, JANUARY 13, 2016  
10:00 A.M.

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SOUTH CENTRAL LIBRARY SYSTEM

# Welcome – Today's Agenda

**Timeline**

**Reminders**

**New for the 2015 Report**

**Benefits of Report Data**

**Getting Started**

**Resources to Assist**

**Electronic Form (LibPAS)**

**Overview – Annual Report Sections**

**Suggestions / Questions**

# ANNUAL REPORT TIMELINE

**Wednesday, January 13** – SCLS Instructions & ILS / LINKcat Instructions available

**Friday, Jan. 15** – LibPas open for data entry

**Wednesday, Feb. 17** – let me know when your annual report is ready to review – make corrections as necessary (*my review will be via e-mail so you have a visual record of my suggestions / comments*)

- I will let you know when you can Submit / Lock your Annual Report (*only DPI can unlock the report after this*)
- Print copies of the Report and get the necessary signatures (*LB President & Library Director*)

**Friday, Feb. 26** – Report should be Locked & the signed copies sent to me @ SCLS. I will send one copy of your Annual Report to DPI & keep one copy for our SCLS files

**Monday, Feb. 29, 2016** – deadline for DPI receiving signed print copies of your Annual Report

# REMINDERS FOR 2015 REPORT

SCLS has again pre-populated many questions for LINKcat members (*thanks to all the SCLS staff who worked on this project!*)

Your library can change the pre-filled data, but be prepared to explain changes

Some pre-filled data you shouldn't change (*e-resources/database use*)

ILS/LINKcat Instructions will tell you how you can manually calculate the LINKcat statistics.

# NEW FOR 2015 REPORT

## Section I – General Information

- Question #22 – DUNS Number. This field is optional. If your library has a nine-digit Data Universal Numbering System (DUNS) number on file with the DPI, the field will be pre-filled. A DUNS number is required to apply for federal funds, like LSTA grants.

## Section III – Library Services

- Question #9e – Uses of Children’s Electronic Materials. Total uses of children’s downloadable content (e-books, e-audio, and e-video) is pre-filled by the DPI with information provided by the WPLC.

## Section VI – Library Operating Expenditures

- Question #7 – Operating Expenditures from Federal Sources. Enhanced explanation of what needs to be reported.

## Section XII – Technology

Question #3 – Internet Filtering. Indicate whether Internet filtering software is installed on none, some, or all of your public Internet workstations. Change made because libraries may be eligible for E-rate if they filter.

# BENEFITS OF REPORT DATA

You can compare:

- Your library to itself (year to year)
- Your library to other libraries

Wisconsin Public Library Statistics – DPI

<http://dpi.wi.gov/pld>

State data also reported on a national level

[http://www.ims.gov/research/public\\_libraries\\_in\\_the\\_united\\_states\\_survey.aspx](http://www.ims.gov/research/public_libraries_in_the_united_states_survey.aspx)

# GETTING STARTED

**Start early – log into your electronic report (LibPAS) even if you're not ready to enter data**

**E-mail from DPI was sent December 4 with LibPAS access information**

**Instructions for using LibPAS on DPI site**

**Read everything: DPI Instructions, SCLS Instructions & ILS/LINKcat Instructions**

**SCLS Annual Report blog & e-mail list**



## Public Library Annual Report

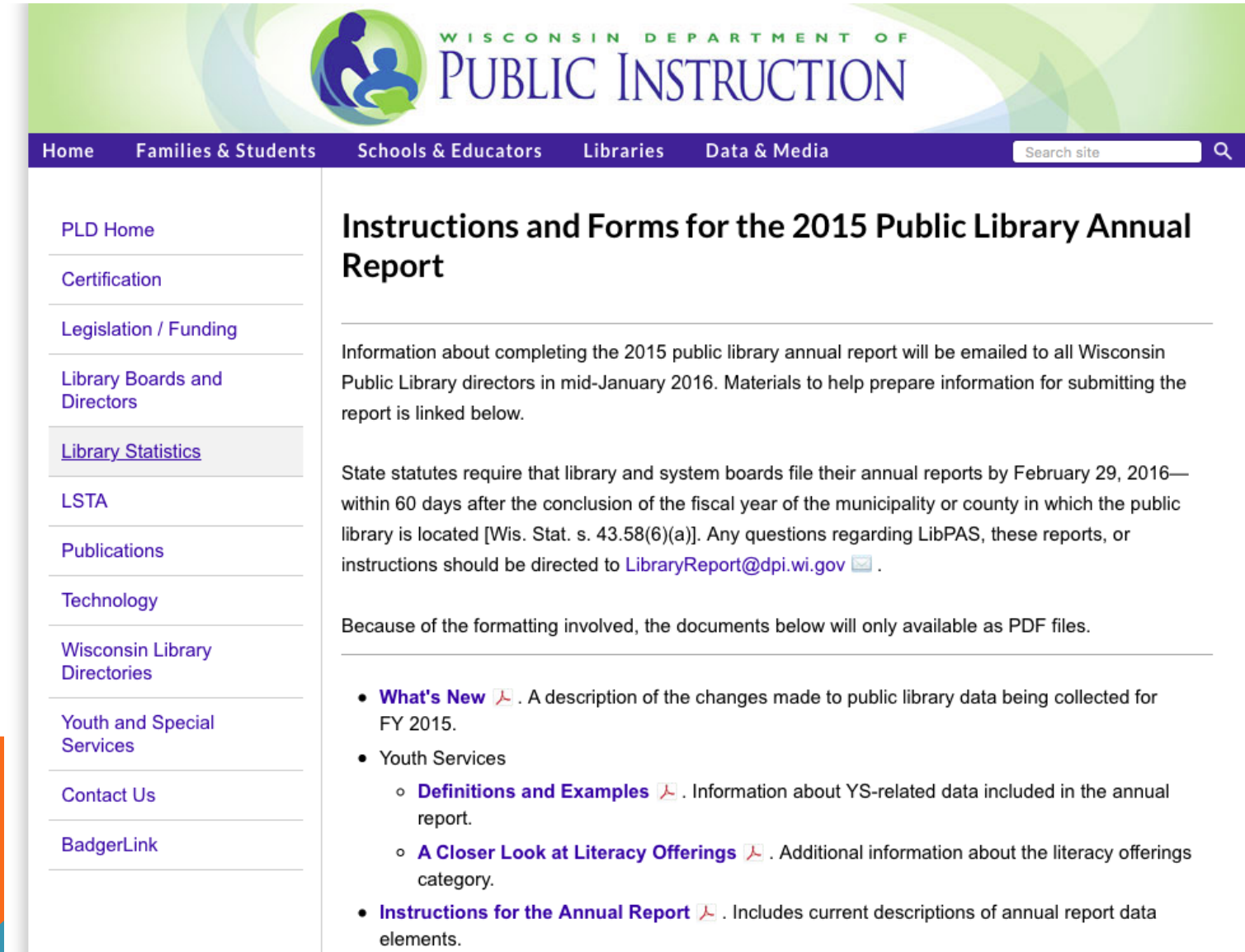
- [SCLS 2015 Annual Report Instructions](#)
- [2015 Annual Report Instructions for ILS/LINKcat Libraries](#) *(user name and password required for LINKcat libraries to access Koha reports)*
- [DPI/DLT Instructions & Facsimile Form for the 2015 Public Library Annual Report](#)
  - [What's New](#)
  - [DLT Instructions](#)
  - [Data Entry Worksheet](#)
- [2015 LibPAS Electronic Annual Report Form](#) *(available January 15, 2016 -- requires your library's user name & password)*
  - [Instructions](#)
- **SCLS Annual Report Webinar -- January 13, 2016** *([register](#))*
- [SCLS 2015 Annual Report Blog](#) *(updates and reminders)*
- [Subscribe to the SCLS Annual Report email list](#)
- [SCLS Enterprise Wireless Internet - Extracting Data for Use Reports](#)

### Related Resources

- [2015 Literacy Offerings, Programs & Drop-in Activities Checklist](#) *(Google Docs)*
- [Guidelines for Collection of Public Library Nonresident Usage Statistics](#) *(from DPI / DTL)*
- [How to collect the number of users of public Internet computers](#)
- [Reference Questions and Statistics](#)
- [Wisconsin Public Library Service Data Statistics](#) *(from DPI / DTL)*



# Instructions – DPI Website







The screenshot shows the Wisconsin Department of Public Instruction website. The header features the DPI logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". The navigation bar includes links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media, along with a search box. The left sidebar contains a list of navigation links, with "Library Statistics" highlighted. The main content area is titled "Instructions and Forms for the 2015 Public Library Annual Report" and contains the following text:

Information about completing the 2015 public library annual report will be emailed to all Wisconsin Public Library directors in mid-January 2016. Materials to help prepare information for submitting the report is linked below.

State statutes require that library and system boards file their annual reports by February 29, 2016—within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located [Wis. Stat. s. 43.58(6)(a)]. Any questions regarding LibPAS, these reports, or instructions should be directed to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) .

Because of the formatting involved, the documents below will only available as PDF files.

- **What's New**  . A description of the changes made to public library data being collected for FY 2015.
- Youth Services
  - **Definitions and Examples**  . Information about YS-related data included in the annual report.
  - **A Closer Look at Literacy Offerings**  . Additional information about the literacy offerings category.
- **Instructions for the Annual Report**  . Includes current descriptions of annual report data elements.

# Worksheet for the Wisconsin Public Library Annual Report

## Reporting Library Activities for 2015

This worksheet can be used to compile necessary information before entering annual report data into LibPAS. All data entry fields are listed. Subtotal and total fields that are automatically calculated by LibPAS are not listed. Where information is provided by selecting a response from a dropdown list or radio buttons, the choices are shown; e.g., Yes / No.

*This worksheet does not replace the online annual report or the printed PDF report and cannot be accepted by the DPI.*

For additional information, including complete annual report instructions, see [pld.dpi.wi.gov/pld\\_annrpt](http://pld.dpi.wi.gov/pld_annrpt).

### I. GENERAL INFORMATION

1. Name of Library		
2. Public Library System		
Salutation		Mr. / Ms. / Mrs.
3a. Head Librarian First Name		
3b. Head Librarian Last Name		
4a. Certification Grade		Gr1 / Gr2 / Gr 3 / N/A
4b. Certification Type		Regular / Temporary / Provisional / Vacant / Pending / Permanent
5. Certification Expiration Date		
6a. Street Address		
6b. Mailing Address (or PO Box number)		
7. City/Village/Town		
8a. ZIP Code		
8b. ZIP+4 Code		
9. County		



# ASK QUESTIONS

**Mark E. Ibach**

608-246-5612

SCLS Toll-free: (855) 516-7257

[mibach@scls.info](mailto:mibach@scls.info)

**E-mail list – Annual Report (scls-annreport)**

**Annual Report Blog**

## Section I – General Information

**DPI has filled this information in based upon last years report**

**Double check information – make changes as necessary**

**Fill out Questions #14, #15 & #16 – number of branches, bookmobiles & outlets – even if your answer is zero**

**Library Hours (Question #19) – call me with questions**

**DUNS Number (Question #22) – New in 2015**

## Section II – Library Collection

- # of Books / Audio / Video pre-populated for LINKcat libraries (based on collection codes)**
- # of E-books / E-Audio / E-Video pre-populated for all SCLS libraries (based on WiLS / WPLC statistics)**
- # of Other Materials (Question #7) needs to be completed by each library (items must be cataloged – generic LINKcat okay)**
- # of Databases pre-populated for all SCLS libraries**
- # of Subscriptions needs to be completed by each library**

## **Section III – Library Services**

**Circulation – pre-populated Children’s circulation for LINKcat libraries**

**Registered Borrowers pre-populated for LINKcat libraries**

**ILL, Reference, Library Visits & Computers need to be completed by each library**

- **If your library switched from Library Online to MyPC sometime during 2015, or started using MyPC, read the directions carefully**

## **Section III – Library Services Continued**

**Public wireless Internet use data (count and method)**

**Database Sessions, Use of E-Books / E-Audio / E-Video pre-populated for all SCLS libraries**

**Uses of children's electronic materials will be pre-filled by DLT in 2015 (NEW)**

**Programming needs to be completed by each library**



## **Section IV – Library Governance**

**List Library Board members – as of date when you are completing Annual Report**

**List any vacancies on Library Board**

**Don't forget Question #2 – Number of Library Board Members at bottom of page**

# Section V – Operating Revenue

Report only Operating Revenue – not monies for capital expenditures

Municipal / Home County / Other Counties

State Funds (*SCLS Instructions include a listing for, Summer Reading performers & Summer Reading Supplies, plus CE Grants*)

## Section V – Operating Revenue Continued

Federal Funds (*SCLS did not coordinate a group LSTA grant in 2015*)

Contract Income, Funds Carried Forward, Other Operating Income

2015 Municipal Appropriation (*do not include monies specifically for capital expenditures*)

Municipality exempting from county library tax?

# Section VI – Operating Expenditures

Report all salaries / wages together

Report all employee benefits together

Collection expenditures

Contracts for Services (SCLS Instructions include 2015 payments for Delivery, ILS, Technology & Enterprise Wireless. Library Online/MyPC costs, etc. are not considered contractual)

Other operating expenditures

Total – what amount was from federal sources (LSTA grants? Other federal grants?)

## **Section VII – Capital Revenue**

**Should not include any expenditures reported in  
Section VI – Operating Expenditures**

**Includes funds for site acquisition, buildings,  
renovations, computer hardware, vehicles &  
other one-time purchases**

**Furnishings reported only for a new library**

**Debt retirement payments / rent paid to  
municipality**

## **Section VIII – Other Funds**

**Funds under Library Board’s control reported here  
(investments, donation accounts, etc.)**

**No need to attach documentation to your Annual  
Report for this section**

**Funds your library has with the SCLS Foundation  
(or other foundations if you retain ownership of  
the principal) are reported here**

## **Section IX – Trust Funds**

**Funds controlled by Library Board – “donated library funds or property” transferred to be invested**

**Library trustee has been appointed as financial secretary**

**Financial secretary bonded**

**Details of fund activity need to be attached to the print copy of Annual Report – sent to DPI**

## **SECTION X - STAFF**

**Report staffing at your library as of the last day of 2015**

**Report any vacancies that existed**

**Fewer than 15 employees – list all on Question #1 a**

**15 or more employees – report on Question #1 b**



## Section XI – Loans to Non-residents

Very important section = \$\$\$\$ for your library in the form of reimbursements

Pre-filled for LINKcat libraries (ILS / LINKcat Instructions will have details on doing your own calculations, including for Question #9 which isn't pre-filled)

Circulation break-down by your Home County, Counties within SCLS, Adjoining Counties, Other WI Residents, and then Other

Question #8 – “Does your library deny access?” = “closed border” situation – only two SCLS libraries have this situation

## **SECTION XII - TECHNOLOGY**

**Question #1 – Does your library provide wireless internet access**

**Question #2 – Type of Internet connection covered in SCLS Instructions for all SCLS libraries**

**Question #3 – Internet Filtering question is New in 2015**

## **Section XIII – Youth Services**

**Summer Library Programming – estimate if your library doesn't have an exact number**

**Defines YA as ages 12 to 18**

**Literacy Offerings**

**Drop-in Activities**

**Read DPI Instructions and/or SCLS information for more details on drop-in & literacy offerings**

## Section XIV – Compliance

**Ties directly to Wisc. Stats. – requirements for public library system membership**

**A check or mark in each box indicates compliance with the requirement**

**SCLS & DPI will ask you about any box left unmarked – signals a compliance problem**

**Contact me with questions**

## **SECTION XV - CERTIFICATION**

**Print copies of Annual Report signed & dated by  
both Library Board President and Library Director**

**Signifies that information in Annual Report is  
“true and accurate”**

**Signifies that the Library Board has “reviewed &  
approved this report”**

## Statement – System Effectiveness

Form can be submitted in tandem with the annual report or sent separately to DPI

*Note: As a public document, the separate paper statement will be provided upon request to South Central Library System, or others, even if it is submitted separately*

Forms due by the same date as the annual report—Monday, Feb. 29, 2016

# QUESTIONS / COMMENTS / SUGGESTIONS & TIPS

SCLS Annual Report listserv (*SCLS-annreport*) =  
for asking questions & sharing ideas

SCLS Annual Report Blog = vehicle for me to  
share updates

This webinar will be archived

# ENOUGH FOR ONE WEBINAR?

