



**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

**I. GENERAL INFORMATION**

1. Name of Library Wabeno Public Library		2. Public Library System Wisconsin Valley Library Service			
3a. Head Librarian First Name Jasmine	3b. Head Librarian Last Name Hanson	4a. Certification Grade Grade 3	4b. Certification Type Temporary	5. Certification Expiration Date 2024-12-31	
6a. Street Address 4556 N. Branch St.	6b. Mailing Address or PQ Box PO Box 340	7. City / Village / Town Wabeno	8a. ZIP 54566	8b. ZIP4 0340	9. County Forest
10. Library Phone Number (715) 850-3044	11. Fax Number	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				
20. Square Footage of Public Library 1,224	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	24	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	24	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	1,248	0	0



II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	5,153	302
2. Electronic Books <i>E-books</i>	165,994	
3. Audio Materials	172	17
4. Electronic Audio Materials <i>Downloadable</i>	71,470	
5. Video Materials	1,453	56
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe Two Mobile Hotspots</i>	2	
8a. Electronic Collections <i>Locally Owned or Leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	6	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	8	

III. LIBRARY SERVICES				
1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.) 0	2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
2,574	263		692	601

	Method for Counting ILL Transactions	Categorized ILL Transactions
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)	690	592
WISCAT	2	9
Other (includes OCLC, manual tracking or other methods)	0	0

3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
160	82	242	No	Actual Count	620	Actual Count	2,017

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
2	2	Actual Count	324	Actual Count	1,074

8. Website Visits	9. Electronic Collection Retrieval			
	a. Local	b. Other	c. Statewide	d. Total
683	0	43	0	43

10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
420	157	0	577	30

12-2017



**In-person Programs and Attendance + Live,  
Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	0	0	0	0	1	1
Total Attendance	0	0	0	0	0	0

**In-Person Programs and Program Attendance Annual Count**

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	0	0	0	0	1
Total Attendance	0	0	0	0	-1
	11f. Onsite In-Person - Subtotal		11h. Total		
Number of Programs	0	1	1		
Total Attendance	0	-1	0		

11. Describe the library's in-person programs: We have a storyteller at WAMFEST every August. I do not have a number for people that attend this program, because it is too hard to count.

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs: none

12h. Describe the library's live, virtual programs: We did not have any live, virtual programs.

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs: none

13h. Describe the library's pre-recorded programs: We do not have pre-recorded programs.

**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. Janet	Newton	2550 Trump Lake Rd	Wabeno	54566	
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

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	\$32,000
Subtotal 1		\$32,000

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$6,407
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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
	\$0		\$0
	\$0		\$0

b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$0

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

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

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

Name	Amount	Name	Amount
	\$0		\$0
	\$0		\$0
Subtotal 5			\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.	\$0
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7. All Other Operating Income	\$10
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8. Total Operating Income Add 1 through 7	\$38,417
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9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$32,000
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10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes
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**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$19,365	2. Employee Benefits Include maintenance, security, plant operations \$1,481
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3. Library Collection Expenditures				
a. Print Materials \$5,436	b. Electronic Materials \$0	c. Audiovisual Materials \$900	d. All Other Library Materials \$0	Subtotal 3 \$6,336

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
WVLS	WPLC E-Content Buying Pool	Contract	\$149
WVLS	OverDrive Advantage Donation	Contract	\$0
WVLS	V-Cat Annual Maintenance	Contract	\$1,049
WVLS	V-Cat Barcodes / Patron Cards	Contract	\$0
WVLS	LeanWI Technology / Enterprise Services	Contract	\$1,560
WVLS	LeanWI Technology / Equipment Purchased	Contract	\$0
WVLS	Movie Licensing Subscription	Contract	\$0
WVLS	Delivery	Contract	\$0
WVLS	Supplies - Miscellaneous	Contract	\$0
			Subtotal 4 \$2,758

5. Other Operating Expenditures \$4,693	6. Total Operating Expenditures Add 1 through 5 \$34,633
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		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

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. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$8,959

**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year \$0



**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 (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	No MLS	\$14,101	24.00
Cleaner	Janitorial Cleaner	Other	\$580	1.00
Aide	Clerk - Public Services	Other	\$4,144	7.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	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			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
0.00	0.60	0.60	0.20	0.80

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

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			1,005
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
2. Circulation to Nonresidents Living in the Library's County		178	789
3. Circulation to Nonresidents Living in Another County in the Library System		2	0
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		34	0
5. Circulation to All Other Wisconsin Residents		2	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?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		

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. Florence	0	f. Vilas	0
b. Langlade	0	g.	
c. Marinette	0	h.	
d. Oconto	0	i.	
e. Oneida	0	j.	

**XII. TECHNOLOGY**

**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 (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	0	0
Total Self-Directed Activity Participation	0	0	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	0	0
Total Self-Directed Activity Participation	0	0	0

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	b. Last Name	c. Email Address
Jasmine	Hanson	director@wabeno.lib.wi.us

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	b. Last Name	c. Email Address
Jasmine	Hanson	director@wabeno.lib.wi.us



**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 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 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 the 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 or designee	Name of President or Designee Print or type	Date Signed
<i>Carol Bartlein</i>	Carol Bartlein	2-7-24
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
<i>Jasmine Hanson</i>	Jasmine Hanson	2-7-24

*5-7-24* *Carol Bartlein*



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 2023 the Wisconsin Valley Library Service  
*Name of Public Library* *Name of Public Library System / Service*

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

Indicate with an X one of the above 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 the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

XV. 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 the public library system.

4-5-7-5

*Carol Bartlein*

XV. 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 the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
<i>Carol Bartlein</i>	Carol Bartlein	2-7-24



## COMMENTS

## SECTION II

8b. Other Electronic Collections (purchased by library system or consortia)

Wisconsin Valley Library Service supported Ancestry Library Edition, Foundations in Wisconsin, Gale Courses, Novelist Plus, Novelist Select. The OverDrive Magazine Collection is also included in this number. Gale Courses subscription ended on October 31, 2023. Foundations in Wisconsin will no longer be available as a digital resource after December 31, 2023.--2024-02-06

## SECTION III

4a. Method Used to Count Reference Transactions

Number in 4b much higher than 2022 due to new process of collecting data.--2024-02-07

6d., Number of Uses (sessions) of Public Internet Computers

More people are using their own laptops when in the library.--2024-02-01

Patrons utilizing own laptops--2024-02-01

11c., In-Person General Interest Program Attendance

We have a storyteller at WAMFEST every August. I do not have a number for people that attend this program, because it is too hard to count.--2024-02-07

General Interest Synchronous Program Attendance

We have a storyteller at WAMFEST every August. I do not have a number for people that attend this program, because it is too hard to count.--2024-02-07

## SECTION V

Other Revenue

E-Commerce \$1.55 from System.--2024-02-01

## SECTION XI

Circulation

Florence county residents outside the township of Florence were counted as not having a local library in previous years.--2024-02-06

Circulation

Circulations to Langlade County residents who reside outside the city of Antigo = 0.--2024-02-06

Circulation

Marquette County residents outside the cities of Marinette, Niagara, Peshtigo, villages of Coleman, Crivitz, Wausaukee and town of Goodman were counted as not having a local library in previous years.--2024-02-06

Circulation

Oconto county residents of the towns of Brazeau, Lena, Maple Valley, and Spruce were previously counted as not having a local library in previous years.--2024-02-06