

**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 Nov. 2007	
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. Library 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.mukwonago.lib.wi.us				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 checked="" 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:	2005-01-03	Number of Winter Weeks	52
Summer Hours begin:		Number of Summer Weeks	

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	8,237	6,790
2. Serial Volumes in Print Added during the year	140	
3. Books in Print Owned	73,213	
4. Serial Volumes in Print Owned	535	
5. Audio Materials	5,205	
6. Electronic Books (E-Books)	7,752	
7. Databases	10	
8. Video Materials	6,514	
9. Other Materials Owned	3,550	
Describe Pamphlet file		
10. Subscriptions (Include periodicals and newspapers but exclude those in electronic format.)	147	147
11. Current Electronic Serial Subscriptions	10	

**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)
166,008	148,276	314,284	21,345	15,223
3. Number of Registered Borrowers			4 Reference Transactions	5. Library Visits
a Resident	b Nonresident	c. TOTAL	Annual count or estimated annual count)	Annual count or estimated annual count
4,215	9,835	14,050	8,216	153,244
6. Number of users of electronic resources (annual count or estimated annual count)				18,864
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			31	513
b. Children			213	7,937
c. TOTAL			244	8,450
10. Number of Public use computer terminals / workstations			Total	Internet Access
			17	12

**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.

Name	Street Address	City	ZIP Code plus 4	Email address
President Richard Hill	229 Lincoln Ave.	Mukwonago	53149	
Ms. Susan Bergmann	W317 S7572 Thorncrest Court	Mukwonago	53149	
Ms. Mary Blott	125 Lincoln Ave.	Mukwonago	53149	
Mr. John Bronk	1257 Crown Court	Mukwonago	53149	
Ms, Linda Juszczak	W276 S8485 Lakeview Lane	Mukwonago	53149	
Ms. Jill Hense	108 Plank Road	Mukwonago	53149	
Mr. John Shanahan	W325 S4229 Bartell Road	Waukesha	53188	

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 type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> Tribe	Mukwonago	\$343,085
<input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> Tribe		
<input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> Tribe		
<input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> Tribe		
<input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> Tribe		

2. County Appropriation for Library Service Subtotal 1 \$343,085

County	Amount
Waukesha County	

3. State Funds Subtotal 2 \$298,965

a. Public Library System State Funds

Description	Amount	Description	Amount
Technology Grant	\$781		
b. Funds carried forward from previous year		c. Other State Funded Program - Description	

4. Federal Funds - Name program and, if LSTA, show project number Subtotal 3 \$781

Program Name	Project Number	Amount
		\$0

5. Contract Income from other governmental units, libraries, library agencies, library systems, etc. Subtotal 4 \$0

Name	Amount	Name	Amount
Lakeshores Fed. Libray Sys.	\$51,858		

Subtotal 5 \$51,858

6. Funds Carried Forward from 2004 (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 2006 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 2005 (Wis. Statute s 43 64 (2))?
\$0	\$66,620	\$761,309	\$355,910	<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 \$343,266		2. Employee Benefits. Include maintenance, security, plant operations \$164,083					
3. Library Collection Expenditures							
a. Print Material	b. Electronic Material	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3			
\$80,447	\$1,522	\$30,731	\$0	\$112,700			
4. Contracts for Services from Other Libraries (Include contracts with other libraries, municipalities and systems here. Indicate Service Provider.)							
Provider		Amount		Provider		Amount	
		\$0			\$0		
		\$0			\$0		
		\$0			\$0		
		\$0			\$0		
		\$0			\$0		
		\$0			\$0		
					Subtotal 4	\$0	
5. Other Operating Expenditures					\$112,674		
6. Total Operating Expenditures (Add 1 through 5)					\$732,723		
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	\$0
State			
Municipal			\$0
County			
Other			
<b>Total</b>		\$0	\$0
2. Debt Retirement \$75,000			

**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
fines, photocopies, faxes	\$32,109	damaged and lost material	\$1,778
interest on library fund	\$5,387	Interest on property tax	\$3,256

**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"/>	\$54,638	40
Jane	DeAngelis	Children's Librarian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$34,778	40
Jacqueline	Hipsman	Ref./Tech. Librarian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$37,482	40
Mary Jo	Isely	Cataloger/Reference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$38,778	40
Janet	Koskey	Circ./Reference Lib.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$21,310	30
Ann	Chiaverotti	Circulation Super.	<input type="checkbox"/>	<input type="checkbox"/>	\$20,784	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"/>		
			<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
<b>Subtotal</b>	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. OTHER FUNDS HELD BY THE LIBRARY BOARD AND TRUST FUND REPORT**

Report here any funds held by the library board that have not been reported in a previous section. Wisconsin Statutes s 43.58(7)(d) requires that an annual report of trust fund activity be provided to the library board and the Division for Libraries and Community Learning. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

Total amount of other funds and trust funds at end of year \$26,693

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total 2005 circulation reported for your library from Section III line 1, what was the total circulation to nonresidents (see instructions for definition of nonresident)? 216,876

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	<u>20,805</u>
	b. Those without a library	<u>147,323</u>
	c. Subtotal	<u>168,128</u>

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

	a. Those with a library	<u>0</u>
	b. Those without a library	<u>0</u>
	c. Subtotal	<u>0</u>

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

	a. Those with a library	<u>-1</u>
	b. Those without a library	<u>-1</u>
	c. Subtotal	<u>48,488</u>

5. Circulation to all other Wisconsin residents 260

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

XII. TECHNOLOGY AND YOUTH SERVICES

1. Does your library have an integrated (automated) system? Yes  No
- a. If Yes, what vendor's system do you have? SIRSI/Dynix
- b. If Yes, is the system part of a system shared with other libraries? Yes  No

2. What type of internet connection do you have?
- a. Dial-up line connection only.
- b. Broadband dedicated/leased line connection only (includes cable, DSL and wireless)
- c. 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.

4. Does your library provide wireless internet access for patron laptops? Yes  No
- a. If no, does your library plan to install wireless access within the next year? Yes  No

Summer Library Programming

5. How many individual children registered for or participated in the 2005 summer library program. 1,181
6. 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.) 275
7. What was the total attendance (children and adults) at children's programs at the library this summer? 2,471

8. 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	jdeangel@mukcom.lib.wi.us

Please check the statements below that apply to the library. The responses will help the DLTCCL evaluate progress in getting accessible computer workstations into public libraries.

9.  The library has at least one computer cart or table that is accessible to people who use wheelchairs.
- 9a.  The height on this cart or table can be adjusted.
- 9b.  Total number adjustable.
10.  The library has at least one computer workstation with a 19 inch or larger monitor.

11.  At least one workstation has keyboard and mouse cords that are longer than two yards, so that they can be lifted to a tray on a wheelchair.
12.  At least one computer workstation has an alternate input device, other than a joystick (trackball, switch, other).
13. The library has the following other adaptations on at least one workstation:
- 13a.  keyboard has oversized keys
  - 13b.  keyboard keys are Brailled
  - 13c.  keyboard has color coded keys.
  - 13d.  keyboard is specifically designed for children
  - 13e.  Braille printer
  - 13f.  scanner
14.  At least one workstation has software that reads text aloud.
- 14a. Please indicate the software used. \_\_\_\_\_
15.  The library has a web page created using universal design principles so that it is accessible to people who are blind, who use a browser on their home computer. (Illustrations are described, no moving or flashing elements, background is plain rather than patterned, etc.)

**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 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 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 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.
- For 2006, 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

*Richard J. Hill*  
\_\_\_\_\_  
President, Library Board of Trustees

*02-27-06*  
\_\_\_\_\_  
Date

*Kathleen McBride*  
\_\_\_\_\_  
Library Director / Head Librarian

*02-27-06*  
\_\_\_\_\_  
Date

Submission Date *02-29-06*

<b>XV. STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS</b>
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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 2005 the Waukesha County Federated L  
 (Name of Public Library) (Name of your Public Library System / Service)

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

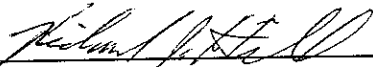
- did provide effective leadership and adequately meet the needs of the library
- did not provide effective leadership and adequately meet the needs of the library

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

02-27-06

(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.

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	_____ \$781
4. Contracts for Services from Other Libraries (Include contracts with other libraries, municipalities and systems here. Indicate Service Provider )	
Provider	Amount
_____	\$0
_____	
_____	
Subtotal 4	_____ \$0
5. Other Operating Expenditures	_____
6. Total Capital Expenditures	_____
7. Total Expenditures	_____ \$781

**II. PUBLIC LIBRARY SYSTEM STATE AID BALANCE**

	Annual Totals
1. Total public library system state aid received in 2005	_____ \$0
2. Total public library system state aid carried over from 2004 (Must agree with last year's report)	_____ \$0
3. Total public library system state aid expended in 2005	_____ \$0
4. Public library system state aid balance (Amount carried forward to 2006)	_____ \$0

Comments: