



Wisconsin Department of Public Instruction

2018 PUBLIC LIBRARY SYSTEM**ANNUAL REPORT**

PI-2404-A (Rev. 1-19)

Required by § 43.05(4) and 43.58(6) Wis. Stats.

INSTRUCTIONS: Complete and return the original board-approved, signed annual report as a PDF to LibraryReport@dpi.wi.gov or mail the original and one copy by **MARCH 1, 2019**, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**ATTN: MARIA INGRAHAM****DIVISION FOR LIBRARIES AND TECHNOLOGY****P.O. BOX 7841****MADISON, WI 53707-7841**

I. GENERAL INFORMATION					
1. System Name		2. System Director Name		3. Certification Grade	4. Date Certification Expires
5. Street Address				6. Phone Area/No.	7. Fax Number Area/No.
8. Mailing Address <i>PO Box</i>	9. System Website URL			10. Director System Email Address	
11. City / Village / Town			12. County		13. ZIP Code
14. Number of Public Libraries Participating in the System	15. Does System Operate a Books-By Mail Program	16. Number of Book-mobiles Owned	17. Estimated System Area Public Library Registered Borrowers		18. DUNS Number <i>Nine digits</i>

II. SYSTEM COLLECTION					
	No. Owned / Leased	Number Added		No. Owned / Leased	No. Owned / Leased
1. Books in Print			4. Electronic Collections <i>Number available to members</i>		7. Licensed Electronic Video Materials <i>Units (copies) available to members</i>
2. Audio Materials			5. Licensed E-books <i>Units (copies) available to members</i>		8. Subscriptions <i>Exclude those in electronic format</i>
3. Video Materials			6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i>		

III. SYSTEM SERVICES			
Circulation Transactions <i>Circulation includes items checked out by the system directly to the users. Count one for each item loaned directly to users from the system or any program administered by the system; e.g., bookmobiles, books-by-mail, etc. Do not count direct circulation from the system resource library or system member libraries.</i>		1. Total Circulation	2. Interlibrary Loans <i>System interlibrary loan transactions</i>
			a. Items Loaned b. Items Received
3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i>			
a. E-book <i>NetLibrary/OverDrive</i>	b. E-audio	c. E-video	d. Electronic Collection Retrievals

IV. SYSTEM BOARD AND ORGANIZATION

List the members of the system 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 changes, indicate departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
1. President					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

	V. PUBLIC LIBRARY SYSTEM INCOME	
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1. County Government

a. System Member County Appropriations Received by Library System				b. Other County Payments Received	
County Name	Amount	County Name	Amount	County Name	Amount
Subtotal 1a				Subtotal 1b	

2. State Aid to Public Library Systems

3. Other State Funded Programs *List individually. Attach listing if necessary.*

a.	
b.	
c.	
Subtotal 3	

4. Federal Aid *Program name and, if LSTA, project number. List each program individually. Attach listing if necessary.*

a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 4			

5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. *List names individually. Attach listing if necessary.*

a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
Subtotal 5			

6. Other Income

Unexpended State Aid from Previous Year(s)	Interest Earned from State Aid Funds Investments	All Other Unexpended Funds from Previous Year(s)	Interest Earned from Other Fund Investments	Gifts and Endowments to the System	All Other Sources	Subtotal 6

7. Total Income *Add 1 through 6*

VI. PUBLIC LIBRARY SYSTEM EXPENDITURES*Report system expenditures from all sources.*

	System State Aid**	Other State and Federal Aid*	All Other***	Annual Total
1. Salaries and Wages				
2. Employee Benefits				
3. System Collection Expenditures				
a. Printed Material				
b. Electronic Material				
c. Audiovisual Material				
d. All Other Material				
Subtotal <i>Collection Expenditures</i>				
4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i>				
5. System Payments to Member Libraries <i>Attach lists of individual payments.</i>				
6. All Other Operating Expenditures				
7. Total Operating Expenditures				
8. System Capital Expenditures				

* Report expenditures from federal grant funds and state funded programs other than state aid to public library systems.

** Report expenditures from 2018 public library system state aid, state aid funds carried forward to 2018, and any interest earned from those funds.

*** Report expenditures from county appropriations, contract income, gifts and endowments, and any carryover from those sources. Also include expenditures from interest earned from those sources.

VII. SYSTEM MEMBER COUNTY APPROPRIATIONS FOR LIBRARY SERVICE

Report the total amount appropriated for public library service for each county in your system. Include all funding, including those paid to a library system or another county's public libraries. Report the amounts for 2018. Attach the page(s) of each county budget that show the amounts below.

County Name	2018 Amount	County Name	2018 Amount	County Name	2018 Amount
1.		5.		8.	
2.		6.		9.	
3.		7.		10.	
4.					

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE

The following statement certifies that your public library system complied with all statutory requirements for public library systems for calendar year 2018. Indicate, with a check, your system's compliance with each of the system requirements.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided:

Membership Agreements

☐ (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.

☐ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Resource Library Agreement

☐ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☐ Signed copies of the 2018 and 2019 resource library agreements have been filed with the division.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Reference Referral and Interlibrary Loan

☐ **S. 43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.**

- | | |
|--|--|
| <input type="checkbox"/> Reimbursed member libraries for ILL | <input type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input type="checkbox"/> Maintained ILL Clearinghouse | <input type="checkbox"/> Utilized WISCAT to promote interlibrary loan |
| <input type="checkbox"/> Contracted for ILL Clearinghouse | <input type="checkbox"/> Maintained a system interlibrary loan plan |

Inservice Training

☐ **S. 43.24(2)(e) Inservice training for participating public library personnel and trustees.**

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

- | | |
|--|---|
| <input type="checkbox"/> Conducted workshops for member library staff and trustees | <input type="checkbox"/> Provided scholarships and grants for member library staffs |
| <input type="checkbox"/> Maintained a calendar of CE events | <input type="checkbox"/> Maintained a professional collection for system and member library staffs. |

☐ **S. 43.24(2)(h) Professional consultant services to participating public libraries.**

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

- | | | |
|---|--|---|
| <input type="checkbox"/> Public library administration and governance | <input type="checkbox"/> Technical services | <input type="checkbox"/> Legal issues |
| <input type="checkbox"/> Adult services | <input type="checkbox"/> Interlibrary loan and resource sharing | <input type="checkbox"/> Public relations |
| <input type="checkbox"/> Youth services | <input type="checkbox"/> Staff development (certification, CE, etc.) | <input type="checkbox"/> Reference and information services |
| <input type="checkbox"/> Library automation | <input type="checkbox"/> Planning and evaluation, standards | <input type="checkbox"/> Special needs |
| <input type="checkbox"/> Building and remodeling | <input type="checkbox"/> Collection development | |

Delivery and Communication

☐ **S. 43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.**

Indicate with a check those services carried out by your system in 2018 in conjunction with this service requirement.

- | | |
|---|---|
| <input type="checkbox"/> Had regular courier or van delivery service | <input type="checkbox"/> Used fax for document delivery/communication |
| <input type="checkbox"/> Provided an 800 number, phone credit card, or accepted collect calls | <input type="checkbox"/> Used mail as primary delivery system |
| ILL transactions sent by: | |
| <input type="checkbox"/> Email <input type="checkbox"/> OCLC <input type="checkbox"/> Regional automated system <input type="checkbox"/> WISCAT | <input type="checkbox"/> Published a newsletter |

Service Agreements

☐ **S. 43.24(2)(g) Service agreements with all adjacent library systems.**

☐ Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check those services provided for in the adjacent library system agreements for **2018**.

- | | | |
|--|--|---|
| <input type="checkbox"/> Reciprocal borrowing between systems | <input type="checkbox"/> Delivery | <input type="checkbox"/> Audiovisual services |
| <input type="checkbox"/> Cash payments in cross-system lending | <input type="checkbox"/> Newsletter exchange | <input type="checkbox"/> Cooperative purchasing |
| <input type="checkbox"/> Continuing education | <input type="checkbox"/> Cooperative planning/information exchange | |

Services to Users with Special Needs

☐ **S. 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

Briefly summarize the most significant specific services or initiatives carried out by your system in a special needs area in 2018. Describe the system effort in terms of the way in which the initiative is conducted by the system. Some systems provide direct services, others provide services to support library efforts.

VIII. LIBRARY SYSTEM EVALUATION AND CERTIFICATION OF COMPLIANCE (cont'd.)

Services to Users with Special Needs (cont'd.)

Identify the agency(ies) with which the system had the most contact in terms of a planning effort or project collaboration, or with which member libraries worked. Indicate system services or types of materials involved with, or purchased for, the project. Were any accessibility issues involved? Identify any significant marketing done by the system to support library efforts in serving special needs populations.

If the system provided any continuing education programs in 2018 on special needs topics, identify the topic(s) and speaker(s)

Other Types of Libraries

- ☐ **S. 43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.**
- ☐ An advisory committee or planning group including representatives from other types of libraries met and established objectives relating to this requirement for the plan year.
- ☐ The system has agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. Copies of the most recent agreements have been filed with the Division for Libraries and Technology.

Indicate with a check system services provided to other types of libraries in **2018**.

- | | | |
|---|---|---|
| <input type="checkbox"/> Consultation | <input type="checkbox"/> Union list of serials | <input type="checkbox"/> Back-up reference services |
| <input type="checkbox"/> Continuing education / workshops | <input type="checkbox"/> Directory of libraries | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> ILL (Direct) | <input type="checkbox"/> Delivery services | <input type="checkbox"/> Technical services |

Library Technology and Resource Sharing Plan

- ☐ **S. 43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.**
- ☐ Member public libraries and other types of libraries in the system area had an opportunity to review and comment on the plan.
- ☐ The public library system's current technology and resource sharing plan has been filed with the Division for Libraries and Technology.

Other Service Programs

- ☐ **S. 43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library board after consultation with participating public libraries.**

List and evaluate each service program carried out under this statute in **2018**. Do not lump miscellaneous activities under a single "other" program.

Administration

- ☐ The system did not expend more than 20 percent of the state aid received in **2018** for administration.

IX. COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2018 resource library contract.*

Cost Benefit. <i>For each activity above, list the activity name and estimated cost benefit realized.</i>	
Activity	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Cost Benefit Total	

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES—2018

Program Expenditures

Provide a summary of your public library system expenditures by system service program and fund source for **2018**.

Program	System Aid, Carryover, and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan <i>See note</i>				
1.				
2.				
3.				
4.				
Subprogram Total				
Continuing Education and Consulting Service <i>See note</i>				
1.				
2.				
Subprogram Total				
Delivery				
Library Services to Special Users				
Library Collection Development				
Direct Payment to Members for Nonresident Access				
Direct Nonresident Access Payments Across System Borders				
Library Services to Youth				
Public Information				
Administration				
Other System Programs				
1.				
2.				
3.				
4.				
Grand Totals				
Estimated Expenditures for Technology-Related Services Provided by the System				

NOTE: Technology, Reference and Interlibrary Loan, and Continuing Education and Consulting Service Program areas may be divided into subprograms at the discretion of the system.

	XI. SYSTEM STAFF	
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1. Personnel Listing

a. Employees Holding the Title of Librarian as of December 31, 2018 *Include vacancies if they will be filled within one year*

[illegible]

b. Other Paid Staff *Include plant operation, maintenance, and security.*

[illegible]

2. System 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 <i>FTE incl. maintenance, plant operation, and security</i>	c. Total Library Staff Full Time Equivalents Add Subtotal 2a and 2b
i. Master's Degree from an ALA Accredited Program <i>FTE</i>	ii. Other Persons Holding the Title of Librarian <i>FTE</i>	Subtotal		

XII. SYSTEM MEMBERSHIP

Attach a listing of all current public library and county members of the system.

Indicate whether your public library system members have indicated compliance with the following membership requirements. If any of these conditions have not been met, attach a written explanation of the circumstances resulting in noncompliance and a description of actions to be taken to achieve compliance (include timelines). *A check indicates that all members have indicated compliance with the requirement.*

- ☒ The public library members are established under the provisions of Chapter 43 of the Wisconsin Statutes. [s. 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [s. 43.15(4)(c)3]
- ☒ The public library members have 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 residents. [s. 43.15(4)(c)4]
- ☒ The member public library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction and is present in the library for at least 10 hours of each week that the library is open, less leave time. [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]
- ☒ All counties participating in the system have entered into written agreements with the system as required under [s. 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under s. 43.11(3) and s. 43.13(1). [s. 43.15(4)(b)1]. **On the membership listing to be attached to this report, indicate the year of the last plan revision.**
- ☒ Each public library member, beginning in 2008, 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]
- ☒ Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8]

XIII. CERTIFICATION OF STATUTORY COMPLIANCE

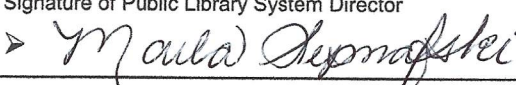
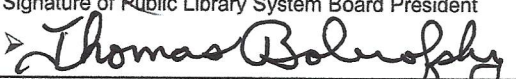
As of the date of this report, indicate whether the following statutory requirements are being met by the system. If any of these requirements were not met, attach a written explanation of the circumstances resulting in noncompliance and a description of the actions to be taken to achieve compliance (include timelines). Any current written contracts or agreements not previously filed with the division providing evidence of compliance must be enclosed with this report. This report is for compliance as of the date of this report. If compliance is later not maintained in any area reported as being in compliance, notify the Division for Libraries and Technology.

Indicate compliance with the requirements below with a checkmark. Unchecked statutes indicate noncompliance.

- ☒ Library system board is constituted and operated in compliance with s. 43.17(1) and (2) and s. 43.19(1)(a) and (b).
 - ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [s. 43.17(4)]
 - ☒ Library system is organized and operated in compliance with Wis. Stat. s. 43.15 Standards for public library systems.
- S. 43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section, it shall ensure that all of the following are provided.
- ☒ (a) Written agreements that comply with s. 43.15(4)(c)4. with all member libraries.
 - ☒ (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
 - ☒ (d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
 - ☒ (e) Inservice training for participating public library personnel and trustees.
 - ☒ (fm) Electronic delivery of information and physical delivery of library materials to participating libraries.
 - ☒ (g) Service agreements with all adjacent library systems.
 - ☒ (h) Professional consultant services to participating public libraries.
 - ☒ (i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
 - ☒ (k) Promotion and facilitation of library service to users with special needs.
 - ☒ (L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
 - ☒ (m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to the library technology and the sharing of resources. By January 1, 2000, and every 5th January thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
 - ☒ (n) That, if the system reimburses a participating public library for the costs of providing interlibrary borrowing services to an individual who holds a valid borrower's card of another participating public library, the reimbursement shall not exceed the actual costs incurred by the public library in providing such services. The department shall promulgate rules defining "actual costs" for the purposes of this paragraph.

CERTIFICATION

I CERTIFY that to the best of my knowledge the information provided in this annual report and any attachments are true and accurate.

Signature of Public Library System Director 	Name of Public Library System Director Marla Sepnafski	Date Signed 2/19/19
Signature of Public Library System Board President 	Name of Public Library System Board President Tom Bobrofsky	Date Signed 2/19/19

	COMMENTS	
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