



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

Date: January 6, 2009

Your Library ID Number is [ID]
Your Password is [Number]

To: Director
[Name of Library]

From: John DeBacher, Consultant
Public Library System Administration and Finance

Subject: 2008 Public Library Annual Report

Enclosed are your print copies of the 2008 Public Library Annual Report materials. The Division asks that all libraries file electronically if at all possible. **To file electronically, your library must have a PC with Internet access through Internet Explorer 6.0 or higher, and you will need to have Adobe Reader 7.0.9 or higher installed.** Your library ID and numeric password (PIN) are shown at the top of this letter. Your library system has also been provided with your numeric password to assist you in completing the report. State statutes require that annual reports be filed by March 2, 2009.

This year's report is very similar to last year's, but there are several new questions. The changes are:

Section II. Library Collection

The number of electronic downloadable videos available through your library is requested.

Section V. Library Operating Revenue

This section has been changed. Payments libraries receive from counties other than their home county are now reported in a separate category rather than under "Contract Income" as in the past.

This change will enable the division to better report adjacent county payments for library services.

Section IX. Library Staff

One additional item has been added to the library staff report. Under the heading of "Other Paid Staff," the total wages paid are requested for each general staff classification. The division has added this question at the request of the Wisconsin Public Library Association, with the intent of collecting statewide data on different salary and wage classifications. Libraries with more than 10 employees are asked to report representative positions. Please see the instruction for this new item.

Section XIII. System Membership Requirements

The two new system membership requirements effective for 2008 have been added to the check-off list. These requirements are for minimum annual collection expenditures (\$2,500) and minimum hours open per week (generally 20 hours per week, but lower under certain specified conditions).

Included with this mailing are:

- A printed copy of the 2008 Public Library Annual Report form
- Instructions and definitions for completing the annual report
- A set of technical directions, *Using the Public Library Annual Report Electronic Form* (Please review this attachment before beginning the electronic filing process)

Some parts of this year's annual report will be prepopulated with information we possess. Please review this information carefully and make any necessary corrections. Each section of the electronic report ends with a comments page on which you may provide additional information or clarification for any data you provided for that section. These comments will print as an attachment to the annual report.

As you enter the data, some data edit checks will occur. *Numbers must be entered without commas or dollar signs.* For entries that are edit checked, you may be informed that you have provided a number that does not fall within the expected range of responses. For example, it is anticipated that the annual circulation divided by annual visits will be less than 6. If your reported annual circulation and visits work out to more than 6 circulations per visit, you could be asked whether this is what you intended to report. If you respond with a Yes, you will be asked to provide a brief explanation. If you respond with a No, you will be offered an opportunity to correct your response. Providing a brief explanation of variances will save the need for follow-up questions later.

To begin filling out the annual report, use Internet Explorer to access the form catalog at **<http://www3.dpi.wi.gov/FormFinder/>**. (You will probably want to bookmark this site by adding it to your Favorites.) Enter your ID and PIN when prompted. *If you have any problems accessing the form, please call or e-mail John DeBacher as indicated at the end of this letter.*

After entering data into the report, it is necessary to click on the "Save/Return" button to send the data to the server file for your library. After completing all sections of the report, you may "Submit" your report to the division, but please have your library system review your report before submitting. Submitting your report locks your report data, and you will need to contact the Division if any changes are necessary.

The Public Library Annual Report and the statement of system effectiveness are reports from the library board and should therefore be approved by the board before submission. After the annual report has been completed and submitted electronically, the library director and the library board president must sign and date printed copies of the report. Please send two signed copies of your completed annual report (with any attachments) to your public library system. Your system will forward one copy to the Division. The required "Statement Concerning Public Library System Effectiveness" may be returned directly to the Division. This statement does not have to be filed electronically or forwarded to your public library system with your completed annual report, but it must be signed and dated by the library board president. A copy of the annual report must also be provided to your municipal governing body, and a copy should be retained for your library's records.

Section XIV of the annual report is "Public Library Assurance of Compliance with System Membership Requirements." Review the list of membership requirements and check those that are currently met by your library. Unchecked requirements (indicating noncompliance) should be brought to the attention of your system immediately. Noncomplying libraries will be expected to complete steps necessary to attain compliance with all statutory requirements as soon as possible.

The information you provide will be compiled and included in the *2008 Wisconsin Library Service Data* and the *2009 Wisconsin Public Library Directory*. Preliminary and final statistical information will be posted on the Division's Web site. Selected information will also be transmitted to the Institute of Library and Museum Services, where it will be included in the national database of public library statistics.

The Public Library Annual Report form and other materials included in this mailing can be found at <http://dpi.wi.gov/pld/annrpt.html>. If you have questions about information to enter in the form, please contact your library system. If you have any questions or concerns about the electronic form, please contact John DeBacher at (608) 266-7270 or at john.debacher@dpi.wi.gov.