



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library**  
**Monday, February 18, 2019 at 4:15 PM**

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) 2019 January minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

2. Kathy Schlieve - City of Waupun Compensation Study

**MONTHLY STATISTICS**

- [3.](#) January statistics

**BUDGET SUMMARY**

- [4.](#) Budget summary

**CONSIDERATION OF BILLS FOR PAYMENT**

- [5.](#) Bills of the month

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [6.](#) February librarians report

**OLD BUSINESS**

**NEW BUSINESS**

- [7.](#) Statement of System Effectiveness
- [8.](#) State Annual report
- [9.](#) Local Government Investment Pool Resolution
10. System Fund account

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

11. Tentative next meeting: March 18, 4:15 p.m.

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

## **Minutes of the Waupun Public Library Board Meeting January 21, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:16 p.m. on Monday, January 21, 2019. Also present were Kaczmariski, Procise, Martens, Garcia, Jaeger, and Rohrer, virtually per Facetime. Hintze and Sullivan were absent.

ARTICLE I: Motion by Martens, supported by Procise, to accept the minutes of the December 21, 2018 meeting as written. Motion carried.

ARTICLE II: No Personal appearances.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of December, 2018 was 146,502 items.
2. Rural Circulation 35,522 up 3.4% YTD.
3. Library visits through the end of December was 69,247 people, up 2.3% YTD.

ARTICLE IV: Current budget was discussed with no concerns noted. Both City and County 2018 budgets were discussed. Both ended in good shape.

ARTICLE V: Motion by Martens, supported by Procise, to pay the bills as presented. Motion carried 5-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. **January 22**-Windowsill Herbs, Master Gardner Carol Shirk, presenter.
2. **January 31**-Essential Oils.... what they are, how they work, and how to use them.
3. **February 12**-Homemade Cheese Curds: Linda Conroy teaching how to make curds in your own kitchen. Samples will be provided.
4. **March 19**- Birds and Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven, presenter.
5. **Tech Days** will be held February 6, March 6, April 10 and May 1, from 1-3 pm and 5-7 pm.
6. **Movies:** A House with a Clock in its Walls was already shown. Future movies:  
February 7, 1pm and 6pm: Smallfoot  
February 21, 1pm and 6pm: Ralph Breaks the Internet  
Dates determined, movie titles not yet chosen: March 7, 21, and 29 (1pm only), April 4, May 2, and 16.

b. Lappen Security has installed the new security camera server and several high definition cameras. All are operational. It is a huge improvement over the old security camera system.

c. The donated painting by local artist, Leslie Trewyn, has now been placed on the brick wall on the east side of the library. It is best viewed from the second floor.

d. With one employee out on medical leave through the end of March, night staff will be brought in during the day to process new materials when possible.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Rohrer, supported by Martens, to accept the revision of the Library Assistant II (audiovisual) job description, eliminating “WI Administrative Guide, Valueline, etc.” from Essential Duties and Responsibilities. Motion carried.

ARTICLE X: Motion by Martens, supported by Procise, to adjourn at 4:35 p.m. Motion carried.

Next tentative meeting: February 18, at 4:15 p.m.

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Jan. 19</b>	<b>Jan. 18</b>	<b>YTD 2019</b>	<b>YTD 2018</b>	<b>YTD%</b>
Juvenile Nonfiction	577	648	577	648	-11.0%
Juvenile Fiction	2,055	2,120	2,055	2,120	-3.1%
Juvenile Periodical	19	10	19	10	90.0%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	2	2	2	2	0.0%
Juvenile DVD	696	617	696	617	12.8%
Juvenile CD	67	108	67	108	-38.0%
Juvenile Video	0	0	0	0	#DIV/0!
<b>Total Juvenile</b>	<b>3,416</b>	<b>3,505</b>	<b>3,416</b>	<b>3,505</b>	<b>-2.5%</b>
Adult Nonfiction	697	719	697	719	-3.1%
Adult Fiction	1,783	1,764	1,783	1,764	1.1%
Adult Periodical	158	157	158	157	0.6%
Adult Audiocassette	1	1	1	1	0.0%
Adult MP3 audio	14	27	14	27	-48.1%
Adult DVD	2,832	3,126	2,832	3,126	-9.4%
Adult CD	459	948	459	948	-51.6%
Videocassettes	2	0	2	0	#DIV/0!
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	5	0	5	-100.0%
<b>Total Adult</b>	<b>5,946</b>	<b>6,747</b>	<b>5,946</b>	<b>6,747</b>	<b>-11.9%</b>
<b>State Report Circulation</b>	<b>9,362</b>	<b>10,252</b>	<b>9,362</b>	<b>10,252</b>	<b>-8.7%</b>
<b>Downloads (OverDrive)</b>	<b>758</b>	<b>592</b>	<b>758</b>	<b>592</b>	<b>28.0%</b>
ILL-Items Sent	1,690	1,910	1,690	1,910	-11.5%
ILL Item Received	49	78	49	78	-37.2%
<b>TOTAL CIRCULATION</b>	<b>11,859</b>	<b>12,832</b>	<b>11,859</b>	<b>12,832</b>	<b>-7.6%</b>
<i>To Columbia Co. Rural</i>	13	33	13	33	-60.6%
<i>To Dodge Co. Rural</i>	692	830	692	830	-16.6%
<i>To FDL Co. Rural</i>	2,323	2,094	2,323	2,094	10.9%
<i>To Green Lake Co. Rural</i>	103	43	103	43	139.5%
Rural circ subtotals			3,131	3,000	4.4%
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>4,781</b>	<b>5,921</b>	<b>4,781</b>	<b>5,921</b>	<b>-19.3%</b>
Library Programs	182	275	182	275	-33.8%
Meeting Room Use	173	511	173	511	-66.1%
Computer Use	629	776	629	776	-18.9%
Wireless Use	444	538	444	538	-17.5%
Reference Questions	406	377	406	377	7.7%
Monthly website hits	2,737	3,645	2,737	3,645	-24.9%



Waupun Public Library 2019 Budget

<b>REVENUES 210-41-</b>	<b>Budget</b>	<b>Jan</b>	<b>Year to date</b>	<b>Percent</b>	<b>Balance</b>
Fees 4671-0-00	\$ 4,000	214	214	5.4%	3,786
County funds 4367-0-00	166,000		-	0.0%	166,000
Interest 4811-0-00	7,000	51	51	0.7%	6,949
Dividends 4816-0-00	1,800		-	0.0%	1,800
Grants and Donations 4861-0-00	6,036		-	0.0%	6,036
General Tax Levy 4111-0-00	541,000	541,000	541,000	100.0%	-
Unrealized gain on investments	-	-	-	#DIV/0!	-
<b>TOTAL REVENUES</b>	<b>725,836</b>	<b>541,265</b>	<b>541,265</b>	<b>74.6%</b>	<b>184,571</b>
<b>EXPENSES 210-60-5511-</b>					
Salaries/wages 1-10	373,231	25,208	25,208	6.8%	348,023
Overtime 1-11	-		-	#DIV/0!	-
Health insurance 2-20	71,210	5,929	5,929	8.3%	65,281
Life insurance 2-21	775	59	59	7.6%	716
Retirement 2-22	19,216	2,056	2,056	10.7%	17,160
Social Security 2-23	28,552	2,841	2,841	10.0%	25,711
Sick leave payout 2-24	2,709		-	0.0%	2,709
Income continuation 2-29	1,500	111	111	7.4%	1,389
Office supplies 3-30	19,400	1,207	1,207	6.2%	18,193
Telecommunications 3-31	3,900	156	156	4.0%	3,744
Utilities 3-32	33,000	840	840	2.5%	32,160
Postage 3-33	1,400	150	150	10.7%	1,250
Membership fees 3-34	2,000	-	-	0.0%	2,000
Publications/promotions 3-35	3,750	-	-	0.0%	3,750
Repairs/maintenance 3-36	3,800	963	963	25.3%	2,837
Travel/Training/Conference 3-37	4,500	48	48	1.1%	4,452
Automation/tech upgrades 3-38	32,000	14,325	14,325	44.8%	17,675
Books 3-39	61,393	2,520	2,520	4.1%	58,873
Audiovisual 3-40	19,000	1,447	1,447	7.6%	17,553
Periodicals 3-41	9,000	456	456	5.1%	8,544
Databases 3-42	14,000	-	-	0.0%	14,000
Furnishings replacement 3-43	10,000	-	-	0.0%	10,000
Programming 3-44	9,000	-	-	0.0%	9,000
Miscellaneous 3-45	2,500	113	113	4.5%	2,387
<b>TOTAL EXPENSES</b>	<b>\$ 725,836</b>	<b>58,429</b>	<b>58,429</b>	<b>8.0%</b>	<b>667,407</b>
Library Trust - operating expenses			-		-
210-60-5504-3-38					
Library Trust - capital expenses		15,656	15,656		(15,656)
210-60-5504-8-00					
		<b>74,085</b>			



**Waupun Public Library - February 2019 Bills**

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-332	Utilities	1174	Alliant Energy	1,192.61
		210-60-5511-339	Books	4000	Baker & Taylor	1,064.41
		210-60-5511-338	Automation/technology	8025	CDW Government	762.48
		210-60-5511-330	Office supplies	11070	Demco	2,173.46
		210-60-5511-339	Books	12410	Educational Development Corp	1,167.34
		210-60-5511-338	Automation/technology	12611	Envisionware	725.00
		210-60-5511-344	Programming	12616	Ernst, Kathleen	471.94
		210-60-5511-339	Books	14102	Gale	502.06
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	71.34
		210-60-5511-335	Publications/promotions	15420	Hair of the Dog Graphics	507.00
		210-60-5511-336	Repairs/maintenance	16440	Inter-Quest	14.95
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	26.68
		210-60-5511-344	Programming	18505	Marsh Haven Nature Center	100.00
		210-60-5511-339	Books	18964	Meredith Books	35.91
		210-60-5511-340	Audiovisual	19050	MicroMarketing	681.38
		210-60-5511-341	Periodicals	16740	Milwaukee Journal Sentinel	572.05
		210-60-5511-344	Programming	19393	Moonwise Herbs	300.00
		210-60-5511-344	Programming	20798	Programming	92.37
		210-60-5511-345	Miscellaneous	21500	Petty Cash	48.25
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	121.50
		210-60-5511-333	Postage	22099	Postmaster	110.00
		210-60-5511-339	Books	23200	Salem Press	355.50
		210-60-5511-339	Books	25484	Unique Management Services	8.95
		210-60-5511-339	Books	27935	Wells Fargo	48.00
		<b>210-60-5511-350</b>	<b>Trust Account</b>	22220	ProSource Specialties LLC	367.62
					<b>Total:</b>	<b>\$ 11,520.80</b>
1/22/2019	Manual check # 1234		Lost book		Milwaukee Public Library	23.95
1/31/2019	Manual check # 1235		Essential Oils program		Tonya Johnson	12.50
2/5/2019	Manual check # 1236		missed invoice		Thomson Reuters - West	166.00
2/5/2019	Manual check # 1237		Gardening program		Dodge Co. Master Gardeners	52.00
City manual check		210-60-5511-331	Telecommunications		Spectrum	156.02
City manual check		210-60-5511-332	January utilities		Waupun Utilities	2,097.45

Authorized signature: \_\_\_\_\_

## February 2019 Librarians Report

### A. Statistics

Circulation/downloads for January was 10,169 items.  
Library visits for January was 4,781 people.

### B. Future programs

Several programs will be available at the library during these cold winter months:

**February 21** – Movie showings: The Nutcracker & the Four Realms, 1:00pm and 6:00pm

**February 26** – Homemade Cheese Curds, 6:00pm: Linda Conroy will be teaching attendees how to make cheese curds in your own kitchen. Samples will be provided.

**March 6** – Device Day 1:00pm-3:00pm; Device Night 5:00pm-7:00pm

**March 7** – Movie showings: Ralph Breaks the Internet, 1:00pm and 6:00pm

**March 19** – Birds, Butterflies & Your Backyard, 6:00pm: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven shares her knowledge, seeds, and resources for a great start to creating you own bird and butterfly friendly garden.

### C. Closings in January/February

I cannot remember any other time in over 20 years when the library closed two days in January during the same week due to weather conditions. We closed February 12<sup>th</sup> as well due to the snowfall amount, the forecast, and library closings all around us. Obviously, our circulation and library visit statistics will reflect any closings.

### D. Staff

We are still rotating night staff in during the day, when possible, to cover material processing while a half-time staff is still on leave. We hope to have her back the end of March.

### E. Annual report

Due to the Monarch Library System Director still out on medical leave, the online annual report draft was reviewed by Monarch System staff and they said it looked ready for Library Board approval.

### F. County billing

Now that the annual report statistics have been confirmed by the Monarch Library System staff, we will be billing adjacent counties for service to rural county residents. We received the paperwork from Dodge and Columbia counties so we will start that process soon. The annual deadline for billing the counties for library service is July 1. Winnefox Library System bills Fond du Lac and Green Lake counties on Waupun's behalf.

Any questions, please contact Bret or Pam at 324-7925.

## 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

Dodge

The Waupun Public Library Board of Trustees hereby states that in 2018, the  
*Name of Public Library*

Monarch 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 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







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		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
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?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
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 <i>Nine digits</i>	
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>					
2. Electronic Books <i>E-books</i>					
3. Audio Materials					
4. Electronic Audio Materials <i>Downloadable</i>					
5. Video Materials					
6. Electronic Video Materials <i>Downloadable</i>					
7. Other Materials Owned <i>Describe</i>					
8. Electronic Collections <i>Locally Owned or Leased</i>					
9. Total Electronic Collections <i>Local, regional, and state</i>					
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					

### 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>
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
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		
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	
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					
Total Attendance					

### 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
<b>PRESIDENT</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members <i>Include vacancies in this count</i>					

*Report operating revenue only. Do not report capital receipts here.*

Municipality Type

Name

Amount

Subtotal 1

a. Home County Appropriation for Library Service

Subtotal 2a

County Name

Amount

County Name

Amount

Subtotal 2b

a. Public Library System State Funds

### Description

Amount

### Description

Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3

Program or Project

Amount

Subtotal 4

Name

Amount

Name

Amount

Subtotal 5

7. All Other Operating Income

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? *Wis. Stat. s. 43.64(2)*



**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> |
|--|---|

## 3. Library Collection Expenditures

- |                    |                         |                          |                                |               |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | e. Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|

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

Provider	Amount	Provider	Amount
		Subtotal 4	

## 5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

## 7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

**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**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

**IX. TRUST FUNDS**

## 1. Total Amount of Trust Funds Held by the Library Board at End of Year

**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							

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

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)

### 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*

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				
3. Circulation to Nonresidents Living in Another County in Your System				
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		
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?	

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.		f.	
b.		g.	
c.		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><br><input type="checkbox"/> a. State TEACH line<br><input type="checkbox"/> b. Other broadband connection<br><i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?<br><input type="checkbox"/> a. Yes, on all Internet workstations<br><input type="checkbox"/> b. Yes, on some Internet workstations<br><input type="checkbox"/> c. No filtering on any Internet workstation |
|--|---|---|

### 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				
	Total Unduplicated Individuals Involved				
	Number of Other Literacy Offerings				
	Total Unduplicated Individuals Involved				
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				
	Total Drop-in Activity Participation				

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
---------------	--------------	------------------



#### 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
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

## 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

The \_\_\_\_\_ Board of Trustees hereby states that in 2018, the  
*Name of Public Library*

\_\_\_\_\_  
*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 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



	COMMENTS	
--	----------	--





Local Government Investment Pool  
P.O. Box 7871  
Madison, WI 53707-7871  
Phone: 608-266-3711

## RESOLUTION

WHEREAS, the State of Wisconsin has created a Local Government Investment Pool, and

WHEREAS, it may prove beneficial for the \_\_\_\_\_ (government) to participate in the program,

BE IT RESOLVED, that the \_\_\_\_\_ (government) participate in the State of Wisconsin's Local Government Investment Pool,

pursuant to provisions of Section 25.50 of the Wisconsin Statutes, BE IT FURTHER RESOLVED, that the following officers and officials be designated as the "Local Official" authorized to transfer funds to or from the Local Government Investment Pool. (You may have any number of officials.) Notification of changes in authorized officials may be made to the Department of Administration in writing without modification to this resolution.

\_\_\_\_\_  
(print name and title)

\_\_\_\_\_  
(print name and title)

\_\_\_\_\_  
(print name and title)

\_\_\_\_\_  
(print name and title)

BE IT FURTHER RESOLVED, the Local Government Investment Pool **is** or **is not** (please circle your choice) authorized to accept email requests including facsimile transmissions, for withdrawal of funds. This is to certify that the foregoing resolution was adopted by

\_\_\_\_\_ at a meeting held on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

BY

\_\_\_\_\_  
signed

\_\_\_\_\_  
print name and title