



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2018

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

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

I. GENERAL INFORMATION					
1. Name of Library Ellsworth Public Library		2. Public Library System IFLS 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>		19,935		1,635	
2. Electronic Books <i>E-books</i>		155,117			
3. Audio Materials		1,768		106	
4. Electronic Audio Materials <i>Downloadable</i>		51,831			
5. Video Materials		3,413		238	
6. Electronic Video Materials <i>Downloadable</i>		1,423			
7. Other Materials Owned <i>Describe</i> caregiver kits, puzzles, book and puppet combos, tablets, game discs		201			
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>		77			

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>	
73,099		27,325	21,072		17,223	
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
1,049	1,920	2,969	Did Not Collect		Actual Count	34,358
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			
Actual Count	4,009	Router Count	7,027	6,820	-1	0
10. Uses of Electronic Materials by Users of Your Library						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials	
3,899	2,919	8	6,826		266	
11. 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	172	15	98	285	8	8
Total Attendance	3,098	86	1,750	4,934		

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	\$182,206
Subtotal 1		\$182,206

2. County**a. Home County Appropriation for Library Service**Subtotal 2a \$129,189**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
St. Croix	\$664		
Pepin	\$304		
Dunn	\$597		
Subtotal 2b			\$1,565

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

Description	Amount	Description	Amount
Delivery Damaged/Lost Books	\$48		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			\$48

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
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2019 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 2018? <i>Wis. Stat. s. 43.64(2)</i>
	\$8,185	\$321,193	\$176,039	Yes

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

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$146,387		\$29,021	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$25,732	\$4,193	\$9,065	\$1,914
			e. Subtotal 3
			\$40,904
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	\$8,559		
		Subtotal 4	\$8,559
5. Other Operating Expenditures			\$43,548
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$268,419
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	MSR for engineering assessment	\$20,409	\$20,409
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
		\$20,409	\$20,409

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
\$210,488

1. Total Amount of Trust Funds Held by the Library Board at End of Year
\$0

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	\$48,425	40.00				
Children's Librarian/Program Coordinator	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	\$43,680	60.00				
Library Clerks	Other	\$28,860	45.00				

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. Name of library	
2. Address	
3. City	
4. State	
5. Zip	
6. Telephone	
7. Name of librarian	
8. Name of borrower	
9. Address of borrower	
10. City of borrower	
11. State of borrower	
12. Zip of borrower	
13. Title of material	
14. Author	
15. Date loaned	
16. Date returned	
17. Name of borrower	
18. Address of borrower	
19. City of borrower	
20. State of borrower	
21. Zip of borrower	
22. Title of material	
23. Author	
24. Date loaned	
25. Date returned	
26. Name of borrower	
27. Address of borrower	
28. City of borrower	
29. State of borrower	
30. Zip of borrower	
31. Title of material	
32. Author	
33. Date loaned	
34. Date returned	
35. Name of borrower	
36. Address of borrower	
37. City of borrower	
38. State of borrower	
39. Zip of borrower	
40. Title of material	
41. Author	
42. Date loaned	
43. Date returned	
44. Name of borrower	
45. Address of borrower	
46. City of borrower	
47. State of borrower	
48. Zip of borrower	
49. Title of material	
50. Author	
51. Date loaned	
52. Date returned	
53. Name of borrower	
54. Address of borrower	
55. City of borrower	
56. State of borrower	
57. Zip of borrower	
58. Title of material	
59. Author	
60. Date loaned	
61. Date returned	
62. Name of borrower	
63. Address of borrower	
64. City of borrower	
65. State of borrower	
66. Zip of borrower	
67. Title of material	
68. Author	
69. Date loaned	
70. Date returned	
71. Name of borrower	
72. Address of borrower	
73. City of borrower	
74. State of borrower	
75. Zip of borrower	
76. Title of material	
77. Author	
78. Date loaned	
79. Date returned	
80. Name of borrower	
81. Address of borrower	
82. City of borrower	
83. State of borrower	
84. Zip of borrower	
85. Title of material	
86. Author	
87. Date loaned	
88. Date returned	
89. Name of borrower	
90. Address of borrower	
91. City of borrower	
92. State of borrower	
93. Zip of borrower	
94. Title of material	
95. Author	
96. Date loaned	
97. Date returned	
98. Name of borrower	
99. Address of borrower	
100. City of borrower	
101. State of borrower	
102. Zip of borrower	
103. Title of material	
104. Author	
105. Date loaned	
106. Date returned	
107. Name of borrower	
108. Address of borrower	
109. City of borrower	
110. State of borrower	
111. Zip of borrower	
112. Title of material	
113. Author	
114. Date loaned	
115. Date returned	
116. Name of borrower	
117. Address of borrower	
118. City of borrower	
119. State of borrower	
120. Zip of borrower	
121. Title of material	
122. Author	
123. Date loaned	
124. Date returned	
125. Name of borrower	
126. Address of borrower	
127. City of borrower	
128. State of borrower	
129. Zip of borrower	
130. Title of material	
131. Author	
132. Date loaned	
133. Date returned	
134. Name of borrower	
135. Address of borrower	
136. City of borrower	
137. State of borrower	
138. Zip of borrower	
139. Title of material	
140. Author	
141. Date loaned	
142. Date returned	
143. Name of borrower	
144. Address of borrower	
145. City of borrower	
146. State of borrower	
147. Zip of borrower	
148. Title of material	
149. Author	
150. Date loaned	
151. Date returned	
152. Name of borrower	
153. Address of borrower	
154. City of borrower	
155. State of borrower	
156. Zip of borrower	
157. Title of material	
158. Author	
159. Date loaned	
160. Date returned	
161. Name of borrower	
162. Address of borrower	
163. City of borrower	
164. State of borrower	
165. Zip of borrower	
166. Title of material	
167. Author	
168. Date loaned	
169. Date returned	

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*

46,206

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
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2. Circulation to Nonresidents Living in Your County	2,018	42,844	44,862
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3. Circulation to Nonresidents Living in Another County in Your System	824	495	1,319
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4. Circulation to Nonresidents Living in an Adjacent County Not in Your System			
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5. Circulation to All Other Wisconsin Residents	6. Circulation to Persons from Out of the State
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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?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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Actual	No	
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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

Name of County	Circulation	Name of County	Circulation
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a. Dunn	26	f.	

b. Pepin	98	g.	

c. St. Croix	365	h.	

d.		i.	

e.	j.
	

XII. TECHNOLOGY		
1. Does your library provide	2. What type of Internet connection do	3. Does your library use any type of Internet

	XII. TECHNOLOGY	
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Yes

☐ b. Other broadband connection
Local cable, telco, community network, etc.

☒ c. No filtering on any Internet workstation

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

that include programs and/or drop-in activities planned for a limited duration which specifically encourage	Number of Summer Literacy Offerings	1	1	1	3
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individuals involved to read or build literacy skills in a focused way.	Total Unduplicated Individuals Involved	153	52	129	334
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Number of Other Literacy Offerings	1	1	1	3
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Total Unduplicated Individuals Involved	33	9	68	110
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2. Drop-in Activities <i>Planned, independent activities available for a definite</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
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Number of Drop-in Activities	32	0	7	39
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library services or activities that directly provide information to participants.	Total Drop-in Activity Participation	291	0	248	539
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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.*

Elise	Gregory	egregory@ellsworthlibrary.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
➤ <i>Judith A. Perkins</i>	Judy Perkins	1-29-2019
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤ <i>Tiffany Meyer</i>	Tiffany Meyer	1/29/19

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 2018, the
Name of Public Library

IFLS 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.*

IFLS Library System has provided assistance to the Ellsworth Public Library in a variety of ways in 2018: guidance on a potential building project, advice on matters related to policy and county funding, assistance filling an open youth services position, assistance with computer purchases, answers to many questions related to library technology and cataloging, as well as a wide variety of quality training opportunities.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed 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

Judy Perkins

Judy

Perkins

1-29-2019

	COMMENTS	
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SECTION_VII

Total Income

unspent appropriated funds from 2017--2019-01-28