

Wisconsin Department of Public Instruction PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 1-18)

S. 43.05(4) & 43.58(6)

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2017 are due to the DPI Division for Libraries and Technology no later than March 1, 2018.

FOR THE YEAR 2017

I. GENERAL INFORMATION								
1. Name of Library			2. Public Library System	n				
3a. Head Librarian First Name	3b. Head L	ibrarian Last Name	4a. Certification Grade	4b. Certificat	ion Type	Certification Expiration Date		
6a. Street Address	6b. Mailing	Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County		
10. Library Phone Number	11. Fax Nu	ımber	12. Library E-mail Addre	ess of Director				
13. Library Website URL			14. No. of Branches	15. No. of Boo Owned	okmobiles	16. No. of Other Public Service Outlets		
17. Does your library operate a books-by-mail program?			nized as joint libraries, wit your library such a joint lib					
19a. Winter Hours Open per Week	19b. Num	ber of Winter Weeks	19c. Summer Hours Op	en per Week	19d. Num	9d. Number of Summer Weeks		
20. Square Footage of Public Library	ove to a new facility or expanses	and an	22. DUNS	Number Nine digits				
		II. LIBRARY	COLLECTION					
				a. Nun Owned / I		b. Number Added		
1. Books in Print Non-periodical prin	nted publicat	tions						
2. Electronic Books <i>E-books</i>								
3. Audio Materials								
4. Electronic Audio Materials <i>Down</i>								
5. Video Materials								
6. Electronic Video Materials <i>Down</i>								
7. Other Materials Owned Describe								
8. Electronic Collections Locally Ov								
9. Total Electronic Collections Loca	l, regional, a	and state						
10. Subscriptions Include periodicals	and newspa	apers, exclude those in el	ectronic format					

					I	II. LIBRA	RY SERVIC	ES					
1. Circulation	Transa	actions					2. Inter	ibrary Loans					
a. Total Circ	culatio	n	b. Ch	nildren's M	aterials		a. Ite	ms Loaned	Provided to)	b. Items	Recei	ved Received from
O. November of	D!4		<u> </u>			1 D-6		4!		<u> </u>	· \ <i>(</i> ' -		
3. Number of			:				erence Tran	1			orary Vis		1
a. Resident		b. Nonresident		c. TOTAL	-	a. N	/lethod	b. Annua	l Count	a.	Method		b. Annual Count
	İ		į										
6 Uses of Pul	blic Inte	ernet Computer	s	7 Uses (of Public V	Vireless Ir	nternet	8a Loca	l Electronic		8h	Total	Electronic Collection
a. Method		b. Annual Cou		a. Met		1	ual Count		ction Retrie		05		evals
a. Metrioa		b. 7 tilliaal ooal		u. Wici		5.74111	dai Oodiit						
1	İ												
Uses of Ele	ctronic	: Materials by U	sers o	f Your Libr	rary								
a. E-Books	;	b. E-Audio	ļ	c. E-Vide	90	d. Tota	al Uses of E	lectronic Ma	terials	e. Use	s of Chil	ldren's	Electronic Materials
			į										
10 Drograms	and Dr	agram Attandar	<u>ا</u> مم ۸م	nual Caun	.+	i				11 Ni	ımbar af	Dublic	Llas Computors
io. Programs i		ogram Attendar				a Othar	(all ages)	d. TO	TAI		imber or Total	Public	Use Computers b. Internet Access
-	a. Ci	nildren (0-11)	D. TC	oung Adult	(12-10)	c. Other	(all ages)	u. 10	IAL	a.	TOtal		D. IIILEITIEL ACCESS
Number of													
Programs													
Total													
Attendance													
					IV	I IRRAR	Y GOVERN	ANCE					
		ers. List all men praries and Tecl											es. Report changes
First Name	L	ast Name		Street	Address		С	ity	ZIP+4	4		Ema	ail Address
PRESIDENT													
1.													
2.													
3.													
J.													
1													
4.													
5.													
5.													
6.													
	1												
7.													
8.													
	1												
9.													
10.													
10.													
11.													
40	1												
12.													
No. of Library	Board	Members											
Include vacan													
		- 1											

	Report o			ATING REVENUE o not report capital receipts	here.		
Local Municipal Appropriations for		-	_	eport more than one mun		here	
Municipality Type				Name			Amount
						Subtotal 1	
2. County						ſ	
a. Home County Appropriation for	•					Subtotal 2a	
 b. Other County Payments for Libr County Name 	rary Services	Amount	I	County N	lame		Amount
·							
						Subtotal 2b	
3. State Funds a. Public Library System State Fur	nds						
Description		Amount		Descrip	tion		Amount
b. Funds Carried Forward from Pre	evious Year			c. Other State Funded	Program		
Federal Funds Name of program—	for LSTA ar	ant awarda arant ni	ımbor	and project title		Subtotal 3	
4. Federal Fullus Name of program—	-ioi LSTA gia	Program or Proje		ана ргојестине			Amount
						Subtotal 4	
5. Contract Income <i>From other gover</i> Name	nmental unit	s, <i>libraries, agencie</i> s Amount	s, libra	ry systems, etc. Nam	e	ĺ	Amount
		7		. 10	<u> </u>		,ou
			<u> </u>				
		,				Subtotal 5	
not include state aid. Report C	All Other Sperating ncome	8. Total Operating Income Add 1 through 7	at	hat is the 2018 annual applion provided by your gover ody/bodies for your public li	ning	exempt from	orary's municipality the county library tax is. Stat. s. 43.64(2)

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	R	enort operating ev	VI. LIBRARY OPERA penditures from all sour			nenditures here		
Salaries and Wag			rity, plant operations	1		ude maintenance, secui	rity, plant oper	ations
3. Library Collection	Expenditure	es		•			į	
a. Print Materials	b.	Electronic Materia	als c. Audiovis	ual Materials	d. All C	Other Library Materials	e. Subtotal	3
Contracts for Ser	vices <i>Include</i>	e contracts with oth	ner libraries, municipaliti	es, and library s	systems here	. Include service provide	i ər.	
	Provider		Amount		Provid	der	Amo	unt
						Subtotal 4		
5. Other Operating	Expenditures	:						
6. Total Operating E	Expenditures	Add 1 through 5						
7. Of the expenditur	es reported i	n item 6, what wer	re operating expenditure	es from federal p	orogram sour	rces?		
	VII.	LIBRARY CAPIT	AL REVENUE, EXPEN	DITURES, DEE	BT RETIREM	ENT, AND RENT		
Capital Income a								
Source	expenditure	•	Provide a brief descript escription of Expenditur	, ,	naitures.	Revenue	Expen	diture
a. Federal		Biler B	escription of Experience	<u> </u>		revenue	Ехреп	antaro
b. State								
c. Municipal								
d. County								
e. Other								
2. Debt Retirement		3. Rent Pa	id to Municipality/Count	у		Total Revenue	Total Exper	nditure
	VIII. OTHE	R FUNDS HELD	BY THE LIBRARY BO	ARD		IX. TRUS	T FUNDS	
			eported. Report in this ept Trust Funds) that	Total Amou Funds at Er		Total Amount of Tru Library Board at En		d by the
have not been report	ted in a previ	ous section. Wis. S	Stat. s. 43.58(6)(a)	. 3 at Li				

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff

a. Employees Flording the Flat	Type of	Annual	Hours Worked	l Type of Glain.			Annual	Hours Worked
Position	Staff	Salary	per Week	Positi	on	Type of Staff	Salary	per Week
Director / Head Librarian								
b. Other Paid Staff See instruc	ctions 	Total	Hours	I		l I	Total	Hours
D ***	Type of	Annual	Worked	5 "		T (0) "	Annual	Worked
Position	Staff	Wages	per Week	Positi	on	Type of Staff	Wages	per Week
2. Library Staff Full-Time Equival	lents (FTEs). D	ivide the total	hours worke	d per week for each	category by 40	to determine fu	II-time equiva	alents.
a. Persons Holding the Title of	f Librarian		1			Paid Staff (FTE)		ibrary Staff
Master's Degree from an A Accredited Program (FTE)		ersons Holdir Librarian (FTI	ng the ≣)	Subtotal 2a	operations	aintenance, plan , and security	t (FTE)	
			<u> </u>					

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Of the total circulation reported of nonresident	for your library	from Section III,	item 1, wl	hat was t	he total circulation	on to nonres	idents See ins	tructio	ons for definition
Divide nonresident circulation amount through 6 below should not be gre					a. Those wi a Library	th b.	Γhose without a Library		c. Subtotal
2. Circulation to Nonresidents Livi	ing in Your Cou	ınty							
3. Circulation to Nonresidents Livi	ing in Another	County in Your Sy	/stem						
4. Circulation to Nonresidents Livi	ing in an Adjac	ent County Not in	Your Sys	tem					
5. Circulation to All Other Wiscons	sin Residents			6. Circu	llation to Person	s from Out o	f the State		
Are the answers to items 1 thro on actual count or survey/samp		residents of					do you allow re as to purchase		
Circulation to Nonresidents Livi Name of County	•	ent County Who I Circula	ī	ave a Loc	•	of County		ı	Circulation
a.	<u>, </u>	00		f.		o. oounty			
b.				g.					
c.	C.			h.					
d.			i.						
e.			j.						
		>	(II. TECH	NOLOG	Y			ı	
Does your library provide wireless Internet access for patrons' mobile devices?	you have? A a. State b. Other Local	f Internet connect Mark all that apply TEACH line broadband conn cable, telco, comork, etc.	ection	3. Does your library use any type of Internet filtering software or service? a. Yes, on all Internet workstations b. Yes, on some Internet workstations c. No filtering on any Internet workstation					oes your library se door counters?
	XII	I. LITERACY OF	FERINGS	AND DE	ROP-IN ACTIVIT	TES			
Literacy Offerings Umbrella eventhat include programs and/or discussions.	rop-in		a. Child	Iren (0-1	1) b. Young Ad	dult (12-18)	c. Other (all a	iges)	d. TOTAL
activities planned for a limited duration which specifically enco	ourage Lite	nber of Summer racy Offerings							
individuals involved to read or literacy skills in a focused way.	individuals involved to read or build literacy skills in a focused way. Total Un Individuals								
		nber of Other racy Offerings							
		al Unduplicated viduals Involved							
2. Drop-in Activities Planned, inde ent activities available for a defi			a. Child	lren (0-1	1) b. Young Ad	dult (12-18)	c. Other (all a	iges)	d. TOTAL
time period which introduce partici- Number		nber of							
	e of Drop	p-in Activities							
pants to any of the broad range library services or activities that provide information to participa	e of Drop	p-in Activities al Drop-in Activity dicipation						_	
library services or activities that	e of Drop at directly ants. Part	al Drop-in Activity icipation	s the child		h, or teen libraria	an. Only the	primary persoi	n is di	splayed here.

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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this that this public library is in compliance with the folka A check (X) or a mark in the checkbox indicates contained in the checkbox in the checkbox indicates contained in the checkbox indicates con	owing requireme	ents for public library system memb								
	The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].									
The library is free for the use of the inhabitants 86(1984), and OAG 30-89].	of the municipa	ality by which it is established and r	naintained [s. 43.52((2), 73 Op. Atty. Gen.						
	The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].									
☐ The library board has exclusive control of the e	expenditure of a	Il moneys collected, donated, or ap	propriated for the lib	orary fund [s. 43.58(1)].						
☐ The library director is present in the library at le	east 10 hours a	week while library is open to the pu	ıblic, less leave time	e [s. 43.15(4)(c)6]						
The library board supervises the administration library board deems necessary, and prescribes	•		such other assistan	its and employees as the						
☐ The library is authorized by the municipal gove	erning board to p	participate in your public library syst	em [s. 43.15(4)(c)3]							
The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].										
The library's head librarian holds the appropria [s. 43.15(4)(c)6 and Administrative Code Rules	•	of public librarian certification from the	ne Department of Pu	ublic Instruction						
The library annually is open to the public an avis open to the public an average of at least 20 is fewer [s. 43.15(4)(c)7].										
☐ The library annually spends at least \$2,500 on	library material	s. [s. 43.15(4)(c)8].								
	х	V. CERTIFICATION								
I CERTIFY THAT, to the best of my knowledge, library board has reviewed and approved this report		provided in this annual report and	I any attachments a	are true and accurate and the						
President, Library Board of Trustees Signature		Name of President <i>Print or type</i> Date Signed								
>										
Library Director / Head Librarian Signature		Name of Director / Head Librarian	Print or type	Date Signed						
>										

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STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM	M EFFECTIVENES	s
As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording in brary system either did or did not provide effective leadership and adequately meet the needs must be approved by the library board. The decision about whether the library system did or diffective leadership and adequately meet the needs of the library should be made in the conte brary system's statutory responsibilities and the funding which it has available to meet those r	of the library) d not provide xt of the public	County
he	Board of Tru	stees hereby states that in 2017, th
Name of Public Library		
Name of Public Library System / Service	_	
ndicate with an X one of the following two statements.		
Did provide effective leadership and adequately meet the needs of the library.		
Did not provide effective leadership and adequately meet the needs of the library.		

* The statement *may* be sent directly to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTI	FICA	TION
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President Print or type	Date Signed
>		

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COMMENTS