



I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name		3b. Head Librarian Last Name		4a. Certificate Grade	4b. Certificate Type
6a. Street Address			6b. PO Box	7. City / Village / Town	8a. ZIP
					8b. ZIP4
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 a municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stats. 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. Annual Public Service Hours for the Main Library and Any Branches and Bookmobiles		21. Square Footage of Public Library		22. Did your library move to a new facility or branch or expand an existing facility during the fiscal year?	

II. LIBRARY COLLECTION		
	Number Owned / Leased	Number Added
1. Books in Print		
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. Others Materials Owned <i>Describe</i>		
8. Databases Locally Owned or Leased		
9. Total Databases <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 Borrowers			4. Reference Transactions
a. Resident	b. Nonresident	c. TOTAL	a. Annual Count
			b. Method
6. Users of Public Internet Computers		7a. Number of Licensed Database Sessions	7b. Number of Locally-Created, Non-commercial Database Sessions
a. Annual Count	b. Method		
7c. Uses of E-Books by Users of Your Library		7d. Uses of E-Audio by Users of Your Library	7e. Uses of E-Video by Users of Your Library
8. Programs and Program Attendance Annual Count			9. Number of Public Use Computers
	a. Children	b. Young Adult	c. Other Programs
			d. TOTAL
Number of Programs			
Attendance			
			a. Total
			b. Internet Access

IV. LIBRARY GOVERNANCE

1. **Library Board Members.** List the 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, Technology, and Community Learning as they occur (when reporting such changes, indicate the departing board members).

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					

2. Number of Library Board Members *Include vacancies in this count*

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service. **Only Joint libraries will report more than one municipality here.**

Municipal Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

Name	Amount	Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3		
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4. Federal Funds *Name of program and, if LSTA, show project number*

Project Name and Number	Amount
Subtotal 4	

5. Contract Income from Other Governmental Units, Libraries, Agencies, Library Systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

7. All Other Operating Income

8. Total Operating Income *Add 1 through 7*

9. What is the 2012 annual appropriation provided by your governing board for your public library?

10. Did your library's municipality exempt itself from the county library tax for 2011 Wis. Stats. 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 from Other Libraries <i>Include contracts with other libraries, municipalities, and systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
			Subtotal 4
5. Other Operating Expenditures			
6. Total Operating Expenditures <i>Add 1 through 5</i>			
7. Of the expenditures reported on line 6, what were operating expenditures from federal program sources?			

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

Report 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
Federal			
State			
Municipal			
County			
Other			
2. Debt Retirement	3. Rent Paid to Municipality / County	TOTAL	

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 held by the library board (except Trust Funds) that have not been reported in a previous section.

Report the total amount of other funds and trust funds held at end of year.

Total Amount of Other Funds at End of Year

Total Amount of Trust Funds Held by the Library Board

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS (cont'd.)

7. Are the answers to questions 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to residents of adjacent public library systems on the basis of Wis. Stats. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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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
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

<p>1. What type of Internet connection do you have?</p> <p><input type="checkbox"/> a. Only a dedicated or leased line <i>Often provided by TEACH program</i></p> <p><input type="checkbox"/> b. Only a broadband cable or DSL line</p> <p><input type="checkbox"/> c. Both a and b</p>	<p>2. Is the speed of your Internet connection sufficient to meet patron and staff needs?</p> <p><input type="checkbox"/> a. Our speed is sufficient almost all the time (at least 95% of the time).</p> <p><input type="checkbox"/> b. Our speed is sufficient most of the time (at least 80%).</p> <p><input type="checkbox"/> c. Our speed is NOT sufficient most of the time or is not sufficient at critical daily periods.</p>	<p>3. Does your library use any type of Internet filtering software or service?</p> <p><input type="checkbox"/> a. Yes, on all Internet workstations</p> <p><input type="checkbox"/> b. Yes, on some Internet workstations</p> <p><input type="checkbox"/> c. No filtering on any Internet workstations</p>	<p>4. Does your library provide wireless Internet access for patron laptops?</p>
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XIII. YOUTH SERVICES

1. Summer Library Programming <i>Estimate if the library does not have this number</i>			
a. How many individual children and young adults registered for or participated in the summer library program?	b. How many children who participated in the summer library program were five or younger?	c. How many of those who participated in the summer library program were age 12-18?	d. What was the total attendance at children's programs at the library this summer? <i>Children and adults</i>

2. Indicate the name(s) and email address(es) of staff who serve as the children, youth, or teen librarian(s). If the director serves as this librarian, only that name is needed. List only paid staff, and do not include volunteers. **Indicate location when different from main library.**

Name	Name of Branch <i>If applicable</i>	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, Technology, and Community Learning, 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 electronic database 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	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian	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.*

The _____ Board of Trustees hereby states that in 2010, the _____
Name of Public Library *Name of Your 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 the Division for Libraries and Community Learning (DLTCL), c/o John DeBacher, 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	Date Signed
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COMMENTS

WORKSHEET