

# Reports, Reports, Reports... and Data, Part 1

**Presenter: Jamie McCanless, Public Library Data & Finance Coordinator, Division for Libraries & Technology, DPI**

## **Session Objectives:**

- Have a general view of the annual report and its sections
- Meet some people who help with reports
- Learn what your library data does and why it matters

# Annual Report

- The *library board* files the annual report with the Division.
- Reports are pre-filled with as much data as RL&LL and library systems provide to PLD.
- Data is a good faith estimate; i.e., reported financial data does not have to be audited.
- It never hurts to double-check report data.
- Corrections can be submitted to the Division after the report has been signed and filed.

# Annual Report Sections

## I. General Information

Basic information about the library's public service outlets (central library, library branches, and bookmobiles). Most information in this section is prefilled with the previous year's data.

## II. Library Collection

Data about selected types of materials for items purchased, leased, or licensed by the library, a consortium, state library, a donor or other person or entity. Not all specific types of material are included.

# Annual Report Sections

## III. Library Services

Information about library use: circulation, interlibrary loan, registered users, reference transactions, visits, digital resources use, and programs.

## IV. Library Governance

A complete list of all voting board members and contact information.

## V. Library Operating Revenue

All funds used for operating expenditures, reported by the original source of income: municipal, county, state, federal, contracts, carryover, and other (fines, fees, gifts, interest).

# Annual Report Sections

## VI. Library Operating Expenditures

Current and recurrent costs necessary to the provision of library service: salaries, wages, employee benefits, collection expenditures, contracts for services, and other operating expenditures.

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

By source of revenue (federal, state, municipal, county, other) all revenue for major capital expenditures and all capital expenditures; any debt retirement payments made by the board; and any rent paid by the library to its municipality or county for library space.

# Annual Report Sections

## VIII. Other Funds Held by the Library Board

All funds under the library board's control must be reported. This section includes any funds held by the library board that have not been reported in a previous section *except* trust funds, which are reported in Section IX.

## IX. Trust Funds

The total of other funds and trust funds held at end of year. A “trust fund” indicates that a *library trustee has been appointed as financial secretary*, that donated library funds or property have been *transferred to that person to be invested* as allowed under s. 43.58 (7) (b), and that person has been bonded under s. 43.58 (7) (c).

# Annual Report Sections

## X. Staff

A list of budgeted positions as of the end of the report year, regardless of whether positions were filled, and the number of staff full-time equivalents (FTEs). One FTE equals 40 hours of work per week; e.g., three employees who work 38 hours per week equal 2.85 FTEs.

## XI. Public Library Loans of Material to Nonresidents

Nonresidents are library users who live outside the governmental unit(s) establishing the public library. Circulation to nonresidents who do not have a local public library is used to calculate county payments for nonresident use of the library.

# Annual Report Sections

## XII. Technology

State-level questions—currently about library internet access—to help the Division work with libraries to provide technology-based services to its users.

## XIII. Literacy Offerings and Drop-in Activities

A literacy offering is an umbrella event that includes programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.

A drop-in 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.



# Annual Report Sections

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

Statutory requirements for system membership. Non-complying libraries are expected to complete steps necessary to attain compliance with all statutory requirements as soon as possible.

## XV. Certification

Director and board president signatures certifying that, to the best of their knowledge, the information provided in the annual report and any attachments are true and accurate and the library board has reviewed and approved the report.

# Annual Report Sections

## Statement Concerning Public Library System Effectiveness

Required by s. 43.58(6)(c), 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” made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

*The library board must approve this statement.* If the library board chooses to submit a negative response, it must provide an explanation of that decision.

# People Who Help with the Annual Report

- Your library system staff
- Public Library Development Team of DPI
  - Jamie McCanless, Library Data and Finance Coordinator  
[jamie.mccanless@dpi.wi.gov](mailto:jamie.mccanless@dpi.wi.gov) (608) 266-3939
  - Tessa Michaelson Schmidt, Youth and Inclusive Services Consultant  
[tessa.schmidt@dpi.wi.gov](mailto:tessa.schmidt@dpi.wi.gov) (608) 267-5077
- Your own financial records and reports
  - You are responsible for your own counting methods
  - Know & understand what you need to count

# What Library Data Does

- Supports library requests for staffing, programming, capital projects, and other funding
- Sets the statutory request for state aid to library systems
- Calculates minimum county funding
- Calculates county payments for nonresident use
- Establishes delivery charges
- Develops information about library services in different types of areas of Wisconsin
- Develops information about library services throughout the United States

# Why Library Data Matters

- Small and/or rural libraries serve the majority of state residents, so their data is as significant as that from libraries in larger, more urban areas.
  - More than half of all Wisconsin residents are served by public libraries in municipalities with fewer than 32,000 residents.
  - 222 of 382 Wisconsin public libraries are located in rural municipalities.
  - Half of all Wisconsin public libraries have fewer than 3.00 FTEs. More than one-third have fewer than 2.00 FTEs.

# Why Library Data Matters

- Wisconsin public library data shows what's happening in the library world.
  - Decreases in service data appeared first in urban libraries, last in rural.
  - The first increases in circulation data we're seeing are at libraries in more rural locales, fewer town and suburban locales, but no urban locales.
- Comparison, comparison, comparison
  - Compare a library's most recent data to previous years.
  - Compare a library's data to other Wisconsin libraries.
  - Use other sources of data to provide context to library data.

# Reports, Reports, Reports... and Data, Part 2

**Presenter: Shannon Schultz, Public Library Administration Consultant, Division for Libraries & Technology, DPI**

## **Session Objectives:**

- Learn about other important reports

# Other Necessary (or Important) Reports

- **Monthly Financial Report**
  - Includes monthly revenue & expenditures, YTD totals
  - Approval of this report is why your board must meet monthly
- **Annual Financial Report (Your Own; Not Audited)**
  - Annual summary data of all accounts
  - Makes completing the annual report easier
- **Monthly Director's Report**
  - Informs the library board of happenings at the library
  - Includes statistical and narrative information
  - Include what your board wants to/should know
  - Include data that you will need to complete the annual report
- **Promotional Annual Report (optional)**