YOUR LIBRARY'S 2019 STATE ANNUAL REPORT

FRIDAY, JANUARY 10, 2020
10:00 A.M.

MARK E. IBACH
CONSULTING SERVICES COORDINATOR
SOUTH CENTRAL LIBRARY SYSTEM

SOMETHING ELSE YOU'D RATHER BE DOING? HANG IN THERE!

WELCOME – TODAY'S AGENDA

TIMELINE

REMINDERS

NEW FOR THE 2019 REPORT

GETTING STARTED

RESOURCES TO ASSIST

ELECTRONIC FORM (LIBPAS)

OVERVIEW – ANNUAL REPORT SECTIONS

SUGGESTIONS / QUESTIONS

ANNUAL REPORT TIMELINE

- SCLS INSTRUCTIONS & ILS/LINKCAT INSTRUCTIONS WILL BE AVAILABLE BY FRIDAY, JAN. 17

- JAN. 21 LIBPAS WILL BE OPEN FOR DATA ENTRY

- TUESDAY, FEB. 18 – LET ME KNOW THAT YOUR ANNUAL REPORT IS READY TO REVIEW – MAKE CORRECTIONS AS NECESSARY *(MY REVIEW WILL BE VIA E-MAIL SO YOU HAVE A VISUAL RECORD OF MY SUGGESTIONS/COMMENTS)*

- WEDNESDAY, FEB. 27 – REPORT SHOULD BE LOCKED & A SIGNED COPY EMAILED TO ME.

REMINDERS FOR 2019 REPORT

- SCLS WILL PRE-POPULATE MANY QUESTIONS

- PRE-FILLED DATA FIELD ARE NOT LOCKED AND MAY BE CHANGED INTENTIONALLY OR ACCIDENTALLY. IF YOU CHANGE THEM INTENTIONALLY, EXPLAIN THE CHANGE.

- SOME PRE-FILLED DATA YOU SHOULDN'T CHANGE *(OVERDRIVE OR ELECTRONIC COLLECTIONS USE)*

- ILS/LINKCAT INSTRUCTIONS WILL TELL YOU HOW YOU CAN MANUALLY CALCULATE THE LINKCAT STATISTICS.

- ADDING NOTES TO THE REPORT

NEW FOR 2019 REPORT

- SIGNED COPIES WILL BE SUBMITTED BY EMAIL THIS YEAR. PRINTED COPIES ARE NO LONGER REQUIRED.

- THE QUESTION ABOUT WHETHER THE LIBRARY REMODELED OR MOVED WILL BE BROKEN INTO TWO DISTINCT QUESTIONS.

- THE QUESTIONS ABOUT LITERACY OFFERINGS HAVE BEEN REMOVED.

- "DROP-IN ACTIVITIES" HAS BEEN CHANGED TO "SELF-DIRECTED ACTIVITIES."

GETTING STARTED

- START EARLY – LOG INTO YOUR ELECTRONIC REPORT (LIBPAS) EVEN IF YOU'RE NOT READY TO ENTER DATA

- LIBPAS ACCESS INFORMATION IS THE SAME AS LAST YEAR

- INSTRUCTIONS FOR USING LIBPAS ON DPI SITE

- READ EVERYTHING: DPI INSTRUCTIONS, SCLS INSTRUCTIONS & ILS/LINKCAT INSTRUCTIONS

- SCLS ANNUAL REPORT BLOG & E-MAIL LIST

Member Resources & Services ▾   Calendar & News   Find a Library   About SCLS   Contact   Committees & Governance   Delivery

Home / Member Resources & Services / Library Management

Public Library Annual Report

| Search | 🔍 |

View   Edit   Revisions   Access control

- **SCLS 2019 Annual Report Instructions**

- **2019 Annual Report Instructions for ILS/LINKcat Libraries** *(user name and password required for LINKcat libraries to access Koha reports)*

- **DPI/DLT Instructions & Facsimile Form for the 2019 Public Library Annual Report**
  - What's New -- In 2019, libraries will no longer report "Literacy Offerings." Also, "Drop-In Activities" has been changed to "Self-Directed Activities," but there is no change in definition for these activities.
  - DLT Annual Report Website
  - DLT Instructions
  - Data Entry Worksheet
  - System & County Map
- **2019 LibPAS Electronic Annual Report Form** *(requires your library's user name & password)*
  - Instructions

- **SCLS Annual Report Webinar** (Friday, Jan. 10, 2020) -- register

- SCLS 2019 Annual Report Blog *(updates and reminders)*

- Subscribe to the SCLS Annual Report email list

- SCLS Enterprise Wireless Internet - Extracting Data for Use Reports

Member Resources & Services

Library Management

Public Library Annual Report

How to collect the number of users of public Internet computers

SCLS 2018 Annual Report Instructions

Day-to-Day Library Management

Help with Hiring

Important Information About Payments From Adjacent Counties

Library Law

Library Policy Resources

Library Trustees

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Search

Public Library Annual Report Instructions and Forms

Annual Report Login

Wisconsin Public Library and System Annual Report Electronic Reporting Portal (LibPAS) ⬈ is closed for edits, though the reporting functionality is always available. Information about completing the 2018 Wisconsin Public Library Annual Report was sent to all Wisconsin Public Library directors and is available below.

- **Instructions for the Annual Report** 🗎. Includes current descriptions of annual report data elements.

- **Data Entry Worksheet** 🗎. Worksheet of all LibPAS data entry fields for compiling necessary information in advance of entering data online.

- **System Effectiveness Form** 🗎. The form can be completed and submitted in tandem with the annual report or, if the library board wishes to submit it separately, the board's statement on system effectiveness may be indicated only on a paper form, approved, signed, and submitted separately from the online public library annual report. If the library board should choose that course of action, please choose "Not indicating online" on the electronic form, then send the signed, scanned statement as a PDF to LibraryReport@dpi.wi.gov ✉ or mail directly to the Wisconsin Department of Public Instruction, ATTN: Public Library Development team, Division for Libraries and Technology, PO Box 7841, Madison, WI 53707-7841.

  ○ *Note: As a public document, the separate paper statement will be provided upon request to your public library system or others, regardless of whether it is submitted separately.*

  ○ System effectiveness forms are due by the same date as the annual report—March 1 (February 29 in a leap year).

LIBPAS ONLINE FORM
HTTP://WI.COUNTINGOPINIONS.COM

Data Input

Review

Review			
Collection	Wisconsin Public Library Annual Report	**Period** 2016	Approved
Library	South Central Library System		
Location		Library Data	

I. GENERAL INFORMATION
Ib. OUTLET INFORMATION
II. LIBRARY COLLECTION
III. LIBRARY SERVICES
IV. LIBRARY GOVERNANCE
V. LIBRARY OPERATING REVENUE
VI. LIBRARY OPERATING EXPENDITURES
VII. LIBRARY CAPITAL
VIII. OTHER FUNDS HELD BY THE LIBRARY
IX. TRUST FUNDS
X. STAFF (FTE)
XI. LOANS TO NONRESIDENTS
XII. TECHNOLOGY
XIII. LITERACY OFFERINGS AND DROP-IN
XIV. ASSURANCE OF COMPLIANCE (select
STATEMENT CONCERNING SYSTEM EFFE(

« Hide

I. GENERAL INFORMATION

This section requests basic information on the library's public service outlets. Some entries are prepopulated with information. Please update and enter corrections only as necessary.

☐	**1. Name of Library** ✓	
☐	**2. Public Library System**	
☐	**Salutation**	
☐	**3a. Head Librarian First Name**	
☐	**3b. Head Librarian Last Name**	
☐	**4a. Certification Grade**	
☐	**4b. Certification Grade Type**	
☐	**5. Certification Expiration Date**	
☐	**6a. Street Address (edit only if moved)** ✓	
☐	**6b. Mailing Address (or PO Box #)**	
☐	**7. City/Village/Town** ✓	
☐	**8a. ZIP Code**	
☐	**8b. ZIP4 Code**	
☐	**9. County** ✓	
☐	**10. Library Phone No.** ✓	
☐	**11. Fax No.**	
☐	**12. Director's Library E-mail Address**	
☐	**13. Library Website URL**	http://
☐	**14. Number of Branches (only if applicable)** ✓	11
☐	**15. No. of Bookmobiles Owned** ✓	2
☐	**16. No. of Other Public Service Outlets**	65
☐	**17. Does your library operate a Books-by-mail program?**	○ Yes ○ No
☐	**18. Is your library formally established as a Joint Library under s.43.53** ✓	○ Yes ○ No
☐	**20. Square Footage of Public Library (this location only)** ✓	822,919
☐	**21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?**	○ Yes ○ No

Worksheet for the Wisconsin Public Library Annual Report

Reporting Library Activities for 2019

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

This worksheet does not replace the online annual report or the printed PDF report and cannot be accepted by the Department of Public Instruction (DPI).

For additional information, see the Instructions and Forms for the Public Library Annual Report page.

I. GENERAL INFORMATION

1. Name of Library	
2. Public Library System	
Salutation	Mr. / Ms. / Mrs. / Dr.
3a. Head Librarian First Name	
3b. Head Librarian Last Name	
4a. Certification Grade	Gr1 / Gr2 / Gr 3 / N/A
4b. Certification Type	Regular / Temporary / Provisional / Vacant / Pending / Permanent
5. Certification Expiration Date	
6a. Street Address	
6b. Mailing Address (or PO Box number)	
7. City/Village/Town	
8a. ZIP Code	
8b. ZIP+4 Code	
9. County	
10. Library Phone No.	
11. Fax No.	
12. Director's Library E-mail Address	@

ASK QUESTIONS

- MARK E. IBACH
  608-246-5612
  SCLS TOLL-FREE: (855) 516-7257
  MIBACH@SCLS.INFO

- E-MAIL LIST – ANNUAL REPORT (SCLS-ANNREPORT)

- ANNUAL REPORT BLOG

SECTION I – GENERAL INFORMATION

- DPI HAS PRE–FILLED THIS INFORMATION BASED UPON LAST YEAR'S REPORT

- DOUBLE CHECK INFORMATION – MAKE CHANGES AS NECESSARY

- FILL OUT QUESTIONS #14, #15 & #16 – NUMBER OF BRANCHES, BOOKMOBILES & OUTLETS – EVEN IF YOUR ANSWER IS ZERO

SECTION II – LIBRARY COLLECTION

- # OF OTHER MATERIALS (QUESTION #7) NEEDS TO BE COMPLETED BY EACH LIBRARY (ITEMS MUST BE CATALOGED – GENERIC LINKCAT OKAY)

- # OF ELECTRONIC COLLECTIONS PRE–POPULATED FOR ALL SCLS LIBRARIES (EXCEPT LOCALLY OWNED OR LEASED)

- # OF SUBSCRIPTIONS NEEDS TO BE COMPLETED BY EACH LIBRARY

SECTION III – LIBRARY SERVICES

- LIBRARIES MUST COMPLETE TOTAL CIRCULATION

- ILL, REFERENCE, LIBRARY VISITS & COMPUTER USES NEED TO BE COMPLETED BY EACH LIBRARY

- DATABASE USAGE REPORTING

- LIBRARIES MUST COMPLETE PUBLIC WIRELESS INTERNET USE DATA (COUNT AND METHOD)

SECTION III
LIBRARY SERVICES CONTINUED

- USES OF ELECTRONIC MATERIALS

- USES OF CHILDREN'S ELECTRONIC MATERIALS WILL BE PRE-FILLED BY DLT IN 2018

- PROGRAMMING NEEDS TO BE COMPLETED BY EACH LIBRARY

SECTION IV – LIBRARY GOVERNANCE

- LIST LIBRARY BOARD MEMBERS – AS OF DATE WHEN YOU ARE COMPLETING ANNUAL REPORT

- LIST ANY VACANCIES ON LIBRARY BOARD

- DON'T FORGET QUESTION #2 – NUMBER OF LIBRARY BOARD MEMBERS AT BOTTOM OF PAGE

SECTION V – OPERATING REVENUE

- REPORT ONLY OPERATING REVENUE – NOT FUNDS FOR CAPITAL EXPENDITURES

- STATE FUNDS *(SCLS INSTRUCTIONS INCLUDE SEPARATE LISTINGS FOR YOUTH LITERACY GRANTS AND CONTINUING EDUCATION GRANTS)*

SECTION V
OPERATING REVENUE CONTINUED

- FEDERAL FUNDS *(SCLS DID NOT COORDINATE A GROUP LSTA GRANT IN 2019. REPORT E-RATE REFUNDS HERE.*

- CONTRACT INCOME, FUNDS CARRIED FORWARD, OTHER OPERATING INCOME

- CURRENT YEAR (2019) MUNICIPAL APPROPRIATION *(DO NOT INCLUDE FUNDS SPECIFICALLY FOR CAPITAL EXPENDITURES)*

SECTION VI
OPERATING EXPENDITURES

- REPORT ALL SALARIES / WAGES TOGETHER

- REPORT ALL EMPLOYEE BENEFITS TOGETHER

- COLLECTION EXPENDITURES (BE SURE TO INCLUDE ALL EXPENDITURES FOR ELECTRONIC RESOURCES)

- CONTRACTS FOR SERVICES (SCLS INSTRUCTIONS INCLUDE 2018 PAYMENTS FOR DELIVERY, ILS, TECHNOLOGY & ENTERPRISE WIRELESS. MYPC COSTS ARE NOT CONSIDERED CONTRACTUAL).

SECTION VII – CAPITAL REVENUE

- SHOULD NOT INCLUDE ANY EXPENDITURES REPORTED IN SECTION VI – OPERATING EXPENDITURES

SECTION VIII – OTHER FUNDS

- FUNDS UNDER LIBRARY BOARD'S CONTROL REPORTED HERE (INVESTMENTS, DONATION ACCOUNTS, ETC.)

- NO NEED TO ATTACH DOCUMENTATION TO YOUR ANNUAL REPORT FOR THIS SECTION

- FUNDS YOUR LIBRARY HAS WITH THE SCLS FOUNDATION (OR OTHER FOUNDATIONS IF YOU RETAIN OWNERSHIP OF THE PRINCIPAL) ARE REPORTED HERE

SECTION IX – TRUST FUNDS

- FUNDS CONTROLLED BY LIBRARY BOARD – "DONATED LIBRARY FUNDS OR PROPERTY" TRANSFERRED TO BE INVESTED

- LIBRARY TRUSTEE HAS BEEN APPOINTED AS FINANCIAL SECRETARY

- FINANCIAL SECRETARY BONDED

- DETAILS OF FUND ACTIVITY NEED TO BE ATTACHED TO THE PRINT COPY OF ANNUAL REPORT – SENT TO DPI

SECTION X - STAFF

- REPORT STAFFING AT YOUR LIBRARY AS OF THE LAST DAY OF 2019

- REPORT ANY VACANCIES THAT EXISTED

- FEWER THAN 15 EMPLOYEES – LIST ALL ON QUESTION #1A

- 15 OR MORE EMPLOYEES – REPORT ON QUESTION #1B

- BE SURE THE FTES REPORTED IN QUESTIONS 1A. & 1B. MATCH THOSE REPORTED IN 2A. 2B. & 2C.

SECTION XI
LOANS TO NON-RESIDENTS

- VERY IMPORTANT SECTION = $$$$ FOR YOUR LIBRARY IN THE FORM OF REIMBURSEMENTS

- PRE-FILLED FOR LINKCAT LIBRARIES (ILS / LINKCAT INSTRUCTIONS WILL HAVE DETAILS ON DOING YOUR OWN CALCULATIONS, INCLUDING FOR QUESTION #9 WHICH ISN'T PRE-FILLED)

SECTION XIII – SELF-DIRECTED ACTIVITIES

- "LITERACY OFFERINGS" HAS BEEN REMOVED FROM THE 2019 ANNUAL REPORT.

- SELF–DIRECTED ACTIVITIES

- READ DPI INSTRUCTIONS AND/OR SCLS INFORMATION FOR MORE DETAILS ON "SELF–DIRECTED ACTIVITIES"

SECTION XIV – COMPLIANCE

- TIES DIRECTLY TO WISC. STATS. – REQUIREMENTS FOR PUBLIC LIBRARY SYSTEM MEMBERSHIP

- A CHECK OR MARK IN EACH BOX INDICATES COMPLIANCE WITH THE REQUIREMENT

- SCLS & DPI WILL ASK YOU ABOUT ANY BOX LEFT UNMARKED – SIGNALS A COMPLIANCE PROBLEM

- CONTACT ME WITH QUESTIONS

SECTION XV - CERTIFICATION

- COPIES OF ANNUAL REPORT SIGNED & DATED BY BOTH LIBRARY BOARD PRESIDENT AND LIBRARY DIRECTOR

- SIGNIFIES THAT INFORMATION IN ANNUAL REPORT IS "TRUE AND ACCURATE"

- SIGNIFIES THAT THE LIBRARY BOARD HAS "REVIEWED & APPROVED THIS REPORT"

STATEMENT – SYSTEM EFFECTIVENESS

- FORM CAN BE SUBMITTED IN TANDEM WITH THE ANNUAL REPORT OR SENT SEPARATELY TO DPI

- *NOTE: AS A PUBLIC DOCUMENT, THE SEPARATE PAPER STATEMENT WILL BE PROVIDED UPON REQUEST TO SOUTH CENTRAL LIBRARY SYSTEM OR OTHERS.*

- FORMS DUE TO DLT BY THE SAME DATE AS THE ANNUAL REPORT—SATURDAY, FEB. 29, 2020

QUESTIONS & COMMENTS

- SCLS ANNUAL REPORT LISTSERV *(SCLS–ANNREPORT)* = FOR ASKING QUESTIONS & SHARING IDEAS

- SCLS ANNUAL REPORT BLOG = VEHICLE FOR ME TO SHARE UPDATES

- THIS WEBINAR WILL BE ARCHIVED

HAD ENOUGH?