Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-24)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2023

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	2. Public Library System
Pewaukee Public Library	Bridges Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Elizabeth	Champe	Grade 1	Regular	12/31/2024

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
210 Main St.	210 Main St.	Pewaukee	53072	3506	Waukesha

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
2626915670	(262)691-5673	director@pewaukeelibrary.org

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
www.pewaukeelibrary.org	0	0	0

17. Does your library operate a books-by-mail program?	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	Yes

20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?	22. UEI Number
24,558	No	No	N3DSUKXLKNB6

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	59	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	56	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	3,026	0	0

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	82,834	5,168
2. Electronic Books *E-books*	170,736	
3. Audio Materials	6,931	181
4. Electronic Audio Materials *Downloadable*	77,573	
5. Video Materials	9,844	399
6. Electronic Video Materials *Downloadable*	233	
7. Other Materials Owned *Describe* kits, explore passes, games, puzzles, library of things	400	
8a. Electronic Collections *Locally Owned or Leased*	0	
8b. Electronic Collections *Purchased by library system or consortia*	9	
8c. Electronic Collections *Provided through BadgerLink*	62	
9. Total Electronic Collections *Local, regional, and state*	71	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	92	

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)	a. Items Loaned *Provided to*	b. Items Received *Received from*
265,033	132,353	2,847	25,467	42,047

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)	25,366	42,004
WISCAT	101	43
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
9,476	818	10,294	Yes	Actual Count	12,416	Actual Count	106,855

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
19	12	Actual Count	4,903	Actual Count	12,600

8. Website Visits	9. Electronic Collection Retrieval			
	a. Local	b. Other	c. Statewide	d. Total
179,525	0	3,376	1,330	4,706

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
22,693	23,614	257	46,564	2,957

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	126	91	24	97	2	340
Total Attendance	3,993	4,448	193	2,032	485	11,151

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	126	91	24	97	2
Total Attendance	3,993	4,448	193	2,032	485

	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total
Number of Programs	306	34	340
Total Attendance	8,887	2,264	11,151

11i. Describe the library's in-person programs: story times; guest presenters; arts and crafts; book clubs; gaming clubs;movies;memory cafes

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: none

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: none

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. Leslie	Miller	335 Tower Ct.	Pewaukee	53072	lmiller71187@yahoo.com
2. Lisa	Jansen	1034 North Shore Drive	Pewaukee	53072	lisajansen1034@att.net
3. Ian	Clark	W276 N2822 Oak Street	Pewaukee	53072	clark@pewaukee.wi.us
4. Ann	Wright	N33 W23855 Fieldside Road	Pewaukee	53072	annvwright57@gmail.com
5. Heather	Gergen	276 Prospect Avenue	Pewaukee	53072	hgergen@villageofpewauke
6. Karen	Wildman	N21 W26651 Cattail Court	Pewaukee	53072	wildmanfam@gmail.com
7. Dale	Noll	W264 N2827 Prospect Avenue	Pewaukee	53072	pewaukeepatriot@gmail.co
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
City	Pewaukee	$871,795
Village	Pewaukee	$262,744
	Subtotal 1	$1,134,539

2. County

a. Home County Appropriation for Library Services — Subtotal 2a: $108,996

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Jefferson	$1,739		
Dodge	$511		
Washington	$511		
Racine	$106		
Walworth	$278		
		Subtotal 2b	$3,145

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Hoopla Grant	$3,101		
Innovation Grant	$7,671		
b. Funds Carried Forward from Previous Year	$0	c. Other State Funded Program	0
		Subtotal 3	$10,772

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

Program or Project	Amount
2024-51993 LSTA SEWI Grant	$800
Subtotal 4	$800

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

Name	Amount	Name	Amount
	$0		
		Subtotal 5	$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.	$0
7. All Other Operating Income	$86,250
8. Total Operating Income *Add 1 through 7*	$1,344,502
9. What is the current year annual appropriation provided by governing body(ies) for the public library?	$1,159,209
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes

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
$627,855	$195,492

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
$83,024	$18,764	$15,945	$10,301	$128,034

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Description	Type	Amount
Bridges Library System	CAFÉ Annual Costs	Contract	$23,287
Bridges Library System	Electronic Content	Contract	$10,337
Bridges Library System	Cooperative Purchases	Fee	$3,755
		Subtotal 4	$37,379

5. Other Operating Expenditures	$264,376
6. Total Operating Expenditures *Add 1 through 5*	$1,253,136
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	$800

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	Renovation of youth services info desk, flat roof replacement and elevato	$69,015	$69,015

2. Debt Retirement	3. Rent Paid to Municiality/County	Total Revenue	Total Expenditure
$0	$0	$69,015	$69,015

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: $281,914

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	MLS (ALA)	$87,506	40.00
Adult Services Manager	Department Head / Coordinator / Se	MLS (ALA)	$63,336	40.00
Youth Services Manager	Department Head / Coordinator / Se	MLS (ALA)	$66,194	40.00
Public Services Manager	Department Head / Coordinator / Se	MLS (ALA)	$55,432	40.00
Librarian	Librarian (MLS)	MLS (ALA)	$53,227	40.00
Librarian	Librarian (MLS)	MLS (ALA)	$52,499	40.00
Librarian	Librarian (MLS)	MLS (ALA)	$35,787	26.00
Librarian	Librarian (MLS)	MLS (ALA)	$35,162	28.00

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Administrative Assistant	Office Support (Entry)	Other	$14,851	16.00
Library Associate	Library Assistant - Public Services	Other	$46,551	46.00
Library Clerk	Clerk - Public Services	Other	$94,708	118.00
Library Page	Page/Shelver	Other	$34,947	57.50

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)	
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	c. Total Library Staff (FTE)
7.35	0.00	7.35	5.94	13.29

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 *See instructions for definition of nonresident*	82,966

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	46,636	33,349	79,985
3. Circulation to Nonresidents Living in Another County in the Library System	630	978	1,608
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	998	296	1,294

5. Circulation to All Other Wisconsin Residents	79	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. Dodge	74	f. Ozaukee	9
b. Washington	209	g.	
c. Racine	0	h.	
d. Walworth	4	i.	
e. Jefferson	978	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	2	37	29
Total Self-Directed Activity Participation	68	2,772	826
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	11	4	83
Total Self-Directed Activity Participation	996	605	5,267

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
Peter	Blenski	ysmanager@pewaukeelibrary.org

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
Kelly	Nelson	knelson@pewaukeelibrary.org

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 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
➢	Leslie Miller	
Library Director / Head Librarian Signature	**Library Director / Head Librarian Print or type**	**Date Signed**
➢	Elizabeth Champe	

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 Waukesha

The Pewaukee Public Library Board of Trustees hereby states that in 2023 the Bridges Library System

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
➢	Leslie Miller	

COMMENTS

SECTION_II
4. Electronic Audio Materials (downloadable)
Pewaukee purchases 52 audiobook licenses through the Hoopla Flex Program in 2023.--2024-02-02
SECTION_VII
Other Capital Projects
Funding for these capital expenses came from the Library's fund balance (Library Board approved).--2024-02-02
Other Library Funds
Subtractions
Capital expenses from 2023.--2024-02-02