



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

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

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

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 Grade I	4b. Certification Type Regular	5. Certification Expiration Date 05/31/2024
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 westallislibrary.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 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>	178,901	11,107
2. Electronic Books <i>E-books</i>	166,446	
3. Audio Materials	15,436	712
4. Electronic Audio Materials <i>Downloadable</i>	54,711	
5. Video Materials	20,263	2,071
6. Electronic Video Materials <i>Downloadable</i>	952	
7. Other Materials Owned <i>Describe</i> 161 Kits, 31 Bifolkal Kits, 5,745 periodicals, 173 CD-Roms, 36 reference binders	6,147	
8. Electronic Collections <i>Locally Owned or Leased</i>	15	
9. Total Electronic Collections <i>Local, regional, and state</i>	69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	237	

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>	
495,279		174,674	77,029		75,630	
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
15,992	2	15,994	Survey Week(s)	85,854	Survey Week(s)	483,237
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	74,225	Not Counted		-1	48,321	55,300
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	
17,227	15,506	426	33,159		2,116	
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	275	31	55	361	84	65
Total Attendance	7,816	285	983	9,084		

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. Ray	Turner	1431 S 59 St	West Allis	53214	rct6388@msn.com
7. Jody	Rymaszewski	901 S 75 St	West Allis	53214	rockslover@aol.com
8. Open Seat					
9. Adam	Hengel	1205 S 70 St	West Allis	53214	hengela@wawmsd.org
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count		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	\$2,280,163
City	West Allis-PW/Fringes	\$132,437
Subtotal 1		\$2,412,600

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	\$210,045		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$210,045

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	\$29,644		
Subtotal 5			\$29,644

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$0

8. Total Operating Income Add 1 through 7

\$2,652,289

9. What is the current year annual appropriation provided by your governing body(ies) for your public library?

\$2,304,677

10. Was your library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

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

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

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

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.

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD	IX. TRUST FUNDS
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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. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$0

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$1,707,701
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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)	\$106,974	40.00	Librarian	MLS (ALA)	\$56,638	40.00
Library Manager	MLS (ALA)	\$82,888	40.00	Librarian	MLS (ALA)	\$29,931	20.00
Cat/Tech Process Lib	MLS (ALA)	\$79,581	40.00	Librarian	MLS (ALA)	\$29,130	20.00
Adult Serv/Circ Supervisor	MLS (ALA)	\$72,176	40.00	Outreach Librarian (Vacant)	MLS (ALA)	\$65,000	40.00
Children's Supervisor	MLS (ALA)	\$67,662	40.00	Lead Circulation Services Representative	Other	\$49,837	40.00
Librarian	MLS (ALA)	\$64,730	40.00	Library Technician	Other	\$40,726	40.00
Librarian	MLS (ALA)	\$63,461	40.00	Circulation Services Representative	Other	\$37,669	40.00
Librarian	MLS (ALA)	\$58,698	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
Circulation Services Representative	Other	\$36,650	40.00	Janitor	Other	\$47,694	40.00
Circulation Services Representative	Other	\$20,769	20.00	Library Assistant	Other	\$26,863	20.00
Circulation Services Representative	Other	\$18,325	20.00	Library Assistant	Other	\$26,863	20.00
Administrative Support Specialist	Other	\$46,093	40.00	Lead Circulation Page	Other	\$12,879	20.00
Building Maintenance Technician	Other	\$54,558	40.00	Library Page	Other	\$87,813	180.00

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)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
11.00	0.00	11.00	18.30	29.30

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*
204,275

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		194,765	9,245	204,010
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		265	0	265
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		

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? <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 <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 Self-directed Activities	7	2	3	12
	Total Self-directed Activity Participation	6,474	393	538	7,405
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. <i>Only the primary person is displayed here.</i>					
a. First Name Elizabeth	b. Last Name Henika	c. Email Address beth.henika@mcfls.org			
3. Name and email address of primary staff person who serves as the librarian for adults. <i>Only the primary person is displayed here.</i>					
a. First Name Emily	b. Last Name Rutter	c. Email Address emily.rutter@mcfls.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 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 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 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

Milwaukee

The West Allis Public Library Board of Trustees hereby states that in 2019, the Milwaukee County Federated Library System
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.

The West Allis Library signed the new MCFLS member agreement with reservations. Like many other municipalities during this past budget session, the City of West Allis experienced challenges in reaching appropriate budgetary goals. Budgets for City departments have been closely scrutinized and tightened. Our Library has faced budgetary cuts that have forced us to find new efficiencies, impacting our ability to purchase new materials and hire necessary staff. In light of such fiscal sacrifices, the West Allis Public Library Board questions the MCFLS initiatives-funded through reduced reciprocal percentages over the life of the contract-to expand its role in areas that heretofore were the responsibility of individual libraries. By forcing our Library to subsidize pricey, unnecessary services for other libraries through the systemic reduction of reciprocal borrowing reimbursement, MCFLS calls into question its role as an equitable entity. From 2009-when state aid funding was first established as a means to reimburse net lending libraries-through the life of the most recent contract, the reciprocal reimbursement rate will have dropped 8%. Although the projects funded through the reciprocal reimbursement reduction are noble, expanding Marketing and Data Collection, an Electronic Resources Buying Pool and other expensive initiatives are not, in our opinion, essential responsibilities of MCFLS-particularly during challenging fiscal times. Tough budget decisions made at the municipal level appear with greater emphasis when compared to the costly, non-essential choices made by the MCFLS Board at the price of continual reduction in reciprocal reimbursement. It seems clear from our vantage point that the MCFLS Board's ratification of a long-term agreement that continues to eradicate the long-standing principles of reciprocal borrowing in order to pay for costly, unnecessary services is fiscally irresponsible. It is a blatant rebuff to system libraries that are responsibly funded and efficiently managed.

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	
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