Wisconsin Public Library System Annual Report Instructions 2025

(10/13/2025)

Authorized by Wis. Stat. § 43.17 (5)

Developed by
Division for Libraries and Technology
(working title Division of School and Library Operations)

Wisconsin Department of Public Instruction

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Reporting Library System Activities

The Wisconsin Public Library System Annual Report is intended to provide a general description of your system and the services it provided for the report year. Library systems are required to file reports with the Division under Wis. Stat. 43.17 (5). The report must be completed and filed by March 31, 2025. 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. The information supplied by public libraries and public library systems is published online on the Wisconsin Public Library Service Data page.

Both parts A and B of the Public Library System Annual Report continue to be collected with the LibPAS online reporting service. 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 plan is also due as part of this report. As part of the evaluation, systems are asked to indicate compliance and identify those services provided to members.

To ensure that the Division has the latest signed versions of system contracts and agreements, systems are asked to include current contracts with the annual report. If there has been no change from contracts previously filed, or if revised contracts were filed with the 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:

- Current public library membership agreements. These should include interlibrary loan and same-service provisions.
- Current county membership agreements.
- Current service agreements with other public library systems.
- Current agreements with other types of libraries or multitype library organizations.
- Resource library agreements.
- Current technology and resource sharing plan.
- 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 written minutes of these meetings to the Division. (See Wis. Stat. 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.
- Wis. Stat. 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 Wis. Stat. s. 43.11 as required by Wis. Stat. 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 upload report attachments to LibPAS as spreadsheet data of payments or revenues to member libraries, or of county funds distributed by the system on behalf of public libraries.

Some of your library information has been pre-filled on the online form. Please review this information carefully and change only those items that are not correct. In other cases, last year's data is displayed to the right of the data entry field for reference only. Note that if you leave a field blank, prior year data displayed to the right of a field is not saved for the current report year.

To add an explanation or comment about an entry while completing the report, each item has a notes icon ( ) for entering that information. All notes are displayed at the end of the annual report form generated by LibPAS.

Printing the Annual Report Addenda

The PDF report file generated by LibPAS includes all content for the public library system annual report except the Others and Other Comments narrative responses in Section VIII. All narrative responses from Section VIII are now provided in a Word merge file of report addenda. To print the addenda:

- Log in to LibPAS and go to the Manage Reports page. (Click Reports at the top right of the window.)
- On the Manage Reports page, click the Documents, Infographics, and Brochures tab.
- In the list of available documents, click the link for 2024 Public Library System Annual Report Addenda.
- When prompted, choose whether to open or save the addenda Word file.

Submitting the Library System Annual Report

Board-approved, signed library system annual reports for 2024 are due to the DPI Division for School and Library Operations no later than March 31, 2026.

Once the annual report information has been entered into LibPAS, Submit/Lock your data. Until your data is locked, the PDF output report will have a DRAFT watermark. DPI cannot accept drafts as final reports, regardless of approval signatures.

Prepare one copy of the report form, report addenda, and any attachments (see the checklist on page 17) for signature of the system director and library system board president.

Send one board-approved, signed PDF version of the annual report, attachments, and enclosures to LibraryReport@dpi.wi.gov. DLT will acknowledge arrival of your signed annual report.

Section I. General Information

This section requests basic information about the library system. Some entries are pre-filled with last year's information. In other cases, last year's response is shown next to the data entry field. Please update and correct as necessary.

1. System Name
The current, complete legal name for the report year is displayed. Do not change or edit the name unless the legal name of the system was changed by the library system board during the reporting year. Any changes require an annotation of explanation.

Salutation
Use the dropdown list to choose a salutation to be used by your system and DPI for correspondence.

2. System Director Name
Enter the first and last name of the system director as of the date of this report. If the director's position is vacant, enter "Vacant," and add a note ( ) indicating how long the position has been vacant and when the board expects to hire a replacement. In the case of an interim director, enter that person's name, but indicate in the notes that the appointment is temporary and when a new director will be hired.

3. Certification Grade
Indicate the certification grade (Grade 1) of the director.

4. Certification Expiration Date
Enter the date that certification of the head librarian/director will expire. All certifications expire on the last day of the month; e.g., certification through May 20xx expires May 31, 20xx.

5. Street Address
Enter the complete street address of the system offices. The current address is displayed. Do not make any changes or edits unless the location of the system offices has changed during the reporting year, in which case also provide an explanation in the notes ( ) for the address field.

6. Phone
Provide the phone number of the system headquarters, including area code. The phone number must be entered into the preset format. The form will not accept extensions; if required, put extensions in the notes ( ).

7. Fax Number
Provide the fax number for the system, including area code. If the system does not have a fax number, leave this field blank.

8. Mailing Address or PO Box
Enter the mailing address, such as PO Box number, if different from the street address; otherwise, leave the field blank.

9. System Website URL
If the system has a website, provide the URL. If the system does not have its own website, leave the field blank. Please do not enter a Facebook URL.

10. Director System E-mail Address
Enter the system director's email address. If the director does not have an individualized email address, use the general email address for the system.

11. City / Village / Town
Enter the name of the municipality where the system headquarters is located.

12. County
Enter the name of the county where the system headquarters is located.

13. ZIP Code
The system's five-digit postal ZIP code and four-digit ZIP code extension reported last year are pre-filled. If the system's mailing address has changed, please verify the current ZIP code.

14. Number of Public Libraries Participating in the System
Enter the number of public libraries that are system members for the report year.

15. Books-by-Mail Program
Indicate whether the system operates a books-by-mail program.

16. Number of bookmobiles Owned
Provide the number of bookmobiles in use. A bookmobile is a traveling branch library. At minimum, a bookmobile consists of all of the following:

- A truck or van that carries an organized collection of library materials
- Paid staff
- Regularly scheduled hours (bookmobile stops) for being open to the public

Any change requires explanation in the notes ( ).

17. Estimated System Area Public Library Registered Borrowers
A registered borrower is a library user who has applied for and received an identification number or card from a public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Report the total number of registered borrowers for the system area for system public library members. Do not include registered borrowers from counties not in your system.

18. UEI Number
This field is optional. If your library system has a Unique Entity Identifier (UEI) number on file with the Division of School and Library Operations, the field will be prefilled. UEI numbers are required to receive federal assistance such as LSTA grants. UEI number replaced the DUNS number in 2022.

Section II. System Collection

This section of the report collects data on selected types of materials. It does not cover all materials the system may own or lease. Under this category report only items the system has acquired and made available for circulation or download, whether purchased, leased, licensed, or donated as gifts.

Physical units are volumes, items, or pieces. Items that are packaged together as a unit and are generally checked out as a unit should be reported as *one* physical unit; e.g., two music CDs, several audio CDs for one recorded book, or two DVDs.

A Mixed media print and audio set, including children's book/CD kits and Wonderbooks, should be reported as a Book in Print and count as a single item regardless of the number of books and CDs. If a set contains a printed book accompanied by a game CD, then report the set as a Book in Print. A stand-alone game should be reported as in Other Materials Owned.

For physical materials, include only units which comprise the system collection. Do not include units within a member library collection.

For electronic content, do not consider resources available for free in the public domain. Do not include resources provided by BadgerLink. Member libraries no longer report the count of electronic content items. These counts remain in the System Annual Report. Include items purchased by the system for circulation either by member libraries or by the system.

1. Books in Print

Books are non-periodical printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. Note: since 2011, "serial back-files in print" are no longer reported.

Report a single figure for 1a. that is the sum of the number of books in print held at the end of the year. Report in 1b. the number of books in print added during the year.

2. Physical Subscriptions

Subscription refers to the arrangement by which, in return for a sum paid in advance, serials are provided for a specified number of issues. <u>These are print subscriptions only, not electronic, or digital subscriptions.</u> Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Report the total number of current print serial subscriptions, including duplicates. Count subscriptions purchased using the system's budget. Only count those subscriptions that are paid for and donated to the system as gifts if the library is the named subscription holder. Do not count subscriptions that are supplied by users that subscribe in their name and deliver these items to the system as a courtesy. Do not report the number of individual issues, e.g., report three current subscriptions to *Time* and four subscriptions to *People* as 7 subscriptions.

3. Physical Audio Materials

Physical audio materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically or both. Included are records, audiocassettes, audio discs (including audio CDs), talking books (whether on cassette, CD, or DVD), Playaways, and other sound recordings. The Division interprets the definition of audio materials provided by IMLS ("a fixed,

physical format on which sounds (only) are stored") to exclude mixed media print/audio as audio materials. Items such as Wonderbooks that are full print materials supplemented with a playable audiobook should be counted as a print material under 1. Books in Print.

Report in 3a the number of physical units, including duplicates, of audio materials held at the end of the year. Report in 3b the number of audio materials added during the year.

4. Physical Video Materials

Physical Video materials are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sounds, using a television receiver or monitor. Video formats may include tape, DVD, Blu-ray, etc.

Enter in 4a the number of physical units, including duplicates, of video materials held at the end of the year. Report in 4b the number of video materials added during the year.

5. Other Physical Materials Owned

This includes 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.

6. Total Physical Items in Collection

This is a calculated field that tracks circulating physical items excluding physical subscriptions (2.) reported in the collection. These are materials that are in a fixed, physical format available for use outside the library. This includes 1a, 3a, 4a, and 5.

7. Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. A mixed media set including print and electronic content should be reported solely as a Book in Print and count as a single unit.

Enter the number of e-books at the end of the year.

8. Electronic Serials (full digital equivalent of print magazines or newspapers)

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Magazines offered by Overdrive including Libby and ZINIO, hoopla Magazines, and Flipster by EBSCO which grant access to the entire issue of the magazine are e-serials. Most EBSCO magazine collections, including those found in BadgerLink, are considered part of a research database.

Enter the number of e-serials at the end of the year.

9. Electronic Audio Materials (sound only)

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Wonderbook by playaway does not meet the definition of physical audio or e-audio and should be reported as a Book in print.

Enter the number of e-audio items at the end of the year.

10. Electronic Video Materials (video with or without sound)
E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device.

Enter the number of e-video items at the end of the year.

11. Total Electronic Materials
This is a calculated field. This includes e-books, e-serials, e-audio, and e-video.

12. Research Database and Online Learning Platform Resources
For resources purchased by the system for member or system use, enter the resource type, the vendor name, and resource name. Do not include e-book, e-serial, e-audio, or e-video materials.

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. The contents available from BadgerLink are research databases. Electronic collections of maps which are not the digital equivalent of a printed book are considered a research database by current DPI interpretation of IMLS definitions.

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc.

Section III. System Services

Physical Circulation Transactions

1. Total Physical Circulation
A physical 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 physical materials to users, either manually or through a self-checkout system, and renewing materials, each of which is reported as a circulation transaction. Circulation transactions are items checked out by the system directly to users. Count items loaned directly to users from the system or any program administered by the system; e.g., bookmobiles or books-by-mail. Do not include direct circulation from the system resource library or member libraries.

Report the total physical circulation of all library materials of all types, including renewals.

2. Interlibrary Loan
Interlibrary loans are library materials, or copies of the materials, provided by the system to another system or library upon request. The systems and libraries involved in interlibrary loan are not under the same administration. Report the annual total.

2a. Items Loaned
Report in 2a the annual total loans of materials, or copies of materials, provided to other libraries or systems upon request. These are not included in the circulation count.

2b. Items Received
Report in 2b the annual total loans of materials, or copies of materials, received from other libraries or systems upon request. These are included in circulation if they are checked out to users.

Electronic Content Circulation Transactions

Only count circulation of units which require user authentication and have a limited period of use. Count all checkouts, including renewals. Include electronic content circulation transactions from the system collection and circulation which cannot be attributed to a member library. Do not include use of the online public access catalog (OPAC) or system website. Kanopy is an example of electronic video content for which circulation transaction counts are available but not summarized at the level of the member library.

Resource. Review Defining Electronic Content Circulation to determine whether an item should be included in circulation statistics. The content category definitions are found in the collection section above.

3a. E-book Circulation
Report the total annual circulation of e-books, including renewals.

3b. E-serial Circulation
Report the total annual circulation of e-serials, including renewals. For 2024, if your library did not record circulation of e-serials, select "Not Available". This circulation count will be required for the 2025 Annual Report.

3c. E-audio Circulation
Report the total annual circulation of e-audio, including renewals.

3d. E-video Circulation
Report the total annual circulation of e-video, including renewals.

Section IV. System Board and Organization

Provide a complete list of all board members and officers as of the date of this report. Be sure to report the current library system 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. If you cannot provide an email address for the president, please provide email addresses for other members for official DPI and library system communications. The dropdown list for salutation is used for formatting DPI correspondence and will not print on the final report.

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

Section V. Public Library System Income

Report system revenue for the calendar year just ended, rounding to the nearest dollar. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

1a. System Member County Appropriations Received by Library System
Report county appropriations received by the system from system member counties. Exclude payments from counties that are not part of the system.

1b. Other County Payments Received
Report other county payments received from counties that are not part of your system.

2. State to Public Library Systems
Report the public library system state aid received by the public library system for the report year. Do not include any amount of unexpended state aid carried forward from previous years.

3. Other State Funded Programs
Report system revenue from other state funded programs. If the system has more than three sources to report:

- Report revenue from the first two state funded programs in 3a and 3b.
- Report a subtotal of all other state funded programs in 3c.
- Attach a listing of revenue from each of all state funded programs to the printed, signed report.

4. Federal Aid
Federal funds are any federal government funds distributed to the system, 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 system here and enter the "DPI Grant Number" as the Project Number and "DPI Grant Name" as the Program Name. If the system has more than ten federal program/project sources:

- Report revenue from the first nine federal sources in 4a through 4i.
- Report a subtotal of all other federal programs/project funds in 4j.
- Attach a listing of revenue from each of all federal programs/projects to the printed, signed report.

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

- If the cost of service is reduced, report only the actual amount paid in Section VI. Public Library System Expenditures. Do not report the amount of reduction as income.
- If the system receives E-rate reimbursement separately, report the amount in this item (Federal Aid).

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, Etc.
Contract income is income received from government units, libraries, and library systems other than your system for services provided by or through your system.

Funds received from member counties should be reported by county in 1a above. Funds received from counties that are not in your system, including those funds passed through another system, should be reported by county in 1b above.

If the system has more than ten contract sources:

- Report revenue from the first nine contracts in 5a through 5i.
- Report a subtotal of all other contracts in 5j.
- Attach a listing of revenue from each of all contracts to the printed, signed report.

A major use of this data is tracking payments among systems and libraries so that the same dollars are not counted twice when reporting total state public library service expenditures in the year's Wisconsin Public Library Service Data.

6. Other Income
Report all other system revenue. Other income is any system revenue other than that reported in items 1 through 5 above. Include the following:

- Unexpended state aid from previous years
- Interest earned from state aid funds investments
- All other unexpended funds from previous years
- Interest earned from other fund investments
- Gifts and endowments to the system

Do not include the value of any contributed services or the value of in-kind gifts and donations.

7. Total Income
Total income is the sum of items 1 through 6. It is automatically calculated and displayed.

Section VI. Public Library System Expenditures

Operating expenditures are current and recurrent costs necessary to the provision of library service. Report expenditures by source as requested. Round to the nearest dollar. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

1. Salaries and Wages
Enter the amount of salaries and wages for all library system staff, including plant operation, security, and maintenance staff for the report year.

2. Employee Benefits
Enter the amount of fringe benefits outside of salary and wages paid and accruing to employees, including plant operations, security, and maintenance staff. 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.

3. System Collection Expenditures
Enter operating expenditures for collection materials purchased, leased, or licensed for use by the public for the categories in 3a through 3d. Collection expenditure subtotals are automatically calculated and displayed.

3a. Printed Material
Print materials are library materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in the category are books, current print serial subscriptions, government documents, and any other print acquisition. Include book rentals, but exclude binding and rebinding.

3b. Electronic Material
Electronic (digital) materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed via computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e book reader. Report all operating expenditures for electronic (digital) materials. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

Note that expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under All Other Operating Expenditures below.

3c. Audiovisual Material
Audiovisual materials are library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic material, audio material, motion pictures, and video material; also special visual materials such as maps and three-dimensional materials.

Do not include expenditures reported in 3b.

3d. All Other Material
Report all operating expenditures for other collection materials.

4. System Contract Expenditures
Report here any expenditure by source for contract service arrangements, including those with public libraries or other public library systems. Attach a listing of contracts, including recipient name, the amount paid, and brief description of service provided.

A major use of this listing is the tracking of payments among systems and libraries so that the same dollars are not counted twice when reporting total state public library service expenditures.)

5. System Payments to Member Public Libraries
Report system payments to member public libraries and attach a listing of payments, including library name, the amount paid by source, and brief description of the payment purpose.

A major use of this listing is the tracking of payments among systems and libraries so that the same dollars are not counted twice when reporting total state public library service expenditures.

6. All Other Operating Expenditures
Report all operating expenditures other than those included in 1 through 5 above. Other expenditures include:

- Operation and maintenance of the physical facility
- Heating
- Lighting
- Postage
- Telephone

- Telecommunication charges
- Binding
- Supplies
- Repair or replacement of existing furnishings and equipment

7. Total Operating Expenditures
Total operating expenditures for the report year is the sum of items 1 through 6. Totals by source are automatically calculated and displayed.

8. System Capital Expenditures
Report capital expenditures by source for the report year. Report funds expended for:

- Site acquisition
- New buildings
- Additions to or renovation of library system buildings
- Furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations
- Computer hardware and software used to support system operations
- New vehicles
- Other one-time major projects

Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Section VII. System Member County Appropriations for Library Service

For each system member county, report the total amount that the county appropriated for public library services for the report year. This includes:

- All funds used for direct county library services
- County funds paid to public libraries within the county
- County funds paid to public libraries in other library counties
- County funds paid to public library systems

The county library appropriations help the Division more accurately compile total statewide library expenditures for the biennial budget request.

For each member county, attach the page(s) of the report year county budget that show the amounts for library services listed above. (See the attachments checklist on page 17.)

Section VIII. Library System Evaluation and Certification of Compliance

Library systems must comply with requirements of Wis. Stats. s. 43.24 (2) to qualify for and maintain eligibility for state aid. In the following areas, mark a Yes/No radio button next to each requirement to indicate your system's compliance.

- Membership agreements
- Resource library agreement
- Reference referral and interlibrary loan
- Inservice Training
- Professional Consultant Services
- Delivery and communication
- Service agreements
- Inclusive Services

The Division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

- Other types of libraries
- Library technology and resource sharing plan
- Other service programs
- Administration

In each area's list of possible services that meet each requirement, select the "Yes" radio button for all that apply. Use "Other Services" to identify services which you request be added to the area's list.

"Other Comments" may be used for a short narrative to be included in the printed Annual Report PDF of each area.

Section IX. Collaborative Activities

The System and Resource Library Administrators' Association of Wisconsin (SRLAAW) *Creating More Effective Library Systems* report (2013) recommended the public library system annual plan and report include a section to document collaborative activities and the cost-effectiveness or service improvements created through collaboration with other libraries, systems, and organizations. This Section IX. Collaborative Activities of the Wisconsin Public Library System Annual Report corresponds with the annual system plan. Cost benefit analysis was removed beginning in 2024.

Summary of Activities
Provide a brief description of collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's report year resource library contract.

Section X. Public Library System Annual Program Expenditures

Provide a summary of your public library system expenditures by system service program and fund source for the report year. At the discretion of the system, the following program areas may be divided into subprograms:

- Technology, Reference and Interlibrary Loan
- Continuing Education and Consulting

Program, subprogram, and grand totals are automatically calculated and displayed by the form.

To support the use of the state Universal Service Fund for public library system aids, the Division is asked to provide public library system costs related to telecommunications and technology. Of the grand total of each of the three sources of income—system aid, carryover, and interest earned; other state and federal library program funds; and all other income—estimate total expenditures for technology-related services provided by the system.

Section XI. System Staff

Report as of the last day of the report year. Indicate all positions funded in the system's budget, regardless of whether those positions were filled. Do not list volunteers or staff paid from funds not administered by the system.

1. Personnel Listing
List System Director on first line of section 1a. Systems with more than 15 librarians, report assistant directors and department heads first in section 1a followed by librarians and consultants.

1a. 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.

1b. Other Paid Staff
Enter other paid staff information as requested. This includes all other employees paid from the system's budget, including plant operation, maintenance, and security personnel.

The Division now requests systems to report wages paid to all staff in each classification reported, at the request of the Wisconsin Association of Public Libraries, in order to gather salary information for library positions in lieu of the separate salary survey. Summary data, with titles and wages, will be distributed to library system administrators so that they may assist member libraries with comparative salary queries. In the future, queries may be developed through the Counting Opinions report function.

2. System Staff Full-Time Equivalents (FTEs)
The full time equivalent (FTE) for any staff category—Librarians with an ALA-accredited MLA, other Librarians, or other paid staff—is automatically calculated by summing the total hours worked per typical week by all employees in the category and dividing by 40. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment.

Example: If the system has 15 employees working 37.5 hr/week each, then the FTE calculation is 15 x 37.5 / 40 = 14.06 FTEs. Data is rounded to two decimal places.

2a. Persons Holding the Title of Librarian
The following is automatically calculated and displayed for employees holding the title of Librarian (see definition of Librarian above).

- 2a(i) The FTE equivalent of employees with a Master's degrees from an ALA-accredited program is automatically calculated by dividing the total number of hours worked by 40 for all personnel in 1a above who are listed as having an MLA.
- 2a(ii) The FTE equivalent of all other persons holding the title of Librarian is automatically calculated by dividing the total number of hours worked by 40 for all personnel in 1a above who are listed as not having an MLA.
- Subtotal. The FTE total for persons holding the title of librarian is calculated by adding 2a(i) and 2a(ii) above.

2b. All Other Paid Staff
The FTE equivalent of all other staff paid from the system budget is automatically calculated by dividing the total number of hours worked by 40 for all personnel in 1b above.

2c. Total Library Staff
The FTE total for the system staff is automatically calculated by adding 2a(i), 2a(ii), and 2b.

Section XII. System Membership

Report whether your public library system members indicated compliance with the listed statutory membership requirements (below). If any of these membership conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance, including timelines.

Select the "Yes" radio button to indicate compliance with the requirement. A corresponding marked checkbox on the PDF output report indicates that all member libraries have indicated compliance with the requirement. Selecting "No" or not responding to the requirement indicates noncompliance.

Attach a listing of all current public library and county members of the system. For each county on the membership list, indicate the year that the most recent county plan of library service was revised.

The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [s. 43.15 (4) (c) 1]

The public library members are authorized by the municipal governing board to participate in the public library system. [s. 43.15 (4) (c) 3]

The public library members have 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 electronic database only to residents. [s. 43.15 (4) (c) 4]

The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [s. 43.15 (4) (c) 6 and Administrative Code Rules PI 6.03]

All counties participating in the system have entered into written agreements with the system as required under s. 43.15 (4) (b) 3.

All counties participating in the system have adopted and maintained the plan of library service submitted and approved under s. 43.11 (3) and s. 43.13 (1). [s. 43.15 (4) (b) 1]. ***On the membership listing to be attached to this report, indicate the year of the last plan revision***.

Each public library member, beginning in 2008, 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]

Each public library member, beginning in 2008, annually spends at least $2,500 on library materials. [s. 43.15 (4) (c) 8]

Section XIII. Certification of Statutory Compliance

As of the date of this report, indicate whether the listed statutory requirements are being met by the system (below). If any of these requirements are not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance, including timelines. Any current written contracts or agreements not previously filed with the Division, providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology (working title Division of School and Library Operations).

Select the "Yes" radio button to indicate compliance with the statutory requirement. A corresponding marked checkbox on the PDF output report indicates that the system reports compliance with the requirement. Selecting "No" or not responding to the requirement indicates noncompliance.

Library system board is constituted and operated in compliance with Wis. Stats. s. 43.17 (1) and (2) and s. 43.19 (1) (a) and (b).

Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17 (4)]

Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.

s. 43.24 (2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.

(a) Written agreements that comply with s. 43.15 (4) (c) 4 with all member libraries.

(b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

(e) Inservice training for participating public library personnel and trustees.

(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

(g) Service agreements with all adjacent library systems.

(h) Professional consultant services to participating public libraries.

(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

(k) Promotion and facilitation of inclusive library service.

(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the Division a written plan for library technology and the sharing of resources.

(n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

Attachments

The following checklists have been compiled from the report instructions for systems' use in preparing their report for submittal to the Division.

Files of attachments and enclosures can now be uploaded to LibPAS instead of being provided as paper copies. If available, please upload Excel or Word files of financial information instead of PDF files. For instructions, refer to Using LibPAS.

Attachments Checklist

V. Public Library System Income

- ☐ System revenue from other state funded programs if more than three sources. List program and amount for each of all sources. [Item 3]
- ☐ Federal fund revenue, if more than ten sources. List name of program, LSTA grant number if applicable, and amount received for each of all sources. [Item 4]
- ☐ Contract revenue, if more than ten sources. List name of contract and revenue amount for each of all sources. [Item 5]

VI. Public Library System Expenditures

- ☐ System contract expenditures. List recipient name, amount, and brief description of service. [Item 4]
- ☐ System payments to member libraries. List recipient library, amount paid by source, and brief description of payment purpose. [Item 5]

VII. System Member County Appropriations for Library Service

- ☐ For each member county, the page(s) of the report year county budget that show the amount for the library services listed in the Section VII instructions.

XII. System Membership

- ☐ List of all current public library and county members of the system. For each county, note the year of the last county plan of library service.
- ☐ Explanation of the circumstances resulting in noncompliance with membership conditions, if any, and a description of actions to be taken to achieve compliance, including timelines.

XIII. Certification of Statutory Compliance

- ☐ Explanation of the circumstances resulting in noncompliance, if any, and description of actions to be taken to achieve compliance, including timelines. Enclose any current written contracts or agreements not previously filed with the Division providing evidence of compliance.

Enclosures Checklist

For each of the following, if current documentation has not been provided to the Division, enclose the current version with the signed copies of your library system annual report.

- ☐ Current public library membership agreements, including interlibrary loan and same-service provisions
- ☐ Current county membership agreements
- ☐ Current service agreements with other public library systems
- ☐ Current agreements with other types of libraries or multitype library organizations
- ☐ Resource library agreements
- ☐ Current technology and resource sharing plan
- ☐ If a public library in a given public library system refuses to honor the valid borrower's cards from an adjacent public library system, minutes of annual meetings held between representatives of the affected public library systems. Wis. Stats. s. 43.17 (11) (e)
- ☐ Current member county plans for library service for county residents without a public library. [Wis. Stats. s. 43.11 and 43.15 (4) (b) 1]