



INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Wabeno Public Library			2. Public Library System Wisconsin Valley Library Service		
3b. Head Librarian First Name Jasmine	3c. Head Librarian Last Name Hanson	4a. Certification Grade Grade 3	4b. Certification Type Temporary	5. Certification Expiration Date 12-31-2025	
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 9078	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 COLLECTIONS			
		a. Number Owned / Leased	b. Number Added
1. Books in Print		5,205	249
2. Physical Subscriptions		6	
3. Physical Audio Materials		185	6
4. Physical Video Materials		1,487	45
5. Other Physical Materials		0	
6. Total Physical Items in Collection		6,877	

	Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books	No	Yes	No
8. E-serials	No	Yes	No
9. E-audio	No	Yes	No
10. E-video	No	No	No
11. Research Databases	No	Yes	Yes
12. Online Learning Platforms	No	Yes	Yes

III. LIBRARY SERVICES

1. Physical Circulation Transactions			2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned Provided to	b. Items Received Received from
1,846	151	1	804	346

	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 Provided to	Items Borrowed from Other Libraries Received from
Integrated Library Systems (ILS)	775	344
WISCAT	29	2
Other (includes OCLC, manual tracking or other methods)	0	0

3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
287	98	214	0	13	599

4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
187	86	273	No	Survey Week(s)	588	Actual Count	1,953

8. Uses of Public Internet Computers				9. 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	Survey Week(s)	381	Actual Count	1,556

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	1	1	1	1	1
Total Attendance	8	8	12	2	0

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	4	1	0	0
Total Attendance	30	0	0	
Total Program Views				0

Describe the library's in-person programs:

Storytime (two different storytimes for separate age groups), Dungeons and Dragons, BugTussel Classes, and storyteller at WAMFest

Which platforms does the library use to host the library's live, virtual programs:

none

Describe the library's live, virtual programs:

We did not have any live, virtual programs.

Which platforms does the library use to host the library's pre-recorded programs:

none

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
	PRESIDENT					
1.	Carol	Bartlein	920 Kohloft Lane	Wabeno	54566	tncbartlein@directv.net
2.	Kay	Morrison	1932 Fairview Ave	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

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		2. Employee Benefits Include maintenance, security, plant operations	
\$18,891		\$1,445	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$5,375	\$0	\$1,465	\$0
			Subtotal 3
			\$6,840
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	\$282
			\$0
WVLS	V-Cat Annual Maintenance	Contract	\$977
WVLS	V-Cat Barcodes / Patron Cards	Contract	\$19
WVLS	LeanWI Technology / Enterprise Services	Contract	\$1,560
WVLS	LeanWI Technology / Equipment Purchased	Contract	\$700
WVLS	Movie Licensing Subscription	Contract	\$0
			\$0
			\$0
			Subtotal 4
			\$3,538
5. Other Operating Expenditures			\$4,605
6. Total Operating Expenditures Add 1 through 5			\$35,319
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	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

1. Total Amount of Other Funds at the End of Year	\$8,609
IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY	
1. Total Amount of Section IX Funds at End of Year	\$0

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>			680
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 the Library's County	31	503	534
3. Circulation to Nonresidents Living in Another County in the Library System	15	0	15
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	127	0	127
5. Circulation to All Other Wisconsin Residents	3	6. Circulation to Persons from Out of the State	
			1
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 (Not included in 2024 Report)

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	1	0
Total Self-Directed Activity Participation	0	7	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	0	1
Total Self-Directed Activity Participation	0	0	7

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

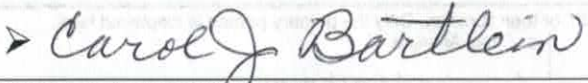
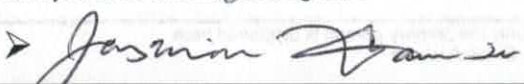
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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
	Carol Bartlein	2/4/25
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Jasmine Hanson	2/4/25

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 2024 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.

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
	Carol Bartlein	2-4-25

COMMENTS

SECTION I

11. Fax No.
No faxing available--2025-01-23

SECTION II

2. Physical Subscriptions
Newspapers no longer printing.--2025-01-23
5b. Other Physical Material Description
No longer have mobile hotspots.--2025-01-23

11b. Did the library provide access to research databases purchased via a system, consortium, or cooperative agreement?
WVLS provided the following research databases in 2024 to all member libraries: NovelList Plus, NovelList Select, and Ancestry Library Edition.--2025-01-30

12b. Did the library provide access to online learning platforms purchased via a system, consortium, or cooperative agreement?
WVLS provided the online learning platform Gale Presents: Udemy to all member libraries starting June 2024.--2025-01-30

SECTION III

Items loaned via WISCAT

Set up email reminder when requests come through--2025-01-23

14., In-Person On-Site Children's Program Attendance Ages 0 to 5
headcount--2025-01-23

14., In-Person On-Site Children's Program Attendance Ages 6 to 11
headcount--2025-01-23

14., In-Person On-Site Young Adult Program Attendance
headcount--2025-01-23

14., In-Person On-Site Adult Program Attendance Ages 19+
headcount--2025-01-23

15., In-Person Off-Site General Interest Program Attendance
Storyteller at WAMfest. Unable to count those that attend.--2025-01-23

Total General Interest Synchronous Programs
Present one large event per year, storyteller at WAMfest.--2025-01-30

General Interest Synchronous Program Attendance
Storyteller at WAMfest. Unable to count those that attend.--2025-01-30

SECTION V

Other Revenue
Donations of \$100 and \$300. E-commerce Fine Reimbursement \$1.80 from system (rounding to \$402)--2025-01-28

Total Revenue
Donations of \$100 and \$300. E-commerce Fine Reimbursement \$1.80 from system (rounding to \$402)--2025-02-04

SECTION X

Hours Worked/Week
Only covers when Director is indisposed.--2025-01-24

SECTION XI

Name of County
Florence county residents outside the township of Florence were counted as not having a local library prior to 2023.--2025-01-30

Name of County
Circulations to Langlade County residents who reside outside the city of Antigo = 0.--2025-01-30

Name of County
Marinette 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 prior to 2023.--2025-01-30

Name of County
Oconoto County residents of the towns of Brazeau, Lena, Maple Valley, and Spruce were previously counted as not having a local library prior to 2023.--2025-01-30

SECTION XII

1. What is the speed of your connection to the internet? Choose the closest value.
Circuit speed increased from 10 to 50 after site moved off of copper when TTU was completed 10/23/24.--2025-01-28