



**I. GENERAL INFORMATION**

1. Name of Library Wabeno Public Library		2. Public Library System Wisconsin Valley Library Service			
3a. Head Librarian First Name Cynthia	3b. Head Librarian Last Name Lemerande	4a. Certification Grade Grade 3	4b. Certification Type Permanent	5. Certification Expiration Date	
6a. Street Address 4556 N. Branch St.	6b. Mailing Address or PO Box PO Box 340	7. City / Village / Town Wabeno	8a. ZIP 54566	8b. ZIP4 0340	9. County Forest
10. Library Phone Number (715)473-4131	11. Fax Number (715)473-4131	12. Library E-mail Address of Director director@wabeno.lib.wi.us			
13. Library Website URL www.wabenopl.org		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? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 27	19b. Number of Winter Weeks 38	19c. Summer Hours Open per Week 27	19d. Number of Summer Weeks 14		
20. Square Footage of Public Library 1,224	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 159538180		

**II. LIBRARY COLLECTION**

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	3,924	3,924
2. Electronic Books <i>E-books</i>	155,420	
3. Audio Materials	337	22
4. Electronic Audio Materials <i>Downloadable</i>	54,429	
5. Video Materials	1,285	1,285
6. Electronic Video Materials <i>Downloadable</i>	952	
7. Other Materials Owned <i>Describe</i> Seasonal displays and supplies	105	
8. Electronic Collections <i>Locally Owned or Leased</i>	0	
9. Total Electronic Collections <i>Local, regional, and state</i>	57	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	15	



**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>	
5,069		544		566		790	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
80	30	110	Actual Count	523	Actual Count	3,620	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals	
a. Method	b. Annual Count	a. Method	b. Annual Count	327	0	0	
Actual Count	720	Router Count	6,499				
10. Uses of Electronic Materials by Users of Your Library					11. Number of Public Use Computers		
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		a. Total		b. Internet Access
0	0	0	0		7		7
11. Programs and Program Attendance Annual Count							
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL			
Number of Programs	1	1	1	3			
Total Attendance	76	20	40	136			

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all 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
<b>PRESIDENT</b>					
1. Carol	Bartlein	920 Kohloft Lane	Wabeno	54566	tncbartlein@directv.net
2. Kay	Morrison	PO Box 26	Wabeno	54566	kaym71@hotmail.com
3. Judy	Richmond	2678 Trump Lake Rd	Wabeno	54566	
4. Kathy	Stauffer	4696 Trump Lake Rd	Wabeno	54566	kstauffer@centurylink.net
5. Diane	Spaude	4250 Oconto Drive	Wabeno	54566	louiespaude@centurytel.net
6. Carol	Tallier	4257 Oconto Drive	Wabeno	54566	
7. Carol	Eernisse	4764 Padus Road	Wabeno	54566	
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members  
Include vacancies in this count

7

**V. LIBRARY OPERATING REVENUE**

*Report operating revenue only. Do not report capital receipts here.*

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

Municipality Type	Name	Amount
Town	Wabeno	\$31,500
Subtotal 1		\$31,500

**2. County**

a. Home County Appropriation for Library Service

Subtotal 2a \$3,238

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

**3. State Funds**

a. Public Library System State Funds

Description	Amount	Description	Amount
SLP Performer	\$240		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$240

**4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title***

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

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

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by your governing body(ies) for your public library?	10. Was your library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
\$0	\$0	\$34,978	\$31,500	Yes



**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> \$19,665		2. Employee Benefits <i>Include maintenance, security, plant operations</i> \$0		
3. Library Collection Expenditures				
a. Print Materials \$3,717	b. Electronic Materials \$0	c. Audiovisual Materials \$1,218	d. All Other Library Materials \$140	e. Subtotal 3 \$5,075
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider		Amount	Provider	
WPLC		\$140		
V-Cat Annual Maintenance		\$596		
V-Cat AM - One time v-cat membership fee		\$1,617		
V-Cat Barcodes/Patron Cards		\$416		
Cost for joining v-cat 2019, Sierra, etc		\$0		
WVLS Technology		\$2,690		
			Subtotal 4	\$5,459
5. Other Operating Expenditures				\$4,517
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$34,716
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$0

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

1. 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
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Wabeno	\$2,300	\$19,949
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$2,300	Total Expenditure \$19,949

**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 in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year \$7,627	1. Total Amount of Trust Funds Held by the Library Board at End of Year
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**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	No MLS	\$14,310	17.00				
Cleaner	Other	\$597	1.00				
Aide	Other	\$4,758	10.00				
Aide	Other						
	Other						
	Other						
	Other						
	Other						

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

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

Master's Degree from an ALA Accredited Program (FTE)

0.00

Other Persons Holding the Title of Librarian (FTE)

0.43

Subtotal 2a

0.43

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

0.28

c. Total Library Staff (FTE)

0.71



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

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*  
 1,709

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	510	1,152	1,662
3. Circulation to Nonresidents Living in Another County in Your System	16	0	16
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	28	3	31
5. Circulation to All Other Wisconsin Residents 0	6. Circulation to Persons from Out of the State 0		

7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?  Yes
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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. Oconto	3	f.	
b. Langlade	0	g.	
c.	0	h.	
d.	0	i.	
e.		j.	

**XII. TECHNOLOGY**

1. Does your library provide wireless Internet access for patrons' mobile devices?  Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input checked="" type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities 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.		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Self-directed Activities	0	0	0	0
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Cynthia	b. Last Name Lemerande	c. Email Address director@wabeno.lib.wi.us
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Cynthia	b. Last Name Lemerande	c. Email Address director@wabeno.lib.wi.us
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**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 online resources 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 <i>Carol J. Bartlein</i>	Name of President <i>Print or type</i> Carol Bartlein	Date Signed <i>2/11/20</i>
Library Director / Head Librarian Signature <i>Cynthia Lemerande</i>	Name of Director / Head Librarian <i>Print or type</i> Cynthia Lemerande	Date Signed <i>2/11/20</i>

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response 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.

County
Forest

The Wabeno Public Library Board of Trustees hereby states that in 2019, the Wisconsin Valley Library Service  
Name of Public Library Name of Public Library System / Service

- 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.

*Indicate with an X one of the following two statements.*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

The Wabeno Public Library Board has received an incredible amount of help this year from Wisconsin Valley Library Service. With helping us in the process of joining V-Cat and, any additional questions we have asked so we can successfully run our library. The staff is always willing to help and they have a great amount of knowledge

**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 <i>Print or type</i>	Date Signed
<i>Carol J Bartlein</i>	Carol Bartlein	2/12/20



## COMMENTS

## SECTION\_II

## 1a. Books in Print (end of year total)

We are adding our collection to V-Cat and weeding at the same time. We are not done adding our collection at this time.--2020-01-23

## SECTION\_III

## Total Uses of Electronic Works

WVLS found that the Overdrive reporting tool had incorrect location codes for a few libraries in the first week of January. WVLS sent in correct location codes. Before corrections, an incorrect location code was assigned to Wabeno. The incorrect location code has been removed. There is no count for #10a - #10e.--2020-02-03

## Total Uses of Children's Electronic Works

WVLS found that the Overdrive reporting tool had incorrect location codes for a few libraries in the first week of January. WVLS sent in correct location codes. Before corrections, an incorrect location code was assigned to Wabeno. The incorrect location code has been removed. There is no count for #10a - #10e.--2020-02-03

## SECTION\_IV

## Mr/Ms

New Board Member--2020-01-28

## SECTION\_VI

## 2. Employee Benefits

The town no longer puts money in our account to pay for SS they have it in their budget for all employees.--2020-01-28

## SECTION\_VII

## Municipal Projects

[2020-01-23] - In 2017 we had \$8822 put into a fund for V-Cat  
In 2018 we had \$8827 put into a fund for V-Cat  
And this fund was used this year as we joined V-Cat.--2020-01-23

## Total Expenditure

In 2017 we had \$8822 put into a fund for V-Cat  
In 2018 we had \$8827 put into a fund for V-Cat  
And this fund was used this year as we joined V-Cat.--2020-01-23

## SECTION\_XI

## Circulation

Wabeno Public Library had 3 circulations to Langlade County residents who reside outside of the City of Antigo.--2020-02-03

## Number of Drop-in Activities for Children 0-11

There was no activity of this kind.--2020-01-28