



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

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 2021 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 0	
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	30	17	5
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year	30	17	5
19f. Total Hours per year for this location	1,500	850	250

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	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	898
1d. offering curbside pickup	Yes	
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	Yes	2,385
1g. offering delivery of materials (mail or drop-off)	Yes	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	179
1ii. describe "other services": cloud-based printing		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
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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	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

	PUBLIC SERVICES COVID-19	
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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 During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

	COVID-19 CLOSURES	
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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	went back to curbside services 10/29/20 reopened by appointment 2/8/21 allowed full access to the building 6/7/21

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	19,554	1,259
2. Electronic Books <i>E-books</i>	173,888	
3. Audio Materials	1,835	94
4. Electronic Audio Materials <i>Downloadable</i>	68,715	
5. Video Materials	3,424	167
6. Electronic Video Materials <i>Downloadable</i>	592	
7. Other Materials Owned puzzles, early literacy backpacks, Launchpad tablets, caregiver kits, experience kits, video games	316	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	4,109	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	4,172	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	49	

III. LIBRARY SERVICES						
1. Circulation Transactions						
a. Total Circulation		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)		
41,196		15,961		574		
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 <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library System (ILS)						
WISCAT						
Other (includes OCLC, manual tracking, or other methods)						
Total		17,511		12,336		
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
786	1,437	2,223	Survey Week(s)	2,626	Actual Count	12,711
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	c. Method	d. Annual Count	a. Method	b. Annual Count	
8	8	Actual Count	537	Actual Count	3,887	
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
14,557	-1	290	31			
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		
4,781	5,288	6	10,075	779		

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	87	4	33	39	163
Total Program Attendance	910	35	604	2,334	3,883
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an	d Program Attendance Annua	I Count		
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	64	3	24	34	125
Total Program Attendance	697	25	503	2,253	3,478
Describe the library's in-person programs:	storytimes, Art in the Park, book clubs, LEGO, summer performers, Together Thursdays (music in the park), senior center Tuesday Club, Drive-Thru Trick or Treat, field trips to local farms/orchards/gardens				

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	23	1	9	5	38
Total Live Virtual Program Attendance	213	10	101	81	405
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	182	21	203
Which platforms does the library use to host the library's live, virtual programs:	Facebook, Zoom, YouTube				
Describe the library's live, virtual programs:	Mystery Quilt Reveal, monthly collaborative teen program, Inga Witscher program, online storytimes, Zoom book clubs, Owl Center program, collaborative gardening series				

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	0	0	2	2
Total Pre-recorded Program Views	0	0	208	208
Which platforms does the library use to host the library's pre-recorded programs:	YouTube with link posted on Facebook and library website			
Describe the library's pre-recorded programs:	video slide shows of Scarecrow coloring contest entries and Mystery Quilt Show & Tell			

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
PRESIDENT					
1. Judy	Perkins	440 West Elm St.	Ellsworth	54011	riffraft12@hotmail.com
2. Melinda	Anderson	115 W. Humble Ave.	Ellsworth	54011	mindy@villageofellsworth.org
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. Michael	Harris	365 S. Walnut St.	Ellsworth	54011	docmdh3@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	\$181,316
Subtotal 1		\$181,316

2. County**a. Home County Appropriation for Library Service**Subtotal 2a \$126,108**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Dunn	\$543		
Pepin	\$389		
St. Croix	\$1,590		
Subtotal 2b			\$2,522

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
LSTA/Prof Learning Scholarship	\$1,061
CARES ACT Reimbursement	\$1,058
Subtotal 4	\$2,119

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

\$3,949

8. Total Operating Income *Add 1 through 7*

\$316,014

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$199,616

10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*

Yes

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	\$56,160	40.00				
Children's Librarian/Program Coordinator	Librn. no-MLS	\$24,742	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
Assistant Librarians	Other	\$67,897	81.00				
Library Clerks	Other	\$10,608	17.00				

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)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
0.00	1.75	1.75	2.45	4.20

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

28,880

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		645	27,383	28,028
3. Circulation to Nonresidents Living in Another County in the Library System		489	296	785
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		0	0	0
5. Circulation to All Other Wisconsin Residents	6. Circulation to Persons from Out of the State			
0	67			
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	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)?	8b. If yes, does the library 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	0	f.	
b. Pepin	28	g.	
c. St. Croix	255	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection <i>Mark all that apply</i>	3. Library use of Internet filtering software or service
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

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	14	3	10	27
	Total Self-directed Activity Participation	153	25	600	778
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	b. Last Name	c. Email Address			
Caroline	Herfindahl	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	b. Last Name	c. Email Address			
Caroline	Herfindahl	cherfindahl@ellsworthlibrary.org			

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

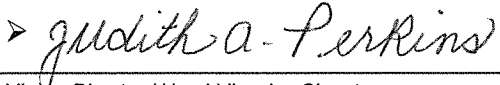
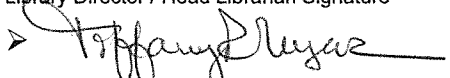
We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

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 <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
	Judy Perkins	2-16-22
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
	Tiffany Meyer	2/16/22

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

Name of Public Library

Board of Trustees hereby states that in 2021 the

IFLS Library System

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.

The library system continued to keep libraries in communication with each other by providing a safe and effective way to conduct meetings, participate in training opportunities, and connect with peers. Our library relied heavily on the system director for advice related to our capital campaign project.

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

2-16-2022

COMMENTS

hosting virtual programming or recorded content

41 programs, 898 interactions--2022-02-07

SECTION__II

9. Total Electronic Collections (local, system, and statewide)

Additional resources added at State level--2022-02-02

SECTION__III

Young Adult Live Virtual Programs

several collaborative teen programs were offered, but the number of programs and attendance was split among the collaborators--2022-02-07

SECTION__V

Amount

includes 9400.00 for building maintenance--2022-01-31

Program Name

through Wisconsin Valley Library Service--2022-01-31

Total Revenue

Difference between revenue and expenditures is 21,718. Of that, 4,430 returns to the general Village budget, 15,000 is carried over to 2022, and 2,288 will be put toward the library building project.--2022-02-07

SECTION__VI

d. All Other Library Materials

new & replacement items for kits & backpacks--2022-01-31

Number of Drop-in Activities for Children 0-11

1,666 Grab & Go bags were created - participation was counted only when feedback was received--2022-02-07
