



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2018

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

I. GENERAL INFORMATION

1. Name of Library West Allis Public Library		2. Public Library System Milwaukee County Federated Library System			
3a. Head Librarian First Name Michael	3b. Head Librarian Last Name Koszalka	4a. Certification Grade Gr I	4b. Certification Type Regular		5. Certification Expiration Date 05/31/2019
6a. Street Address 7421 W. National Ave.	6b. Mailing Address or PO Box 7421 West National Avenue	7. City / Village / Town West Allis	8a. ZIP 53214	8b. ZIP4 4699	9. County Milwaukee
10. Library Phone Number (414)302-8501	11. Fax Number (414)302-8545	12. Library E-mail Address of Director mkoszalka@westalliswi.gov			
13. Library Website URL www.westalliswi.gov		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 64	19b. Number of Winter Weeks 30	19c. Summer Hours Open per Week 60		19d. Number of Summer Weeks 22	
20. Square Footage of Public Library 47,000	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>	

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	177,267	12,070
2. Electronic Books <i>E-books</i>	161,553	
3. Audio Materials	16,159	737
4. Electronic Audio Materials <i>Downloadable</i>	50,981	
5. Video Materials	19,946	2,256
6. Electronic Video Materials <i>Downloadable</i>	1,406	
7. Other Materials Owned <i>Describe</i> 155 Kits. 31 Bifolka kits. 5,924 Periodicals, 210 CD-Roms, 52 puppet puzzles, 36 reference binders	6,547	
8. Electronic Collections <i>Locally Owned or Leased</i>	15	
9. Total Electronic Collections <i>Local, regional, and state</i>	76	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	256	

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>	
514,700		181,787		78,669		74,644	
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	
17,457	2	17,459	Survey Week(s)	74,829	Survey Week(s)	410,246	
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				
Actual Count	80,253	Not Counted		-1		36,093	40,432
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials	
17,149		11,061	375	28,585		1,077	
11. Programs and Program Attendance Annual Count						11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	264	32	95	391	84	65	
Total Attendance	7,815	426	1,850	10,091			

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. Michelle	Wadewitz	3044 S 94 St	West Allis	53227	
2. Barbara	Hart	1040 S 76 St	West Allis	53214	
3. Elizabeth	Suelzer	2144 S 76 St	West Allis	53219	esuelzer@gmail.com
4. Alderperson	Weigel	7415 W Greenfield Ave	West Allis	53214	mweigel@westalliswi.gov
5. Kari	Lerch	841 S 91 St	West Allis	53214	kariemarie1017@gmail.com
6. Bree	Johns-Konkol	8768 West McMyron Street	West Allis	53214	
7. Jody	Rymaszewski	901 S 75 St	West Allis	53214	rockslover@aol.com
8. Michelle	Boening	2605 S 75 St	West Allis	53219	mboening38@gmail.com
9. Adam	Hengel	1205 S 70 St	West Allis	53214	hengela@wawmsd.org
10.					
11.					
12.					
No. of Library Board Members <i>Include vacancies in this count</i>					
9					

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	West Allis	\$2,329,809
City	West Allis-PW/Fringes	\$124,453
Subtotal 1		\$2,454,262

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

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
MCFLS Reciprocal Borrowing	\$227,321		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$227,321

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
West Milwaukee	\$30,815		
Subtotal 5			\$30,815

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i> \$4,000	7. All Other Operating Income \$0	8. Total Operating Income <i>Add 1 through 7</i> \$2,716,398	9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library? \$2,844,585	10. Was your library's municipality exempt from the county library tax for 2018? <i>Wis. Stat. s. 43.64(2)</i> Yes
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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	MLS (ALA)	\$102,315	40.00	Librarian	MLS (ALA)	\$28,558	20.00
Library Manager	MLS (ALA)	\$79,227	40.00	Librarian	MLS (ALA)	\$60,652	40.00
Cat/Tech Process Lib	MLS (ALA)	\$78,020	40.00	Librarian	MLS (ALA)	\$27,216	20.00
Adult Serv/Circ Supervisor	MLS (ALA)	\$68,827	40.00	Vacant Librarian	MLS (ALA)	\$55,993	40.00
Children's Supervisor	MLS (ALA)	\$64,542	40.00				
Librarian	MLS (ALA)	\$55,993	40.00				
Librarian	MLS (ALA)	\$61,859	40.00				
Librarian	MLS (ALA)	\$57,553	40.00				

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
Lead Circulation Services Representative	Other	\$48,859	40.00	Librarian Intern	Other	\$7,338	12.00
Page	Other	\$83,096	188.00	Library Assistant	Other	\$91,520	80.00
Library Technician	Other	\$39,936	40.00	Building Service Technician	Other	\$54,558	40.00
Janitor	Other	\$46,758	40.00	Administrative Support Specialist	Other	\$43,971	40.00
Library Assistant	Other	\$26,332	20.00	Lead Page	Other	\$11,007	18.00

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)

11.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

11.00

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

18.30

c. Total Library Staff (FTE)

29.30

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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*
 205,288

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	193,997	10,922	204,919
3. Circulation to Nonresidents Living in Another County in Your System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	369	0	369

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)?
 Yes

8b. If yes, do you allow residents in adjacent systems to purchase library cards?
 Yes

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.		f.	
b.		g.	
c.		h.	
d.		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? *Mark all that apply*
 a. State TEACH line
 b. Other broadband connection *Local cable, telco, community network, etc.*

3. Does your library use any type of Internet filtering software or service?
 a. Yes, on all Internet workstations
 b. Yes, on some Internet workstations
 c. No filtering on any Internet workstation

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1
Total Unduplicated Individuals Involved	1,247	208	268	1,723
Number of Other Literacy Offerings	1	1	1	3
Total Unduplicated Individuals Involved	25	9	41	75
2. Drop-in Activities <i>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.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	15	29	12
Total Drop-in Activity Participation	4,738	281	151	5,170

3. 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 Elizabeth	b. Last Name Henika	c. Email Address beth.henika@mcfls.org
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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 ➤	Name of President <i>Print or type</i> Michelle Wadewitz	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Michael Koszalka	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. 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.*

County

Milwaukee

The West Allis Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

Milwaukee County Federated Library System

Name of 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 necessary.*

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

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 *Print or type*

Date Signed



Michelle

Wadewitz

COMMENTS

2019 Statement of Effectiveness (for the 2018 report)

The West Allis Public Library Board of Trustees understands that as part of being members of a cooperative venture, sacrifices are sometimes required. However, over a prolonged period of time, the West Allis Public Library carried, and continues to carry, an inequitable burden of serving a large number of non-residents; both in-house as well as through delivery service. Being fully cognizant of the Public Library Redesign Project currently taking place, the West Allis Public Library Board of Trustees continues to support the following precepts as a member of the Milwaukee County Federated Library System:

1. Local control and autonomy for our Library within the system model
2. An increased and more equitable reciprocal borrowing rate that supports the increased workload incurred by well-funded system libraries like the West Allis Public Library
3. A model where all system libraries are funded by their municipalities at a level that fully supports its community and service population. Further, the West Allis Public Library Board of Trustees resists any attempt to consolidate public library services within the current or redesigned library system model (county or regional)

The West Allis Public Library Board of Trustees remains hopeful for a more equitable approach towards library system resource allocation.