Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 11-16)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2016

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2015 are due to the DPI Division for Libraries and Technology no later than March 1, 2017.

I. GENERAL INFORMATION

1. Name of Library	2. Public Library System
Ellsworth Public Library	Indianhead Federated Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Tiffany	Meyer	Gr 2	Regular	04/01/2019

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
312 W. Main St.	312 W. Main St.	Ellsworth	54011	5094	Pierce

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
(715)273-3209	(715)273-3209	tmeyer@ellsworthlibrary.org

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
www.ellsworthlibrary.org	0	0	2

17. Does your library operate a books-by-mail program?	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	No

19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks
50	52		

20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
2,880	No	159536424

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	20,115	2,369
2. Electronic Books *E-books*	151,942	
3. Audio Materials	1,748	192
4. Electronic Audio Materials *Downloadable*	38,763	
5. Video Materials	3,314	284
6. Electronic Video Materials *Downloadable*	961	
7. Other Materials Owned *Describe* kits, book and audio, puppets, equipment, game discs	108	
8. Electronic Collections *Locally Owned or Leased*	1	
9. Total Electronic Collections *Local, regional, and state*	47	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	71	

III. LIBRARY SERVICES

1. Circulation Transactions		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	a. Items Loaned *Provided to*	b. Items Received *Received from*
74,221	26,721	15,542	17,250

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count
1,818	2,967	4,785	Survey Week(s)	1,074	Actual Count	36,779

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		
Actual Count	5,036	Router Count	7,515	-1	

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
2,895	1,511	11	4,417	156

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	130	21	69	220	9	9
Total Attendance	3,904	155	1,006	5,065		

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. Judy	Perkins	440 West Elm St.	Ellsworth	54011	riffraft12@hotmail.com
2. Curt	Wandmacher	303 South Maple St.	Ellsworth	54011	wandmacher@sbcglobal.net
3. Dawn	Schulte	N4310 710th St.	Ellsworth	54011	schultedawn@gmail.com
4. Susan	Potter	N5094 530th St.	Ellsworth	54011	wisuze@gmail.com
5. Angie	Bjork	560 North Maple St.	Ellsworth	54011	bjorka@ellsworth.k12.wi.us
6. Sharon	Hofmeister	509 South St.	Ellsworth	54011	hofmeisters@sbcglobal.net
7. Karen	Solyntjes	175 South Chestnut St.	Ellsworth	54011	ksolyntjes@gmail.com
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members
Include vacancies in this count

7

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
Village	Ellsworth	$186,206
	Subtotal 1	$186,206

2. County

a. Home County Appropriation for Library Service — Subtotal 2a — $103,227

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dunn	$51		
Pepin	$689		
St. Croix	$404		
		Subtotal 2b	$1,144

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	$0		
b. Funds Carried Forward from Previous Year	$0	c. Other State Funded Program	0
		Subtotal 3	$0

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

Program or Project	Amount
	$0
	Subtotal 4	$0

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

Name	Amount	Name	Amount
	$0		
		Subtotal 5	$0

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*	7. All Other Operating Income	8. Total Operating Income *Add 1 through 7*	9. What is the 2017 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2016? *Wis. Stat. s. 43.64(2)*
$0	$12,192	$302,769	$186,206	Yes

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

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*
$133,723	$29,571

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
$37,895	$2,470	$10,208	$1,043	$51,616

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
IFLS - MORE maintenance	$7,825		
		Subtotal 4	$7,825

5. Other Operating Expenditures	$40,869
6. Total Operating Expenditures *Add 1 through 5*	$263,604
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	$0

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			
d. County			
e. Other			

2. Debt Retirement	3. Rent Paid to Municipality/County		Total Revenue	Total Expenditure

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	1. Total Amount of Trust Funds Held by the Library Board at End of Year
	$200,703	

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	No MLS	$47,476	40.00				
Children's Librarian/Program Coord.	Librn. no-MLS	$22,620	30.00				

   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
Library Assistants	Other	$62,572	90.00				
Library Clerk	Other	$7,800	15.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
0.00	1.75	1.75	2.63	4.38

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*

50,028

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	2,387	45,489	47,876
3. Circulation to Nonresidents Living in Another County in Your System	1,296	554	1,850
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System			

5. Circulation to All Other Wisconsin Residents	6. Circulation to Persons from Out of the State
281	21

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	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)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
Actual	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. Dunn	240	f.	
b. St. Croix	187	g.	
c. Pepin	122	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

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*	3. Does your library use any type of Internet filtering software or service?	4. Does your library use door counters?
Yes	☒ a. State TEACH line ☐ b. Other broadband connection *Local cable, telco, community network, etc.*	☐ a. Yes, on all Internet workstations ☐ b. Yes, on some Internet workstations ☒ c. No filtering on any Internet workstation	Yes

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings *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.*		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	110	27	102	239
	Number of Other Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	53	5	84	142

2. Drop-in Activities *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.*		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	1	0	1	2
	Total Drop-in Activity Participation	85	0	44	129

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	b. Last Name	c. Email Address
Florence	LaBeau	labeau@ellsworthlibrary.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 country 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 *Print or type*	Date Signed
> *Judith A. Perkins*	Judith A. Perkins	2-7-2017
Library Director / Head Librarian Signature	Name of Director / Head Librarian *Print or type*	Date Signed
> *Tiffany Meyer*	Tiffany P. Meyer	2/7/17

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

Pierce

Ellsworth Public Library

The _____ Board of Trustees hereby states that in 2016, the
Name of Public Library

Indianhead Federated Library System
_____
Name of Public Library System / Service

Indicate with an X one of the following two statements.

[X] **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 library board appreciates that the system provides statistics on technology use and circulation and that system staff are readily available to answer any questions that arise. The system provides valued IT assistance as well as a wide variety of quality training for library staff, and coordinates delivery of materials between libraries within the system. John Thompson has been helpful with expansion plans and has provided guidance in situations involving staffing, benefits, legal issues and local government. He challenges the board during policy reviews and always responds in a timely manner.

* 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
> *Judith A. Perkins*	Judith A. Perkins	2-7-2017

COMMENTS

COMMENTS