



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

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 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Rusk County Community Library			2. Public Library System IFLS Library System		
3a. Head Librarian First Name Christinna	3b. Head Librarian Last Name Swearingen	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 11/30/2025
6a. Street Address 418 Corbett Ave. W.	6b. Mailing Address or PO Box 418 Corbett Ave. W.	7. City / Village / Town Ladysmith	8a. ZIP 54848	8b. ZIP4 1708	9. County Rusk
10. Library Phone Number 7155322604	11. Fax Number (715)532-2658	12. Library E-mail Address of Director swearingen@ladysmithpl.org			
13. Library Website URL www.ladysmithpl.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? Yes	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? Yes				
20. Square Footage of Public Library 18,000	21. Did the 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> 159538412	

	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	43	20	23
19b. Number of Winter Weeks	17	7	2
19c. Summer Hours Open per Week	43	20	40
19d. Number of Summer Weeks	17	9	0
19e. Total Weeks per Year	34	16	2
19f. Total Hours per year for this location	1,462	320	46

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	988
1b. providing reference service	Yes	-1
1bi. reference service provided via email	Yes	-1
1bii. reference service provided via chat	No	0
1biii. reference service provided via text message	No	0
1biv. reference service provided via telephone	Yes	-1
1bv. reference service provided via another method (e.g., online service or form)	No	0
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	-1
1d. offering curbside pickup	No	0
1e. offering drive-thru circulation of physical materials	No	0
1f. offering vestibule/porch pickups	Yes	2,958
1g. offering delivery of materials (mail or drop-off)	No	0
1h. managing IT services for external Wi-Fi access	No	-1
1i. providing other types of online and electronic services	No	-1
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	0
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	0
2c. increasing the number of electronic materials and holdings purchased locally	No	0
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	-1
2e. augmenting the public's ability to use electronic materials in another way	No	0
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	No
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2021-01-01
First date reopened following initial COVID-19 closure	2021-05-03
Additional building closure and reopening dates, please describe	2021-09-27: lobby pickup only. 2021-11-08: fully open

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II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	32,497	2,000
2. Electronic Books <i>E-books</i>	173,888	
3. Audio Materials	2,432	110
4. Electronic Audio Materials <i>Downloadable</i>	68,715	
5. Video Materials	5,587	417
6. Electronic Video Materials <i>Downloadable</i>	592	
7. Other Materials Owned CD-roms, kits, microfilm, toys/games; books with audio; electronic games	333	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	4,109	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	4,172	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	54	

III. LIBRARY SERVICES

1. Circulation Transactions						
a. Total Circulation		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)	111	
51,960		19,783				
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Total ILL Transactions						
Mode of ILL Transaction (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 System (ILS)						
WISCAT						
Other (includes OCLC, manual tracking, or other methods)						
Total			15,971	14,622		
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
2,524	576	3,100	Survey Week(s)	988	Actual Count	21,819
6. Uses of Public Internet Computers			c. Method	d. Annual Count	7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		Actual Count	1,380	a. Method	b. Annual Count
12	12		Actual Count	1,380	Actual Count	8,942
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
9,301	0	1,183	630	1,813		
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials		
7,207	6,442	7	13,656	762		

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	3	6	0	5	14
Total Program Attendance	19	67	0	237	323
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs		Virtual Program Attendance		Total
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	
Number of Programs	2	4	0	3	9
Total Program Attendance	13	46	0	204	263
Describe the library's in-person programs:	teen education and support programs, story time, crafts projects				

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	1	2	0	2	5
Total Live Virtual Program Attendance	6	21	0	33	60
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	0	0	0
Which platforms does the library use to host the library's live, virtual programs:	Zoom, Facebook				
Describe the library's live, virtual programs:	virtual field trips, story times, museum visits, songs, teen education and socialization, historical education				

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

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	40	0	0	40
Total Pre-recorded Program Views	94			94
Which platforms does the library use to host the library's pre-recorded programs:	library website, Vimeo			
Describe the library's pre-recorded programs:	Summer Library Program with Page Turner Adventures			

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.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Randy	Tatur	N4403 Log Cabin Road	Rice Lake	58464	rtatur@citizens-tel.net
2. Allen	Hraban	721 E 9th St. S	Ladysmith	54848	district6a.hraban@gmail.com
3. Cindy	Pohlman	504 Miner Ave E	Ladysmith	54848	Cindypohl@hotmail.com
4. Leah	Fusc	W7679 Larson Rd	Ladysmith	54848	afusc7@live.com
5. Keely	Sanderson	610 River Ave E #8	Ladysmith	54848	MissKeelyMarie@gmail.com
6. Annette	Barna	W8459 Jansen Rd	Ladysmith	54848	abarna@centurytel.net
7. Anna	Kaufmann	418 Menasha Ave E	Ladysmith	54848	annam.kauffman@gmail.com
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members
Include vacancies in this count

7

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)	\$55,000	40.00				
Librarian II's (all)	Librn. no-MLS	\$128,767	124.75				
Youth Services Librarian	Librn. no-MLS	\$38,036	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

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)

1.00

Other Persons Holding the Title of Librarian (FTE)

4.12

Subtotal 2a

5.12

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

0.00

c. Total Library Staff (FTE)

5.12

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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 35,103

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		4,220	27,809	32,029
3. Circulation to Nonresidents Living in Another County in the Library System		308	1,355	1,663
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		453	732	1,185
5. Circulation to All Other Wisconsin Residents 211		6. Circulation to Persons from Out of the State 15		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

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. Barron	88	f. Washburn	6
b. Chippewa	1,142	g.	
c. Price	102	h.	
d. Sawyer	289	i.	
e. Taylor	437	j.	

XII. TECHNOLOGY

- | | | |
|--|--|--|
| 1. Does the library provide wireless Internet access?

Yes | 2. Library type of Internet connection
<i>Mark all that apply</i>
<input type="checkbox"/> a. State TEACH line
<input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i> | 3. Library use of Internet filtering software or service
<input type="checkbox"/> a. Yes, on all Internet workstations
<input type="checkbox"/> b. Yes, on some Internet workstations
<input checked="" type="checkbox"/> c. No filtering on any Internet workstation |
|--|--|--|

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 (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	25	3	7	35
	Total Self-directed Activity Participation	1,181	37	219	1,437

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 Valerie	b. Last Name Spooner	c. Email Address spooner@ladysmithpl.org
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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 Christinna	b. Last Name Swearingen	c. Email Address swearingen@ladysmithpl.org
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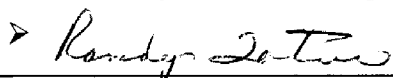
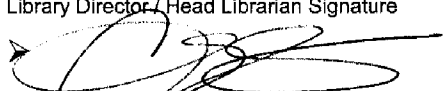
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 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 <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
	Randy Tatur	2-8-22
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
	Christinna Swearingen	2/8/22

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

Rusk

The Rusk County Community Library Board of Trustees hereby states that in 2020 the IFLS 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 two statements.

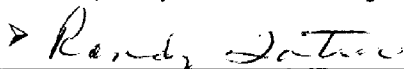
Explanation of library board's response. *Attach additional sheets if necessary.*

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 the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.
 IFLS has been a strong support for the library, library board and also library staff throughout this past year, going above and beyond to provide excellent service for Rusk County Community Library.

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
	Randy Tatur	2-8-22

COMMENTS

SECTION_II

9. Total Electronic Collections (local, system, and statewide)
Additional resources added at State level--2022-01-31

SECTION_V

Current Year Appropriation
City of Ladysmith contribution: \$158,153
Rusk County contribution: \$298,072--2022-02-01

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