



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2020

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 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Vaughn Public Library			2. Public Library System Northern Waters Library Service		
3a. Head Librarian First Name Sarah	3b. Head Librarian Last Name Adams	4a. Certification Grade Grade I	4b. Certification Type Regular		5. Certification Expiration Date 07/31/2022
6a. Street Address 502 W. Main St.	6b. Mailing Address or PO Box 502 W. Main St.	7. City / Village / Town Ashland	8a. ZIP 54806	8b. ZIP4 1584	9. County Ashland
10. Library Phone Number 7156827060	11. Fax Number (715) 257-6042	12. Library E-mail Address of Director sadams@vaughnlibrary.org			
13. Library Website URL vaughnlibrary.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? 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 the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 15,715	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> 134723188		

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	50	18	50
19b. Number of Winter Weeks	12	9	5
19c. Summer Hours Open per Week	50		
19d. Number of Summer Weeks	26		
19e. Total Weeks per Year	38	9	5
19f. Total Hours per year for this location	1,900	162	250

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	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	Yes	
1g. offering delivery of materials (mail or drop-off)	Yes	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	No	
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	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
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 Before COVID-19	Yes
4. Electronic Library Cards Issued During COVID-19	Yes
5. External Wi-Fi Access Before COVID-19	Yes
6. External Wi-Fi Access Added During COVID-19	Yes
7. External Wi-Fi Access Increased During COVID-19	Yes
8. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2020-03-19
First date reopened following initial COVID-19 closure	2020-05-26
Additional building closure and reopening dates, please describe	Curbside only April 27 - May 26, 2020 Limited walk-in hours Nov 30 - Dec 31, 2020 9:00 am - 12:00 pm

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	31,284	1,677
2. Electronic Books <i>E-books</i>	153,894	
3. Audio Materials	4,365	198
4. Electronic Audio Materials <i>Downloadable</i>	59,002	
5. Video Materials	5,195	298
6. Electronic Video Materials <i>Downloadable</i>	573	
7. Other Materials Owned <i>Describe</i> Reclassified "Kit" ; excluded book CD	14	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	64	
9. Total Electronic Collections <i>Local, regional, and state</i>	67	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	97	

III. LIBRARY SERVICES						
1. Circulation Transactions						
a. Total Circulation		b. Children's Materials				
64,752		20,248				
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Categorized 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)			8,712		9,099	
WISCAT			314		474	
Other (includes OCLC, manual tracking, or other methods)						
Total			9,026		9,573	
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
3,827	2,822	6,649	Survey Week(s)	1,534	Survey Week(s)	28,710
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		a. Method	b. Annual Count	a. Method	b. Annual Count
12	12		Actual Count	4,922	Router Count	83,862
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals		9d. Total Electronic Collection Retrievals	
89,000	-1	-1	-1		-1	
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		
15,358	14,540	42	29,940	3,305		

LIBRARY PROGRAMS AND ATTENDANCE
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11. Programs and Program Attendance Annual Count
 Method for Counting Number of Programs and Attendance
 In-person, virtual, and pre-recorded program statistics

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	41	25	15	81
Total Program Attendance	399	157	86	642

Describe the library's programs

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

In-Person Programs and Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	25	14	13	52
Total Program Attendance	319	125	78	522

Describe the library's in-person programs:

Preschool and toddler story time, chess club, teen writing club, book clubs, featured speakers

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Live Virtual Programs	16	11	2	29
Total Live Virtual Program Attendance	80	32	8	120
Total Views of Live Programs Recorded for Asynchronous Viewing				

Which platforms does the library use to host the library's live, virtual programs:

Zoom, Facebook

Describe the library's live, virtual programs:

Book Clubs, Page Turner-variety show, Writing club

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	61			61
Total Pre-recorded Program Views	12,067			12,067

Which platforms does the library use to host the library's pre-recorded programs:

Da Vinci Resolve, Facebook

Describe the library's pre-recorded programs:

Preschool & Toddler story time

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.	Janna	Levings	712 Chapple Ave	Ashland	54806-3043	jannalevings@gmail.com
2.	Dina (Dinny)	Bolka	61679 Hegstrom Road	Ashland	54806-4204	bolkas@centurylink.net
3.	Michelle	Jardine	822 3rd Avenue East	Ashland	54806-3213	jardinemichelle@live.com
4.	Jim	Crandall	10860 N Loop Rd	Drummond	54832	jcrandall@bayfieldcounty.org
5.	Clarence	Campbell	1014 Chapple Avenue	Ashland	54806-2938	clcampbell@centurytel.net
6.	Sarah	Jackson	704 12 Avenue West	Ashland	54806-2147	ward3@coawi.org
7.	Mary	Ashbach	527 7th Street West	Ashland	54806	maryasbach@gmail.com
8.						
9.						
10.						
11.						
12.						
Number of Library Board Members <i>include vacancies in this count</i>						
7						

V. LIBRARY OPERATING REVENUE				
Report operating revenue only. Do not report capital receipts here.				
1. Local Municipal Appropriations for Library Service <i>Only Joint libraries report more than one municipality here</i>				
Municipality Type	Name			Amount
City	Ashland			\$322,320
Town				
				Subtotal 1
				\$322,320
2. County				
a. Home County Appropriation for Library Service				Subtotal 2a
				\$68,739
b. Other County Payments for Library Services				
County Name	Amount	County Name	Amount	
Bayfield	\$81,686			
Price	\$560			
Iron	\$4,958			
Sawyer	\$425			
				Subtotal 2b
				\$87,629
3. State Funds				
a. Public Library System State Funds				
Description	Amount	Description	Amount	
Collection Development Grant	\$1,296			
WLA Membership	\$191			
b. Funds Carried Forward from Previous Year		c. Other State Funded Program		
				Subtotal 3
				\$1,487
4. Federal Funds <i>Name of program—for LSTA grant awards, grant number and project title</i>				
Program or Project				Amount
				\$0
				Subtotal 4
				\$0
5. Contract Income <i>From other governmental units, libraries, agencies, library systems, etc.</i>				
Name	Amount	Name	Amount	
				Subtotal 5
6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i>
\$92,639	\$30,992	\$603,806	\$314,262	Yes

VI. LIBRARY OPERATING EXPENDITURES
Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$248,560		\$124,088		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$29,548	\$1,934	\$11,229	\$0	\$42,711
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider	Amount	Provider	Amount	
Merlin Consortium Fees	\$12,750	BadgerNet	\$1,200	
Movie License	\$354			
Software Updates	\$1,133			
Delivery	\$1,455			
Wiscat	\$100			
WiscNet	\$345			
			Subtotal 4	\$17,337
5. Other Operating Expenditures				\$56,535
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$489,231
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. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
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	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure	
\$0	\$0	\$0	\$0	

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. <i>Wis. Stat. s. 43.58(6)(a)</i>		1. Total Amount of Other Funds at End of Year	1. Total Amount of Trust Funds Held by the Library Board at End of Year
		\$102,830	

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)	\$61,000	40.00	Maintenance	Other	\$42,455	40.00
Librarian	Librn. no-MLS	\$43,000	40.00				
Librarian	Librn. no-MLS	\$43,000	40.00				
Librarian	Librn. no-MLS	\$28,800	32.00				
Librarian	Librn. no-MLS	\$25,400	32.00				
Clerk	Other	\$3,900	8.00				
Page	Other	\$3,500	8.00				
Page	Other						

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

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

c. Total Library Staff (FTE)

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
1.00	4.60	5.60	1.40	7.00

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 32,704

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	626	11,276	11,902
3. Circulation to Nonresidents Living in Another County in the Library System	3,751	16,909	20,660
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	81	81
5. Circulation to All Other Wisconsin Residents 35	6. Circulation to Persons from Out of the State 26		

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?
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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. Bayfield	15,904	f.	
b. Iron	806	g.	
c. Sawyer	7	h.	
d. Price	81	i.	
e.		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 checked="" type="checkbox"/> a. State TEACH line <input 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
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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	11	4	1	16
	Total Self-directed Activity Participation	350	32	55	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 Kathy	b. Last Name Draughon	c. Email Address kdraugh@coawi.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 Sarah	b. Last Name Adams	c. Email Address sadams@vaughnlibrary.org
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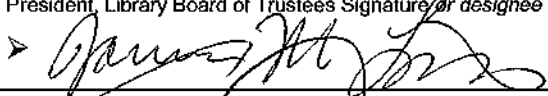
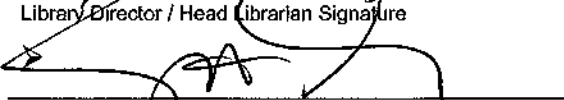
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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</i> designee	Name of President or Designee <i>Print or type</i>	Date Signed
	Janna Levings	2-16-21
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
	Sarah Adams	2/12/21

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
Ashland

The Vaughn Public Library Board of Trustees hereby states that in 2020 the Northern Waters Library Service
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.

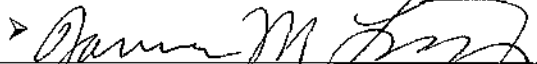
Explanation of library board's response. Attach additional sheets if necessary.

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.

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
	Janna Levings	2-16-21

	COMMENTS	
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