



Wisconsin Department of Public Instruction

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)  
FOR THE YEAR 2022

**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 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

**I. GENERAL INFORMATION**

1. Name of Library Black Earth Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Bailey M.	3b. Head Librarian Last Name Anderson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 2026/05/31	
6a. Street Address 1210 Mills St.	6b. Mailing Address or PO Box PO Box 346	7. City / Village / Town Black Earth	8a. ZIP 53515	8b. ZIP4 0346	9. County Dane
10. Library Phone Number 6087672563	11. Fax Number (608)767-2064	12. Library E-mail Address of Director banderson@blackearthlibrary.org			
13. Library Website URL www.blackearthlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 4	
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 2,560	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	51	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week			0
19d. Number of summer weeks			
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,652	0	0

**PUBLIC SERVICES COVID-19**

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	Yes
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

**COVID-19 CLOSURES**

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe  
After reopening in 2020, we remained open.

**II. LIBRARY COLLECTION**

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	15,553	910
2. Electronic Books <i>E-books</i>	173,351	
3. Audio Materials	1,623	72
4. Electronic Audio Materials <i>Downloadable</i>	71,196	
5. Video Materials	2,982	78
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe Kits (STEAM kits, busy bags), hotspot, equipment (hot glue guns, thermometer), generic items</i>	109	
8a. Electronic Collections <i>Locally Owned or Leased</i>	5	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	1	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	66	

**III. LIBRARY SERVICES**

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans		b. Items Received <i>Received from</i>	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>			
23,034	10,126	127		15,029		11,294	
Method for Counting ILL Transactions    Total 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)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
615	427	1,042	No	Survey Week(s)	1,300	Actual Count	16,628
6. Uses of Public Internet Computers				c. Method		7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		d. Annual Count		a. Method	b. Annual Count	
4	4		Actual Count		1,822	Actual Count	86,753
8. Website Visits	9. Electronic Collection Retrieval						
9,966	a. Local	b. Other	c. Statewide	d. Total			
	685	127	94	906			
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		
2,222	2,597	5	4,824		133		

**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	55	13	4	12	4	88
Total Attendance	460	232	40	98	88	918

**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	55	13	4	12	4
Total Attendance	460	232	40	98	88
	<b>11f. Onsite In-Person - Subtotal</b>				
Number of Programs	82	6			
Total Attendance	854	64			
	<b>11g. Offsite In-Person - Subtotal</b>				
					<b>11h. Total</b>
					88
					918

11i. Describe the library's in-person programs: Crafternoon, Move It Mondays, storytime, toddler art, early release programs, adult book discussions, crafting sessions, teen writer's circle, Local Author Fair

**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: N/A

12h. Describe the library's live, virtual programs: N/A

**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	23	0	0	0	0	23
Total Pre-Recorded Program Views	1,798	0	0	0	0	1,798

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube

13h. Describe the library's pre-recorded programs: Picture book readings, story time songs and rhymes ("Build Your Own Storytime")

**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 \$115,550		2. Employee Benefits Include maintenance, security, plant operations \$12,508	
3. Library Collection Expenditures			
a. Print Materials \$12,390	b. Electronic Materials \$4,201	c. Audiovisual Materials \$4,273	d. All Other Library Materials \$0
			Subtotal 3 \$20,864
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider		Amount	
SCLS Technology & ILS		\$14,793	
			Subtotal 4 \$14,793
5. Other Operating Expenditures			\$23,062
			6. Total Operating Expenditures Add 1 through 5 \$186,777
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$50

**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
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$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 \$267,703

**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year

**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)	\$41,600	40.00				
Library Asst	Librn. no-MLS	\$6,068	8.00				
YS Librarian	MLS (ALA)	\$25,485	24.00				
Circulation Mgr	Librn. no-MLS	\$16,824	20.00				
Administrative Asst	Librn. no-MLS	\$15,445	20.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Substitute Library Assistant	Other	\$2,812	4.00				
Library Page	Other	\$1,892	4.00				
Library Page	Other	\$1,892	4.00				

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)

1.60

Other Persons Holding the Title of Librarian (FTE)

1.20

Subtotal 2a

2.80

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

0.30

c. Total Library Staff (FTE)

3.10

**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
Village	Black Earth	\$126,328
Subtotal 1		\$126,328

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$60,879
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$64		
Green	\$488		
Iowa	\$3,559		
Sauk	\$136		
Subtotal 2b			\$4,247

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$423		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$423

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
LSTA	\$50
Subtotal 4	\$50

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. \$20,662

7. All Other Operating Income \$750

8. Total Operating Income Add 1 through 7 \$213,339

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$133,657
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes

**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
<b>PRESIDENT</b>					
1. Gary	Schuetz	914 Center St.	Black Earth	53515	gpschuetz@gmail.com
2. Linda	Colby	1021 Nicole Ct.	Black Earth	53515	colbylm@hotmail.com
3. vacant	vacant	vacant	vacant	vacant	vacant
4. Anne	Moore	3025 Handel St.	Black Earth	53515	amoore@wisheights.k12.w
5. Terry	Moyer	1421 Mills St. PO Box 69	Black Earth	53515	tmoyer@blackearthwiscons
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
Include vacancies in this count

5



**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>			11,196
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		2,975	7,170
3. Circulation to Nonresidents Living in Another County in the Library System		145	81
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1	803
5. Circulation to All Other Wisconsin Residents		21	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?		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)?	
Actual		No	
		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
		No	
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. Columbia	18	f. Rock	0
b. Dodge	0	g. Sauk	54
c. Green	6	h.	
d. Iowa	803	i.	
e. Jefferson	0	j.	

**XII. TECHNOLOGY**

1a. Does your library provide wireless Internet access for patrons' mobile devices? <b>Yes</b>		2. Library type of Internet Connection <i>Mark all that apply</i>		3. Is the library CIPA compliant?	
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? <b>Yes</b>		<b>Yes</b> a. State TEACH line		<b>Yes</b>	
		<b>No</b> b. Other broadband connection Local, cable, telco, community network, etc.			

**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 (0-5)		b. Children (6-11)		c. Young Adult (12-18)
Number of Self-Directed Activities	22		1		2
Total Self-Directed Activity Participation	289		28		33
	d. Adult (19+)		e. General Interest (all ages)		f. Total
Number of Self-Directed Activities	6		2		33
Total Self-Directed Activity Participation	100		71		521
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	
Kirsten		Rogers		kkrogers@blackearthlibrary.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	
Bailey		Anderson		banderson@blackearthlibrary.org	

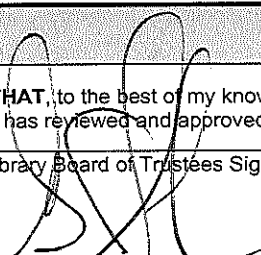

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

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
	Gary Schuetz	2/21/23
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Bailey M. Anderson	2/21/23

**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

Dane

The Black Earth Public Library Board of Trustees hereby states that in 2022 the South Central 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 statements*

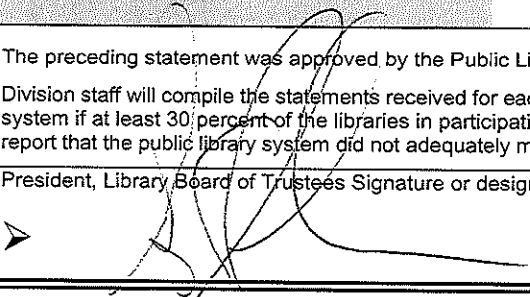
Explanation of library board's response. *Attach additional sheets if necessary.*

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](mailto:LibraryReport@dpi.wi.gov).

**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
	Gary Schuetz	2/21/23

## COMMENTS

## SECTION\_I

Standard winter hours open per week

Increased service hours by .5 hours per day for five days per week, adding 2.5 operating hours per week.--2023-01-30

## SECTION\_II

6. Electronic Video Materials (downloadable)

As of September 1, 2022, OverDrive Videos were no longer available for download.--2023-02-01

7b. Other Material Description

Discontinued iPod lending, withdrew discovery kits, added STEAM kits instead.--2023-01-30

10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)

Some magazines discontinued print subscriptions in 2022.--2023-01-30

## SECTION\_III

3c. Registered Users

Registered Resident and Nonresident totals are different from 2021, even though they total the same as 2021.--2023-02-02

4a. Method Used to Count Reference Transactions

Data was not collected in previous years.--2023-02-02

4b. Reference Transactions

Data was not collected in previous years.--2023-02-01

## SECTION\_VI

b. Electronic Materials

Growth in database usage and statewide digital buying pool.--2023-01-31

Other Library Funds

Total Amount of Other Funds at End of Year

Library investment account lost value in 2022.--2023-01-30