



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 South Milwaukee Public Library			2. Public Library System Milwaukee County Federated Library System		
3a. Head Librarian First Name Tristan	3b. Head Librarian Last Name Boswell	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/31/2026	
6a. Street Address 1907 10th Ave.	6b. Mailing Address or PO Box 1907 10th Ave.	7. City / Village / Town South Milwaukee	8a. ZIP 53172	8b. ZIP4 2003	9. County Milwaukee
10. Library Phone Number 4147688195	11. Fax Number (414)768-8072	12. Library E-mail Address of Director tristan.boswell@mcfls.org			
13. Library Website URL smlibrary.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 27,482	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	44		0		0
19b. Number of winter weeks	52		0		0
19c. Summer hours open per week	0		0		0
19d. Number of summer weeks	0		0		0
19e. Total weeks per year	52		0		0
19f. Total hours per year for this location	2,288		0		0

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	57,485	3,637
2. Electronic Books <i>E-books</i>	175,340	
3. Audio Materials	4,946	159
4. Electronic Audio Materials <i>Downloadable</i>	77,219	
5. Video Materials	11,595	516
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> STEAM learning kits, cake pans, knitting/crochet needles	1,071	
8a. Electronic Collections <i>Locally Owned or Leased</i>	1	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	5	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	40	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)	2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	471	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
106,114	37,051		33,966	21,663

	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 <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)	33,824	21,625
WISCAT	130	25
Other (includes OCLC, manual tracking or other methods)	12	13

3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	Yes	a. Method	b. Annual Count	a. Method	b. Annual Count
4,817	2	4,819		Survey Week(s)	7,283	Actual Count	53,369

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	
15	10		Actual Count	6,231	Actual Count	3,277	

8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
37,599	16,129	2,087	81	18,297	

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
11,239	9,859	234	21,332	1,589

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	88	84	9	48	0	229
Total Attendance	2,815	3,718	59	713	0	7,305

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	88	84	9	48	0
Total Attendance	2,815	3,718	59	713	0
	11f. Onsite In-Person - Subtotal		11g. Offsite In-Person - Subtotal		11h. Total
Number of Programs	0		0		229
Total Attendance	0		0		7,305

11i. Describe the library's in-person programs: Storytime, Rhyme Time, Craft Programs, STEM Program, Educational Adult Programs, LEGO Club, Fiber Arts Group, Anime Club

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. David	Maass	614 Aspen St	South Milwaukee	53172	davidjmaass@gmail.com
2. Linda	Marquardt	734 Elm Ave	South Milwaukee	53172	lindamarquardt63@gmail.com
3. William	Fenger	601 Parkway Dr	South Milwaukee	53172	billfenger@yahoo.com
4. Lynn	Meidam	1867 Elm Ave	South Milwaukee	53172	lmmeidam@gmail.com
5. Erin	DeMont	723 Madison Ave	South Milwaukee	53172	vocabgirl@gmail.com
6. Joanne	Sobolik	816 Marion Avenue	South Milwaukee	53172	jasobolik@gmail.com
7. Daniel	Reszel	202 Laurel Lane	South Milwaukee	53172	danreszel@gmail.com
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	South Milwaukee	\$667,120
Subtotal 1		\$667,120

2. County

a. Home County Appropriation for Library Services

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	\$17,217		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3

\$17,217

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	\$345		
Subtotal 5			\$345

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

\$60,000

7. All Other Operating Income

\$12,851

8. Total Operating Income Add 1 through 7

\$757,533

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

\$667,120

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

No

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 \$400,428		2. Employee Benefits Include maintenance, security, plant operations \$102,320	
3. Library Collection Expenditures			
a. Print Materials \$21,318	b. Electronic Materials \$6,063	c. Audiovisual Materials \$8,590	d. All Other Library Materials \$16,708
			Subtotal 3 \$52,679
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
MCFLS	Automation and Technical Services	Contract	\$24,743
			Subtotal 4 \$24,743
5. Other Operating Expenditures			\$124,257
6. Total Operating Expenditures Add 1 through 5			\$704,427
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	\$0
b. State	0	\$0	\$0
c. Municipal	0	\$0	\$0
d. County	0	\$0	\$0
e. Other	0	\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0

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	\$22,228
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IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$0
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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 (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)	\$90,301	40.00
Assistant Library Director	Deputy / Associate / Assistant Librarian	MLS (ALA)	\$66,631	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$68,802	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$18,108	12.00
Library Assistant	Library Assistant - Public Services	Other	\$18,986	20.00
Library Assistant	Library Assistant - Public Services	Librn. no-MLS	\$19,290	20.00
Library Assistant	Library Assistant - Public Services	Other	\$24,824	20.00
Library Clerk	Clerk - Public Services	Other	\$21,652	20.00
Library Clerk	Clerk - Public Services	Other	\$10,622	16.00
Building Services Helper	Building Maintenance Worker	Other	\$19,651	20.00
Shelver	Page/Shelver	Other	\$11,261	20.00
Shelver	Page/Shelver	Other	\$5,055	12.00
Librarian	Librarian (MLS)	MLS (ALA)	\$24,648	20.00

b. Other Paid Staff See *Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

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)		c. Total Library 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		
3.80	0.00	3.80	3.70		7.50

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>			25,203
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	25,177	0	25,177
3. Circulation to Nonresidents Living in Another County in the Library System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	26	0	26
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 the 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, 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.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		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	24	23	2
Total Self-Directed Activity Participation	1,146	1,140	33
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	4	0	53
Total Self-Directed Activity Participation	117	0	2,436

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
Stephanie	Jurss	Stephanie.Jurss@mcfls.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
Bethany	Meyer	bethany.meyer@mcfls.org

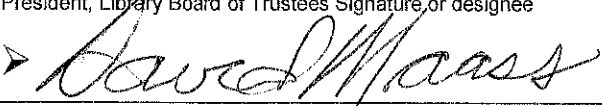

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 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
	David Maass	2.26.24
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Tristan Boswell	2-26-24

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
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The South Milwaukee Public Library Board of Trustees hereby states that in 2023 the Milwaukee County Federated Library
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.

The MCFLS system has provided effective leadership and met the needs of the South Milwaukee Public Library.

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
	David Maass	2.26.24

COMMENTS

SECTION II

6. Electronic Video Materials (downloadable)
Available resources changed in 2023.--2024-02-16

SECTION III

Total Young Adult Synchronous Programs

During staff downsizing a Young Adult Librarian was removed from staffing from a 20 hour per week position to a 12 hr week position. Then a retirement left that 12 hr position vacant for over 50% of the year. Which is why YA programs are reduced in 2023.--2024-02-16

Total Young Adult Synchronous Attendance

During staff downsizing a Young Adult Librarian was removed from staffing from a 20 hour per week position to a 12 hr week position. Then a retirement left that 12 hr position vacant for over 50% of the year. Which is why YA programs are reduced in 2023.--2024-02-16

SECTION VII

Federal Capital Projects

No capital expenditures in 2023.--2024-02-16

State Capital Projects

No capital expenditures in 2023.--2024-02-16

Municipal Projects

No capital expenditures in 2023.--2024-02-16

County Capital Projects

No capital expenditures in 2023.--2024-02-16

Other Capital Projects

No capital expenditures in 2023.--2024-02-16