



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 Ellsworth Public Library		2. Public Library System Indianhead Federated Library System			
3a. Head Librarian First Name Tiffany	3b. Head Librarian Last Name Meyer	4a. Certification Grade Gr 2	4b. Certification Type Regular	5. Certification Expiration Date 04/01/2019	
6a. Street Address 312 W. Main St.	6b. Mailing Address or PO Box 312 W. Main St.	7. City / Village / Town Ellsworth	8a. ZIP 54011	8b. ZIP4 5094	9. County Pierce
10. Library Phone Number (715)273-3209	11. Fax Number (715)273-3209	12. Library E-mail Address of Director tmeyer@ellsworthlibrary.org			
13. Library Website URL www.ellsworthlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 3	
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 50	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library 2,880	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> 159536424		

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	19,638	2,003
2. Electronic Books <i>E-books</i>	166,979	
3. Audio Materials	1,881	240
4. Electronic Audio Materials <i>Downloadable</i>	48,025	
5. Video Materials	3,367	332
6. Electronic Video Materials <i>Downloadable</i>	1,075	
7. Other Materials Owned <i>Describe</i> kits, book and audio, puppets, equipment, game discs	130	
8. Electronic Collections <i>Locally Owned or Leased</i>	1	
9. Total Electronic Collections <i>Local, regional, and state</i>	50	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	72	

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>		
70,459		25,598	27,356		17,700		
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
1,534		2,442	3,976	Survey Week(s)	1,898	Actual Count	36,039
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		4,948		Router Count		8,846	
				-1		-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	
3,168		1,996		9		5,173	
10. Programs and Program Attendance Annual Count							
a. Children (0-11)		b. Young Adult (12-18)		c. Other (all ages)		d. TOTAL	
Number of Programs		143		31		84	
Total Attendance		4,240		231		1,689	
11. Number of Public Use Computers							
a. Total		b. Internet Access					
9		9					

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. Renee	Whipple	N5055 750th St.	Ellsworth	54011	milowhip@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 **\$107,393****b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Pepin	\$186		
St. Croix	\$1,273		
Subtotal 2b			\$1,459

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
Delivery Damaged/Lost Books	\$17		
Community Engagement Project	\$380		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$397

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

Program or Project	Amount
	\$0
Subtotal 4	

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.

\$0

7. All Other Operating Income

\$13,587

8. Total Operating Income Add 1 through 7

\$309,042

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

\$182,206

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> \$146,167		2. Employee Benefits <i>Include maintenance, security, plant operations</i> \$28,757	
3. Library Collection Expenditures			
a. Print Materials \$33,005	b. Electronic Materials \$2,780	c. Audiovisual Materials \$14,261	d. All Other Library Materials \$3,086
			e. Subtotal 3 \$53,132
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
IFLS/MORE Maintenance	\$7,804		
			Subtotal 4 \$7,804
5. Other Operating Expenditures			\$47,191
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$283,051
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. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
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. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year \$203,486	1. Total Amount of Trust Funds Held by the Library Board at End of Year
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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 Coordinator	Librn. no-MLS	\$24,227	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	\$64,506	90.00				
Library Clerk	Other	\$8,346	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

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

0.00

Other Persons Holding the Title of Librarian (FTE)

1.75

Subtotal 2a

1.75

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

2.63

c. Total Library Staff (FTE)

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*

46,621

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		2,547	42,058	44,605
3. Circulation to Nonresidents Living in Another County in Your System		982	969	1,951
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		
		65		
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	118	f.	
b. Pepin	275	g.	
c. St. Croix	565	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? <i>Mark all that apply</i>	3. Does your library use any type of Internet filtering software or service?	4. Does your library use door counters?
Yes	<input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	<input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation	Yes

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	1	1	3
	Total Unduplicated Individuals Involved	146	84	169	399
	Number of Other Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	65	5	69	139
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	2	0	3	5
	Total Drop-in Activity Participation	247		208	455

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

Elise

b. Last Name

Gregory

c. Email Address

egregory@ellsworthlibrary.org


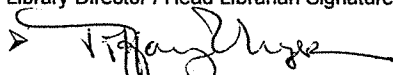
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 <i>Print or type</i> Judith A. Perkins	Date Signed 2-5-2018
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Tiffany P. Meyer	Date Signed 2/5/18

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

The Ellsworth Public Library

Board of Trustees hereby states that in 2017, 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.

☒ 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 usage statistics and quality training opportunities, as well as coordination of courier service. The IFLS staff members are quick to respond to questions and IT issues. John Thompson has assisted with expansion plans, and Leah Langby was a great help during the hiring process to fill a youth services position.

* 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

Judith A. Perkins

Judith A. Perkins

2-5-2018