



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	5. Certificate Exp. 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 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. Other 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 a. Total Circulation			b. Children's Materials		2. Interlibrary Loans a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
3. Number of Registered Borrowers a. Resident			b. Nonresident		c. TOTAL		4. Reference Transactions a. Method		
							5. Library Visits a. Method		
							b. Annual Count		
6. Uses of Public Internet Computers a. Method			b. Annual Count		7a. Number of Licensed Database Sessions		7b. Number of Locally-Created, Non-commercial Database Sessions		
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 (0-11)		b. Young Adult (12-18)		c. Other Programs		d. TOTAL		a. Total	b. Internet Access
Number of Programs									
Attendance									

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 and Technology as they occur (when reporting such changes, indicate the departing board members).

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
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			

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 2013 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 2012? *Wis. Stats. s.43.64(2)*

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 any 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>
4. Does your library provide wireless Internet access for patrons' mobile devices?	5a. Method of Counting Wireless Internet Uses <i>New for 2012—Optional</i>	5b. Number of Wireless Internet Uses <i>New for 2012—Optional</i>

XIII. YOUTH SERVICES

1. Summer Library Programming <i>Estimate if the library does not have this number</i>				
a. How many children and young adults registered 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. Drop-in Activities <i>New for 2012—Optional 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; for example, DIY station, 1000 Books Before Kindergarten, and Online Teen Book Club.</i>	Number of Activities	a. Children (0-11)	b. Young Adult (12-18)	c. TOTAL
	Participation			
3. Name and email address of primary staff person who serves as the children, youth, or teen librarian.				
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 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 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 2012, 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 Technology (DLT), 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