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Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 S. 43.05(4) & 43.58(6)
 PI - 2401 (Rev 11/08)

FOR THE YEAR 2008

Return a signed form and attachments
 to your system headquarters

I. GENERAL INFORMATION

1. Name of Library Mukwonago Community Library		2. Public Library System Waukesha County Federated Library System		
3. Head Librarian First Name Nicholas	3a. Head Librarian Last Name Weber	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 8/2013
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 No. (262) 363-6411	11. Fax No. (262) 363-6412	12. Director's E-Mail Address nweber@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 2	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				
19a. Winter Hours open per week: 61	19b. Number of Winter Weeks 40		19c. Summer Hours open per week: 59	
		19d. Number of Summer Weeks 12		
20. Annual Public Service hours for the main library and any branches and bookmobiles				3,142.00
21. Square footage of public library 12,200 square feet				
22. Did your library move to a new facility or branch or expand an existing facility in 2008? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

II. LIBRARY COLLECTION

	Number Owned/Leased	Number Added
1. Books and Serial Volumes in Print	76,407	5,638
2. Electronic Books (E-Books)	7,007	
3. Audio Materials	5,993	486
4. Electronic Audio Materials (downloadable)	3,024	
5. Databases (Locally owned or leased)	4	
6. Video Materials	7,245	1,343
7. Electronic Video Materials (downloadable)	162	
8. Other Materials Owned	3,000	
Describe Pamphlet file		
9. Subscriptions (Include periodicals and newspapers, but exclude those in electronic format.)	169	
10. Current Electronic Serial Subscriptions	0	

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)
183,434	137,986	320,520	32,959	25,006
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
5,503	9,830	15,333	7,320	156,728
6. Number of Users of Public Internet Computers				
7. Number of Locally Licensed Database Sessions (see instructions)				19,094
8. Programs and Program Attendance (annual count)				
			No. of Programs	Attendance
a. Adult			53	533
b. Children			286	9,606
c. TOTAL			339	10,139
9. Number of Public Use Computers				
			Total	Internet Access
			20	13

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.

Name	Street Address	City	ZIP Code Plus 4	Email Address
President Richard Hill	229 Lincoln Ave.	Mukwonago	53149-1212	rhill11@wi.rr.com
Shawn McNulty	534 Two Rivers Dr.	Mukwonago	53149	smcnulty2@wi.rr.com
Sharroyl Cooper	331 Westside Ave.; Unit 4	Mukwonago	53149	sharroyl@centurytel.net
Mr. John Bronk	1257 Crown Court	Mukwonago	53149	
Joseph Calvey	214 Park Ave.	Mukwonago	53149	jcalvey@ivarsonic.com
Sue Ciechanowski	W274 S8420 Beaver Trail	Mukwonago	53149	smciechanowski@wi.rr.com
Jeri Posekany	114 Oakland Ave.	Mukwonago	53149	rposekany@wi.rr.com
Kathleen Usarek	S75 W32096 Paul Lane	Mukwonago	53149	kusarek@wi.rr.com
Donna Whalen	W333 S9355 Red Brae Dr.	Mukwonago	53149	dwhalen@wi.rr.com
Kelly Whittier	S73 W26260 Sierra Madre Ct.	Waukesha	53189-9643	kmwhit7750@aol.com
Darlene Johnson	621 Small Farm Road	Mukwonago	53149	dmj659@yahoo.com

2. Number of library board members (include vacancies in this count) 11

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	\$360,071
<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		

Subtotal 1 \$360,071

County

2a Home County Appropriation for Library Service

Waukesha

Subtotal 2a Amount
\$308,003

2b. Other County Payments for Library Services

Name	Amount	Name	Amount

3. State Funds

a. Public Library System State Funds

Subtotal 2b

Description	Amount	Description	Amount
WCFLS Cash Grants - State Funds	\$866		

b Funds carried forward from previous year

c Other State Funded Program - Description

Subtotal 3 \$866

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

Program Name	Project Number	Amount

Subtotal 4

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

Name	Amount	Name	Amount
Lakeshores Federated Library System	\$76,496	Mental Health/Book Week/Summer Grants	\$1,175
Dodge County	\$39	Jefferson County	\$622

Subtotal 5 \$78,332

6. Funds Carried Forward (Do not include state aid Report state funds in 3b above)	7 All Other Operating Income \$ 39,647 \$28,873	8. Total Operating Income (Add 1 through 7) \$786,919 \$726,145	9 What is the 2009 annual appropriation provided by your governing body for your public library? \$366,884	10. Did your library's municipality exempt itself from the county library tax for 2008 (Wis. Statute s. 43.64 (2))? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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		2. Employee Benefits. Include maintenance, security plant operations.		
\$396,174		\$153,933		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$60,954	\$3,257	\$25,511		\$89,722
4. Contracts for Services from Other Libraries (Include contracts with other libraries, municipalities, and systems here. <i>Indicate Service Provider.</i>)				
Provider	Amount	Provider	Amount	
CAFE	\$36,809			
Subtotal 4			\$36,809	
5. Other Operating Expenditures				\$103,377
6. Total Operating Expenditures (Add 1 through 5)				\$780,015
7. Of the expenditures reported on line 6 what amount was operating expenditures from federal sources?				

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

1. Report capital income and expenditures by source of income. Do not include any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Income	Expenditure
Federal		\$0	\$0
State		\$0	\$0
Municipal		\$0	\$0
County		\$0	\$0
Other		\$0	\$0
Total		\$0	\$0

2. Debt Retirement 75,000	3. Rent Paid to Municipality/County \$0	
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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	\$31,858	Damaged & Lost Materials	\$1,809
Interest on Library Fund	\$5,200 \$5,980		

IX STAFF

1. Personnel Listing. Libraries with 10 or fewer 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)	Annual Salary	Hours Worked/Week
Nicholas	Weber	Director, Head Librarian	<input checked="" type="checkbox"/>	\$58,000	40
Ann	Chinverotti	Head, Circulation	<input type="checkbox"/>	\$22,259	35
Jane	DeAngelis	Children's Librarian	<input checked="" type="checkbox"/>	\$37,274	40
Susan	Graczyk	Assistant to the director/ILL	<input type="checkbox"/>	\$39,042	40
Jacquie	Hipsman	Reference coordinator	<input checked="" type="checkbox"/>	\$40,144	40
Mary Jo	Isely	Cataloger/Ref. Librarian	<input checked="" type="checkbox"/>	\$41,776	40
Janet	Kosky	Adult programming/Reference	<input checked="" type="checkbox"/>	\$22,948	30
			<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 (See Instructions)

Position	Total Wages Paid	Hrs Worked/Wk	Position	Total Wages Paid	Hrs Worked/Wk
Library Asst-Clerical	\$16,598	30	Cleaning Staff	\$10,774	20 24
Library Asst-Technical Services	\$30,098	50	Building Maintenance	\$1,092	1
Library Asst-Circulation	\$42,021	79			
Technology Support	\$9,937	18			
Shelvers	\$12,358	35			

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

2. Library Staff Full-Time Equivalent (FTE) 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	4.75
Other Persons Holding the Title of Librarian	1.00
Subtotal	5.75
b. All other paid staff (including maintenance, plant operation and security)	7.00
c. Total Library Staff Full-Time Equivalents (add 2a and 2b)	12.75

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, Technology, 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 29,685

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total 2008 circulation reported for your library from Section III line 1 what was the total circulation to nonresidents (See instructions for definition of nonresident) 223,940

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>21,099</u>
b. Those without a library	<u>154,300</u>
c. Subtotal	<u>175,399</u>

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

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

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

a. Those with a library	<u>12,976</u>
b. Those without a library	<u>35,524</u>
c. Subtotal	<u>48,500</u>

5. Circulation to all other Wisconsin residents 41

6. Circulation to persons from out of state _____

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. Circulations to nonresidents in an adjacent county who do not have a local public library.

	Name of County	Circulation
a.	<u>Jefferson</u>	<u>815</u>
b.	<u>Racine</u>	<u>2,736</u>
c.	<u>Walworth</u>	<u>31,973</u>
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____
h.	_____	_____

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 director is present in the library at least 10 hours per week while library is open to 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].
- In 2008, 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 2009, 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].
- The library, beginning in 2008, 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, beginning in 2008, annually spends at least \$2,500 on library materials [s. 43.15(4)(c)8].

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, and the library board has reviewed and approved this report.

President, Library Board of Trustees

Date

Library Director / Head Librarian

Date

XV. STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stats. 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, Technology, and Community Learning (DLTCL), 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 2008 the Waukesha County Federated Library System
(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 needed):

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

(date)

_____, President, Library Board of Trustees (Signature required)

Division staff will compile the statements received for each library system and, as required by Wis. Stats. 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.

Sections I through III Comments:

Section IV Comments:

Section V Comments:

Section VI Comments:

Sections VII through IX Comments:

Sections X through XIV Comments:
