



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-18)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2017

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.

I. GENERAL INFORMATION					
1. Name of Library Madison Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Gregory	3b. Head Librarian Last Name Mickells	4a. Certification Grade Gr 1	4b. Certification Type Regular		5. Certification Expiration Date 2022-09-30
6a. Street Address 201 W. Mifflin St.	6b. Mailing Address or PO Box 201 W. Mifflin St.	7. City / Village / Town Madison	8a. ZIP 53703	8b. ZIP4 2597	9. County Dane
10. Library Phone Number (608)266-6363	11. Fax Number (608)266-4338	12. Library E-mail Address of Director gmickells@madisonpubliclibrary.org			
13. Library Website URL www.madisonpubliclibrary.org		14. No. of Branches 8	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 32	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 69	19b. Number of Winter Weeks 36	19c. Summer Hours Open per Week 65		19d. Number of Summer Weeks 16	
20. Square Footage of Public Library 125,000	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No			22. DUNS Number <i>Nine digits</i> 076147909	
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>		585,495		41,512	
2. Electronic Books <i>E-books</i>		164,910			
3. Audio Materials		69,621		3,308	
4. Electronic Audio Materials <i>Downloadable</i>		47,643			
5. Video Materials		86,538		8,915	
6. Electronic Video Materials <i>Downloadable</i>		1,058			
7. Other Materials Owned <i>Describe</i> seeds, software, equipment, kits, vertical file, toys		4,927			
8. Electronic Collections <i>Locally Owned or Leased</i>		12			
9. Total Electronic Collections <i>Local, regional, and state</i>		58			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		1,334			

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
3,353,243		1,154,962	584,274		822,475	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident		b. Nonresident	c. TOTAL	a. Method	b. Annual Count	
147,023		21,420	168,443	Survey Week(s)	319,176	
					Actual Count	1,965,014
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		8a. Local Electronic Collection Retrievals	8b. Total Electronic Collection Retrievals
a. Method		b. Annual Count	a. Method	b. Annual Count		
Survey Week(s)		917,107	Not Counted		29,109	44,086
9. Uses of Electronic Materials by Users of Your Library						
a. E-Books		b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials
188,113		127,039	1,103	316,255		26,788
10. Programs and Program Attendance Annual Count						11. Number of Public Use Computers
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access
Number of Programs	3,192	207	2,144	5,543	306	285
Total Attendance	90,771	2,401	30,764	123,936		

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Jaime	Healy-Plotkin	2015 Kendall Ave.	Madison	53726	healyplotkin@gmail.com
2. Eve	Galanter	109 North Ruby St.	Madison	53726	galanter71@aol.com
3. Barbara	Harrington-McKinney	1209 Dayflower Dr.	Madison	53719	district1@cityofmadison.com
4. Cindy	Fesemyer	2222 Rusk St.	Madison	53704	cfesemyer@sbcglobal.net
5. Philip	Grupe	325 Doty St. Apt. 1	Madison	53703	phil.grupe@gmail.com
6. Jair	Alvarez	2631 University Ave. Apt. 2	Madison	53705	jairalvarezattorney@gmail.com
7. Lisa	Hempstead	2241 Eton Ridge	Madison	53726	lhempstead@madison.k12.wi.us
8. Alyssa	Kenney	5145 Wintergreen Dr.	Madison	53704	ackkenney@yahoo.com
9. Joseph	Rosas	4609 Anniversary Lane	Madison	53704	joey.rosas88@gmail.com
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
9					

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
City	Madison	\$16,915,564
Subtotal 1		\$16,915,564

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$14,838	Rock	\$2,948
Dodge	\$1,699	Sauk	\$5,784
Green	\$12,993		
Iowa	\$17,615		
Jefferson	\$8,700		
Subtotal 2b			\$64,577

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Resource Contract	\$266,184	SCLS Youth Literacy Grant	\$400
SCLS Youth Literacy Grant	\$4,100		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$270,684

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project		Amount
		\$0
		\$0
12-213	IMLS	\$38,983
		\$0
Subtotal 4		\$38,983

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Southwest Library System	\$2,500		\$0
LINK Cataloging Contract	\$454,255		
Subtotal 5			\$456,755

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$12,655

7. All Other Operating Income

\$1,349,694

8. Total Operating Income Add 1 through 7

\$19,108,912

9. What is the 2018 annual appropriation provided by your governing body/bodies for your public library?

\$17,779,030

10. Was your library's municipality exempt from the county library tax for 2017? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$9,311,666		\$3,041,186	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$420,953	\$160,988	\$218,866	\$147,218
			e. Subtotal 3
			\$948,025
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
SCLS Technology & ILS (LINKcat)	\$591,693		
			Subtotal 4
			\$591,693
5. Other Operating Expenditures			\$5,216,233
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$19,108,803
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$38,983

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal	Multiple projects	\$1,831,223	\$3,013,479
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$2,867,789	\$0	\$1,831,223	\$3,013,479

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**IX. TRUST FUNDS**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year
 \$590,384

1. Total Amount of Trust Funds Held by the Library Board at End of Year
 \$678,955

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.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$128,062	38.75	Librarian 3	MLS (ALA)	\$62,980	38.75
Collection Development Manager	MLS (ALA)	\$83,979	38.75	Librarian 1/2	MLS (ALA)	\$2,361,074	1,344.60
Director of Public Service	MLS (ALA)	\$96,845	38.75	Youth Services Manager	MLS (ALA)	\$65,788	38.75
Borrower Services Manager	MLS (ALA)	\$84,884	38.75				
Media Coordinator	MLS (ALA)	\$83,368	38.75				
Business Operations Manager	MLS (ALA)	\$106,748	38.75				
Central Library Supervisor	MLS (ALA)	\$71,823	38.75				
Branch Supervisor	MLS (ALA)	\$374,337	193.75				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Facilities Manager	Other	\$92,733	38.75	Planner	Other	\$68,291	38.75
Community Engagement Coordinator	Other	\$63,010	38.75	Computer Specialist	Other	\$128,091	77.50
Accountant	Other	\$66,848	38.75	Computer Tech	Other	\$52,087	38.75
Account Tech	Other	\$51,840	38.75	Library Assistant	Other	\$1,779,127	1,399.00
Press Operator	Other	\$53,765	38.75	Clerk/Clerk Typist	Other	\$1,002,781	788.57

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

Master's Degree from an ALA
Accredited Program (FTE)
48.70

Other Persons Holding the
Title of Librarian (FTE)
0.00

Subtotal 2a
48.70

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

134.10

c. Total Library Staff
(FTE)

182.80

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
458,599

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.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	178,224	237,223	415,447
3. Circulation to Nonresidents Living in Another County in Your System	10,912	9,785	20,697
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	7,878	7,336	15,214

5. Circulation to All Other Wisconsin Residents 7,241		6. Circulation to Persons from Out of the State 0	
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards? No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dodge	417	f. Sauk	1,816
b. Iowa	4,075	g. Green	2,611
c. Jefferson	2,535	h.	
d. Rock	309	i.	
e. Columbia	5,245	j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input checked="" type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation	4. Does your library use door counters? Yes
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XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	0	0	1
	Total Unduplicated Individuals Involved	7,478	0	0	7,478
	Number of Other Literacy Offerings	0	0	0	0
	Total Unduplicated Individuals Involved	0	0	0	0
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	123	487	589	1,199
	Total Drop-in Activity Participation	2,172	8,917	6,451	17,540

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name

Tammy

b. Last Name

Pineda

c. Email Address

tpineda@madisonpubliclibrary.org

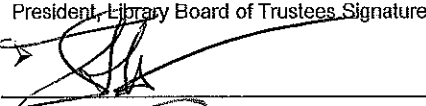
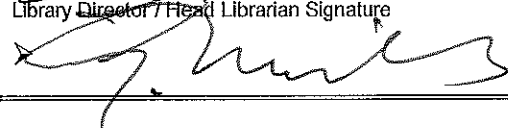
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 *Wis. Stats.* 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 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 county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library 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, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to 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 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. [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 <i>Print or type</i> Jaime Healy-Plotka	Date Signed 2/27/18
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> GREG MICKELSON	Date Signed 2/27/2018

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

Dane

Madison Public Library

The _____ Board of Trustees hereby states that in 2017, the

Name of Public Library

South Central Library System

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: 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.

CERTIFICATION

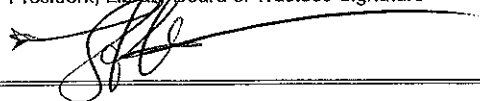
The preceding statement was approved by the Public Library Board of Trustees.

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



Jaime Hedy-Plotkin

2/27/18

COMMENTS

SECTION_III

4b. Reference Transactions

2017 Reference Count based on 3 survey weeks: March, July, and October. (2016 was based on only March)--2018-02-26

6b. Number of Uses (sessions) of Public Internet Computers

2017 Uses of public Internet computers based on 3 survey weeks (March, July, and October); 2016 number was based on only March--2018-02-26

SECTION_V

Other Revenue

Includes \$283,967 from Reserves to balance Revenues and Expenditures.--2018-02-23

SECTION_VI

1. Salaries and Wages

2017 Actuals from Munis--2018-02-20

2. Employee Benefits

2017 Actuals from Munis--2018-02-20

Amount

Includes Infrastructure, Network, PC Support, ILS, GetIt, & MyPC--2018-02-20

Total Operating Expenditures

Expenditures are \$283,967 over Revenues as of Jan. 25, 2018 Munis report. Included that amount as "Other Revenue" in order to balance Revenue and Expenses; this amount will be from Reserves.--2018-02-23

SECTION_X

All Other Paid Employees

This 134.10 FTE includes multiple staff members in various positions: Pages, Security Monitors, Custodial Workers, and Event Staff.--2018-02-26