

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

1. Name of Library	2. Public Library System	า				
3a. Head Librarian First Name	3b. Head Librarian 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 Number	12. Library E-mail Addre	ess of Director	<u> </u>		
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?	Some public libraries are legally orga cipality joining to operate a library. Is	nized as joint libraries, wit your library such a joint lik	h neighboring orary legally es	municipaliti stablished u	ies or a county and muni- inder Wis. Stat. s. 43.53?	
19a. Winter Hours Open per Week	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 <i>Nine digits</i>		
	II. LIBRARY	COLLECTION		<u>'</u>		
			a. Num 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 <i>Down</i>	nloadable					
7. Other Materials Owned Describe	9					
8. Databases Locally Owned or Lea	ased					
9. Total Databases Local, regional,	and state					
10. Subscriptions Include periodicals	s and newspapers, exclude those in el	ectronic format				

			III. LIBR	ARY SERVIC	ES			
1. Circulation	Transactions			2. Interli	brary Loans			
a. Total Cir	culation	b. Children's Mat	erials	a. Iter	ns Loaned <i>Provi</i>	ded to	b. Items Rece	ived Received from
3. Number of	Registered Users	<u> </u>	4. Re	ference Trans	actions	5. L	ibrary Visits	
a. Resident	1	c. TOTAL	a.	Method	b. Annual Cou		. Method	b. Annual Count
6. Uses of Pu	blic Internet Computer	7. Uses of	Public Wireless	Internet	8a. Number of	Licensed	8b. No. of Loc	cally-Created, Non-
a. Method	b. Annual Cour	nt a. Metho	b. An	nual Count	Database :	Sessions	commerci	al Database Sessions
9. Uses of Ele	ectronic Materials by U	sers of Your Librar	у .					
a. E-Books		c. E-Video	d. To	tal Uses of Ele	ectronic Materials			Electronic Materials
10. Programs	and Program Attendar a. Children (0-11)	ice Annual Count b. Young Adult (1	2 18)   c Otho	er (all ages)	d. TOTAL		lumber of Publi . Total	Use Computers b. Internet Access
Number of	a. Children (0-11)	b. Toding Addit (1	2-10) C. Ottle	i (all ages)	u. IOIAL	<u> </u>	i. Total	b. Internet Access
Programs								
Total Attendance								
			IV. LIBRAF	RY GOVERNA	NCE			
	Members. List all ment for Libraries and Tech							
First Name	Last Name	Street Ac	ddress	Cit	y :	ZIP+4	Ema	ail Address
PRESIDENT								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
	Board Members cies in this count							

Report of		PERATING REVENUE  v. Do not report capital receipts he	re.	
Local Municipal Appropriations for Library Service     Municipality Type	ce Only Joint librari	es report more than one munici Name	pality here	Amount
			Subtotal 1	
2. County				
<ul><li>a. Home County Appropriation for Library Services</li><li>b. Other County Payments for Library Services</li></ul>	ce		Subtotal 2a	
County Name	Amount	County Nar	ne	Amount
			<u> </u>	
			Subtotal 2b	
State Funds     a. Public Library System State Funds				
Description	Amount	Descriptio	n	Amount
1.5.1.0.1.15.11		011 011 5 1 15		
b. Funds Carried Forward from Previous Year		c. Other State Funded Pro		
4. Federal Funds Name of program—for LSTA gra	nt awards arant nun	oher and project title	Subtotal 3	
4. 1 Cacrait and swame of program—for ECTA gra	Program or Project			Amount
	,			
			Subtotal 4	
5. Contract Income From other governmental units  Name	, libraries, agencies, Amount	library systems, etc.  Name		Amount
	7 1110 4111	1.00.110		7 4110 411
			Subtotal 5	
6. Funds Carried Forward Do not include state aid. Report State funds in 3b above.	. Total Operating ! Income Add 1 through 7	What is the 2016 annual appropriation provided by your governing body/bodies for your public librations.	g exempt fror	brary's municipality n the county library tax Vis. Stat. s. 43.64(2)

				ING EXPENDITUE		- dit h		
1 Salarios and Wage	Report operating exp es Include maintenance, secur					e maintenance, secur	ity plant opera	tions
1. Salaties and Wage	s moidde maintenance, secun	пу, ріапі оре	erauoris -	z. Lilipioyee Bell	ents moidae	e maintenance, secun	ty, ριατιί υρ <del>ο</del> τα	ilioris
Library Collection B	!	. !			1			
a. Print Materials	b. Electronic Materia	ls c	c. Audiovis	ual Materials	d. All Oth	er Library Materials	e. Subtotal 3	3
		<u> </u>			<u> </u>			
	ces Include contracts with other	<i>er libraries, r</i> Amoı		es, and library syste	<i>ems here. Ir.</i> Provider		e <i>r.</i>   Amou	ınt
<u>'</u>	TOVIGET	AIIIO	unt		1 TOVIGET		Amoc	
			1			Subtotal 4		
						Subtotal 4		
5. Other Operating Ex	vnenditures							
	tperialtures							
6 Total Operating Ex	penditures Add 1 through 5		`					
	perianal of rida is all ought							
7. Of the expenditure	s reported in item 6, what were	e operating e	expenditure	s from federal prod	ram source	s?		
·								
	VII. LIBRARY CAPITA	AL REVENU	IE, EXPEN	DITURES, DEBT R	RETIREMEN	IT, AND RENT		
Capital Income and     Do not report any	d Expenditures by Source of In expenditures reported above. I	ncome.	iof docorint	ion of any avnandit	uroo			
Source Source		escription of		• •	ures.	Revenue	Expend	iture
		, p. 10 11 11 11 11 11 11 11 11 11 11 11 11						
a. Federal								
b. State								
c. Municipal								
d. County								
e. Other								
Debt Retirement	3. Rent Paid to Municipality / County				Te	otal Revenue	Total Expend	diture
	VIII. OTHER FUNDS HELD	BY THE !!	BRARY BO	DARD		IX. TRI	JST FUNDS	
All funds under the lib	rary board's control must be re			1. Total Amount	of Other	Total Amount of		Held by
section any funds in t	he library board's control (exceed in a previous section. <i>Wis.</i> 5	ept Trust Fu	nds) that	Funds at End		the Library Boar	d at End of Ye	ear

#### 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 libraries	rian,
	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 per Week Salary Position Salary Director / Head Librarian b. Other Paid Staff See instructions Total Hours Total Hours Type of Staff Worked Worked Annual Annual Position per Week Position per Week Wages Type of Staff Wages

2. Library Staff Full-Time Equiva	lents (FTEs). Di	ivide the total	hours worked	d per week for each category by 40	to determine fu	ıll-time equiva	alents.

<ol><li>Librar</li></ol>	y Staff Full-Time	Equivalents (FTEs)	. Divide the total hour	s worked per week fo	r each category by 40 t	o determine full-time equivalents.

a. I cisons riolaling the ritle of Libral	l	I
Master's Degree from an ALA	Other Persons Holding the	Subtotal 2a
Accredited Program (FTE)	Title of Librarian (FTE)	

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security c. Total Library Staff (FTE)

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

Of the total circulation reported of nonresident	d for your libr	rary from	Section III, r	tem 1, w	hat was t	the total	circulation	on to nonres	idents See instruc	ctions for definition
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.						_	hose wi Library	th b. 1	Γhose without a Library	c. Subtotal
2. Circulation to Nonresidents Liv	ving in Your (	County								
3. Circulation to Nonresidents Liv	ving in Anoth	er Count	y in Your Sy	stem						
4. Circulation to Nonresidents Liv	ving in an Ad	ljacent C	ounty Not in	Your Sys	stem					
5. Circulation to All Other Wiscon	nsin Residen	ts			6. Circu	ulation 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?			residents of	Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?						
Circulation to Nonresidents Liv	-	ljacent C	-	1	ave a Loc	al Public				Ci-sulation
Name of Count	У		Circulat	ion			Name	of County		Circulation
a.					f.					
b					g.					
c.					h.					
d.				i.						
e					j.					
			х	II. TECH	NOLOG	Y				
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 network, etc.  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							ations kstations			
			XIII.	YOUTH	SERVIC	ES				
Literacy Offerings Umbrella ev     that include programs and/or of				a. Child	dren (0-1	1) b. Y	oung Ac	lult (12-18)	c. Other (all age	s) d. TOTAL
activities planned for a limited duration which specifically end	ourage L	Number of the literacy (	of Summer Offerings							
individuals involved to read or literacy skills in a focused way	,   1		luplicated s Involved							
		Number o								
			luplicated s Involved							
2. Drop-in Activities Planned, ind ent activities available for a de	,			a. Child	dren (0-1	1) b. Y	oung Ac	lult (12-18)	c. Other (all age	s) d. TOTAL
time period which introduce pa pants to any of the broad rang	artici- e of	Number o Drop-in A								
library services or activities the provide information to participa	ants	Fotal Dro Participat	p-in Activity ion							
3. Name and email address of pr	imary staff p	erson wh	no serves as	the child	ren, yout	h, or tee	n libraria	an. <i>Only the</i>	primary is display	ved here.
a. First Name	b. Last Nar	me			C	c. Email <i>i</i>	Address			
	<u> </u>									

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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 mem that this public library is in compliance with the following requirement A check (X) or a mark in the checkbox indicates compliance with the	ents for public library system membership as listed in W							
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	ll moneys collected, donated, or appropriated for the lib	rary fund [s. 43.58(1)].						
$\hfill \square$ 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						
$\hfill \Box$ The library is authorized by the municipal governing board to $\mathfrak p$	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 electronic database 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 Pu	blic Instruction						
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	s. [s. 43.15(4)(c)8].							
XV. CERTIFICATION								
I CERTIFY THAT, to the best of my knowledge, the information library board has reviewed and approved this report.	provided in this annual report and any attachments a	re 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						
<del></del>								

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STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVE	ENESS					
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.*						
The Board of Trustees hereby states that in 2015, the Name of Public Library	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.

#### **CERTIFICATION**

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

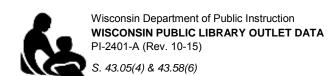
Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s.* 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating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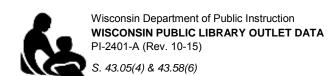
COMMENTS





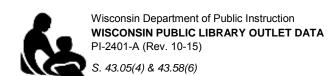
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I. GENERAL INFORMATION							
1. Name of Parent	Library						
2. Legal Name of Branch		3. Branch Email	Address				
4. Mr. / Ms.	5. Branch Head First Name	6. Branch Head Last Name					
II. PHYSICAL ADDRESS							
1. Branch Street A	ddress		2. Branch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



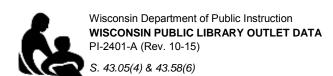
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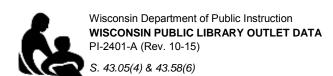
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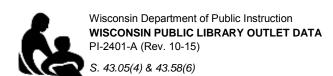
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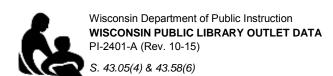
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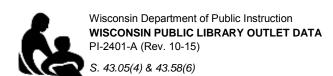
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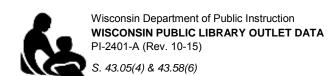
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