



Wisconsin Department of Public Instruction
**2021 PUBLIC LIBRARY SYSTEM
ANNUAL REPORT**
PI-2404-A (Rev. 2-21)

INSTRUCTIONS: Complete and return a signed, scanned copy of the original board-approved system annual report by **MARCH 1, 2022**, to:
LibraryReport@dpi.wi.gov

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

| I. GENERAL INFORMATION | | | | | |
|---|--------------------|---|---|--|--|
| 1. System Name Wisconsin Valley Library Service | | 2. System Director Name Marla Sepnafski | | 3. Certification Grade Grade 1 | 4. Date Certification Expires 2022-11-30 |
| 5. Street Address 300 N. First St. | | | 6. Phone Area/No. (715) 261-7250 | | 7. Fax Number Area/No. (715) 261-7259 |
| 8. Mailing Address PO Box | | 9. System Website URL wvls.org | | 10. Director System Email Address msepnafs@wvls.org | |
| 11. City / Village / Town Wausau | | | 12. County Marathon | | 13. ZIP Code 54403-5405 |
| 14. Number of Public Libraries Participating in the System 25 | | 15. Does System Operate a Books-by-Mail Program No | | 16. Number of Book-mobiles Owned 0 | 17. Estimated System Area Public Library Registered Borrowers 147,365 |
| 18. DUNS Number 177871365 | | | | | |
| II. SYSTEM COLLECTION | | | | | |
| | No. Owned / Leased | Number Added | | No. Owned / Leased | No. Owned / Leased |
| 1. Books in Print | 243 | 2 | 4. Electronic Collections <i>Number available to members</i> | 6 | 7. Licensed Electronic Video Materials <i>Units (copies) available to members</i> 575 |
| 2. Audio Materials | 0 | 0 | 5. Licensed E-books <i>Units (copies) available to members</i> | 167,739 | 8. Subscriptions <i>Exclude those in electronic format</i> 13 |
| 3. Video Materials | 0 | 0 | 6. Licensed Electronic Audio Materials <i>Units (copies) available to members</i> | 65,026 | |
| 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 168 | | 2. Interlibrary Loans <i>System interlibrary loan transactions</i> |
| | | | | | a. Items Loaned 24 |
| 3. System Electronic Resources Use <i>Number of uses of system licensed electronic resources</i> | | | | | |
| a. E-book 177,476 | | b. E-audio 142,117 | | c. E-video 93 | |
| d. Electronic Collection Retrievals 87,642 | | | | | |

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 Code | Email Address |
|------------------|------------|----------------------|-----------------|----------|----------------------------------|
| 1. President Tom | Bobrofsky | 107 S West St | Loyal | 54446 | tom.bobrofsky@wvls.lib.wi.us |
| 2. Mandy | Wright | 2016 Ewing Ave | Wausau | 54403 | mandy.wright@wvls.lib.wi.us |
| 3. Michael | Otten | 227580 Teal Ave | Wausau | 54401 | michael.otten@wvls.lib.wi.us |
| 4. Louise | Olszewski | N15987 County Road T | Withee | 54498 | louise.olszewski@wvls.lib.wi.us |
| 5. Christy | Janczewski | 1179 Highway 8 | Armstrong Creek | 54103 | hristy.janczewski@wvls.lib.wi.us |
| 6. Judy | Peterson | 636 Gamble St | White Lake | 54491 | judith.peterson@wvls.lib.wi.us |
| 7. Pat | Pechura | 6519 E. Manhardt Dr. | Tripoli | 54564 | pat.pechura @wvls.lib.wi.us |
| 8. Paul | Knuth | 1975 Larsen Dr. | Rhineland | 54501 | paul.knuth@wvls.lib.wi.us |
| 9. Eileen | Grunseth | PO Box 133 | Gilman | 54433 | eileen.grunseth@wvls.lib.wi.us |
| 10. Sonja | Ackerman | 830 Fulton Street | Wausau | 54403 | sonja.ackerman@wvls.lib.wi.us |
| 11. Jim | Backus | R12600 Oak Dr. | Ringle | 54471 | james.backus@wvls.lib.wi.us |
| 12. Jessica | Bernett | 216443 Dallman Road | Hatley | 54440 | jessica.bernett@wvls.lib.wi.us |
| 13. Kari | Sweeney | 609 Gray Place | Wausau | 54403 | kari.sweeney@wvls.lib.wi.us |
| 14. Diane | Peterson | 707 Cedar St | Merrill | 54452 | diane.peterson@wvls.lib.wi.us |
| 15. Vacant | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |
| 22. | | | | | |
| 23. | | | | | |

V. PUBLIC LIBRARY SYSTEM INCOME

| | | | | | | |
|---|--|--|---|------------------------------------|-------------------|-------------|
| 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 | |
| Clark | \$3,888 | Oneida | \$7,807 | | \$0 | |
| Forest | \$1,381 | Taylor | \$2,468 | | | |
| Langlade | \$2,737 | | | | | |
| Lincoln | \$4,177 | | | | | |
| Marathon | \$18,727 | | | | | |
| | | Subtotal 1a | \$41,185 | Subtotal 1b | \$0 | |
| 2. State Aid to Public Library Systems | | | | | \$908,691 | |
| 3. Other State Funded Programs <i>List individually. Attach listing if necessary.</i> | | | | | | |
| a. | | | | | \$0 | |
| b. | | | | | | |
| c. | | | | | | |
| | | | | Subtotal 3 | \$0 | |
| 4. Federal Aid Program name and project number. List each program individually. Attach listing if necessary. | | | | | | |
| a. 3-255 Digital Library Collection | \$21,875 | f. | | | | |
| b. 3-161 CARES Act | \$158,256 | g. | | | | |
| c. 3-251 Technology Sparsity Aid | \$69,650 | h. | | | | |
| d. | | i. | | | | |
| e. | | j. | | | | |
| | | | | Subtotal 4 | \$249,781 | |
| 5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc. <i>List names individually. Attach listing if necessary.</i> | | | | | | |
| a. V-Cat Annual Maintenance Fees | \$205,320 | f. Department of Public Instruction | \$1,000 | | | |
| b. WVLS Member Receipts | \$139,571 | g. School District of Laona | \$2,206 | | | |
| c. IFLS Library System | \$53,505 | h. | | | | |
| d. Northern Waters Library Service | \$50,311 | i. | | | | |
| e. Miscellaneous System Income | \$3,713 | j. | | | | |
| | | | | Subtotal 5 | \$455,626 | |
| 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 |
| \$1,239,075 | \$4,144 | \$6,337 | \$6,337 | \$0 | \$16,507 | \$1,272,400 |
| 7. Total Income Add 1 through 6 | | | | | | \$2,927,683 |

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 | \$420,351 | \$26,056 | \$61,660 | \$508,067 |
| 2. Employee Benefits | \$219,767 | \$0 | \$7,010 | \$226,777 |
| 3. System Collection Expenditures | | | | |
| a. Printed Material | \$1,964 | \$0 | \$0 | |
| b. Electronic Material | \$33,525 | \$21,875 | \$11,518 | |
| c. Audiovisual Material | \$0 | \$0 | \$0 | |
| d. All Other Material | \$52 | \$0 | \$0 | |
| Subtotal Collection Expenditures | \$35,541 | \$21,875 | \$11,518 | \$68,934 |
| 4. System Contract Expenditures <i>Attach a brief description of contracts; i.e., recipient, amount, and purpose.</i> | \$159,114 | \$0 | \$178,208 | \$337,322 |
| 5. System Payments to Member Libraries <i>Attach lists of individual payments.</i> | \$54,213 | \$0 | \$33,078 | \$87,291 |
| 6. All Other Operating Expenditures | \$32,082 | \$302,351 | \$232,002 | \$566,435 |
| 7. Total Operating Expenditures | \$921,068 | \$350,282 | \$523,476 | \$1,794,826 |
| 8. System Capital Expenditures | \$0 | \$20,000 | \$20,817 | \$40,817 |

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

** Report expenditures from report year public library system state aid, state aid funds carried forward to report year, 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 the report year. Attach the page(s) of each county budget that show the amounts below.

| County Name | Amount | County Name | Amount | County Name | Amount |
|-------------|-----------|-------------|-------------|-------------|--------|
| 1. Clark | \$561,254 | 5. Marathon | \$3,783,209 | 8. | |
| 2. Forest | \$110,784 | 6. Oneida | \$437,628 | 9. | |
| 3. Langlade | \$316,080 | 7. Taylor | \$457,641 | 10. | |
| 4. Lincoln | \$662,912 | | | | |

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 the report year. Indicate your system's compliance with each of the system requirements.

Wis. Stat. § 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 Wis. Stat. § 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 report year and current year resource library agreements have been filed with the division.

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

Reference Referral and Interlibrary Loan

☒ **Wis. Stat. § 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 checked="" type="checkbox"/> Maintained a shared database of member library bibliographic records and holdings |
| <input checked="" type="checkbox"/> Maintained ILL Clearinghouse | <input checked="" 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

☒ **Wis. Stat. § 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 the report year in conjunction with this service requirement.

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

☒ **Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.**

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

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

Delivery and Communication

☒ **Wis. Stat. § 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 the report year in conjunction with this service requirement.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Had regular courier or van delivery service | <input checked="" type="checkbox"/> Used fax for document delivery/communication |
| <input checked="" 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 checked="" type="checkbox"/> Email <input type="checkbox"/> OCLC <input checked="" type="checkbox"/> Regional automated system <input checked="" type="checkbox"/> WISCAT | <input checked="" type="checkbox"/> Published a newsletter |

Service Agreements

☒ **Wis. Stat. § 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 the report year.

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

Inclusive Services

☒ **Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.**

The Division for Libraries and Technology 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 inclusive services initiatives carried out by your system in the report year. 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.

The Northern Waters Library System and WVLS started a collaborative venture in 2018 in which NWLS assumed inclusive services consulting on behalf of WVLS, and we assumed continuing education on their behalf. Please refer to pages 30-32 in attached 2021 WVLS Staff Report for a summary of services and initiatives in this area. Highlights include: DPI's "What Does it Mean to Be Inclusive?" and "Inclusive Services Assessment and Guide" were shared and reviewed with new member library directors; frequent "Inclusive Services Updates" were shared with member libraries through the year; the IDEA (Inclusive, Diversity, Equity and Access) Team of 4-5 members from both NWLS and WVLS met 3-4 times to address member libraries' inclusive services needs; and webinars and Digital Bytes training videos were offered on inclusive services topics.

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

Inclusive Services (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 inclusive library service efforts.

Primary contact was with other systems and with DPI.

If the system provided any inclusive services continuing education programs in the report year, identify the topic(s) and speaker(s). Two webinars were offered in 2021: "Diversifying Your Collection as a Small Library" and "Actively Anti-Racist Library Service to Leisure Readers." One pre-recorded webinar, "The Only Thing More Exhausting Than Mental Illness is Pretending You Don't Have One," was also offered. Two Digital Bytes inclusive services training videos were produced: "Any IDEA?" and "Taking Pride in Who We Are." A third video, "Indigenous Peoples," will be ready for release in early 2022.

Other Types of Libraries

- ☒ **Wis. Stat. § 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 system services provided to other types of libraries in the report year.

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

Library Technology and Resource Sharing Plan

- ☒ **Wis. Stat. § 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

- ☒ **Wis. Stat. § 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 the report year. Do not lump miscellaneous activities under a single "other" program.

Please refer to pages 23-30 in the attached 2021 WVLS Staff Report for COLLECTION DEVELOPMENT and YOUTH SERVICES activities.

Administration

- ☒ The system did not expend more than 20 percent of the state aid received in the report year 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 report year resource library contract.*

The 2021 Collaborative Activities Summary is shared in a report attached to this document.

| Cost Benefit. For each activity above, list the activity name and estimated cost benefit realized. | |
|--|------------|
| Activity | Amount |
| 1. Technology: LEAN WI Services Partnership | 46,239,500 |
| 2. Technology: Advanced Networking | 725,900 |
| 3. Digital Content | 1,370,000 |
| 4. Databases / Professional Materials | 403,000 |
| 5. V-Cat/ILS Consortium | 1,200,000 |
| 6. Continuing Education and Training | 195,725 |
| 7. Courier | 108,500 |
| 8. N/A | |
| 9. | |
| 10. | |
| Cost Benefit Total | 50,242,625 |

X. PUBLIC LIBRARY SYSTEM ANNUAL PROGRAM EXPENDITURES**Program Expenditures** *Provide a summary of your public library system expenditures by system service program and fund source for the report year.*

| Program | System Aid, Carryover, and Interest Earned | Other State and Federal Library Program Funds | All Other Income | Total |
|--|--|---|------------------|------------------|
| Technology, Reference and Interlibrary Loan See note | | | | |
| 1. ILL/WISCAT and Reference | 48,023 | 1,850 | 5,827 | 55,700 |
| 2. ILS/V-Cat Administration | 170,797 | 6,286 | 240,955 | 418,038 |
| 3. Technology Support | 117,726 | 53,135 | 138,354 | 309,215 |
| 4. | | | | 0 |
| 5. Electronic Resources | 40,152 | 29,201 | 79,422 | 148,775 |
| Subprogram Total | 376,698 | 90,472 | 464,558 | 931,728 |
| Continuing Education and Consulting Service See note | | | | |
| 1. Continuing Education | 62,828 | 1,946 | 16,627 | 81,401 |
| 2. Consulting Services | 134,439 | 5,188 | 15,780 | 155,407 |
| Subprogram Total | 197,267 | 7,134 | 32,407 | 236,808 |
| Delivery | 158,577 | 330 | 19,121 | 178,028 |
| Inclusive Services | 5,646 | 266,820 | 643 | 273,109 |
| Library Collection Development | 37,244 | 978 | 2,974 | 41,196 |
| Direct Payment to Members for Nonresident Access | 0 | 0 | 0 | 0 |
| Direct Nonresident Access Payments Across System Borders | 0 | 0 | 0 | 0 |
| Library Services to Youth | 41,436 | 1,461 | 9,318 | 52,215 |
| Public Information | 350 | 0 | 3,852 | 4,202 |
| Administration | 103,850 | 3,087 | 11,422 | 118,359 |
| Other System Programs | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| Grand Totals | 921,068 | 370,282 | 544,295 | 1,835,645 |
| Estimated Expenditures for Technology-Related Services Provided by the System | 376,698 | 90,472 | 464,558 | 931,728 |

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

1. Personnel Listing

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

| First Name | Last Name | Position | MLS (ALA) | Annual Salary | Hrs. Worked per Week |
|------------|-------------|-------------------------------------|-------------------------------------|---------------|----------------------|
| Marla | Sepnafski | Director | <input checked="" type="checkbox"/> | \$92,510 | 40.00 |
| Anne | Hamland | Public Library Services Consultant | <input checked="" type="checkbox"/> | \$60,272 | 30.00 |
| Katie | Zimmermann | ILS Administrator | <input checked="" type="checkbox"/> | \$63,243 | 40.00 |
| Rachel | Metzler | ILS & Database Support Specialsit | <input checked="" type="checkbox"/> | \$62,857 | 40.00 |
| Kris | Adams Wendt | Local and State Advocacy Consultant | <input checked="" type="checkbox"/> | \$11,851 | 4.00 |
| | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |

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

| Position | Total Annual Wages | Hrs. Worked per Week | Position | Total Annual Wages | Hrs. Worked per Week |
|--------------------------|--------------------|----------------------|----------|--------------------|----------------------|
| Deputy Director / CIO | \$73,049 | 40.00 | | | |
| Technical Support | \$44,459 | 40.00 | | | |
| Accounting-HR Specialist | \$14,550 | 10.00 | | | |
| Administrative Assistant | \$18,572 | 15.00 | | | |
| Education Consultant | \$66,704 | 40.00 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

i. Master's Degree from an ALA Accredited Program FTE
3.85

ii. Other Persons Holding the Title of Librarian FTE
0.00

Subtotal
3.85

b. All Other Paid Staff FTE incl. maintenance, plant operation, and security
3.63

c. Total Library Staff Full Time Equivalents Add Subtotal 2a and 2b
7.48

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. [Wis. Stat. § 43.15(4)(c)1]
- ☒ The public library members are authorized by the municipal governing board to participate in the public library system. [Wis. Stat. § 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. [Wis. Stat. § 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. [Wis. Stat. § 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 [Wis. Stat. § 43.15(4)(b)3]
- ☒ All counties participating in the system have adopted and maintained the plan of library service submitted and approved under Wis. Stat. § 43.11(3) and Wis. Stat. § 43.13(1). [Wis. Stat. § 43.15(4)(b)1]. *On the attached membership listing, 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. [Wis. Stat. § 43.15(4)(c)7]
- ☒ Each public library member, beginning in 2008, annually spends at least \$2,500 on library materials. [Wis. Stat. § 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.


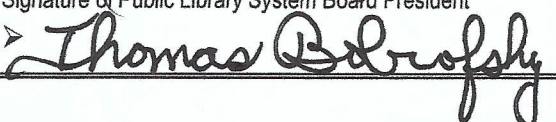
- ☒ Library system board is constituted and operated in compliance with Wis. Stat. § 43.17(1) and (2) and Wis. Stat. § 43.19(1)(a) and (b).
- ☒ Library system board has appointed a head librarian who is responsible for administration of the public library system. [Wis. Stat. § 43.17(4)]
- ☒ Library system is organized and operated in compliance with Wis. Stat. § 43.15 Standards for public library systems.

Wis. Stat. § 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 Wis. Stat. § 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 Sepnaski | Date Signed 2.19.2022 |
| Signature of Public Library System Board President  | Name of Public Library System Board President Tom Bobrofsky | Date Signed 2/19/22 |

COMMENTS

d. Electronic Collection Retrievals

#3d is comprised of usage data for Novelist Plus (measured by Total Item Investigations), Ancestry (measured by Searches), EDS Research Starters (measured by Total Item Investigations), EDS Additional Resources (measured by Total Item Investigations) and Gale Courses (measured by Enrollments). In years prior to 2020, WVLS mistakenly reported #3d as the total usage of Overdrive digital resources.--2022-02-17

Amount

Gave you 2021 information in 2020. Should have been \$570,035.--2022-02-16

Amount

Gave you 2021 information in 2020. Should have been \$93,445.--2022-02-16

Amount

Gave you 2021 information in 2020. Should have been \$316,807.--2022-02-16

Amount

Gave you 2021 information in 2020. Should have been \$647,528.--2022-02-16

Amount

Gave you 2021 information in 2020. Should have been \$3,766,665.--2022-02-16

Amount

Gave you 2021 information in 2020. Should have been \$437,634.--2022-02-16

Amount

Gave you 2021 information in 2020. Should have been \$462,752.--2022-02-16

Are the member libraries' head librarian certified at the appropriate grade level? [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03]

The Westboro Public Library Board is undergoing a director search. The interim director does not have the credits required for temporary Grade III certifications.--2022-02-17
