

I. GENERAL INFORMATION

1. Name of Library Mukwonago Community Library		2 Public Library System Waukesha County Federated Library System	
3. Head Librarian First Name Kathleen	3a. Head Librarian Last Name McBride	4. Certificate Grade <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	4a. Certificate Grade Type Regular
5. Cert. Expiration Date 2007-11-30		6. Street Address 300 Washington Ave.	6a. Mailing Address (PO Box #)
7. City/Village/Town Mukwonago	8. County Waukesha	9. ZIP Code + 4 53149-1259	
10. Telephone Number (262) 363-6411	11. Fax Number (262) 363-6412	12. Director's E-Mail Address kmcbride@mukcom.lib.wi.us	
13. Library Web Address www.wcfls.lib.wi.us/mukcom/		14. No. of Branches 0	15. No. of Bookmobiles Owned 0
16. No. of Other Public Service Outlets 0	17. Does your library operate a Books-by-Mail Program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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 s. 43.53? <input type="checkbox"/> Yes <input type="checkbox"/> No			

19. Hours Open

Season	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total Hours
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	
Winter	09:30 AM	09:00 PM	09:30 AM	09:00 PM	09:30 AM	09:00 PM	09:30 AM	09:00 PM	09:30 AM	05:00 AM	09:30 AM	04:00 PM			60 0
Summer	09:30 AM	09:00 PM	09:30 AM	09:00 PM	09:30 AM	09:00 PM	09:30 AM	09:00 PM	09:30 AM	05:00 PM	09:30 AM	04:00 PM			60 0

Winter Hours begin:

2005-01-02

Number of Winter Weeks

52

Summer Hours begin:

Number of Summer Weeks

0

20. Annual Public Service hours for the main library and any branches and bookmobiles

3,120.00

21. Square footage of public library 12,200 square feet

II. LIBRARY COLLECTION

	Number of Physical Units	Number of Titles
1. Books in Print Added during the year	6,792	5,990
2. Serial Volumes in Print Added during the year	142	
3. Books in Print Owned	70,373	
4. Serial Volumes in Print Owned	543	
5. Audio Materials	4,657	
6. Electronic Books (E-Books)	7,951	
7. Databases	1	
8. Video Materials	5,843	
9. Other Materials Owned	3,650	
Describe Vertical file pamphlets and literature		
10. Subscriptions (Include periodicals and newspapers, but exclude those in electronic format.)	153	153
11. Current Electronic Serial Subscriptions	7	

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans	
a. Adult	b. Children's Materials	c. TOTAL	a. Items Loaned (provided to)	b. Items Received (received from)
-1	-1	291,908	13,377	7,225
3. Number of Registered Borrowers			4. Reference	5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	Annual count or estimated annual count)	Annual count or estimated annual count
3,754	9,068	12,822	7,280	136,760
6. Number of users of electronic resources. (annual count or estimated annual count)				18,223
7. In-house use of materials (annual count or estimated annual count) - OPTIONAL				-1
8. Number of items in bulk loan and rotating collections (annual count or estimated annual count) - OPTIONAL				-1
9. Programs and Program Attendance (annual count)			No. of Programs	Attendance
a. Adult			24	353
b. Children			241	7,575
c. TOTAL			265	7,928
10. Number of Public use computer terminals / workstations			Total	Internet Access
			13	7
11. Year this library began providing service to the public				1883
12. Year this library was legally established as a public library according to Chapter 43 of Wisconsin Statutes (or earlier laws authorizing the establishment of a public library)				1933

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 Community Learning as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name		Street Address	City	State	Zip Code
Richard	Hill	President	229 Lincoln Ave.	Mukwonago	WI	53149
Mary	Blott	Ms.	125 Lincoln Ave.	Mukwonago	WI	53149
Linda	Juszczak	Ms.	W276 S8485 Lakeview Lane	Mukwonago	WI	53149
Susan	Bergmann	Ms.	W317 S7571 Thorncrest Ct	Mukwonago	WI	53149
Scott	Pratt	Mr.	1265 River Park Circle W	Mukwonago	WI	53149
John	Shanahan	Mr.	W325 S4229 Bartell Rd.	Waukesha	WI	53188
John	Bronk	Mr.	1257 Crown Ct.	Mukwonago	WI	53149
					WI	
					WI	
					WI	
					WI	
					WI	

2. Number of library board members (include vacancies in this count)

7

V. LIBRARY OPERATING REVENUE

Report operating income only. Do not report capital receipts here.

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

Check one	Name	Amount
<input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Tribe	Mukwonago	\$304,714
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Tribe		
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Tribe		
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Tribe		
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Tribe		

Subtotal 1 \$304,714

2. County Appropriation for Library Service

County	Amount
Waukesha County Federated Library System	\$301,926

3 State Funds Subtotal 2 \$301,926
 a Public Library System State Funds

Description	Amount	Description	Amount
	\$1,201	Fund Balance - Auto.	\$6,930
b Funds carried forward from previous year	\$0	c Other State Funded Program - Description	\$0

Subtotal 3 \$8,131

4. Federal Funds - Name program and, if LSTA, show project number

Program Name	Project Number	Amount

Subtotal 4 \$0

5. Contract Income from other governmental units, libraries, library agencies, library systems, etc

Name	Amount	Name	Amount
Lakeshores Federated Sys	\$49,568		

Subtotal 5 \$49,568

6 Funds Carried Forward from 2003 (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 2005 annual appropriation provided by your governing body for your public library?	10. Did your library's municipality exempt itself from the county library tax for 2004 (Wis. Statute s 43 64 (2))?
\$0	\$158,606	\$822,945	\$343,085	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

VI. LIBRARY OPERATING EXPENDITURES

Report Operating Expenditures From All Expenditures. Do not Report Capital Expenditures Here.

1. Salaries and Wages. Include maintenance, security, plant operations. \$335,273	2. Employee Benefits. Include maintenance, security, plant operations. \$150,883
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3. Library Collection Expenditures

a. Print Material	b. Electronic Material	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$69,285	\$1,068	\$25,520	\$0	\$95,873

4. Contracts for Services from Other Libraries (Include contracts with other libraries, municipalities and systems here. Indicate Service Provider.)

Provider	Amount	Provider	Amount
Fund Bal - Auto	\$2,612	-1	\$0
-1	\$0	-1	\$0
-1	\$0	-1	\$0
-1	\$0	-1	\$0
-1	\$0	-1	\$0
		Subtotal 4	\$2,612

5 Other Operating Expenditures \$178,292

6 Total Operating Expenditures (Add 1 through 5) \$762,933

7. Of the expenditures reported on line 6, what were operating expenditures from federal sources? \$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, AND DEBT RETIREMENT

1 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	Income	Expenditure
Federal			\$0
State			\$0
Municipal			\$0
County			\$0
Other			\$0
2 Debt Retirement \$0		Total	

VIII. MUNICIPAL INCOME FOR LIBRARY SERVICE

1. Report annual income received by, or turned over to, your municipality for services provided by your library. Name source.

Source	Income	Source	Income
finer, copies, faxes	\$28,698	damaged and lost material	\$1,793
interest on library fund	\$1,464	donations	\$201

IX. STAFF

1. Personnel Listing. Libraries with 10 or less employees report all employees under 1a and 1b below. Libraries with more than 10 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel only. Insert additional sheet if necessary.

a. Employees holding the title of librarian. Indicate advanced degrees with a check (X).

First Name	Last Name	Position	MLS (ALA)	Other Masters/Ph.D.	Annual Salary	Hours Worked/Week
Kathleen	McBride	Director, Head Librarian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$51,753	40
Jane	DeAngelis	Child. Lib.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$32,157	40
Jacqueline	Hipsman	Ref/Tech Lib	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$35,339	40
Mary Jo	Isely	Cataloger/Ref	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$35,880	40
Susan	Graczyk	Interloan	<input type="checkbox"/>	<input type="checkbox"/>	\$34,528	40
Janet	Kosky	Circ/Ref Lib.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20,186	30
Ann	Chiaverotti	Sr. Circ.	<input type="checkbox"/>	<input type="checkbox"/>	\$19,219	35
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

b. Other Paid Staff. (Include plant operation, maintenance, security, pages, etc.) Libraries with more than 10 employees need not complete this section.

Position	Hrs Worked Per Wk	Position	Hrs Worked Per Wk

Libraries with 10 or fewer employees may go to Part X, Trust Fund Report

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

	FTE
Master's Degree from an ALA Accredited Program	3.75
Other Master's Degree or Graduate Degree	1.00
Other Persons Holding the Title of Librarian	0.00
Subtotal	4.75
b. All other paid staff (including maintenance, plant operation, and security)	6.90
c. Total Library Staff Full-Time Equivalents (add 2a. and 2b.)	11.65

X. TRUST FUND REPORT

Wisconsin Statutes s.43 58(7)(d) reads as follows:

(d) The treasurer or financial secretary shall make an annual report to the library board showing in detail the amount, investment, income and disbursements from the trust funds in his or her charge. Such report shall also be appended to the annual report of the library board under s 43 58(6).

If your library is required to file a trust fund report, attach to your print copy a copy to this report Provide the total amount of all trust funds at the end of the year on the line provided.

\$26,121

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total 2004 circulation reported for your library from Section III line 1, what was the total circulation to nonresidents (see instructions for definition of nonresident)? 160,431

Divide your nonresident circulation among the following categories. The total for lines 2 through 6 should equal the number reported in question 1 above

2. Circulation to nonresidents living in your county

a. Those with a library	21,712
b. Those without a library	138,519
c. Subtotal	160,231

3. Circulation to nonresidents living in another county in your system

a. Those with a library	0
b. Those without a library	0
c. Subtotal	0

4. Circulation to nonresidents living in an adjacent county not in your system

a. Those with a library	-1
b. Those without a library	-1
c. Subtotal	40,506

5. Circulation to all other Wisconsin residents 200

6. Circulation to persons from out of state -1

7. Are the answers to questions 1 through 6 based on (check one): Actual Count Survey /sample

8a. Does your library deny access to residents of adjacent public library systems on the basis of Wisc. Stat. s. 43.17(11)(b). (See Instructions)? Yes No

8b. If yes, do you allow residents in adjacent systems to purchase library cards? Yes No

9. Indicate your loan period in days for the following categories of library material

a. Books	21 days
b. Popular Books / Best Sellers / New Books	21 days
c. Records/Cds/Audiocassettes	21 days
d. Videos	7 days

XII. TECHNOLOGY AND YOUTH SERVICES

1. Does your library have an automated circulation system or online public access catalog (OPAC)? Yes No
- a. If Yes, what vendor's system do you have? SIRSI
- b. If Yes, is the automated system part of a system shared with other libraries? Yes No
- c. If No, does your library plan to install an automated system within the next three years? Yes No Uncertain

2. What type of Internet connection do you have?
- a. No access to the Internet
- b. Dial-up line connection only
- c. Dedicated/leased line connection only (includes cable, DSL and wireless)
- d. Both dial-up and dedicated/leased line connection

3. Does your library use any type of Internet filtering software or service?
- a. Yes, on all Internet workstations
- b. Yes, on some Internet workstations
- c. No filtering on any Internet workstations

Summer Library Programming

4. How many individual children registered for or participated in the 2004 summer library program. 995
5. How many children who participated in the summer library program were not yet in kindergarten, or were approximately ages five years and younger. (Please estimate if the library does not have this number) 250
6. What was the total attendance (children and adults) at children's programs at the library this summer? 2,677

7. Please indicate the name(s) and email addresses of staff who serve as the children, youth or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers.

Mr /Ms.	First Name	Last Name	E-Mail Address
Ms.	Jane	DeAngelis	jdeangelis@mukcom.lib.wi.us

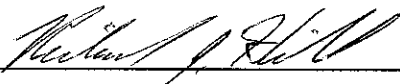
XIII. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We hereby assure the Public Library System Service of which this library is a member and the Division for Libraries 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. 43.15(4)(c) A check (X) indicates compliance with the requirement

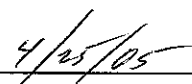
- The library is established under s 43.52 (municipalities), s. 43 53 (joint libraries), or s 43 57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43 15(4)(c)1]
- The library is free for the use of the inhabitants of the municipality by which it is established 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) (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 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 [s 43 15(4)(c)4]
- In 2004, the library received funding from the library board's governing body at a level not lower than the average of such funding received for the previous three years [s 43 15(4)(c)5] See instructions
- For 2005, the library received funding from the library board's governing body at a level not lower than the average of such funding received for the previous three years [s. 43.15(4)(c)5] See instructions
- 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]

XIV. CERTIFICATION

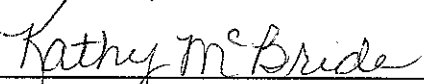
I HEREBY CERTIFY that to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate.



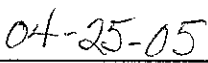
 President, Library Board of Trustees



 Date



 Library Director / Head Librarian



 Date

XV. 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 statement should be sent directly to the Division for Libraries and Community Learning (DLCL), c/o Alan Zimmerman, P O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

The Mukwonago Community Library Board of Trustees hereby states that in 2004 the Waukesha County Federated Library System
(Name of Public Library) (Name of your Public Library System / Service)

(Indicate with a (X) one of the following two statements)

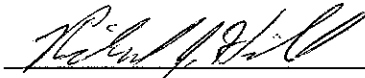
did provide effective leadership and adequately meet the needs of the library.

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

Explanation of library board's response (attach additional sheets if needed):

Certification: The preceding statement was approved by the Public Library Board of Trustees on

04-25-05
(date)

, President, Library Board of Trustees (Signature required)

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% of the libraries in participating municipalities that include at least 30% 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.

Sections I through III Comments:

Sections IV Comments:

Sections V Comments:

Sections VI Comments:

Sections VII through IX Comments:

Sections X through XIV Comments:

Name of Public Library
 Mukwonago Community Library

I. PUBLIC LIBRARY SYSTEM STATE AID EXPENDITURES

Report how the state aid you received from your public library system was spent. These expenditures are also to be included in "Public Library Annual Report" PI-2401, Section VI and Section VII Do not report here any other state funds received by the library.

	Annual Totals
1. Salaries and Wages	_____
2. Employee Benefits	_____
3. Library Collection Expenditures	_____ \$1,201
4. Contracts for Services from Other Libraries (Include contracts with other libraries, municipalities and systems here Indicate Service Provider.)	
Provider	Amount
Fund balance payment for automation	\$6,930
_____	_____
_____	_____
Subtotal 4	_____ \$6,930
5. Other Operating Expenditures	_____
6. Total Capital Expenditures	_____
7. Total Expenditures	_____ \$8,131

II. PUBLIC LIBRARY SYSTEM STATE AID BALANCE

	Annual Totals
1. Total public library system state aid received in 2004	_____ \$8,131
2. Total public library system state aid carried over from 2003 (Must agree with last year's report)	_____ \$0
3. Total public library system state aid expended in 2004	_____ \$8,131
4. Public library system state aid balance (Amount carried forward to 2005)	_____ \$0

Comments:

4/7/05: Added WCFIS fund balance payment for automation