# Wisconsin Public Library Annual Report Instructions 2025

Authorized by Wis. Stat. § 43.58 (6) (a)

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

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**Wisconsin Department of Public Instruction**

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# Introduction

## Reporting Library Activities for 2025

The Wisconsin Public Library Annual Report is intended to provide a general description of your library and the services it provides to library users during the 2025 calendar year (report year). Library boards are required to file reports with the Wisconsin Department of Public Instruction's (DPI's) Division for Libraries and Technology (DLT), working title Division for School and Library Operations, and the libraries' municipal governing body within 60 days of the conclusion of the fiscal year, under Wis. Stat. 43.58 (6) (a). The report must be completed and filed by **March 1, 2026**. The information supplied by public libraries and public library systems is published online on the Wisconsin Public Library Service Data page. Selected data elements are cooperatively shared with the Institute of Library and Museum Services (IMLS) to add to a national database of public library information as part of the national Public Libraries Survey (PLS).

For additional information and resources, including changes and the supporting data entry worksheet, see instructions and documentation on the Public Library Annual Report Instructions and Forms page.

Some data for each library is prefilled in the Annual Report by the Division and the public library systems. Please review this information carefully and change only those items that are not correct. It is recommended that users add annotations when changing prefill data. 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 the Library Performance Assessment Solution (LibPAS) reporting tool.

Interlibrary Loan and Overdrive use statistics will be emailed to Libraries and Systems in early 2026. Your library will need to enter this information into the report manually.

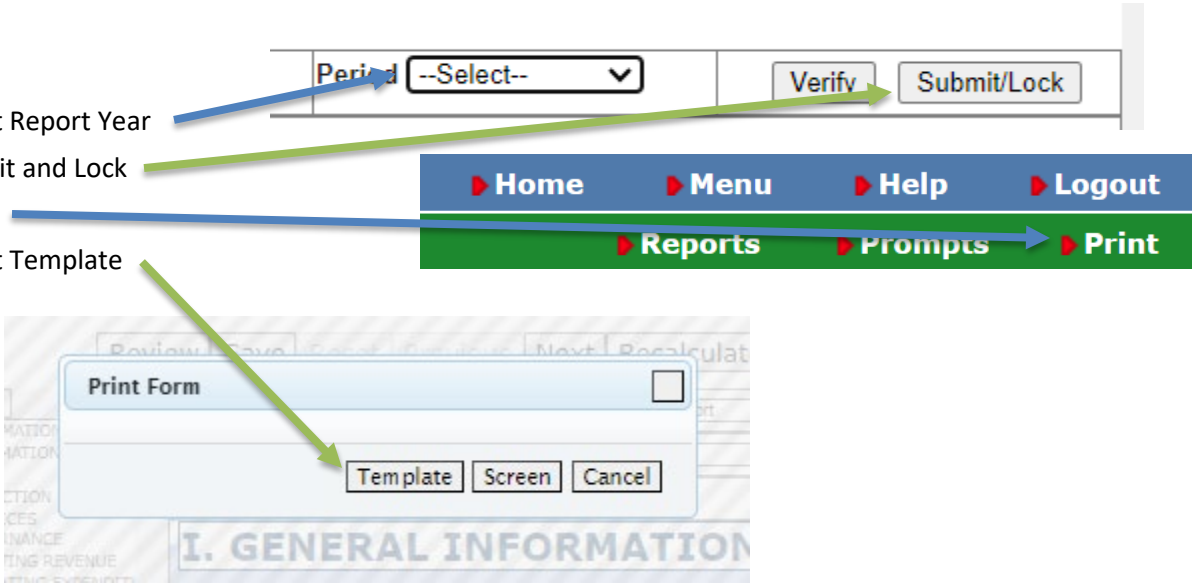
In some cases, last year's data is displayed to the right of the data entry field for reference only. When prior year data is displayed, the user must still enter data into the blank field for the current report year.

If clarification or other assistance is needed to complete the report, contact your library system headquarters or email the Division at LibraryReport@dpi.wi.gov.

## Locking and Approving the Annual Report

When the Annual Report is complete and you are confident that no further changes are required, click the Submit/Lock button at the top right of the form. Click Print at the top right of the data entry page in the green header bar then click Template in the Print Form dialog box to generate a PDF copy of the annual report that can be printed or saved to your computer. You can use the Print button at any time to generate the form, but before you submit/lock the form, the report will bear a draft watermark. Once submitted/locked, the report may be printed without the watermark so that the library director and library board president or other board-authorized officer may sign it.

1. Select Report Year
2. Submit and Lock
3. Print
4. Select Template




If a locked report must be edited, contact your system headquarters to request that the report be unlocked. You may also call the State Data Coordinator at (608) 267-0376 or email LibraryReport@dpi.wi.gov to unlock the report.

Inform your library system when the form is completed so that they may review the content; your system may ask you to have them review the form before you lock it for your library board. When your board has approved the report, let your system know that the form may be approved. Send two original, signed copies to your library system headquarters. Check with your system to see if they allow electronic submission. The system will forward an electronic copy to the Division and file one at the system office. The library should retain a copy in its permanent records. Wis. Stat. 43.58 (6) also requires the library board to submit a copy with the municipality.

The Division for Libraries will only accept electronic versions of the signed PI-2401 Public Annual Report form as signed, scanned PDFs or equivalent. Physical records sent to the system must be submitted from the system to the Division in PDF format or equivalent. Check with your system to see if the system will accept a signed, scanned PDF rather than the physical, signed originals. Electronic records are authorized by Wis. Stat. 137.15 and necessary as Division staff do not have immediate access to physically submitted copies.

# Section I. General Information

The General Information section requests basic information about the library's public service outlets. Some fields are pre-filled with last year's information. In other cases, last year's response is displayed to the right of the data entry field. Please revise as needed.

1. Name of Library
The current, complete legal name is displayed. Do not change or edit the name unless the library board changed the legal name of the library during the report year. Any changes require an explanatory annotation ( ). If the legal name is incorrect but did not change during the reporting year, contact LibraryReport@dpi.wi.gov.

2. Public Library System
The library's system affiliation for the report year is displayed and locked. If the library system affiliation is not correct, please email LibraryReport@dpi.wi.gov.

3a. Salutation
Choose a salutation from the dropdown that is used by the Division for correspondence.

3b. Head Librarian First Name
Enter the first name of the current head librarian / director. (The name on last year's report may be prefilled.) If the director's position is vacant, enter "Vacant." 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 first name, but indicate in the notes that the appointment is temporary and when a new director will be hired.

3c. Head Librarian Last Name
Enter the last name of the current head librarian / director. If the position is vacant, enter "Vacant".

4a. Certification Grade
Use the dropdown list to indicate the certification grade (Grade 1, Grade 2, or Grade 3) of the head librarian / director. Last year's response is displayed. If the position is vacant or the director has not yet applied for certification, select "N/A."

4b. Certification Type
Select the certification grade type (regular, temporary, provisional, or permanent) of the head librarian / director. The response from last year's report is displayed. Select "pending" if the director is eligible and is in the process of applying for certification or "Vacant" if the director's position has not been filled.

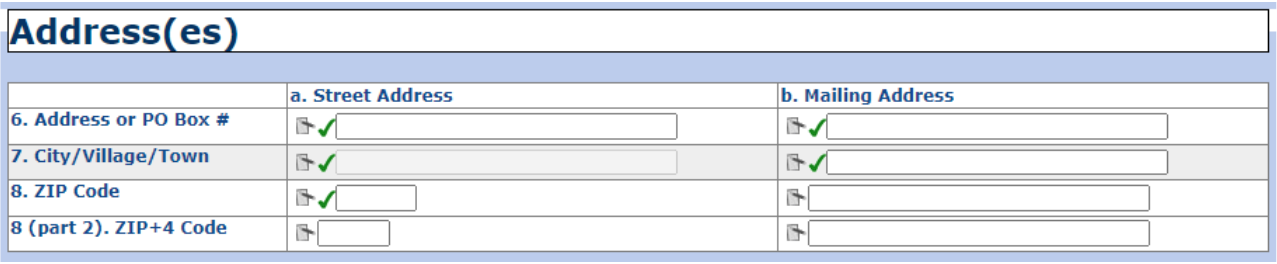
5. Certification Expiration Date
Enter the date that certification of the head librarian/director will expire. All certifications expire on the last day of the month, e.g., certification through May 2025 expires May 31, 2025 (entered as 5/31/2025). Dates must be entered in MM/DD/YYYY format. Leave blank only for the "permanent" certification grade type.

6a. Street Address
Enter the complete street address of the main library. This should be the location where the principal collections are kept. The current address is displayed. Do not make any changes or edits unless the location of the library has changed during the report year, in which case you must also provide an explanation in the notes ( ) for the address field. Use standard postal abbreviations, such as "St." instead of "Street" and "W." instead of "West."

Street address is required. If mailing and street address are the same, then leave mailing address, city, and ZIP blank.

6b. Mailing Address or PO Box

Enter the mailing address. Unless the library has a PO Box or Rural Route number for postal delivery, this is often the same as the street address. The information has been prefilled; please check and correct only if necessary.



**Address(es)**

| | a. Street Address | b. Mailing Address |
|---|---|---|
| 6. Address or PO Box # | | |
| 7. City/Village/Town | | |
| 8. ZIP Code | | |
| 8 (part 2). ZIP+4 Code | | |

7. City / Village / Town

Enter the name of the municipality in which the library is located. In some cases, this will be the community with the nearest post office.

8. ZIP Code

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.

9. County

The library's home county or, for libraries in more than one county, the county affiliation used for library system membership is displayed and locked. If the library's county is inaccurate, please contact LibraryReport@dpi.wi.gov.

10. Library Phone Number

Provide the main phone number of the library, 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 ( ).

11. Fax Number

Provide the fax number for the library, including area code. If there is no library fax number, leave this field blank.

12. Library E-mail Address of Director

Enter the director's email address. If the director does not have an individualized email address, use the general email address for the library.

13. Library Website URL

If the library has a website, provide the URL. If the library does not have its own website but has a webpage on a municipality or library system website, enter the URL of that page; otherwise, leave blank. Do not enter a social media site URL. Do not include "http://".

14. Number of Branches

Provide the number of library branches. A branch is a library auxiliary unit of the main library which has all of the following:

- separate quarters;
- an organized collection of library materials;
- paid staff; and
- regular scheduled hours for being open to the public.

Branches are administered from the central library. Last year's data is displayed. Most Wisconsin libraries have only their main location and no branches. If your library has branches, complete the information for each branch in Section Ib. Outlet Information.

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

- a truck or van that carries an organized collection of library materials;
- paid staff; and
- regularly scheduled hours (bookmobile stops) for being open to the public.

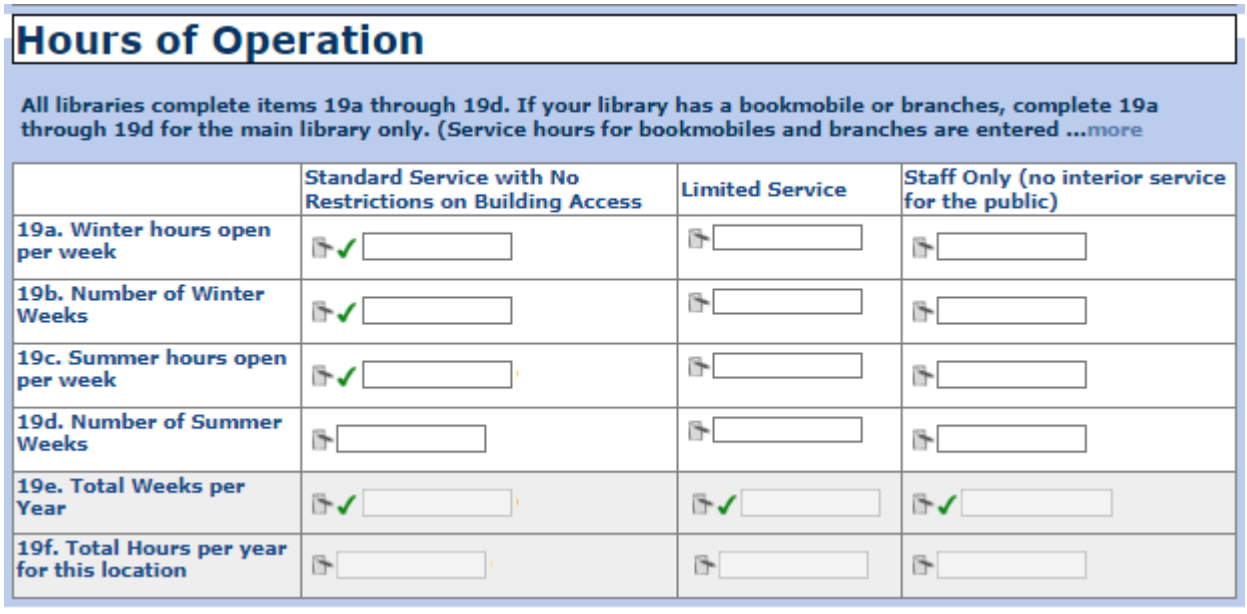
Last year's data is displayed. Any change requires explanation in the notes ( ). Libraries with branches or bookmobiles must also enter bookmobile data in Section Ib. Outlet Information. If your library operates multiple bookmobiles then each should be a separate outlet in Section Ib.

16. Number of Other Public Service Outlets
Other public service outlets are locations to which library materials are delivered for availability, but either they have no permanent collection or no formal circulation to individuals is conducted by library staff. Do not report bookmobile stops. Include collections in preschools, nursing homes, jails, etc. Enter the total number of other regular public service outlet locations (not individual drop-offs).

17. Books-by-Mail Program
Indicate whether your library operates a books-by-mail program.

18. Legally Established Joint Library
A public library may be legally organized as a joint public library, which means the library was created by a formal agreement between two or more municipalities or by a county and one or more municipalities in whole or in part in the county. Indicate whether this library is a joint library established under Wis. Stat. 43.53. If yes, indicate all municipalities entered into the agreement.

19. Annual Public Service Hours



**Hours of Operation**

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main library only. (Service hours for bookmobiles and branches are entered ...more

| | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (no interior service for the public) |
|---|---|---|---|
| 19a. Winter hours open per week | | | |
| 19b. Number of Winter Weeks | | | |
| 19c. Summer hours open per week | | | |
| 19d. Number of Summer Weeks | | | |
| 19e. Total Weeks per Year | | | |
| 19f. Total Hours per year for this location | | | |

**All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main / central library only. Service hours for bookmobiles and branches are entered in**

**Section Ib. Outlet Information.**

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 a temporary period when the library or branch would normally be open to the public but 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. Staff only access and public service disruption may be caused by building projects, natural disasters, and public emergency situations.

The total combined service weeks for Standard Service, Limited Access, and Staff Only must not exceed 52 weeks.

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.

20. Square Footage of Public Library
Report the square footage of the main public library. Enter the area, in square feet, of the main public library building. Square footage of branches is entered in Section Ib. Square footage is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library has use of that area. The square footage from last year's report is prefilled. If you change that number, you will be required to provide an explanation of the change in the notes ( ).

21a. Indicate whether the library or one of its branches moved to a new facility in the report year.

21b. Indicate whether library or a branch renovated or expanded an existing facility during the report year.

22. UEI Number
This field is optional. If your library has a Unique Entity Identifier (UEI) number on file with the Division, 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 Ib. Outlet Information

Most libraries will not see any entry fields in this section. However, you may see section headers listed due to reporting changes. 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.**

General Information
Confirm or correct the general information listed for each outlet: main library, branches, and bookmobiles:

- Name of Library
- Legal Name of Branch
- Branch Head Salutation, First and Last Name
- Branch Email

Address Information
Correct or enter street and mailing address information only as necessary. For bookmobiles, provide information on where the vehicle is parked during the night, or the location of the main library where it is garaged. For library branches, do not change address information unless the branch has closed or has physically moved. If closed, please contact your system and email DPI at libraryreport@dpi.wi.gov

Street address is required. If mailing and street address are the same, then leave mailing address, city, and ZIP blank.

- Address (or PO Box)

- City/Village/Town
- ZIP code and ZIP+4 code
- County

Other Outlet Information
Confirm or enter the phone number and square footage for the main library and each outlet.

Square footage is the area on all floors enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include any area shared with another agency or agencies if the library has use of that area. The square footage from last year's report is prefilled. If you change that number, you will be required to provide an explanation of the change in the notes ( ). For bookmobiles, enter the value "-3" in both fields (Branch Phone Number and Square Footage of Branch).

Hours of Operation
Confirm or enter the number of winter and summer weeks and hours per week that each outlet (main library and each branch or bookmobile) is open. Refer to the instructions in Section I. General Information question 19 for the definitions of standard, limited service, and staff only hours of operation.

If an outlet was closed for a week or more during the year (for instance, if it was closed for flooding, moving, or a branch or bookmobile is routinely closed for part of the year) be sure to deduct the closed weeks here even if staff are scheduled to work and provide a note ( ) describing the reason for the closure. Minor fluctuations in hours of operation, such as holiday hours, do not need to be incorporated in the hours reported. For bookmobiles, count the hours the bookmobile is open to the public, but do not include travel time between stops. Do not include hours for deposit collections or other similar service outlets.

# Section II. Library Collection

This section of the report collects data about selected types of materials. It does not cover all types of material. Report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where the item is available for their use.

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 electronic content, do not consider resources available for free in the public domain. Do not include resources provided by BadgerLink. Note: Beginning in 2024, the number of electronic units are no longer reported and are replaced by a set of Yes / No questions regarding patron access to electronic content by purchasing authority.

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. These are print subscriptions only, not electronic, or digital subscriptions. 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 library's budget. Only count those subscriptions that are paid for and donated to the library as gifts if the library is the named subscription holder. Do not count subscriptions that are supplied by library users that subscribe in their name and deliver these items to the library 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 item corresponds with Section III 1c. Circulation of Other Physical Items.

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, 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.

Report in 5a the number of other materials held at the end of the year. Report in 5b a description of these other materials.

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 5a.

7. Electronic Books (Required for 2025)
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.

If either field is prefilled, then do not change the response as it was provided by your library system.
7a. Did the library provide access to e-books purchased solely by the library?
7b. Did the library provide access to e-books purchased via a system, consortium, or cooperative agreement?

8. Electronic Serials (full digital equivalent of print magazines or newspapers) (Required for 2025)
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.

If either field is prefilled, then do not change the response as it was provided by your library system.
8a. Did the library provide access to e-serials purchased solely by the library?
8b. Did the library provide access to e-serials purchased via a system, consortium, or cooperative agreement?

9. Electronic Audio Materials (sound only) (Required for 2025)
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.

If either field is prefilled, then do not change the response as it was provided by your library system.
9a. Did the library provide access to e-audio purchased solely by the library?
9b. Did the library provide access to e-audio purchased via a system, consortium, or cooperative agreement?

10. Electronic Video Materials (video with or without sound) (Required for 2025)
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.

If either field is prefilled, then do not change the response as it was provided by your library system.
10a. Did the library provide access to e-video purchased solely by the library?
10b. Did the library provide access to e-video purchased via a system, consortium, or cooperative agreement?

11. Research Databases (Required for 2025)
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. Do not include resources provided by BadgerLink in either 11a or 11b. [update 2/4/2026]

If either field is prefilled, then do not change the response as it was provided by your library system.
11a. Did the library provide access to research databases purchased solely by the library?
11b. Did the library provide access to research databases purchased via a system, consortium, or cooperative agreement?

12. Online Learning Platforms (Required for 2025)
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.

If either field is prefilled, then do not change the response as it was provided by your library system.
12a. Did the library provide access to online learning platforms purchased solely by the library?
12b. Did the library provide access to online learning platforms purchased via a system, consortium, or cooperative agreement?

13. Research Database and Online Learning Platform Resources (Optional)
For Research Database and Online Platform resources purchased by the library, enter the resource type, the vendor name, and resource name. Do not include e-book, e-serial, e-audio, or e-video materials.

# Section III. Library Services

## Physical Circulation Transactions

1. Physical Circulation Transactions
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. Include items circulated from all library units (e.g., main library, branches, bookmobiles, and book-by-mail programs) administered by the library board.

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.

1a. Total Physical Circulation
Report the total annual circulation of all physical library materials of all types, including renewals.

1b. Children's Physical Materials
Circulation of Children's Materials is the annual circulation, including renewals, of all children's material in all formats to all users. Report the total annual circulation of children's materials. Children are defined as ages birth-11 [*National Center for Education Statistics (NCES) Services and Resources for Children and Young Adults in Public Libraries* August 1995, NCES 95357]. The number 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.

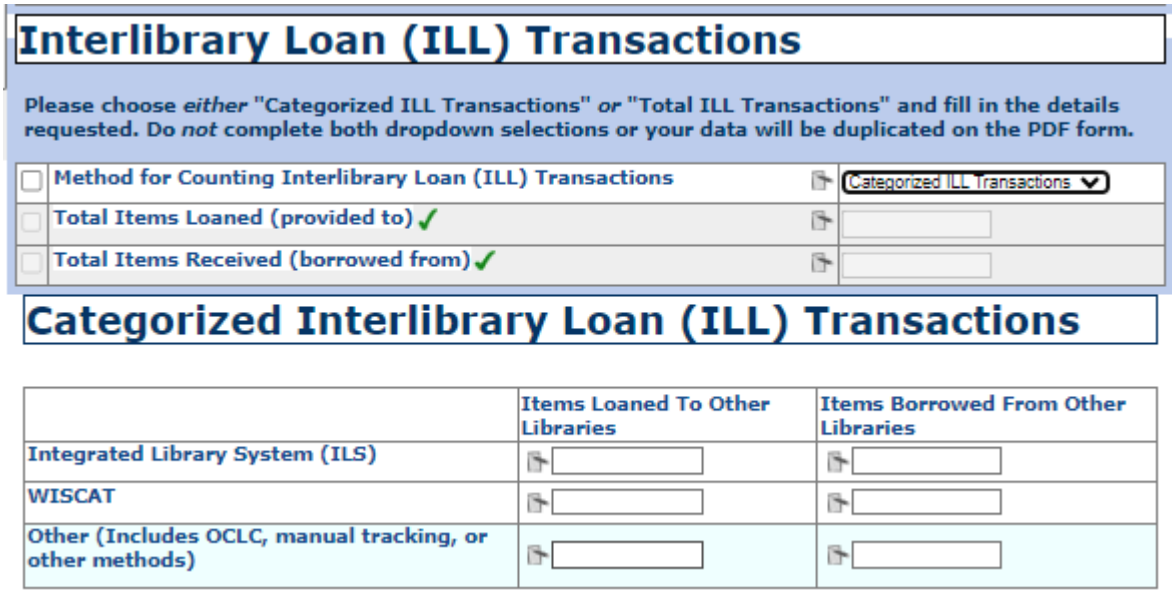
## Interlibrary Loan (ILL) Transactions

Interlibrary loans (ILL) are library materials—or copies of the materials—provided by one autonomous library to another upon request. The libraries involved in ILL are not under the same administration.

Method for Counting Interlibrary Loan (ILL) Transactions – **either** select "Categorized ILL Transactions" **or** "Total ILL Transactions". **Do not report values for both. To change the Method for Counting ILL, all responses in the section must be removed first to avoid duplication of counts.**

### Categorized ILL Transactions

Select the level of detail your library can provide for ILL transactions. Select "Categorized ILL Transactions" If "Categorized ILL Transactions" is selected, the following table will display:



Interlibrary Loan (ILL) Transactions

Please choose *either* "Categorized ILL Transactions" *or* "Total ILL Transactions" and fill in the details requested. Do *not* complete both dropdown selections or your data will be duplicated on the PDF form.

| | |
|---|---|
| Method for Counting Interlibrary Loan (ILL) Transactions | Categorized ILL Transactions |
| Total Items Loaned (provided to) ✓ | |
| Total Items Received (borrowed from) ✓ | |

Categorized Interlibrary Loan (ILL) Transactions

| | Items Loaned To Other Libraries | Items Borrowed From Other Libraries |
|---|---|---|
| Integrated Library System (ILS) | | |
| WISCAT | | |
| Other (Includes OCLC, manual tracking, or other methods) | | |

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. 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. Items counted here should not also be counted as WISCAT or Other transactions. ~~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. Retrieve this value in WISCAT using the Statistics > Activity and Request Reports, set the dates to January 1 through December 31 of the report year, select your format of choice, select the Report Type "Net Activity", and click the Submit button to generate the report. Use the sum of Loans plus Copies in the Borrowing category~~. [update 2/4/2026]

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.

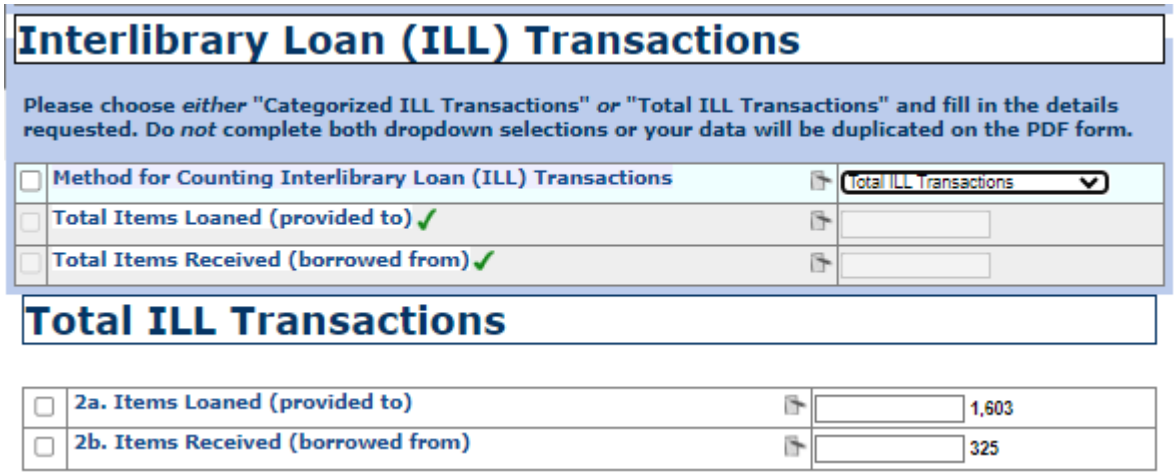
Items Received from (borrowed from) Other Libraries via WISCAT:
These are library materials, or copies of the materials, received from one autonomous library to another through the WISCAT interlibrary loan platform. Items counted here should not also be counted as ILS or Other transactions.

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.

### Total ILL Transactions

Select “Total ILL Transactions” to supply the total number of items loaned through ILL transactions without the additional layer of detail in “Categorized ILL Transactions.”




2a. Items Loaned

These are library materials, or copies of the materials, loaned (provided) by your autonomous library to another library upon request. The libraries involved in interlibrary loans are not under the same library administration. “Library Administration” means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

2b. Items Received

These are library materials, or copies of the materials, received (borrowed) by your autonomous library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. “Library Administration” means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures.

## 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 use both inside and outside the library. Do not include use of the online public access catalog (OPAC) or library website. [based on NISO Standard Z39.7 (2013) 7.7, p. 52] These fields may be prefilled if your system has provided data to the Division.

**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.

Your library must report electronic content circulation transactions by these revised definitions for calendar year 2025.

3a. E-book Circulation (Required for 2025)

Report the total annual circulation of e-books, including renewals.

3b. E-serial Circulation (Required for 2025)

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 (Required for 2025)

Report the total annual circulation of e-audio, including renewals.

3d. E-video Circulation (Required for 2025)
Report the total annual circulation of e-video, including renewals.

3e. Circulation of Children's Electronic Materials (Required for 2025)
Children are defined as ages birth-11 [*National Center for Education Statistics (NCES) Services and Resources for Children and Young Adults in Public Libraries* August 1995, NCES 95357]. The number is a subset of the total reported in 3a, 3b, 3c, and 3d.

Note: Use of Electronic Materials, formerly 10, is removed.

## Users/Use

4. Registered Users
A registered user is a library user who has applied for and received an identification number or card from your public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Do not report this figure unless the library has purged its files at least once within the last three years. If a current count is not available, please check the "not available" checkbox to the right of the data field. These are library card account holders.

4a. Resident Users
Resident users are library cardholders who live within the borders of the municipality that is the governing body of the library. For example, if the Fair Oak Public Library is a municipal library, whose library board is appointed by the mayor of the city of Fair Oak, then the resident users would be those people who live within the city limits of Fair Oak. Note: if the library is a joint library with two or more municipalities in the agreement, then count the municipal residents of each of those municipalities. Enter the number of registered resident users.

4b. Nonresident Users
Nonresident users are library cardholders who live outside of the municipality's borders, in communities that do not have libraries. For example, someone who lives in the village of Pine Grove may have a Fair Oak Public Library card although Pine Grove is not within the city limits of Fair Oak and Pine Grove does not have a library, so the Fair Oak user from Pine Grove is a nonresident cardholder at the Fair Oak Public Library. Extending the example, a user who lives in Elm Falls, a community with a library, who applies for and receives a Fair Oak card and uses only the Fair Oak library would not be a nonresident, because there is a library in the user's home community of Elm Falls. In this example, the Elm Falls user cannot be a nonresident user because nonresidents can only be from non-libraried communities. Enter the number of registered nonresident users.

4c. Total Registered Users
The total number of registered users is automatically calculated from 4a and 4b.

## Circulation Policies

5a. Overdue Fine Policy
Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? Enter Yes or No.

5b. Automatic Renewal Policy
Does the library automatically renew physical materials without user request? This question is included for reference purposes only and is submitted to the IMLS Public Library Survey as "No" for all libraries. Under current interpretation of Wisconsin State Statute, a library may not include automatic renewal of physical materials which

occurs without user request in Section III 1a, 1b, or 1c.

## Reference Transactions and Library Visits

If an annual count of reference transactions 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.

6. Reference Transactions

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. Information sources include:

- Printed and non-printed material
- Machine-readable databases, including computer-assisted instruction
- The library's own catalogs and other holdings records
- Other libraries and institutions through communication or referral
- Persons both inside and outside the library

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again. If a contact includes both reference and directional services, report it as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Libraries shall not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian?" "Where is Susan Smith?" "Where is the rest room?" "Where are the 600s?" "Can you help me make a photocopy?"

6a. Method Used to Count Reference Transactions

Using the dropdown list, indicate whether you tallied reference questions throughout the year (actual count) or during a survey period(s) or select "did not collect."

6b. Annual Count of Reference Transactions

Enter the total annual count of reference transactions.

7. Library Visits

Library visits is the total number of persons entering the library for whatever purpose during the year.

If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count 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 the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

7a. Method Used to Count Library Visits
Using the dropdown list, indicate whether you counted library visits throughout the year (actual count) or during a survey period(s) or select “did not collect”.

7b. Annual Count of Library Visits
Enter the total annual count of library visits.

## Public Use Computers and Wireless Internet

Report the number of uses of the following resources for your library.

8a. Number of Public Use Computers
Report the total number of library computers (personal computers (PCs) and laptops), whether purchased, leased, or donated, that are used by the general public in the library. Do not count laptops, netbooks, tablets, or other wireless devices brought and used by patrons. Do not count computers used only by the staff.

8b. Number of Public Use Computers with Internet Access
Of the total reported in 6a, report the number that are Internet computers. You may include library-owned computers or laptops that rely on wireless Internet access. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes. Do not count computers used only by the staff.

8c. Method Used to Count Uses of Public Internet Computers
Use the dropdown list to indicate how total uses of public Internet computers was collected or select “did not collect.”

8d. Annual Count of Public Internet Computer Uses
Report the total number of uses (sessions) for public Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet, word processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A survey tally of a typical week or longer periods, extrapolated to a full year, may be used to determine the annual number. Sign-up forms or Web log-tracking software also may provide a reliable count uses.

Note: The number of uses (sessions) may be counted manually using registration logs. Count each use (session) for public Internet computer(s), regardless of the time spent on the computer. Software solutions for controlling access to patron computers may also provide accurate counts. If the data element is collected in a weekly survey, that figure should be multiplied by the number of weeks the library is open during the year to annualize it (please retain documentation of survey collection). Do not report wireless connections from customer-owned computers or devices here.

9a. Method Used to Count Uses of Wireless Internet Access
Use the dropdown list to indicate how total uses of the library’s wireless Internet access was collected or select “did not collect.”

9b. Annual Count of Wireless Internet Access Uses
Enter the total number of uses. If not collected, this field will not display.

Note: Number of Website Visits, formerly 8, and Electronic Collection Retrievals, formerly 9, are removed.

## Library Programs

The numbering for this section has changed significantly. Carefully review the new data entry tables which separate in-person on-site and off-site statistics.

Libraries are expected to report the number of programs for five age groups in four categories: [1] in-person on-site programs, [2] in-person off-site programs, [3] live, virtual programs, and [4] pre-recorded programs. Attendance is expected for [1] in-person on-site programs, [2] in-person off-site programs, and [3] live, virtual programs. Recorded views within 30 days of posting is expected for [4] pre-recorded programs.

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. Exclude self-directed activities.

If your library program is co-sponsored by another library, the library that is hosting the program should count the program and the attendance. If your library program is co-sponsored by another library and hosted at a neutral location, the libraries involved should determine which library will report the program and attendance without duplicating the number of programs or attendance on another library's annual report. For example, the libraries may choose to divide the attendance figures evenly between each library's report or proportionately based on service population, however, only one library may count the program. If the co-sponsored event is also recorded, then the views may be counted by the account holder library, the co- sponsor, or divided using a mutually agreed upon method such as evenly, or proportionately by service population so long as the views are not counted on each library's annual report.

**Resource.** Training materials are available for defining programs and self-directed activities, counting attendees and views of recorded presentation, and categorizing programs as in-person or live, virtual.

If your library does not offer a program category or an age group, a zero must be entered for the program, attendance, and recorded view counts. The 'Not available' checkbox is used only when program category and age group pair was offered but the count is not available.

**Program Age Groups**

Young Children (0 to 5)

A children's program for which the primary audience is children 5 years and younger. For attendance counts, include adults or other patrons who attend the children's program, regardless of age. For programs posted for later (asynchronous) viewing, count all views within 30 days following the program post based on the primary audience age group regardless of the age of the viewer.

Children (6 to 11)

A children's program for which the primary audience is children aged 6 to 11. For attendance counts, include younger children, adults or other patrons who attend the children's program, regardless of age. For programs posted for later (asynchronous) viewing, count all views within 30 days following the program post based on the primary audience age group regardless of the age of the viewer.

Young Adult (12 to 18)

A program for which the primary audience is young adults aged 12 through 18. For attendance counts, include adults or other patrons who attend the young adult program, regardless of age.

Adult (19+)

A program for which the primary audience is adults ages 19 or older. Count all attendees of these program sessions regardless of age. Do not meetings or programs conducted at the library by other groups that are not co-sponsored by the library; for example, exclude teen advisory board, library board, library foundation, or library friends group meetings.

General Interest (all ages)

A program that is appropriate for all-age, all-library, family, or inter-generational groups. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, family storytelling programs, or all-age chess clubs. Each program session should only be counted in one age category based on its primary target audience; do not include programs here that have already been counted in an earlier age group.

**Program Categories**

In-Person On-Site and Off-Site Programs

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. In-person library programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, film showings or lectures in the library, English as a second language or citizenship classes sponsored by and held in the library, job skills events in the library or nature programs on the library grounds. An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services.

Count all in-person programs held on- or off-site that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude in-person programs sponsored by other groups that use library facilities. If in-person programs are offered as a series, count each in-person program in the series. When an in-person program is also recorded for later viewing (called "asynchronous") count the event as two programs, one in-person program with in-person attendance and a second pre-recorded program with the count of all views within 30 days following the program post. When a program has in-person attendees and live, virtual attendees, count the event one in-person program with both a count of in-person attendees and a count of live, virtual attendees.

Live, Virtual Programs

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"). A live, virtual program introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants, may cover use of the library, library services, or live, virtual library tours, and may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Count all live, virtual programs that are sponsored or co-sponsored by the library. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude programs sponsored by other groups that use library facilities. If live, virtual programs are offered as a series, count each program in the series. Regardless of the number of formats in which a live, virtual program session is offered, each live, virtual program session should only be counted once. When a live, virtual program is also recorded for

later viewing (called “asynchronous”) count the event as two programs, one live, virtual program with live, virtual attendance and a second pre-recorded program with the count of all views within 30 days following the program post. When a program has live, virtual attendees and in-person attendees, count the event one in-person program with both a count of in-person attendees and a count of live, virtual attendees.

**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.~~ To request Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views resource, email dpi.libraryreport@dpi.wi.gov. [update 2/4/2026]

Pre-recorded Programs

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. Regardless of the number of formats in which a pre-recorded program is hosted, each pre-recorded program should only be counted once. A pre-recorded program is a planned event which introduces the viewer to any of the broad range of library services or activities or which directly provides information to the viewer. Pre-recorded programs may cover use of the library, library services, or pre-recorded library tours. Pre-recorded programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Count all pre-recorded programs that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that the library is hosting. Exclude all pre-recorded programs that are not recorded by the library or co-sponsor. If pre-recorded programs are offered as a series, count each pre-recorded program in the series.

Refer to the screenshot below for 10 to 17. The Total In-Person and Live, Virtual Statistics by Age will be calculated in 18. The Total Program Statistics by Program Category will be calculated in 19.

## Number of Programs

| | 10. In-Person On-Site Programs | 11. In-Person Off-Site Programs | 12. Live, Virtual Programs | 13. Pre-recorded Programs |
|---|---|---|---|---|
| a. Young Children (0-5) | Not available | Not available | Not available | Not available |
| b. Children (6-11) | Not available | Not available | Not available | Not available |
| c. Young Adult (12-18) | Not available | Not available | Not available | Not available |
| d. Adult (19+) | Not available | Not available | Not available | Not available |
| e. General Interest | Not available | Not available | Not available | Not available |

## Attendance and Views

| | 14. In-Person On-Site Attendance | 15. In-Person Off-Site Attendance | 16. Live, Virtual Attendance | 17. Pre-recorded Program Views |
|---|---|---|---|---|
| a. Young Children (0-5) | Not available | Not available | Not available | Not available |
| b. Children (6-11) | Not available | Not available | Not available | Not available |
| c. Young Adult (12-18) | Not available | Not available | Not available | Not available |
| d. Adult (19+) | Not available | Not available | Not available | Not available |
| e. General Interest | Not available | Not available | Not available | Not available |

**Program Descriptions and Platforms**

20a. Describe the library’s in-person programs

Use this narrative field to describe the library’s in-person programs including any significant successes, collaborations, and changes from the prior year including staffing changes.

20b. Which platforms does the library use to host the library's live, virtual programs
Enter the names of any platforms used to host the library's live, virtual programs (e.g., Facebook Premiere, YouTube Live, Crowdcast, etc.) separated by commas.

20c. Describe the library's live, virtual programs
Use this narrative field to describe the library's live, virtual library programs including any significant successes, collaborations, and changes from the prior year including staffing changes.

20d. Which platforms does the library use to host the library's pre-recorded programs
Enter the names of any platforms used to host the library's pre-recorded programs separated by commas (e.g., Facebook, Vimeo, YouTube, Instagram, etc.).

20e. Describe the library's pre-recorded programs
Use this narrative field to describe the library's pre-recorded programs including any significant successes, collaborations, and changes from the prior year including staffing changes.

# Section IV. Library Governance

Provide a complete list of all voting board members and officers as of the date of this report. Be sure to 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. 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 salutations is used for formatting DPI and system correspondence and will not print on the final report.

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

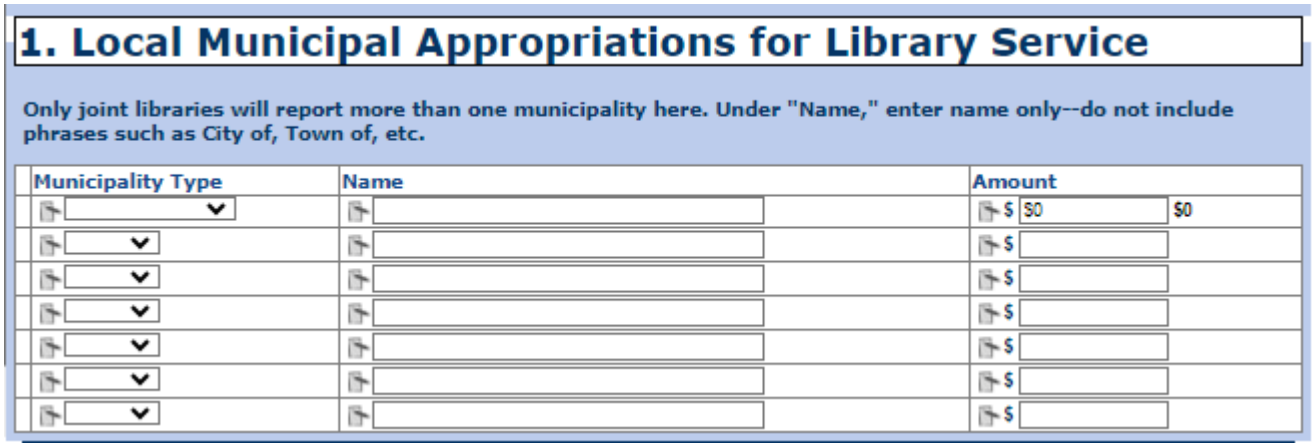
Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county, or other). This may require the library to contact its system to determine the source of funding provided by the system to the library. Do not report income used for capital expenditures (see the definition of library capital funds in Section VII) or income passed through to another agency; for example, meeting room fees paid by established agreement to the municipality. Report revenue for the calendar year just ended and round amounts to the nearest dollar.

Local and county government appropriations for library service are governmental funds designated by the municipality(ies) or county of the public library and available for expenditure by the public library. Library operating costs paid directly by the municipality may be included as library revenue and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. Indicate separately funds directly expended by the local government for library services. (For example, employee fringe benefits or library heating and electrical expenses for a shared facility may be paid directly by the municipality. If documented, these expenditures would be indicated separately, and in addition to the library's appropriation, under income from local or county sources.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations, or rent paid by the library to library's municipality for public library space.

In most cases, the type of municipality and the name of the municipality will be prefilled with prior-year data. Do not change this information unless your library's legal affiliation has changed. Report only the appropriation for the report year from the municipality that legally established the library. Only joint libraries formally established by inter-municipal agreements in s. 43.53 may report appropriations from more than one municipality. If your library has contributions for library services from other municipalities that are not part of a joint library agreement, those revenues should be reported in item 5 of this section as Contract Income from other governmental units.

1. Local Municipal Appropriations for Library Service

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



**1. Local Municipal Appropriations for Library Service**

Only joint libraries will report more than one municipality here. Under "Name," enter name only--do not include phrases such as City of, Town of, etc.

| Municipality Type | Name | Amount |
|---|---|---|
| | | $ $0 $0 |
| | | $ |
| | | $ |
| | | $ |
| | | $ |
| | | $ |
| | | $ |

Using the Municipality Type dropdown list, indicate whether the municipality that established the library is a city, village, town, or tribe. In the Name column, enter the name of the city, village, town, or tribe that established the library. Do not include phrases such as City of, Town of, etc. In the Amount column, report the actual appropriation for the report year received from the city, village, town, or tribe that established the library. Legally established joint public libraries may use subsequent lines of the report as appropriate to report revenue from participating municipalities. Do not include funds from municipalities which are not the sole governing municipality or a member of the legally established joint public library.

2a. Home County Appropriation for Library Service

Each public library is affiliated with a home county for library system purposes under s.43.15(3). Report reimbursements from the home county here. This includes home county funds transferred to the library through the system or a county library service. Consolidated county libraries report county revenues for library operations.

2b. Other County Payments for Library Services

Report other county payments for library services from other counties under s. 43.12. in this section. This includes other county funds transferred to the library, including those transferred through the system. Use the dropdown list to select the name of the county. These are county payments other than the home county appropriation reported in 2a.

3. 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.

Payments or reimbursements for system LSTA Grants should only be reported in Section V. 4. Federal Funds.

If state funds were expended or budgeted for capital outlays such as major equipment purchases, the funds

should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

3b. Funds Carried Forward from Previous Year
Report any State Funds received in a prior year and carried forward and expended in the reporting year.

3c. Other State Funded Program
Enter a brief description of other state-funded programs and enter the total amount. Note: programs like Youth Aid Funds are reported here although the state funds are blended with federal funds. State statutes and federal regulations authorize state agencies to blend state aid with federal funds to focus on outcomes and simplify accounting. When the funds get blended, the funds are combined under a single set of reporting requirements and lose their original award-specific identity.

4. 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. Report Community Development Block Grants here.

If federal funds were expended or budgeted for capital outlays, such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

*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. Library Operating Expenditures. Do not report the amount of reduction as operating revenue.
- If the library receives E-rate reimbursement separately, report the amount in this item (Federal Funds) and include it in Section VI. item 7. Operating Expenditures from Federal Program Sources.

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. 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. 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.

Important: Enter the name of the agency from which your library received contract income and the amount received.

6. Funds Carried Forward REVISED 2024 (Review to verify that library funds are reported appropriately.)
Include funds carried forward from the previous year and made available for library operating expenditures,

except for state aid funds reported in 3b. above. Report other funds carried forward and expended in this reporting year in 6a. Report other funds carried forward and earmarked for expenditure in a future year in 6b. Funds reported in 6b ~~and~~ [update 2/4/2026] will be excluded from Total Operating Income (Total Revenue). Do not duplicate funds in 6a and 6b.

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. Funds Paid or Transferred to the Library Board Financial Secretary.

7. 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. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported as part of VIII. Other Funds Held by the Library Board and IX. Funds Paid or Transferred to the Library Board Financial Secretary.

8. Total Operating Income

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

9. 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.

10. 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). If the county has no library tax, then select Not Applicable. Exemption from County Library Tax must be determined annually by your governing municipality or county. Contact your governing municipal or county clerk, if you have not received this information for the reporting year. [update 2/4/2026]

# Section VI. Library Operating Expenditures

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.

Do not include any of the following:

- Value of any contributed or in-kind services
- Value of any non-monetary gifts and donations
- Rent paid by the library to its municipality for public library space
- Capital expenditures under this category

(See instructions for Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.)

If System funds purchased the services or materials, then these expenditures should be reported on the System Annual Report. If Library funds were used for the items, regardless of whether the System reimbursed the Library, then these expenditures should be reported on the Library Annual Report. System funds granted to Libraries and held in the Library account are considered Library Funds.

1. 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.

2. 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.

3. 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
Print material consists primarily of words, usually produced by making an impression with ink on paper. Included in the category are books, serial back files, current print serial subscriptions, government documents, and any other print acquisition. Include book rentals but exclude expenditures for binding and rebinding. charges or fees for interlibrary loans and expenditures for document delivery. Report all operating expenditures for print materials.

3b. Electronic Content
Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content.

Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures below. Report expenditures for the digital content buying pool in Contracts for Services below.

3c. Audiovisual Materials
Audiovisual materials are library materials that are displayed by visual projection or magnification, 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. Report all operating expenditures for audiovisual materials. Report expenditures for downloadable e-audio and e-video content in 3b above.

3d. All Other Library Materials
Report operating expenditures for all other materials.

Expenditures for downloadable audio and video content (e-audio and e-video) in the library's collection should be reported in 3b. Report expenditures for the digital content buying pool in Contracts for Services below.

3e. Subtotal 3
Subtotal 3 is the sum of library collection expenditure items 3a through 3d and is automatically calculated and displayed.

4. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems
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.

5. Other Operating Expenditures
Report all operating expenditures not included in 1 through 4 above. Other operating expenditures include operation and maintenance of the physical facility, heating, lighting, postage, telephone, telecommunication charges, binding, supplies, repair or replacement of existing furnishings, fees paid to a consultant, auditor, architect, or attorney, and equipment and cost of computer hardware and software used to support library operation or to link to external networks, including the Internet.

6. Total Library Operating Expenditures
Total library operating expenditures for the year just ended is the sum of items 1 through 5. It is automatically calculated and displayed.

7. Operating Expenditures from Federal Sources
Report the amount expended from federal program sources. If the library is reimbursed for operating expenditures by a federal program such as E-rate, LSTA Grants to States, expenditures from federal sources must not be zero. The criteria for reporting the LSTA grant amount is the year in which the funds were expended and not the year in which reimbursement was received. The number is a subset of the total reported in 6.

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

All Capital revenue and expenditures fields are required. If none, enter “0”.

1. Capital Income and Expenditures by Source of Income
Enter capital revenues and capital expenditures by source of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for:

- 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

Exclude funds received for:

- 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

Select whether the expenditures are identified as Capital based on the IMLS Public Libraries Survey definition or a local definition such as municipal or county. If the origin of the definition is unknown, select 'Unsure.' If your library uses a local, municipal or county, definition, add a note ( ) to briefly explain your definition.

Total Income and Total Expenditure are the sum of the revenue column and expenditure column, respectively. The two amounts are automatically calculated and displayed.

| | Brief Description of Expenditure(s) | Revenue(s) | Expenditure(s) |
|---|---|---|---|
| a. Federal | | $ | $ |
| b. State | | $ | $ |
| c. Municipal | | $ | $ |
| d. County | | $ | $ |
| e. Other | | $ | $ |
| f. Definition | IMLS Public Libraries Survey / Local, municipality or county / Unsure | | |

2. Debt Retirement
Enter debt retirement payments, if any, paid by the library board. Include annual payments and interest. Also Include additional debt retirement fees, if any, incurred in the year of final payoff of the debt. If available, please add a note ( ) with a breakdown of amounts and corresponding sources.

3. 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 Library Funds Held by the Library Board

All funds under the library board's control must be reported as required by Wis. Stat. s.43.58 (6) (a). Report in this section any funds held by the library board that have not been reported in a previous section, *except* Funds Paid or Transferred to the Library Board Financial Secretary, which are reported in Section IX, below. Wisconsin Statutes s.43.58(6)(a) reads as follows:

(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.

Beginning Balance of Other Funds Under Library Board Control
Report the total balance of such funds at the beginning of the report year. Include donation funds, designated fund balances, special purpose funds (e.g., "copier fund" or "replacement books") or other funds not reported in Section III, Revenues. Report Funds Paid or Transferred to the Library Board Financial Secretary in Section IX.

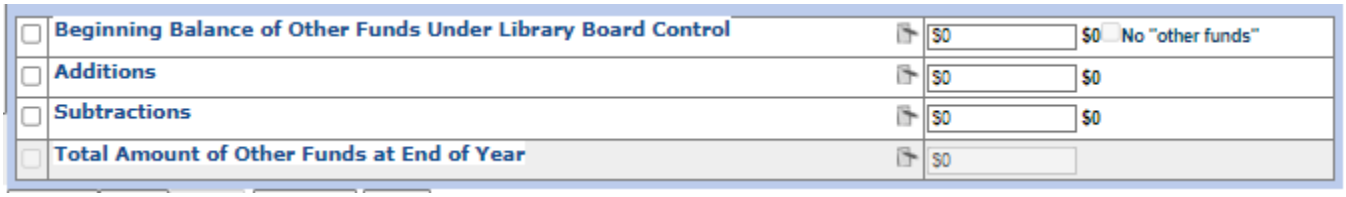
Additions
Report additions such as new deposits, transfers in, and interest earnings.

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. Only this total amount of other funds is included on the printable report generated by LibPAS.

Note: Funds transferred to a library foundation should also be reported here in cases where the library board maintains control of the principal.

**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.**



# Section IX. Funds Paid or Transferred to the Library Board Financial Secretary

Report the total amount of funds held at end of year in the space provided. Funds balances submitted in this section indicate 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) and attach it to the signed annual report that is submitted to the Division.

Wis. Stat. s. 43.58 (7) (d) also requires that an annual report of trust fund activity be provided to the library board and the Division. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the Division.

Wis. Stat. s. 43.58 (7) (d) reads as follows:

> (d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income, and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s.43.58 (6).

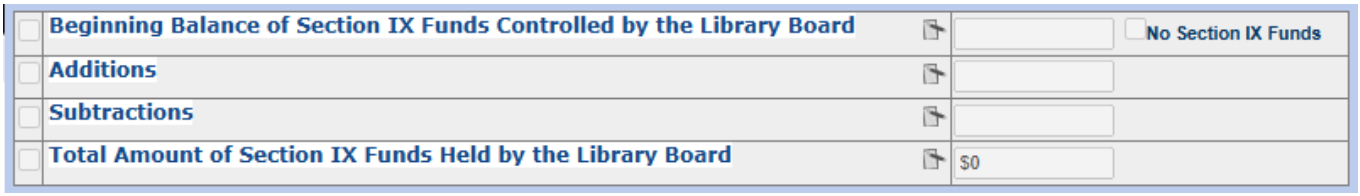
Beginning Balance
Report the total balance of such funds at the beginning of the report year.

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 Section IX Funds Held by the Library Board
The total amount of Funds Paid or Transferred to the Library Board Financial Secretary is calculated automatically. Only this total Section IX fund amount is included on the printable report generated by LibPAS.

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



# Section X. Staff

REVISED 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.

For each personnel listing enter the Position (local title), Type of Staff, Job Title, Annual Salary or Wages, Hours Worked per Year, FTE, Benefits Eligible? Paid Leave Eligible? And Exempt?. Select the Job Title from Appendix A descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes ( ).

*Type of Staff: Librn. MLS (ALA); Librn. no-MLS; Other MLS (ALA); Other no-MLS*

*Years Experience (median): Less than 3 years; 3 to 5 years; 6 to 10 years; 11 to 20 years; 21+ years*

*Exempt?: either exempt status applies or the employee is salaried and not entitled to overtime pay*

The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per year by all employees included in that row and dividing by 2080. To ensure comparable data, 2080 hours per year (40 hours x 52 weeks) is the measure of full-time employment. For example, if a library has 3 employees working 3120 hours per year (20 hours per week) each, then the FTE calculation is 1.5 FTEs. Round to two decimal places.

1. Personnel Listing

Libraries with 20 or fewer employees ~~must~~ may [update 2/4/2026] include all employees under 1a. Libraries with more than 20 employees should list the head librarian/director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a, and see the instructions for 1b below for other employees. To provide an accurate FTE total for all library staff, all libraries must complete 2a through 2c as well. Include maintenance, plant operation and security staff paid by the library. Do not report names of individuals.

The Division does not request names of individual employees. DO NOT INCLUDE names in the notes.

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.

List the Library Director on the first line. Libraries with more than 20 employees, report individual positions with the title of "librarian" in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below.

1b. Other Paid Staff

Libraries ~~with more than 20 employees~~ [update 2/4/2026] should complete this section to include staff not reported in 1a. Report the requested information for as many position classifications as space allows, beginning with those classifications with the most hours worked in a week.

For example, if a library has 3 half time Circulation Clerks, the library will report as shown below in row 3. The note icon ( ) can be used to add comments or details about employees included in each classification line. Report the total combined value for all 3 clerks for Annual Salary / Wages, Hours Worked / Year, and FTE for the row. For Years Experience report the median value of the 3 clerks or the expected range for a new hire. Do not include or duplicate any of the employees reported in 1a.

| Position | Type of Staff | Job Title | Years Experience | Annual Salary | Hours Worked/Year | FTE | Benefits? | Paid Leave? | Exempt? |
|---|---|---|---|---|---|---|---|---|---|
| 1. Director | Librn. MLS (ALA) | Library Director / Chief Officer | 3 to 5 years | $84,500 | 2,080 | 1.0 | Y | Y | Y |
| 2. Youth Librarian | Librn. MLS (ALA) | Librarian (MLS) | 11 to 20 years | $86,300 | 1,560 | 0.75 | Y | N | N |
| 3. Circulation Clerks | Librn. no-MLS | Clerk – Public Services | Less than 3 years | $56,250 | 3,120 | 1.5 | N | N | N |
| 4. Maintenance | Other no-MLS | Building Maintenance Worker | Less than 3 years | $16,000 | 520 | 0.25 | Y | N | N |

2. Library Staff Full-Time Equivalents

Compiling information for all library staff is particularly important for large libraries that did not report all category employees in 1a. and 1b. above. Include maintenance, plant operation and security staff paid by the library.

2a. Persons Holding the Title of Librarian

Separate employees with a Master's Degree from an ALA Accredited Program from Other Persons Holding the Title of Librarian. See the definition of librarian in 1a. Do not include any employee in more than one category. Enter zero (0) if none.

2b. All Other Paid Staff

The total of all FTE for other paid staff not included in 2a. Include plant operation, security, and maintenance staff.

2c. Total Library Staff

The total library staff full time equivalent is the sum of the FTEs reported in 2a and 2b and is automatically calculated and displayed.

# Section XI. Loans to Nonresidents

Nonresidents are library users who live outside the library's legal service jurisdiction (the governmental unit(s) establishing the public library). For consolidated county libraries, it means outside the county. For joint libraries, it means outside the municipalities that established the joint library. Circulation is defined at the beginning of Section III. Library Services.

Provide the requested information for items 1 through 9. The information provided in 2b. Circulation to Nonresidents Living in Your County – Those Without a Library is needed to calculate county payments for nonresident use of the library. For those libraries in communities with territory in more than one county, report nonresident use for your home county only in 2b. Report other county nonresident use in item 3 or 4 and 9, as appropriate.

7. Method for Determining Circulation Allocation
Use the dropdown list to select "Actual Count" or "Survey." If you use a survey to sample nonresident use, you must retain all documents and policies delineating the method used to attribute registration and use. Weekly surveys should be conducted on at least four weeks throughout the year. More defensible results are achieved with computerized library circulation systems where resident status is determined at patron registration and circulation is tracked and tallied automatically throughout the year. Actual reports of circulation distribution should be retained according to the library's records retention policy, or until the subsequent reimbursement requests are submitted and received.

Note that certain circulation reported in Section III may not be reported in this section. For more information, see *Guidelines for Collection of Public Library Nonresident Usage Statistics*.

8a. 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.

8b. 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.

9. Circulation to Nonresidents Living in an Adjacent County
Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. Information provided on lines 9a. through 9j. is needed to calculate adjacent county payments for nonresident use of the library where applicable.

Use the dropdown lists to indicate the county reported and enter the total number of circulations to qualifying non-residents from that county who used your library throughout the report year. County names may be prefilled with those listed in the annual report.

# Section XII. Technology

Wireless Internet Access and Broadband

1. What is the speed of your connection to the internet? Choose the closest value from 20MB / 50MB / 100MB / 200MB / 500MB / 1 GB / more than 1 GB. 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. Devices that can connect to the internet
    a) How many hotspots does your library have in the collection for patron checkout? Do not include lost devices.
    b) 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 a bookmobile?

Internet Filtering

5. Internet 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.

Digital Literacy

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.*
    a) Does your library offer courses, training, or other kinds of assistance to support your patrons' digital literacy?
    b) If your library answered yes for 6a, provide a list of your offerings and add any that are new since last year.

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

Tracking all of self-directed activities is included in the Programming and Activity Count tracker workbook to easily compile your program counts and attendance to report on the Public Library Annual Report.

1. Self-directed Activities (formerly "drop-in activities")
A Self-directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. 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. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

**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.**

| | Number of Self-directed Activities | Participation in Self-directed Activities |
|---|---|---|
| Young Children (0-5) | | |
| Children (6-11) | | |
| Young Adult (12-18) | | |
| Adult (19+) | | |
| General Interest | | |
| Total Self-directed | 0 | 0 |

1a. Children Ages 0 to 5 Self-directed Activities
Enter the activities for which the primary audience is children, age 5 and younger. Enter the activity participation for which the primary audience is children 5 and younger.

1b. Children Ages 6 to 11 Self-directed Activities
Enter the Number of Young Adult Activities for which the primary audience is 6 through 11 years old. Enter the Activity Participation for which the primary audience are age 6 through 11.

1c. Young Adult Self-directed Activities
Enter the Number of Young Adult Activities for which the primary audience is 12 through 18 years old. Enter the Activity Participation for which the primary audience are age 12 through 18.

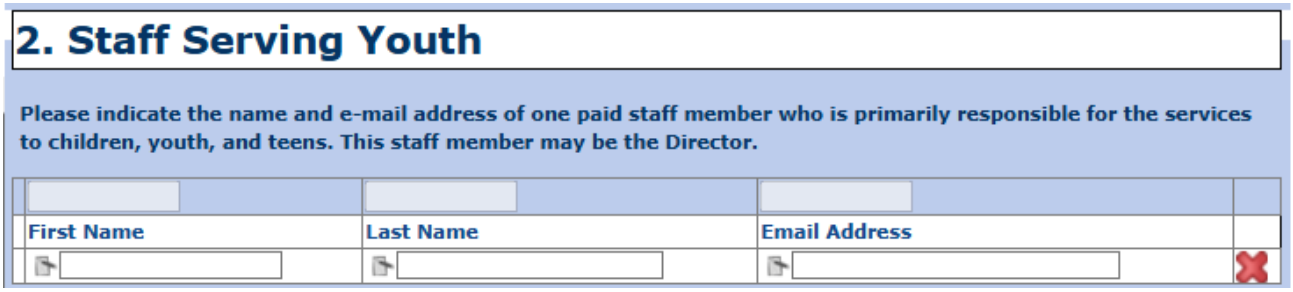
1d. Adult Self-directed Activities
Enter the Number of Adult Activities for which the primary audience is age 19 and older. Enter the Activity Participation for which the primary audience are 19 and older.

1e. General Interest (All Ages) Self-directed Activities
Enter the Number of Activities for General Interest (all ages) for which the primary audience is not specific to one age group, i.e., not focused just on children or young adults. Enter the Activity Participation for which the primary audience is not specific to one age group.

1f. Total numbers of self-directed activities and participation are calculated automatically.

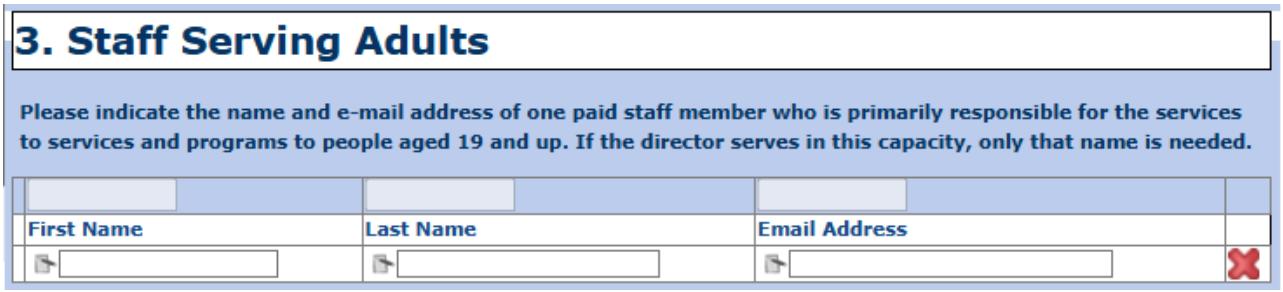
2. Staff Serving Youth

Please indicate the name and e-mail address of one paid staff member who is primarily responsible for the services to children, youth, and teens. This staff member may be the Director.




3. Staff Serving Adults

Please indicate the name and e-mail address of one paid staff member who is primarily responsible for the services to services and programs to people aged 19 and up. If the director serves in this capacity, only that name is needed.



# Section XIV. Public Library Assurance of Compliance with System Membership Requirements

Review the list of membership requirements (shown below), indicating "Yes" for those that are being met by your library. Requirements that are not marked or indicate "No" (denoting noncompliance) should be brought to the attention of your system immediately. Non-complying libraries must complete steps necessary to attain compliance with all statutory requirements as soon as possible.

- 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].
- 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].
- 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) and (5) (consolidated and country library services), and s. 43.60 (3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58 (1)].
- 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].
- 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. 43.58 (4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15 (4) (c) 3].
- 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].
- 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].
- 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].
- The library annually spends at least $2,500 on library materials. [s. 43.15 (4) (c) 8].

# Certification

The signatures of the library director and library board president (or other board-authorized officer), certifying this report and its review and approval by the library board, must be provided. System effectiveness forms signed by the library board of trustees' president (or other board-authorized officer) are due by the same date as the annual report, March 1, 2025.

## Statement Concerning Public Library System Effectiveness

In reference to the public library annual report, Wis. Stat. 43.58 (6) (c) reads as follows:

> The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system.

Indicate on the provided statement that the public library system either did or did not provide effective leadership and adequately meet the needs of the library. The library board must approve this statement. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. If the library board chooses to submit a negative response, you must provide an explanation of the library board's decision in the space provided.

Indicate the outcome in the online reporting portal and submit the form with the complete report. If the library board chooses, the statement may be indicated only on a separate form, approved, signed, and submitted separately from the rest of the public library annual report. The statement page does not need to be forwarded to your library system with your annual report; however, as a public document, the separate paper statement will be provided upon request to your public library system or others. If the library board chooses this course of action, please choose "response is not provided online" from the dropdown list. Send the signed statement as a scanned PDF to LibraryReport@dpi.wi.gov.

Division staff compile the statements received for each library system. As required by Wis. Stat. 43.05 (14), the Division will conduct a review of a public library system if at least 30% of the libraries in participating municipalities that include at least 30% of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library.

# Appendix A. Staff Job Titles and Job Descriptions

| Category | Job Title | Alternate Job Title | Job Description |
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| Human Resources & Finance | Accountant | Budget Specialist | Oversees clerical activities in connection with payables, debits, or credits. Prepares worksheets, analyzes to verify accuracy, prepares monthly journal entries, statements, monthly balance sheet, monthly statements, profit and loss, subsidiary, and other analyses and statements, following prescribed procedures. Qualifications generally include a bachelor's degree in accounting or an associate degree with experience. |
| Library | Associate Librarian (non-MLS) | | Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work. |
| Human Resources & Finance | Bookkeeper | | Performs diversified duties in maintaining accounting records. Verifies credits and deductions. Checks allocation of charges on bills payable. Maintains and balances petty cash account. Pays minor expenses, prepares daily cash balance figures, and weekly transaction reports. Checks employee expense accounts. Prepares monthly receipts and disbursement summaries, takes trial balances, locates discrepancies, and reconciles bank statements. Compiles special reports. Analyzes facts to determine the action to be taken, within the limits of standard practice. |
| Administration | Branch Manager | | Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced. |
| Maintenance | Building Maintenance Worker | Maintenance Person | Performs routine and preventive maintenance as directed. Performs various repairs requiring general knowledge of carpentry, plumbing, HVAC, and electrical and mechanical repair. Operates lawn-mowing and snow-blowing equipment. Arranges meeting rooms for special events. |
| Library | Cataloger | | Performs original cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for libraries. Resolves cataloging problems and aids in the maintenance of the online catalog. Typically has MLS and a higher level of duties than copy cataloger. |

| Category | Job Title | Alternate Job Title | Job Description |
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| Human Resources & Finance | Clerk – Accounting (Payables) | | Processes vendor invoices and matches with purchase order. Processes materials for public use, including labeling and data entry into the ILS if required. Performs routine duties requiring the use of a variety of forms, reports, or procedures. Performs miscellaneous duties such as filing, typing, sorting, or photocopying. |
| Library | Clerk – Public Services | Circulation Clerk, Desk Assistant, Desk Clerk, Bookmobile Clerk, Storyteller, Programmer, Trainer | Performs duties in Circulation, Interlibrary Loan or Reserve departments. Checks in and out materials; inspects materials for damage, verifies due dates; assists patrons with basic informational questions; sorts materials and prepares for reshelving. Provides basic patron assistance, locates materials, and provides information. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. |
| Library | Clerk – Technical Services | Acquisitions Clerk, Government Documents Clerk, Processing Assistant | Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Provides basic patron assistance locates materials, and provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. |
| Administration | Collection Development Specialist | Acquisitions Specialist | Analyzes community and library data to determine areas of the collection which need updating. Selects materials to update the collection. Performs related work as required. |
| Marketing & Public Relations | Community Outreach / Engagement Specialist | | Works with external partners and identifies community needs related to library services and resources. Directs outreach activities. Builds partnerships and collaborations with diverse community organizations. |
| Information Technology | Computer Lab Assistant | Makerspace Assistant | Monitors the operation of adult and/or youth computer labs. Assists patrons with questions and problem resolution. Enforces computer lab rules. May assist with installation, operation, and- configuring of personal computer hardware and software. Investigates reoccurring problems and recommend a course of action to the supervisor. May perform backup operations and print reports. Help maintain day-to-day operations of the Library's makerspace. |
| Library | Copy Cataloger | Cataloging Technician | Assist with maintenance of the library materials collection by withdrawal and relocation of library materials. Performs copy cataloging for print and non-print materials using OCLC, AACRII, MARC, DDC and local consortium standards. Serves as a resource for other library personnel concerning cataloging rules and practices. |
| Administration | Department Head / Coordinator / Senior Manager | Senior Librarian, Subject Specialist | Persons who supervise one or more professional librarians. Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out. |

| Category | Job Title | Alternate Job Title | Job Description |
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| Administration | Deputy / Associate / Assistant Library Director | | Assists Director with planning and administrating programs and major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation). Second in command with commensurate duties. |
| Administration | Development Manager | Donor Relations, Fundraising Coordinator | Manages and may participate in all aspects of library's annual fund development program. Identifies potential donors and maintains donor database. Responsible for maintaining budgets of delegated programs and may supervise staff. |
| Other | Driver (Bookmobilie) | Bookmobile Operator | Driver loads and unloads materials. Drives to and from specified locations. Assists patrons with material selection. Checks in and out materials. |
| Other | Driver (Delivery) | Delivery Van Driver | Drives a library vehicle to pick-up and deliver library material between libraries, systems and branches. Determines sequence of loading for delivery purposes. Performs basic maintenance on vehicle. Informs supervisor when additional vehicle maintenance is necessary. |
| Library | Electronic Collections Technician / Developer | | Coordinates electronic materials loaned through various databases or electronic collections for patrons. |
| Administration | Executive Assistant | | Performs Administrative Assistant duties for the chief executive official in the organization. Processes information of a highly confidential and important nature. Composes correspondence, notices, memos, etc. Organizes and maintains confidential personal files and records. Manages the chief executive's calendar. May independently compile and prepare special reports, selecting congruent data from various sources. Duties require an extensive knowledge of the organization's functional areas and their interdependencies with outside agencies and officials and an excellent working knowledge of organizational policies/procedures. Position typically staffed by individuals with advanced secretarial training, considerable work experience, and broad knowledge of organizational policies. |
| Maintenance | Facility Engineering Manager (Maintenance) | | Responsible for grounds, buildings and building equipment. Supervises the installation, maintenance and repair of electrical, gas, air, and water installations; fire sprinklers; the operation of building equipment and facilities; janitorial services; and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Reports defective equipment and recommends the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedites building repairs in construction to avoid production delays. Performs normal supervisory functions in a department with seldom more than 10 persons. |
| Human Resources & Finance | Grant Proposal Writer | | Researches and investigates grant opportunities. Prepares grant proposals in accordance with funder's giving policies, guidelines and criteria. |

| Category | Job Title | Alternate Job Title | Job Description |
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| Marketing & Public Relations | Graphic Artist/Designer | | Designs unique, original materials based on aesthetic trends. Plans layout and creates materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Researches and recommends the purchase of related software and hardware. Organizes and implements desktop publishing and operating methods and procedures. |
| Human Resources & Finance | Human Resources Assistant | | Organizes and maintains records, and files government reports as scheduled. Maintains employment statistical data and prepares related reports. Assists in employment activities involving interviewing, verifying qualifications, and checking references. Assists in administering employee benefit programs. Responds to employee inquiries on matters related to library programs and activities. |
| Human Resources & Finance | Human Resources Manager | | General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigates, advises, and prepares policies affecting personnel, and consults and advises on interpretation and administration. Conducts union contract negotiations as required. Advises management on interpretation of policy. |
| Information Technology | Information Technology Manager | Technical Services Lead Worker or Supervisor | Manages day-to-day IT operations including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of systems. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. May assist staff and patrons with troubleshooting equipment or software problems. |
| Library | Inter-Library Loan Assistant | | Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN, ISSN and citation numbers. Determines best sources for materials. |
| Maintenance | Janitorial Cleaner | Cleaning Person, Housekeeper, Custodian, Janitor | Cleans assigned areas using power equipment as needed. Cleans drinking fountains, offices partition windows and lavatories. Replenishes supplies. |
| Library | Librarian (MLS) | | Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work. Requires a Master's Degree in Library Science from an American Library Association (ALA) accredited institution. |
| Library | Library Assistant – Public Services | Library Associate, Technical Assistant-Public Services | Performs entry-level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Answers reference questions and performs readers advisory services. Reviews assigned media and selects books and other library materials for purchase on the basis of selection criteria. Verifies book orders for bibliographic data to ensure proper ordering. Typically requires a Bachelors Degree. |

| Category | Job Title | Alternate Job Title | Job Description |
|---|---|---|---|
| Library | Library Assistant – Technical Services | Library Associate, Assistant-Technical Services | Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. May perform managerial and administrative duties. |
| Administration | Library Director / Chief Officer | | Chief officer of the library. Submits recommendations on library policies and service to governing body and implements policy decisions. Analyzes, selects and executes recommendations of personnel, such as division directors or branch supervisors. Coordinates activities of branch or division libraries. Analyzes and coordinates departmental budget estimates and controls expenditures. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and disciplines staff. |
| Library | Manager/Supervisor of Support Staff | Circulation Lead Worker or Supervisor | Persons who supervise support staff in any part of the library but do not supervise professional librarians. |
| Marketing & Public Relations | Marketing Specialist | Marketing Coordinator, Social Media Coordinator | Oversees the creation, implementation, and execution of a library marketing plan. Coordinates marketing efforts, planning, creating, and directing print and electronic marketing strategies for all ages. |
| Human Resources & Finance | Office Manager | Business Manager | Assumes direct responsibility for filing, mail, communications, and printing departments. Implements and follows through on general office policies. Confers with other departments regarding the purchasing of office equipment, systems, and procedures affecting more than one department, and the hiring and transferring of employees and office salary structure. Prepares payroll tax returns and performs payroll accounting for the organization as required. Maintains retention schedule for library records. |
| Administration | Office Support (Entry) | Clerk Typist, Office Assistant | This is an entry-level clerical position performing various routine secretarial and clerical duties, including typing letters, reports, and other correspondence. May perform other clerical duties such as filing, mail distribution, and answering telephones. May be in receipt of fees and other monies. |
| Administration | Office Support (Intermediate) | | Under moderate supervision, performs more complex or diverse clerical duties for one or more staff. Typical functions include word-processing, typing, managing appointments, screening mail, and handling special projects as required by the supervisor. May prepare reports with minimal supervision. Position typically requires a higher-level proficiency in office software and several years of experience. |
| Administration | Office Support (Top) | Office Supervisor | Provides advanced level clerical and administrative support to a major administrative program or function within a department that requires the exercise of an advanced level of technical expertise and job knowledge. May coordinate services such as personnel record keeping, budget coordination, housekeeping and inventory, records management, and office systems improvements. May coordinate collection and preparation of operating reports, including preparing preliminary conclusions. May interview job applicants, orient new employees, or plan training programs. |

| Category | Job Title | Alternate Job Title | Job Description |
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| Library | Page/Shelver | Library Page, Materials Shelver | Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving. |
| Human Resources & Finance | Payroll Technician | | Under direction of person responsible for the payroll; prepares and records payroll data from timesheets and other records. Verifies payroll information and reconciles errors. Processes payroll deductions and changes. Generates payroll reports, checks, W-2's, etc. Answers employee questions regarding individual paychecks. |
| Marketing & Public Relations | Public Relations Officer | Public Information Coordinator, Public Relations Person | Promotes and administers public relations policies and programs such as special events, news articles, and audio and visual communication media. Maintains relations with newspaper, radio and TV media, community groups and agencies, school districts and the Board of Trustees. |
| Other | Security (Discipline Monitor) | Security Guard, Library Monitor, Security Officer, Watchguard | Makes regular watch rounds of premises outside of scheduled working hours, where frequency of trips and stations is prescribed. Checks buildings, equipment and materials for leaks, fires, unauthorized individuals and other conditions. Ensures that all entrances and windows are secured, and that elevator and fire doors are closed. Makes written report of all irregularities or unusual circumstances. |
| Library | Social Worker | Inclusive Services Coordinator | Responsible for assessment and management of individuals with an emphasis on psychosocial wellness, medication assessment and assistance, care plan creation, health coaching as appropriate. Responsible for interacting and guiding individuals, their families and/or supportive partners to better understand, navigate, and access community services. Develops and maintains close working relationships with community organizations, health providers and treatment centers. This is an expert level social worker classification and License is required. |
| Information Technology | Technical Support/Computer Technician | | Installs, maintains, repairs computers, peripheral devices, and software. May conduct training. Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks. May conduct training. |
| Information Technology | Web Content Administrator | | Develops, provides, and authorizes website content to increase track, support and promote services, and gain content visibility. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. May oversee data control technicians and writers dedicated to website. |
| Other | Volunteer Coordinator | Friends' Shop Manager | Coordinates all volunteers and volunteer programs. Assesses volunteer needs. Recruits, screens, and places volunteers. Works with staff ensure proper orientation given and evaluates performance. May develop and coordinate volunteer recognition programs. |