

## Wisconsin Department of Public Instruction PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 10-15)

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 2015 are due to the DPI Division for Libraries and Technology no later than February 29, 2016.

### FOR THE YEAR 2015

	NFORMATION						
1. Name of Library		2. Public Library System	n				
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certificat	ion Type	5. 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 Number	12. Library E-mail Address 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 18.	. Some public libraries are legally orga						
a books-by-mail program?	cipality joining to operate a library. Is	your library such a joint lit	orary legally es	stablished u	inder Wis. Stat. s. 43.53?		
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Op	en per Week	19d. Num	ber of Summer Weeks		
20. Square Footage of Public Library	and an 22. DUNS Number Nine digits						
	COLLECTION		<u>'</u>				
			a. Nun Owned / I		b. Number Added		
1. Books in Print Non-periodical pri	inted publications						
2. Electronic Books <i>E-books</i>							
3. Audio Materials							
4. Electronic Audio Materials <i>Down</i>	nloadable						
5. Video Materials							
6. Electronic Video Materials Down							
7. Other Materials Owned Describe							
8. Databases Locally Owned or Lea							
9. Total Databases Local, regional,	, and state						
10. Subscriptions Include periodicals							

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			II.	II. LIBRAR	Y SERVICI	ES				
Circulation Tra	insactions				2. Interli	brary Loans				
<ol> <li>Total Circula</li> </ol>	ation	b. Chi	Idren's Materials		a. Iter	ns Loaned <i>I</i>	Provided to	)	b. Items Recei	ved Received from
3. Number of Reg	gistered Users			4. Refer	rence Trans	actions		5. L	ibrary Visits	
a. Resident	b. Nonresident	C	c. TOTAL	a. Me	ethod	b. Annual	Count	а	. Method	b. Annual Count
						İ				
6. Uses of Public	Internet Computers	3 7	7. Uses of Public W	/ireless Int	ernet	8a. Numb	er of Licer	nsed	8b. No. of Loc	ally-Created, Non-
a. Method	b. Annual Cour		a. Method	b. Annua	al Count	Datab	ase Sessi	ons		al Database Sessions
9 Uses of Flectro	<u> </u>	sers of `	Your Library	<u> </u>						
a. E-Books	b. E-Audio		c. E-Video	d. Total	Uses of Ele	ectronic Mat	erials	e. Us	es of Children's	Electronic Materials
10 Programs and	<u> </u>	re Ann	ual Count	<u> </u>				11 N	lumber of Public	: Use Computers
	a. Children (0-11)		ing Adult (12-18)	c. Other (	all ages)	d. TO			. Total	b. Internet Access
Number of	( )		3 ( ,	,						
Programs										
Total										
Attendance										
·			IV.	LIBRARY	GOVERNA	NCE				
Library Board Mer	mhare list all man	hare of					nresident	firet l	ndicate vacanci	es. Report changes
			as they occur. Whe							
First Name	Last Name	•	Street Address		Cit	- I	ZIP+4			ail Address
PRESIDENT						,				
1.										
2.										
3.										
4.										
5.										
6.										
0.										
_										
7.										
8.										
9.										
10.										
11										
11.										
12.										
No. of Library Boa										
Include vacancies	s in this count									

V. LIBRARY OPERATING REVENUE  Report operating revenue only. Do not report capital receipts here.										
Local Municipal Appropriations for Municipality Type	Library Servi	ice <b>Only Joint libra</b>	aries re	eport more than one mun Name	icipality	here	Amount			
						Subtotal 1				
2. County										
a. Home County Appropriation for	-					Subtotal 2a				
<ul> <li>b. Other County Payments for Library Name</li> </ul>	rary Services	Amount	1	County N	Name		Amount			
		<u>'</u>				Subtotal 2b				
3. State Funds	n da									
<ul> <li>a. Public Library System State Ful Description</li> </ul>	nus	Amount	Ī	Descrip	tion		Amount			
b. Funds Carried Forward from Pr	evious Year			c. Other State Funded	Program	1				
						Subtotal 3				
4. Federal Funds Name of program-	-for LSTA gra	-		and project title			Amount			
		Program or Proje	eci				Amount			
						Subtotal 4				
5. Contract Income From other gover	rnmental unit	s, libraries, agencie	s, libra	ary systems, etc.						
Name		Amount		Nam	е		Amount			
C. Funda Corried Femure 1 De 17	VIII Other	O Total On and in	0.16	(hot in the 2010 serve)		Subtotal 5	orondo municipalita			
not include state aid. Report	All Other Operating ncome	8. Total Operating Income Add 1 through 7	at	/hat is the 2016 annual app tion provided by your gover ody/bodies for your public li	ning	exempt fron	orary's municipality in the county library tax Vis. Stat. s. 43.64(2)			

VI. LIBRARY OPERATING EXPENDITURES  Report operating expenditures from all sources. Do not report capital expenditures here.								
1. Salaries and Wa	ges Include maintenance, secu			nefits <i>Include maint</i>		ty, plant operations		
Library Collection     Drint Materials	· !	-l- l - A.	ulia, daval Matadala	المال المالم المالم	am. Matariala			
a. Print Materials	b. Electronic Materi	ais C. Al	udiovisual Materials	d. All Other Libra	ary Materiais	e. Subtotal 3		
4. Contracts for Sei	vices Include contracts with ot	her libraries, muni	cipalities, and library sys	tems here. Include	service provide	i Pr.		
	Provider	Amount		Provider		Amount		
Subtotal 4								
5. Other Operating								
6. Total Operating I								
7. Of the expenditu	res reported in item 6, what we	re operating expe	nditures from federal pro	gram sources?				
VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT								
Capital Income a     Do not report any	and Expenditures by Source of y expenditures reported above.	Income.  Provide a brief de	escription of any expendi	itures.				
Source	Brief D	escription of Expe	enditure	R	evenue	Expenditure		
a. Federal								
b. State								
c. Municipal								
d. County								
e. Other								
2. Debt Retirement	3. Rent Paid to Municipality / County			Total Re	venue	Total Expenditure		
	VIII. OTHER FUNDS HEL	D BY THE LIBRA	RY BOARD		IX. TRU	JST FUNDS		
section any funds in	ibrary board's control must be to the library board's control (extred in a previous section. Wis.	cept Trust Funds)	that Funds at En			Trust Funds Held by d at End of Year		

#### X. STAFF

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.

Position		pe of	Annual	Hour Work	ed	Positi	on	Tupo of Stoff	Annual	Hours Worked
	3	olan	Salary	per W	еек	Positio	UN	Type of Staff	Salary	per Week
Director / Head Librarian										
b. Other Paid Staff See instruc	ctions					_				
	Tv	pe of	Total Annual	Hou Work					Total Annual	Hours Worked
Position	S	Staff	Wages	per W		Position	on	Type of Staff	Wages	per Week
Library Staff Full-Time Equival	ents (F	TFs). Di	vide the total	hours w	orke	l d per week for each	category by 40	to determine fu	II-time equiva	l alents
a. Persons Holding the Title of						. ,	b. All Other P	aid Staff (FTE)	c. Total L	ibrary Staff
Master's Degree from an A	LA	Other P	ersons Holdi	ng the		Subtotal 2a		nintenance, plan , and security	t (FTE)	
Accredited Program (FTE)		i itie of l	Librarian (FT	<b>L</b> )			.,	,		

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Of the total circulation reported of nonresident	for your library	y from	Section III, it	tem 1, w	hat was t	he total	circulation	on to nonres	idents <i>See instruc</i>	ctions for definition
Divide nonresident circulation among the following categories. The total of 2 a. Those with through 6 below should not be greater than the number reported in item 1 above.								th b.	Those without a Library	c. Subtotal
2. Circulation to Nonresidents Livi	2. Circulation to Nonresidents Living in Your County									
3. Circulation to Nonresidents Livi	ng in Another	County	y in Your Sys	stem						
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System										
5. Circulation to All Other Wiscons	sin Residents				6. Circu	llation to	o Person	s from Out o	f the State	
Are the answers to items 1 through 6 based on actual count or survey/sample?			residents of					o you allow residents in adjacent s to purchase library cards?		
Circulation to Nonresidents Livi     Name of County	-	ent Co	ounty Who D Circulat		ave a Loc	al Publi		of County		Circulation
a.	<u>'</u>		Ollodiat	1011	f.		rame	or County		Onodiation
b.					g.					
C.	C.				h.					
d.			i.							
e.		j.								
XII. TECHNOLOGY										
Does your library provide wireless Internet access for patrons' mobile devices?	all that app ☐ a. Stat ☐ b. Othe	type of Internet connection do you at apply  . State TEACH line  . Other broadband connection Locatelco, community network, etc.					software or service?  a. Yes, on all Internet workstations			ations kstations
XIII. YOUTH SERVICES										
Literacy Offerings Umbrella ever that include programs and/or dr	rop-in			a. Chile	dren (0-11) b. Young Adult (			dult (12-18)	c. Other (all age	s) d. TOTAL
activities planned for a limited duration which specifically enco individuals involved to read or k	ourage Lite		f Summer Offerings							
literacy skills in a focused way.	Tota		uplicated s Involved							
			f Other Offerings							
			uplicated s Involved							
2. Drop-in Activities Planned, inde ent activities available for a defi				a. Chile	dren (0-1	1) b. `	Young Ad	dult (12-18)	c. Other (all age	s) d. TOTAL
time period which introduce par pants to any of the broad range	e of Dro	mber of p-in Ad	f ctivities							
library services or activities that directly provide information to participants.  Total Dr Participa			o-in Activity on							
Name and email address of prir			o serves as	the child				-	primary is display	ved here.
a. First Name	b. Last Name				C	. Email	Address			

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# XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in <i>Wis. Stats.</i> A check (X) or a mark in the checkbox indicates compliance with the requirement.									
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 of the municipa 86(1984), and OAG 30-89].	The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].								
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 expenditure of a	Il moneys collected, donated, or appropriated for the lib	rary fund [s. 43.58(1)].							
☐ The library director is present in the library at least 10 hours a	week while library is open to the public, less leave time	[s. 43.15(4)(c)6]							
The library board supervises the administration of the library, a library board deems necessary, and prescribes their duties and	• • • • • • • • • • • • • • • • • • • •	ts and employees as the							
$\hfill \square$ The library is authorized by the municipal governing board to $\mu$	participate in your public library system [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 electronic database only to its residents. [s. 43.15(4)(c)4].									
The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].									
The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].									
The library annually spends at least \$2,500 on library materials	The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].								
XV. CERTIFICATION									
I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.									
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							

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STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENES	ss
As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the brary system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public brary system's statutory responsibilities and the funding which it has available to meet those responsibilities.*	County
ne Board of Trustees hereby states that in 2015, the	
ne Board of Trustees hereby states that in 2015, the Name of Public Library Name	e of Public Library System / Service
dicate 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.	
xplanation of library board's response. Attach additional sheets if necessary.	

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

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