



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-21)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2020**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

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 Grade 2	4b. Certification Type Regular	5. Certification Expiration Date 04/01/2024	
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 7152733209	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 2	
17. Does the 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 the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 2,880	21. Did the 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	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	50	50	50
19b. Number of Winter Weeks	11	4	37
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year	11	4	37
19f. Total Hours per year for this location	550	200	1,850

## COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	-1
1b. providing reference service	Yes	-1
1bi. reference service provided via email	Yes	-1
1bii. reference service provided via chat	No	0
1biii. reference service provided via text message	No	0
1biv. reference service provided via telephone	Yes	-1
1bv. reference service provided via another method (e.g., online service or form)	No	0
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	-1
1d. offering curbside pickup	Yes	-1
1e. offering drive-thru circulation of physical materials	No	0
1f. offering vestibule/porch pickups	Yes	-1
1g. offering delivery of materials (mail or drop-off)	Yes	-1
1h. managing IT services for external Wi-Fi access	Yes	-1
1i. providing other types of online and electronic services	Yes	-1
1ii. describe "other services": cloud-based printing		

	<b>ELECTRONIC MATERIALS ADDED DUE TO COVID-19</b>	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	0
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	0
2c. increasing the number of electronic materials and holdings purchased locally	No	0
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	-1
2e. augmenting the public's ability to use electronic materials in another way	No	0
2f. describe "augmenting in another way":		

	<b>PUBLIC SERVICES COVID-19</b>	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued Before COVID-19	Yes
4. Electronic Library Cards Issued During COVID-19	Yes
5. External Wi-Fi Access Before COVID-19	Yes
6. External Wi-Fi Access Added During COVID-19	No
7. External Wi-Fi Access Increased During COVID-19	No
8. Staff Re-Assigned During COVID-19	No

	<b>COVID-19 CLOSURES</b>	
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Initial date closed due to COVID-19

2020-03-17

First date reopened following initial COVID-19 closure

2020-10-01

Additional building closure and reopening dates, please describe

rolled back to curbside services 10/29/20; building remained closed for rest of 2020 - virtual and curbside services only

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	19,529	1,227
2. Electronic Books <i>E-books</i>	158,256	
3. Audio Materials	1,751	57
4. Electronic Audio Materials <i>Downloadable</i>	61,207	
5. Video Materials	3,360	197
6. Electronic Video Materials <i>Downloadable</i>	573	
7. Other Materials Owned <i>Describe</i> caregiver kits, puzzles, book and puppet combos, tablets, game discs	263	
8a. Electronic Collections <i>Locally owned or leased</i>	1	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	5	
8c. Electronic Collections <i>Provided through BadgerLink</i>	64	
9. Total Electronic Collections <i>Local, regional, and state</i>	70	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	57	

III. LIBRARY SERVICES									
1. Circulation Transactions									
a. Total Circulation			b. Children's Materials						
30,893			11,553						
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Total ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries Provided to			Items Borrowed from Other Libraries Received from			
Integrated Library System (ILS)									
WISCAT									
Other (includes OCLC, manual tracking, or other methods)									
Total			11,681			9,138			
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			
885	1,611	2,496	Survey Week(s)	2,886	Actual Count	8,607			
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet					
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	a. Method	b. Annual Count	a. Method	b. Annual Count				
8	8	Actual Count	658	Router Count	3,010				
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals					
12,975	-1	0	0						
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials					
5,212	4,055	2	9,269	518					

<b>LIBRARY PROGRAMS AND ATTENDANCE</b>
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## 11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

In-person, virtual, and pre-recorded program statistics

**Total Program and Attendance Statistics**

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	84	8	59	151
Total Program Attendance	567	24	254	845

Describe the library's programs

**In-person, Virtual, and Pre-recorded Program Statistics****In-Person Programs and Program Attendance Annual Count**

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	36	3	20	59
Total Program Attendance	567	24	254	845

Describe the library's in-person programs:

story times, outreach in classrooms, teen escape room, teen virtual reality exploration, knitting group, book clubs, after school programs, outreach to seniors (all before mid-March 2020)

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Live Virtual Programs	48	5	39	92
Total Live Virtual Program Attendance	0	0	0	0
Total Views of Live Programs Recorded for Asynchronous Viewing	564	15	220	799

Which platforms does the library use to host the library's live, virtual programs:

Facebook, Zoom, YouTube

Describe the library's live, virtual programs:

story times, book club, teen meet-ups, adult game night, Colossal Fossils, doodle club, presenters for adult programs

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	19	0	3	22
Total Pre-recorded Program Views	122	0	0	122

Which platforms does the library use to host the library's pre-recorded programs:

YouTube, Facebook

Describe the library's pre-recorded programs:

story times, Science Tellers, Choose Your Own Adventure, adult program on Misinformation

#### 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.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
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. Angie	Whelan	W4650 430th Ave.	Ellsworth	54011	hiphomestead@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.					
Number 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	\$177,656
Subtotal 1		\$177,656

**2. County**

**a. Home County Appropriation for Library Service**

Subtotal 2a \$125,790

**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
St. Croix	\$1,340		
Pepin	\$252		
Dunn	\$67		
Subtotal 2b			\$1,659

**3. State Funds**

**a. Public Library System State Funds**

Description	Amount	Description	Amount
CE Grant	\$204		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$204

**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

<b>6. Funds Carried Forward</b> <i>Do not include state aid. Report state funds in 3b above.</i>	<b>7. All Other Operating Income</b>	<b>8. Total Operating Income</b> <i>Add 1 through 7</i>	<b>9. What is the current year annual appropriation provided by governing body(ies) for the public library?</b>	<b>10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)</b>
	\$3,969	\$309,278	\$181,316	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>	
\$149,070		\$30,925	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$20,144	\$6,499	\$5,809	\$314
			e. Subtotal 3
			\$32,766
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	\$9,576		
		Subtotal 4	\$9,576
5. Other Operating Expenditures			\$39,876
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$262,213
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		\$0	\$0
b. State		\$0	\$0
c. Municipal	furnace/air conditioning unit for front half of building	\$7,075	\$7,075
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$7,075	\$7,075

**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

\$219,909

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	\$50,629	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	\$46,613	60.00				
Library Clerks	Other	\$26,746	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. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

*See instructions for definition of nonresident* 20,818

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 the Library's County		719	19,144	19,863
3. Circulation to Nonresidents Living in Another County in the Library System		565	387	952
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		0	0	0
5. Circulation to All Other Wisconsin Residents 0		6. Circulation to Persons from Out of the State 3		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

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	48	f.	
b. Pepin	98	g.	
c. St. Croix	139	h.	
d.		i.	
e.		j.	

### XII. TECHNOLOGY

1. Does the library provide wireless Internet access?  Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <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
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### XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed 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 Self-directed Activities	13	2	17	32
	Total Self-directed Activity Participation	119	3	742	864

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. <i>Only the primary person is displayed here.</i>		
a. First Name Caroline	b. Last Name Herfindahl	c. Email Address cherfindahl@ellsworthlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. <i>Only the primary person is displayed here.</i>		
a. First Name Tiffany	b. Last Name Meyer	c. Email Address tmeyer@ellsworthlibrary.org

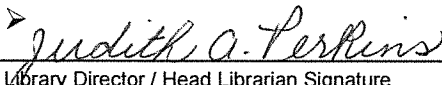
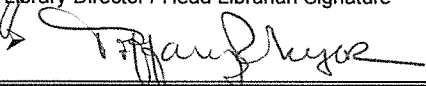
#### XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 the 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 or designee	Name of President or Designee <i>Print or type</i>	Date Signed
	Judy Perkins	6-21-21
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
	Tiffany Meyer	6/17/21

## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response 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 2020 the IFLS Library System  
*Name of Public Library* *Name of Public Library System / Service*

☒ **did** provide effective leadership and adequately met the needs of the library.

☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

*Indicate with an X one of the above two statements.*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

IFLS Library System staff were extremely helpful during this difficult year, providing guidance on policies/procedures related to the pandemic, sources for reliable information related to the pandemic, and opportunities to check in with colleagues on a regular basis.

## 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 the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee *Print or type*

Date Signed

*Judith A. Perkins*

Judy

Perkins

6-21-21

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**COMMENTS**

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**SECTION\_V**

Current Year Appropriation

library and maintenance--2021-02-09

**SECTION\_VI**

1. Salaries and Wages

Village audit revealed that a portion of wages/salaries needed to be attributed to different years (2019 and 2021).--2021-06-17

d. All Other Library Materials

puzzles, hotspot cases--2021-02-09

5. Other Operating Expenditures

Village audit revealed that a T-Mobile bill and one smaller utility bill should be carried forward to 2021 due their being credit card charges.--2021-06-17

Total Operating Expenditures

Operating revenues exceed operating expenditures (revision)

\$5,118 unspent funds for library maintenance returns to Village; \$41,947 unspent funds to be held in Village-held account to be used for library building project (none to be carried forward to purchase library board tablets).--2021-06-17

operating revenues exceed operating expenditures

\$4624 unspent funds for library building maintenance returns to Village; \$10,000 unspent funds to be carried forward to purchase library board tablets in 2021;

\$28,973 unspent funds to be held in Village-held account to be used for library building project--2021-02-11

Other Library Funds

Total Amount of Other Funds at End of Year

checking account, CDs, petty cash--2021-02-09

Total Number of Drop-in Programs

more than 1,100 Grab & Go kits were created and distributed during the pandemic--2021-02-11

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