

Wisconsin Department of Public Instruction PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 11-16)

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 March 1, 2017.

FOR THE YEAR 2016

	I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System	1		
3a. Head Librarian First Name	3b. Head L	ibrarian 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 Nu	mber	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 Ope	en per Week	19d. Num	ber of Summer Weeks
Square Footage of Public Library 21. Did your library or a branch move to a new facility or expension existing facility during the fiscal year?				and an 22. DUNS Number Nine digits		
		II. LIBRARY	COLLECTION			
		V		a. Number Owned / Leased		b. Number Added
1. Books in Print Non-periodical pri	nted publicat	rions				
2. Electronic Books <i>E-book</i> s						
3. Audio Materials						
4. Electronic Audio Materials Down	loadable					
5. Video Materials						
6. Electronic Video Materials <i>Downloadable</i>						
7. Other Materials Owned <i>Describe</i>						
8. Electronic Collections Locally Owned or Leased						
9. Total Electronic Collections Loca	l, regional, a	nd state				
10. Subscriptions Include periodicals	and newspa	apers, exclude those in ele	ectronic format			

		II	II. LIBRAR	Y SERVICE	S				
Circulation	Transactions			2. Interlib	rary Loans				
a. Total Circ	culation	b. Children's Materials			s Loaned Pr	ovided to	b. Ite	ems Recei	ved Received from
3 Number of	Registered Users	i	4 Refer	I ence Transa	actions		<u>i</u> 5. Library	/ Visits	
a. Resident	- I	t c. TOTAL	a. Me		b. Annual C		a. Met		b. Annual Count
6. Uses of Pul	blic Internet Computer	rs 7. Uses of Public W	/ireless Inte	ernet	8a. Local E	lectronic		8b. Tota	Electronic Collection
a. Method	b. Annual Cou		b. Annua			ion Retriev	rals		evals
9. Uses of Ele	ctronic Materials by U	Jsers of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total	Uses of Ele	ctronic Mater	ials e	. Uses of	Children's	Electronic Materials
10. Programs	and Program Attendar								Use Computers
-	a. Children (0-11)	b. Young Adult (12-18)	c. Other (a	all ages)	d. TOTA	AL .	a. Tota	al	b. Internet Access
Number of Programs									
Total Attendance									
		IV.	LIBRARY	GOVERNA	NCE				
Library Board to the Division	Members. List all men for Libraries and Tecl	mbers of the library board as hnology as they occur. Whe	s of the dat en reporting	te of this rep g such chan	oort. List the p ges, indicate	oresident fi the depart	rst. Indica ing board	ite vacanci members	ies. Report changes
First Name	Last Name	Street Address		City		ZIP+4		Ema	ail Address
PRESIDENT									
1.					Y				
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
	Board Members cies in this count								

	Report		OPERATING REVENUE nly. Do not report capital receipts	here.	
Local Municipal Appropriation: Municipality Type	s for Library Serv	rice Only Joint libra	aries report more than one mun Name	icipality here	Amount
1 7 7					
				Subtotal 1	
2. County					
a. Home County Appropriatiob. Other County Payments fo	-			Subtotal 2a	
County Name	Library Services	Amount	County N	Name	Amount
				<u> </u>	
				Subtotal 2b	
 State Funds Public Library System State 	e Funds				
Description		Amount	Descrip	otion	Amount
b. Funds Carried Forward from	n Draviaua Vaar		o Othor State Funded	Drogram	
b. Funds Carried Forward Irol	n Previous Year		c. Other State Funded		
4. Federal Funds Name of progr	am—for LSTA qı	rant awards, grant ni	umber and project title	Subtotal 3	
		Program or Proj	• •		Amount
				Subtotal 4	
5. Contract Income <i>From other g</i> Name	overnmental uni	ts, libraries, agencie Amount	s, library systems, etc. Nam	e	Amount
				Subtotal 5	
Funds Carried Forward Do not include state aid. Report state funds in 3b above.	7. All Other Operating Income	8. Total Operating Income Add 1 through 7	What is the 2017 annual app ation provided by your gover body/bodies for your public li	ning exempt fror	brary's municipality n the county library tax Vis. Stat. s. 43.64(2)

	VI. LI Report operating expendit	IBRARY OPERAT			here	
Salaries and Wages In	nclude maintenance, security, pla			enefits Include mainte		ity, plant operations
	, , , , , , , , , , , , , , , , , , ,		, ,, , ,		,	3 ,,,,
Library Collection Expe	enditures					
a. Print Materials	b. Electronic Materials	c. Audiovisu	ual Materials	d. All Other Librar	y Materials	e. Subtotal 3
4. Contracts for Services	Include contracts with other library	aries, municipalitie	es, and library sys	stems here. Include se	rvice provide	er.
Provi	der	Amount		Provider		Amount
					Subtotal 4	
Other Operating Exper	nditures					
	.u.tu.oo					
6. Total Operating Expen	ditures Add 1 through 5					
7. Of the expenditures rep	ported in item 6, what were open	rating expenditures	s from federal pro	ogram sources?		
	VII. LIBRARY CAPITAL RE	EVENUE, EXPEND	DITURES, DEBT	RETIREMENT, AND	RENT	
	penditures by Source of Income		on of any avnand	itt maa		
Source Source		tion of Expenditure	, , , , , , , ,	1	renue	Expenditure
Course	Bhei Bessilpi	non or Experience	<u>'</u>	Rev	CITAC	Experialitate
a. Federal						
b. State						
c. Municipal						
c. Iviuriicipai						
d. County						
e. Other						
2. Debt Retirement	3. Rent Paid to M	funicipality/County		Total Revo	enue	Total Expenditure
VIII	. OTHER FUNDS HELD BY TH	IF I IRRARY ROA	RD		אַן אַן	T FUNDS
	board's control must be reported	ı	Total Amount	of Other 1 Total A		st Funds Held by the
section any funds in the lib	prary board's control (except Tru a previous section. <i>Wis. Stat. s.</i>	st Funds) that	Funds at End		Board at En	

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list hear	d 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. Hours Hours Type of Annual Worked Annual Worked Position Staff per Week Type of Staff Salary Position Salary per Week Director / Head Librarian b. Other Paid Staff See instructions Total Hours Total Hours Worked Worked Type of Annual Annual Position Staff Wages per Week Position Type of Staff Wages per Week 2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents. a. Persons Holding the Title of Librarian b. All Other Paid Staff (FTE) c. Total Library Staff Include maintenance, plant (FTE) Master's Degree from an ALA Other Persons Holding the Subtotal 2a operations, and security Accredited Program (FTE) Title of Librarian (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Of the total circulation reported for of nonresident	r your library	from Section III, it	tem 1, wha	at was th	ne total circulation	on to nonres	idents See ins	tructio	ons for definition
Divide nonresident circulation among through 6 below should not be greate				ove.	a. Those wit a Library	th b	Γhose without a Library		c. Subtotal
2. Circulation to Nonresidents Living	in Your Cour	nty							
3. Circulation to Nonresidents Living	in Another C	ounty in Your Sys	stem						
4. Circulation to Nonresidents Living	in an Adjace	nt County Not in '	Your Syste	em					
5. Circulation to All Other Wisconsin	Residents		6	6. Circul	ation to Persons	s from Out o	f the State		
7. Are the answers to items 1 through on actual count or survey/sample?		residents of	adjacent pu	brary deny access to any adjacent public library systems of Wis. Stat. s. 43.17(11)(b)? 8b. If yes, do you allow residents in adjacent systems to purchase library cards?					
Circulation to Nonresidents Living Name of County	in an Adjace	nt County Who D Circulat		e a Loca		of County		ı	Circulation
a.		Onodiat	1011	f.	rumo	or county			Circulation
b.				g.					
C.				h.					
d.				i.					
e.				j.					
		X	II. TECHNO	OLOGY	,				
1. Does your library provide wireless Internet access for patrons' mobile devices? 2. What type of Internet connection do you have? Mark all that apply a. State TEACH line b. Other broadband connection Local cable, telco, community						service? ternet works Internet wo	tations rkstations		loes your library se door counters?
	XIII.	LITERACY OFF	ERINGS A	ND DR	OP-IN ACTIVIT	TES			
Literacy Offerings Umbrella events that include programs and/or drop-			a. Childre	en (0-11)) b. Young Ac	lult (12-18)	c. Other (all a	iges)	d. TOTAL
activities planned for a limited duration which specifically encoura	age Litera	per of Summer acy Offerings							
individuals involved to read or build literacy skills in a focused way.	Lotal	Unduplicated duals Involved							
		per of Other acy Offerings							
		Unduplicated duals Involved							
2. Drop-in Activities Planned, independent activities available for a definite			a. Childre	en (0-11)) b. Young Ac	lult (12-18)	c. Other (all a	iges)	d. TOTAL
time period which introduce partici pants to any of the broad range of	f Drop-	per of in Activities							
library services or activities that dis provide information to participants.	lotal	Drop-in Activity cipation							
Name and email address of primar		n who serves as	the childre			an. <i>Only the</i>	primary persoi	n is di	splayed here.
a. First Name b.	Last Name			c.	Email Address				

PI-2401 Page 7

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].	ality by which it is established and maintained [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 expenditure of a	Il moneys collected, donated, or appropriated for the lib	orary 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	e [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	11	nts and employees as the					
☐ The library is authorized by the municipal governing board to p	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 online resources only to its residents. [s. 43.15(4)(c)4].							
The library's head librarian holds the appropriate grade level o [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].	f public librarian certification from the Department of Po	ublic Instruction					
The library annually is open to the public an average of at least is open to the public an average of at least 20 hours or the nur is fewer [s. 43.15(4)(c)7].							
☐ The library annually spends at least \$2,500 on library materials	s. [s. 43.15(4)(c)8].						
X	V. 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					
4							
		•					

Page 8	PI-2401
STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library 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 library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*	County
The Board of Trust Name of Public Library Board of Trust	ees hereby states that in 2016, the
Name of Public Library System / Service	
Indicate 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.	
Explanation 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.

CERTI	FIC/	NOITA
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The preceding statement was approved by the Public Library Board of Trustees.

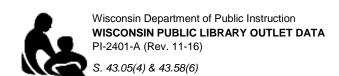
Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating 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
>		

PI-2401 Page 9

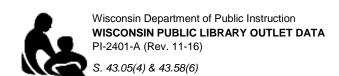
COMMENTS





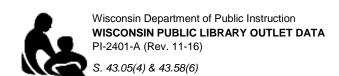
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		I. GENERAL	INFORMATION				
1. Name of Parent	Library						
2. Legal Name of E	Branch		3. Branch Email	Address			
4. Mr. / Ms.	5. Branch Head First Name		6. Branch Head	Last Name			
					,		
	II. PHYSICAL ADDRESS						
1. Branch Street A	ddress		2. Branch Mailing Address or PO Box				
3. City / Village / To	own		4a. ZIP Code	4b. ZIP4	5. County	/	
III. BRANCH INFORMATION							
1. Branch Phone N	umber Area/No.	2. Hours Open per Year 3. Weeks Open per Year 4. Branch Square Footage					



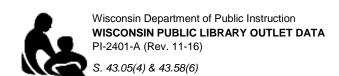
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1. Name of Parent	Library						
2. Legal Name of E	Branch		3. Branch Email	Address			
4. Mr. / Ms.	5. Branch Head First Name		6. Branch Head	Last Name			
					,		
	II. PHYSICAL ADDRESS						
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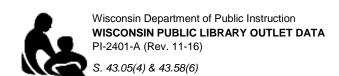
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2. Legal Name of Branch			3. Branch Email	Address				
4. Mr. / Ms.	5. Branch Head First Name		6. Branch Head	Last Name				
					,			
II. PHYSICAL ADDRESS								
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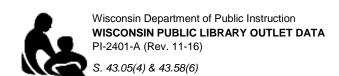
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					,			
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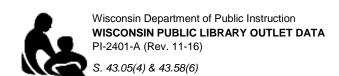
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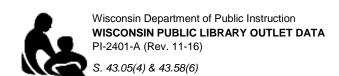
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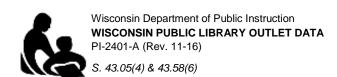
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