

Wisconsin Department of Public Instruction **PUBLIC LIBRARY ANNUAL REPORT** PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

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

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

		I. GENERAL I	NFORMATION				
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 Address of Director				
13. Library Website URL			14. No. of Branches 15. No. of Bookmobiles Owned 16. No. of Service				
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	ber of Summer Weeks	
20. Square Footage of Public Library		our library or a branch mo ng facility during the fiscal	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>	loadable						
5. Video Materials							
6. Electronic Video Materials <i>Down</i>	loadable						
7. Other Materials Owned Describe	•						
8. Electronic Collections Locally Ov	vned or Leas	sed					
9. Total Electronic Collections Loca	l, regional, a	and state					
10. Subscriptions Include periodicals	and newspa	apers, exclude those in el	ectronic format				

			II	I. LIBRA	RY SERVIC	ES				
1. Circulation	Transactions				2. Inter	ibrary Loans				
a. Total Circ	culation	b. Children	's Materials			ms Loaned <i>I</i>)	b. Items Receiv	red Received from
3 Number of I	Registered Users	<u> </u>		4 Refe	I erence Tran	eactions		5 1	i Library Visits	
a. Resident	1	c. TO	TAI		lethod	b. Annual	Count		a. Method	b. Annual Count
a. Nesideni	D. Nomesident	0.10	IAL	a. iv	ietiiou	D. Alliluai	Count		i. Metriod	b. Allilual Coulit
6. Uses of Pub	blic Internet Computer	's 7. Us	ses of Public W	/ireless In	iternet	8. Numbe	r of	9a.	Local Electronic	9d. Total Electronic
a. Method	b. Annual Coul		Method	b. Annı	ual Count	Website V	isits (Colle	ection Retrievals	Collection Retrievals
10 Hoos of El	lectronic Materials by	Lloors of Vou	ır Libranı	<u> </u>						
a. E-Books	1	1	Video	d. Tota	al Uses of E	lectronic Wo	rks	e. Us	ses of Children's	Electronic Materials
11. Programs a	i and Program Attendar			<u>i</u>		1			Number of Public	
	a. Children (0-11)	b. Young A	dult (12-18)	c. Other	(all ages)	d. TO	ΓAL	a	ı. Total	b. Internet Access
Number of Programs										
Total Attendance										
·			IV.	LIBRAR	Y GOVERN	ANCE				
Library Board I	Members. List all men for Libraries and Tecl	nbers of the	library board as	s of the d	ate of this re	eport. List the	president	first.	Indicate vacancie	es. Report changes
First Name	Last Name		reet Address	ят төрөгиі	-	ity	ZIP+4	_	1	il Address
PRESIDENT										
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
	Board Members cies in this count									

	Report o	V. LIBRARY (REVENUE eport capital receipts	here.		
Local Municipal Appropriations fo Municipality Type			-	nore than one mun		here	Amount
aopanty Type							7 8110 6111
						Subtotal 1	
Countya. Home County Appropriation for	r Library Con	vioo.				Subtotal 2a	
b. Other County Payments for Lil	•					Subtotal 2a	
County Name		Amount		County N	Name		Amount
						Subtotal 2b	
3. State Funds						Subtotal 20	
a. Public Library System State Fu	unds	Amount	ı	Dogorin	tion	I	Amount
Description		Amount		Descrip	DUOTI		Amount
b. Funds Carried Forward from P	revious Year		C.	Other State Funded	Progran	1	
						Subtotal 3	
4. Federal Funds Name of program-	—for LSTA gr			roject title		-	Amount
		Program or Proje	:Cl				Amount
						Subtotal 4	
5. Contract Income From other gove	ernmental unit	1	s, library sys			İ	
Name		Amount		Nam	e		Amount
						Subtotal 5	
		8. Total Operating	9. What is	the current year ann	ual	10. Was your lik	orary's municipality
	Operating Income	Income Add 1 through 7		on provided by your (es) for your public lib		the report year?	e county library tax for ? Wis. 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>					

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XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Divide nonresident circulation among the follow						
through 6 below should not be greater than the			a. Those wi a Library	th b.	Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your Co	ounty					
3. Circulation to Nonresidents Living in Another	County in Your System					
4. Circulation to Nonresidents Living in an Adja	cent County Not in Your Sy	/stem				
5. Circulation to All Other Wisconsin Residents		6. Circul	ation to Person	s from Out o	f the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library de residents of adjacer on the basis of Wis.	nt public libra	ary systems		do you allow resider ns to purchase librar	
Circulation to Nonresidents Living in an Adja Name of County	cent County Who Do Not F	lave a Loca	-	of County		Circulation
a.		f.				
b.		g.				
C.		h.				
d.		i.				
e.		j.				
	XII. TEC	HNOLOGY	,			
wireless Internet access for patrons' mobile devices? you have? a. Stat b. Oth Loc	of Internet connection do Mark all that apply e TEACH line er broadband connection al cable, telco, community york, etc.	filteri	s your library us ing software or s a. Yes, on all Int b. Yes, on some c. No filtering or	service? ternet works Internet wo	tations rkstations	
XIII. SEL	F-DIRECTED ACTIVITIES	, STAFF S	ERVING YOUT	H / ADULTS	3	
Self-directed Activities Planned, independent activities available for a	a. Chi	ldren (0-11) b. Young Ad	dult (12-18)	c. Other (all ages)	d. TOTAL
definite time period which introduce participants to any of the broad range of	mber of Self- ected Activities					
	tal Self-directed tivity Participation					
Name and email address of primary staff pe a. First Name			n, or teen librari Email Address	-	primary person is o	displayed here.
Name and email address of primary staff pe a. First Name b. Last Name			dults. <i>Only the p</i> Email Address	orimary perso	on is displayed 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 (muni services) of the Wisconsin Statutes [s. 43.15(4		3.53 (joint libraries), or s. 43.57 (con	solidated county libr	aries and county library
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 composition. [s. 43.54 (municipal and joint libra and interchange)].	, ,	0 0	•	
☐ 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 agreeme interlibrary loan of materials with other system terms, that are provided to the residents of the county, or joint public library from giving prefer number of persons who may participate in the [s. 43.15(4)(c)4].	libraries, and to municipality or ence to its resid	o provide, to any resident of the sys county that established the membe dents in library group programs held	tem area, the same or library. This shall r I for children or adult	library services, on the same not prohibit a municipal, ts if the library limits the
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 Print or type		Date Signed
>				
Library Director / Head Librarian Signature		Name of Director / Head Librarian	Print or type	Date Signed
>				

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENES	SS
s required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not rovide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory esponsibilities and the funding which it has available to meet those responsibilities.	County
he Board of Trustees hereby states that in 2019, the Name of Public Library	lame of Public Library System / Service
did provide effective leadership and adequately meet the needs of the library.	
did <u>not</u> provide effective leadership and adequately meet the needs of the library. Indicate with an X one of the following two statements.	
Explanation of library board's response. Attach additional sheets if necessary.	
lote: With the approval of the library board of trustees, this statement may be submitted separately from the An our library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.	nual Report form that is sent to
CERTIFICATION	

Name of President Print or type

Date Signed

President, Library Board of Trustees Signature

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COMMENTS