Notes about IFLS-supplied data for the 2018 Wisconsin Public Library Annual Report

Prepared by Lori Roholt, MORE Administrator

General notes

As in recent years, IFLS has pre-populated some data in your 2018 electronic annual report forms. While we certainly strive for accuracy in our data gathering and entry, please do make sure any pre-filled information seems reasonable. Please submit an IFLS help desk ticket if you notice problems.

Attached to these notes are your library's circulation by municipality (or "Act 150 Location") for the year. Please open an IFLS help desk ticket if you would like an electronic version of that spreadsheet, or if you'd like more information about any pre-filled values.

II. Library Collection

- **1, 3, 5, 7. Collection counts and items added:** Counts of physical items owned and added as of the end of 2018

  For physical materials, we use the item type code in item records to determine and categorize books, audio, video, and other.

  We did not have the option to pre-fill "Other Material Description" data (7b). Work from last year's information about materials in your collection that are not books in print, audio, or video materials.

- **2, 4, 6. Electronic materials**: This information was provided by WiLS staff, the managing agency for the statewide OverDrive collection
  - **2. Electronic Books (E-books)** includes copies of ebooks in:
    - The statewide OverDrive collection **151078**
    - The MORE OverDrive Advantage collection **4039**
    - A few libraries' legacy individual OverDrive Advantage collections (Altoona [212], Hudson [63], Menomonie [52], and Rice Lake [25]).
    - *Note: Add a count of your e-reader devices if you circulate them pre-loaded with titles*
  - **4. Electronic Audio Materials (downloadable)** includes copies of audiobooks in:
    - **T**he statewide OverDrive collection **50528**
    - The MORE OverDrive Advantage collection **1303**
    - A few libraries' legacy individual OverDrive Advantage collections (Altoona [78], Menomonie [20], and Rice Lake [17]).
  - **6. Electronic Video Materials (downloadable)** includes copies of videos in
    - The statewide OverDrive collection **1406**
    - The MORE OverDrive Advantage collection **17**

III. Library Services

- **1a. Total Annual Circulation**. Calculations can be found at the end of the CIRCULATION ACTIVITY by STAT GROUP spreadsheet.

The number of checkouts performed at your library

+

Renewals performed at your library or online or over the phone on items originally checked out at your library

-

Items loaned to libraries outside the system (traditional interlibrary loan). While your library may handle such loans by using Sierra to check out items to a card associated with the borrowing library, such checkouts are not included in the federal (and state) definition of a circulation.

-

Checkouts of "Internet PCs," if your library uses Sierra to "check out" public computer sessions to patrons. Such checkouts are not included in the federal (and state) definition of a circulation.

- **1b. Circulation of Children's Materials**

Checkouts and renewals of items coded with CHILD/YOUTH as audience

-

Children's items loaned to libraries outside the system (traditional interlibrary loan). While your library may handle such loans by using Sierra to check out items to a card associated with the borrowing library, such checkouts are not included in the federal (and state) definition of a circulation.

- **2a. Items Loaned (provided to)**

Items loaned to other libraries within MORE

+

Items loaned to libraries outside MORE, based on items checked out to accounts with "ILL" in the Act 150 Location

- **2b. Items Received (received from)**

Items borrowed from libraries within MORE

+

Items borrowed from libraries outside MORE, based on circulations of items with an item type of "ILL loan items."

Note: Centuria, Elmwood, Fall Creek, and Sand Creek: I believe your libraries use a different system for circulating items borrowed from outside the system. Add those borrowing counts here.

2

- **3. Number of Registered Users**. The total registered users value is based on patron records with your library as "home library."
    - **3a. Registered Users Resident**: municipal users. For some libraries, "residents" are from more than one municipality
    - **3b. Registered Users Nonresident**: users outside your municipality
- **6. Uses of Public Internet Computers**
    - **6a. Method for Counting Uses of Public Internet Computers.** If your library uses Pharos, Sierra, or an accurate homegrown method to track uses of public computers, indicate that your method is an "Actual Count"
    - **6b. Annual Count of Uses of Public Internet Computers.** For libraries using Pharos or Sierra to track public computer use, your sessions are entered on the annual report worksheet
- **7. Uses of Public Wireless Internet**
    - **7a. Method for Counting Uses of Public Wireless Internet.** If your library is able to collect this data and it is pre-filled in your electronic form, the count method is Router Count
    - **7b. Annual Count of Uses of Public Wireless Internet.** For libraries with routers that are able to track usage, your count is pre-filled here. Note that this figure does not represent each unique user of your library's wireless, but is a tally of users on each hour. For example, a patron using wireless from 2p-3.30p would count as 2 uses: one at 2p and again at 3p.
- **9 a-c: Electronic Collection Retrievals.** This section is a bit complicated! We'll work on getting database access numbers to you or into your report before the submission date.
- **10 a-e: Uses of Electronic Materials by Users of Your Library.** OverDrive usage information was provided by WiLS staff, the managing agency for the statewide OverDrive collection. It was corroborated locally, and combined with Freading usage.
    - **9a. E-Books**: OverDrive and Freading ebook uses by patrons with your library as home library
    - **9b. E-Audio**: OverDrive audiobook uses by patrons with your library as home library
    - **9c. E-Video**: OverDrive video uses by patrons with your library as home library
    - **9e. Uses of Children's Electronic Materials:** uses of OverDrive materials coded as children's. This information isn't readily available from Freading

XI. Public Library Loans of Material to Nonresidents

Your library's circulation transactions by patrons' Act 150 location can be found in the attached spreadsheet labeled CIRCULATION ACTIVITY by STAT GROUP

Most of the questions in this section clearly spell out the kind of information included except:

9. Circulation to Nonresidents: this question only covers circulation to nonresidents in adjacent counties who do not have a local public library. If there was no circulation to residents without a local public library in an adjacent county, that county is not listed in this section.