

# Annual Report Introduction

## **What is the Annual Report?**

A report submitted annually at the beginning of the year, the annual report is intended to provide a general description of your library and the services it provides to library users during the previous calendar year. The information supplied by public libraries and systems is published online on the Wisconsin Public Library Service Data page. State statutes required the library board to file their annual report by March 1st, within 60 days after the conclusion of the fiscal year. IFLS may require you to submit your annual report earlier than March 1st, so that IFLS staff can review and approve the report.

## **Why is it important?**

There are a variety of reasons the annual report is important, not the least of which is funding. Calculations for home county and adjacent county reimbursement is derived from annual report data, such as total prior year expenditures, total checkouts, and number of checkouts to residents of municipalities not maintaining public libraries. Not to mention, claims for those county payments are due July 1 of each year. Additionally, the annual report helps to provide validation that the public library is operated according to state law and conforms to minimum requirements for system membership. Finally, your annual report data can be used to guide decision making and demonstrate value to your community.

## **Is there any wiggle room in the March 1 deadline?**

None. Neither the Division for Libraries and Technology nor the State Superintendent have authority to extend or overlook the deadline and adhering to the requirement is important for a public library to maintain its eligibility for membership in a public library system.

## **Who can I contact for more information?**

The fastest way to receive help is by submitting a HelpDesk ticket on our website. IFLS staff will notice the message and the most well-suited person will get back to you. Also, IFLS offers an annual workshop to help Directors compile their annual reports or for dedicated work time. Announcements for the workshop are made in January.

## **References**

DeBacher, J. (2017, February 2). The public library annual report: A legal duty of the board. Wisconsin Department of Public Instruction. <https://dpi.wi.gov/wilibrariesforeveryone/public-library-annual-report-legal-duty-board>  
Division for Libraries and Technology. (2022, November 10). Wisconsin public library annual report instructions 2022. Wisconsin Department of Public Instruction. [https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Data-Reporting/AR-Instructions-Forms/wi\\_public\\_library\\_annual\\_report\\_instructions.pdf](https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Data-Reporting/AR-Instructions-Forms/wi_public_library_annual_report_instructions.pdf)