



| I. GENERAL INFORMATION | | | | | |
|--|---|---|--|--|-----------------------|
| 1. Name of Library Alice Baker Memorial Public Library | | | 2. Public Library System Waukesha County Federated Library System | | |
| 3a. Head Librarian First Name Allison | 3b. Head Librarian Last Name Chase | 4a. Certificate Grade Gr 1 | 4b. Certificate Type Regular | 5. Certificate Exp. Date 10/31/2015 | |
| 6a. Street Address 820 E. Main St. | 6b. Mailing Address or PO Box PO Box 520 | 7. City / Village / Town Eagle | 8a. ZIP 53119 | 8b. ZIP4 0520 | 9. County Waukesha |
| 10. Library Phone Number (262)594-2800 | 11. Fax Number (262)594-5126 | 12. Library E-mail Address of Director chase@eagle.lib.wi.us | | | |
| 13. Library Website URL www.alicebaker.lib.wi.us | | 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 a municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stats. 43.53? Yes | | | | |
| 19a. Winter Hours Open per Week 56 | 19b. Number of Winter Weeks 38 | 19c. Summer Hours Open per Week 55 | 19d. Number of Summer Weeks 14 | | |
| 20. Annual Public Service Hours for the Main Library and Any Branches and Bookmobiles 2,898 | | 21. Square Footage of Public Library 4,160 | 22. Did your library move to a new facility or branch or expand an existing facility during the fiscal year? No | | |

| II. LIBRARY COLLECTION | | |
|--|-----------------------|--------------|
| | Number Owned / Leased | Number Added |
| 1. Books in Print | 32,475 | 1,629 |
| 2. Electronic Books <i>E-books</i> | 29,093 | |
| 3. Audio Materials | 1,857 | 95 |
| 4. Electronic Audio Materials <i>Downloadable</i> | 9,651 | |
| 5. Video Materials | 3,732 | 368 |
| 6. Electronic Video Materials <i>Downloadable</i> | 319 | |
| 7. Other Materials Owned <i>Describe</i> av equipment, pamphlets, puppets, children's kits, activity kits | 218 | |
| 8. Databases Locally Owned or Leased | 1 | |
| 9. Total Databases <i>Local, regional, and state</i> | 55 | |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i> | 126 | |

| 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> | |
| 52,678 | | 24,813 | 12,581 | | 10,881 | |
| 3. Number of Registered Borrowers | | | 4. Reference Transactions | | 5. Library Visits | |
| a. Resident | b. Nonresident | c. TOTAL | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 3,482 | 1,581 | 5,063 | Survey Week(s) | 1,500 | Survey Week(s) | 41,000 |
| 6. Uses of Public Internet Computers | | | 7a. Number of Licensed Database Sessions | | 7b. Number of Locally-Created, Non-commercial Database Sessions | |
| a. Method | | b. Annual Count | | | | |
| Actual Count | | 3,373 | 250 | | -1 | |
| 7c. Uses of E-Books by Users of Your Library | | | 7d. Uses of E-Audio by Users of Your Library | | 7e. Uses of E-Video by Users of Your Library | |
| 1,479 | | | 1,027 | | 4 | |
| 8. Programs and Program Attendance Annual Count | | | | | 9. Number of Public Use Computers | |
| | a. Children (0-11) | b. Young Adult (12-18) | c. Other Programs | d. TOTAL | a. Total | b. Internet Access |
| Number of Programs | 92 | 24 | 90 | 206 | 7 | 7 |
| Attendance | 1,871 | 187 | 1,585 | 3,643 | | |

IV. LIBRARY GOVERNANCE

1. **Library Board Members.** List the 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 | | | | | |
| a. David | Traver | W351 S6851 Ulrickson Road | Eagle | 53119 | david@traverlaw.com |
| b. Katy | Degenhardt | 601 Spinning Wheel Ct | Eagle | 53119 | KDegenhardt@wi.rr.com |
| c. Lois | Dewey | W341 S9391 Hwy E | Eagle | 53119 | ddewey5@wi.rr.com |
| d. Kathleen | Henning | W348 S8935 Eagles Nest | Eagle | 53119 | Kathleen.Lynette@gmail.com |
| e. Julianne | Koestler | W341 S9620 Hwy E | Eagle | 53119 | juliannekoestler@hotmail.com |
| f. Judy | Laufenberg | 215 Waukesha Road #1 | Eagle | 53119 | judy.laufenberg@yahoo.com |
| g. Anna | Hagen | 319 Pleasant Street | Eagle | 53119 | bcmomtvo@netscape.net |
| h. Kristi | Davies | S79 W35875 Timber Ct. | Eagle | 53119 | ka.davies@hotmail.com |
| i. Dan | West | S82 W35200 Mailman Road | Eagle | 53119 | westd@townofeaglewi.us |
| j. | | | | | |
| k. | | | | | |
| l. | | | | | |

2. Number of Library Board Members *Include vacancies in this count*

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service. Only Joint libraries will report more than one municipality here.

| Municipal Type | Name | Amount |
|-------------------|-------|------------------|
| Town | Eagle | \$137,189 |
| Village | Eagle | \$62,914 |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$200,103 |

2. County

a. Home County Appropriation for Library Service

Subtotal 2a \$25,085

b. Other County Payments for Library Services

| Name | Amount | Name | Amount |
|--------------------|---------|------------|-----------------|
| Racine | \$0 | Washington | \$12 |
| Walworth | \$9,570 | | |
| Dodge | \$27 | | |
| Jefferson | \$8,170 | | |
| Ozaukee | | | |
| Subtotal 2b | | | \$17,779 |

3. State Funds

a. Public Library System State Funds

| Description | Amount | Description | Amount |
|--|------------|--------------------------------------|----------------|
| | | SLP Materials | \$350 |
| Book grant | \$926 | WCFIS 2012 CE Grant | \$100 |
| b. Funds Carried Forward from Previous Year | \$0 | c. Other State Funded Program | 0 |
| Subtotal 3 | | | \$1,376 |

4. Federal Funds Name of program and, if LSTA, show project number

| Project Name and Number | Amount |
|-------------------------|--------|
| | |
| | |
| | |
| | |
| Subtotal 4 | |

5. Contract Income from Other Governmental Units, Libraries, Agencies, Library Systems, etc.

| Name | Amount | Name | Amount |
|-------------------|--------|------|--------|
| | | | |
| | | | |
| Subtotal 5 | | | |

| | | | | |
|--|--|--|---|--|
| 6. Funds Carried Forward Do not include state aid. Report state funds in 3b above. \$21,292 | 7. All Other Operating Income \$7,283 | 8. Total Operating Income Add 1 through 7 \$272,918 | 9. What is the 2013 annual appropriation provided by your governing body/bodies for your public library? \$200,103 | 10. Was your library's municipality exempt from the county library tax for 2012? Wis. Stats. s.43.64(2) Yes |
|--|--|--|---|--|

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|---|---|--|
| | VI. LIBRARY OPERATING EXPENDITURES | |
| <i>Report operating expenditures from all sources. Do not report capital expenditures here.</i> | | |

| | | | | |
|---|---|---|---|---|
| 1. Salaries and Wages <i>Include maintenance, security, plant operations</i> <p style="text-align: right;">\$134,949</p> | 2. Employee Benefits <i>Include maintenance, security, plant operations</i> <p style="text-align: right;">\$32,707</p> | | | |
| 3. Library Collection Expenditures | | | | |
| a. Print Materials <p style="text-align: right;">\$23,778</p> | b. Electronic Materials <p style="text-align: right;">\$1,530</p> | c. Audiovisual Materials <p style="text-align: right;">\$7,524</p> | d. All Other Library Materials <p style="text-align: right;">\$0</p> | e. Subtotal 3 <p style="text-align: right;">\$32,832</p> |
| 4. Contracts for Services from Other Libraries <i>Include contracts with other libraries, municipalities, and systems here. Include service provider.</i> | | | | |
| | Provider | Amount | | Amount |
| | | \$11,156 | | |
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| | | | Subtotal 4 | \$11,156 |
| 5. Other Operating Expenditures | | | | \$39,631 |
| 6. Total Operating Expenditures <i>Add 1 through 5</i> | | | | \$251,275 |
| 7. Of the expenditures reported on line 6, what were operating expenditures from federal program sources? | | | | \$0 |

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

Report 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 |
|--------------------|---------------------------------------|--------------|-------------|
| Federal | | | |
| State | | | |
| Municipal | | | |
| County | | | |
| Other | | | |
| 2. Debt Retirement | 3. Rent Paid to Municipality / County | TOTAL | |

| | |
|--|---|
| 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 held by the library board (except Trust Funds) that have not been reported in a previous section. | Report the total amount of other funds and trust funds held at end of year. |
| Total Amount of Other Funds at End of Year \$52,720 | Total Amount of Trust Funds Held by the Library Board |

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees report all employees under 1a and 1b below. Libraries with more than 15 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel only.

a. Employees Holding the Title of Librarian. Indicate advanced degrees with a check or an X.

| 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) | \$46,919 | 40.00 | | | | |
| | | | | | | | |
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| | | | | | | | |

b. Other Paid Staff See instructions

| | Type of Staff | Total Annual Wages | Hours Worked per Week | Position | Type of Staff | Total Annual Wages | Hours Worked per Week |
|-----------------------------------|---------------|--------------------|-----------------------|---------------------------------|---------------|--------------------|-----------------------|
| Children/Teen/ILL/Circ/Purchasing | Librn. no-MLS | \$18,715 | 27.27 | Circ/Shelving/Reader's Advisory | Other | \$4,375 | 10.96 |
| Cataloging/Circ/Special Events | Other | \$9,940 | 21.70 | IT/Circ | Other | \$3,500 | 5.17 |
| Circ/Processing/School Liaison | Librn. no-MLS | \$9,260 | 16.67 | Data Entry/Labeling | Other | \$3,304 | 7.67 |
| Circ/Web/Bookkeeper | Other | \$7,464 | 15.25 | Circ/Shelving | Other | \$17,331 | 42.42 |
| Cleaning | Other | \$4,679 | 6.24 | Seasonal Circ/Shelving | Other | \$4,984 | 12.51 |

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)

1.00

1.09

Subtotal 2a

2.09

b. All Other Paid Staff

3.04

c. Total Library Staff

5.13

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, Line 1, what was the total circulation to nonresidents See instructions for definition of nonresident

17,419

| Divide nonresident circulation among the following categories. The total for 2 through 6 below should equal the number reported in question 1 above. | a. Those with a Library | b. Those without a Library | c. Subtotal |
|--|-------------------------|----------------------------|-------------|
| 2. Circulation to Nonresidents Living in Your County | 1,732 | 8,877 | 10,609 |
| 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 | 706 | 5,800 | 6,506 |
| 5. Circulation to All Other Wisconsin Residents | 38 | | |
| 6. Circulation to Persons from Out of the State | | 0 | |

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS (cont'd.)

| | | |
|--|---|--|
| <p>7. Are the answers to questions 1 through 6 based on actual count or survey/sample?</p> <p style="text-align: center;">Actual</p> | <p>8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stats. s. 43.17(11)(b)?</p> <p style="text-align: center;">No</p> | <p>8b. If yes, do you allow residents in adjacent systems to purchase library cards?</p> <p style="text-align: center;">No</p> |
|--|---|--|

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 | 0 | f. Washington | 4 |
| b. Jefferson | 2,411 | g. | |
| c. Ozaukee | 0 | h. | |
| d. Racine | 21 | i. | |
| e. Walworth | 3,364 | j. | |

XII. TECHNOLOGY

| | | |
|--|---|--|
| <p>1. What type of Internet connection do you have?</p> <p><input checked="" type="checkbox"/> a. Only a dedicated or leased line <i>Often provided by TEACH program</i></p> <p><input type="checkbox"/> b. Only a broadband cable or DSL line</p> <p><input type="checkbox"/> c. Both a and b</p> | <p>2. Is the speed of your Internet connection sufficient to meet patron and staff needs?</p> <p><input type="checkbox"/> a. Our speed is sufficient almost all the time (at least 95% of the time).</p> <p><input checked="" type="checkbox"/> b. Our speed is sufficient most of the time (at least 80%).</p> <p><input type="checkbox"/> c. Our speed is NOT sufficient most of the time or is not sufficient at critical daily periods.</p> | <p>3. Does your library use any type of Internet filtering software or service?</p> <p><input type="checkbox"/> a. Yes, on all Internet workstations</p> <p><input type="checkbox"/> b. Yes, on some Internet workstations</p> <p><input checked="" type="checkbox"/> c. No filtering on any Internet workstations</p> |
| <p>4. Does your library provide wireless Internet access for patrons' mobile devices?</p> <p style="text-align: center;">Yes</p> | <p>5a. Method of Counting Wireless Internet Uses <i>New for 2012—Optional</i></p> <p style="text-align: center;">Password Controlled</p> | <p>5b. Number of Wireless Internet Uses <i>New for 2012—Optional</i></p> <p style="text-align: center;">331</p> |

XIII. YOUTH SERVICES

1. Summer Library Programming *Estimate if the library does not have this number*

| | | | |
|---|--|--|--|
| <p>a. How many children and young adults registered or participated in the summer library program?</p> <p style="text-align: center;">515</p> | <p>b. How many children who participated in the summer library program were five or younger?</p> <p style="text-align: center;">24</p> | <p>c. How many of those who participated in the summer library program were age 12-18?</p> <p style="text-align: center;">47</p> | <p>d. What was the total attendance at children's programs at the library this summer? <i>Children and adults</i></p> <p style="text-align: center;">796</p> |
|---|--|--|--|

2. Drop-in Activities *New for 2012—Optional 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; for example, DIY station, 1000 Books Before Kindergarten, and Online Teen Book Club.*

| | a. Children (0-11) | b. Young Adult (12-18) | c. TOTAL |
|----------------------|--------------------|------------------------|----------|
| Number of Activities | 6 | 10 | 16 |
| Participation | 10 | 64 | 74 |

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian.

| | | |
|---|--|---|
| <p>a. First Name</p> <p style="text-align: center;">Maria</p> | <p>b. Last Name</p> <p style="text-align: center;">Hinners</p> | <p>c. Email Address</p> <p style="text-align: center;">mhinners@eagle.lib.wi.us</p> |
|---|--|---|

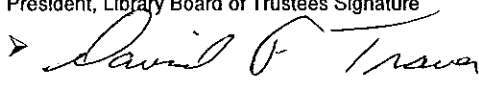
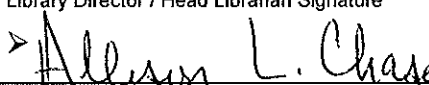
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 electronic database 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 David F. Traver | Date Signed 3/19/13 |
| Library Director / Head Librarian Signature  | Name of Director / Head Librarian Allison L. Chase | Date Signed 3/19/2013 |

| | | |
|--|---|--|
| | 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.*

The Alice Baker Memorial Public Library Board of Trustees hereby states that in 2012, the Waukesha County Federated Library System
Name of Public Library Name of Your 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.

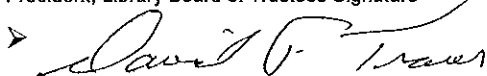
Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement *may* be sent directly to the Division for Libraries and Technology (DLT), c/o John DeBacher, 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 David F. Traver | Date Signed 3/19/13 |
|---|--------------------------------------|------------------------|

| | COMMENTS | |
|--|----------|--|
|--|----------|--|