



2018 Annual Report to the Board of Trustees

2018 SUMMARY OF MAJOR ACCOMPLISHMENTS, PROJECTS AND INITIATIVES

2018 was the second full year of working with and implementing the strategic plan that was developed and approved late in 2016. Seven major goals were established, with priority projects assigned to each. In addition, various other strategies were identified and articulated for each goal.

Goal 1: Collection Building, Services Innovation and Services Delivery

- **Priority Project: Expand digitization of city records.** The first definitive step was taken late in the year via the provision of specialized training given to one member of the Archives staff. This will build the foundation for an eventual ongoing effort which will take at least 2 years to fully solidify.

- **Other**
 - A new “VHS-to-DVD” conversion service was launched. Due to some technical difficulties that emerged after the service started, long-term sustainability was deemed unlikely. A second VHS-to-DVD recorder was ordered to replace the broken one.
 - In the continuing effort to improve ease of access to collections, the picture book collection at all three locations was re-organized.
 - Two new collections were created - a collection of circulating board games, and a selection of adult-level “discovery” kits on subjects ranging from how to throw a Mexican dinner party to how to cope with diabetes. (Build new kinds of collections)
 - For the 5th summer in a row, LPL helped coordinate the Dark La Crosse trolley schedule in partnership with Explore La Crosse, and provided the tour guides. At the end of the season, LPL received a \$900 check as their share of the revenue earned. (Develop programs with partners)
 - As a result of relationships built with the downtown Main Street organizations, LPL received a huge donation of rubber stamps and craft stamping supplies. By year’s end, plans were in place to create circulating kits with some of it, and to use the rest as a foundation for the start of developing a maker-space.
 - Acquisition of the American Legion Post #52 historical records, including the original letters from Pvt. Roy L. Vingers to his family, 1917-1918 to the Archives collections.

Goal 2: Creative Sourcing and Partnerships

- **Priority Project: Begin exploring possibility of combining library catalogs with the school district to develop integrated collections.** Although in theory this appeared to be a very desirable endeavor, issues related to technology, policies and staff time prevented any kind of action or progress. By year’s end, the general consensus of the management staff was that pursuing this was a dead end.

- **Priority Project: Collaborate to better serve at-risk populations.** Because of the “vagueness” of this, it was difficult to measure any kind of progress as many of our existing partnerships deal with various at-risk populations. Management consensus was to drop this as an identified priority as it has become part of our daily business.

- **Other**
 - In partnership with the school district, work began on creating a “virtual” library card for every child in the district to allow access to our online products. (Launch a joint library card.)

- With the absorption of the Franke Foundation into the La Crosse Community Foundation and the subsequent loss of management of the ALANO group, the library successfully built on their relationship with the various non-profits by continuing to host the Care 'N Share event on their own, and were even able to find alternative match funding. At year's end, a new Non-Profit of the Month initiative was launched, with every month in 2019 booked within 2 months. (Become a community integrator)
- Scott Brouwer served on the African-American History Project advisory board to help deepen relationships and partnering opportunities with that segment of the community. (Become a community integrator.)
- In collaboration with the YMCA and a grant-funded opportunity, an after-school snack program was launched at NCL. (Help at-risk populations)
- Successfully partnered with the La Crosse School district during the annual Give-A-Gift event to raise funds to purchase over 700 new books for classroom library collections.
- Launched the "Books To Beds" library delivery service for Gundersen patients with longer hospital stays.
- In collaboration with Michael Scott, the "Ghosts of Historic La Crosse" walking tour was launched with proceeds totally \$832 coming back to the library Archives gift account.
- In collaboration with the La Crosse Tribune and Pediment Publishing, extensive Archives support was given to create the third volume of *La Crosse Memories*.
- In collaboration with Dr. Ariel Beaujot and the UW-L History Department staff, work was done with students to develop student walking tours to incorporate into the existing Footsteps of La Crosse website.

Goal 3: Community Access

- **Priority Project: Collaborate with MTU to establish a bus stop at the Main library location.** This was accomplished as a result of MTU re-thinking their downtown circulator route, and reaching out to the library for suggestions.
- **Other**
 - Thanks to an opportunity presented by the Explore La Crosse group, the library acquired a "pop-up" library van in the spring and was able to equip it enough to deploy it several times during the summer and fall at various events and locations. Plans began immediately late in the year to more fully utilize this new service in 2019. (Provide services where you are.) (Re-invent how the library serves neighborhoods.)
 - In March of 2018, the city council passed a resolution to begin exploring the possibility of establishing a multi-use facility at the current site of the South Community Library. In September, an RFP was issued for architects; by year's end, nine responses had been received and a timeline for selection and the start of project was established. (Provide services where you are.)(Partner with city departments.)
 - The Archives department began a successful "pop-up" effort of their own with an exhibit of historical images at various community events and venues; the History Hunt event with DMI was also turned into a passive program.

Goal 4: Marketing, Promotion and Advocacy

- **Priority Projects: Hire a part-time graphics person/Establish a marketing budget/Explore implementation of the Hometown Tourist idea.** Two of these priority projects experienced “some” progress, but baby steps only. A rudimentary marketing/programming budget was developed, but was acknowledged to be just a first step. While no graphics person was hired, the graphics talents of some existing staff was called upon with the intent of providing them a stipend. No progress was made at all on the Hometown Tourist idea; resources were instead deployed on an extremely successful series of programs and activities for National Library Week.
- **Other**
 - A major barrier to service was removed in 2018 when the Library Board voted to eliminate fines for a one-year trial. Dawn Wacek, the youth services manager, spearheaded this effort and received national recognition for her TedTalk on the subject.
 - Archives held a successful series of “Behind the Scenes” tours of the Archives department for National Library Week, as well as displaying historical photos of the library in conjunction with LPL’s 130th anniversary.
 - Building on the creation of a new logo in 2017, and as a way to further our “brand,” new library cards incorporating the new logo were designed and produced.
 - As a kickoff to National Library Week 2018, four large banners were produced and unveiled bearing the message “Libraries Are For Everyone” in four different languages, and incorporating culturally and ethnically diverse graphics based on the universal street sign for libraries design.

Goal 5: Leadership, Staffing and Professional Development

- **Priority Project: Bring Back Staff Development Day.** Under the leadership of the adult services department, a success staff development day was held in October (Promote learning)
- **Priority Project: Better reward top performers where pay/benefits inequities have been identified.** Actions taken by the Library Board in the 4th quarter addressed almost all of the existing issues, and kept salaries in key management positions competitive. (Reward achievement)
- **Other**
 - A cell phone stipend policy modeled on that of the city’s was approved by the Library Board. Unfortunately, at year’s end it had not yet been implemented because of issues related to the differences in stipend amounts between the library’s policy and the city’s.
 - Three professional staff were able to attend the PLA conference in March, and a number of staff were involved in both attending and presenting at the annual WLA conference that was held in La Crosse. (Promote learning)
 - Archives began participating in mini-regional history group meetings sponsored by the Wisconsin Historical Society’s Local History division.
 - Archives successfully competed to be a site for an IMLS grant. An iSchool student from UW-Madison helped the department with digital materials management and best practices. As a

result, a workflow policies and procedures were developed to deal more effectively with digitally born materials (mainly photographs and video.)

- Cynthia Arauz, head of circulation, was elected as chair-elect of the support staff section of WLA.
- Long-time employees Sandi Frost and Helen Muetze retired at the end of the year.

Goal 6: Resources, Buildings, Technology and Systems

- **Priority Project: Reimagine/reconfigure museum space w/overall review of the whole building.** This was the #1 priority established for the year. In March of 2018, the City Council passed a resolution authorizing an examination of the south branch library site as a possible site for a combined library/senior center. It was determined that both the museum space and the south library site be combined into one RFP, which was released in September. At year's end, 9 architectural firms had responded to the RFP, and a timeline for moving forward was set.
- **Priority Project: Make full-time G4S security a library staff member.** An initial proposal was presented late in the year and experienced a bit of Board pushback. At year's end, library management re-grouped with the intention of bringing it forward again in 2019.
- **Other**
 - A number of improvements to the infrastructure were made in order to improve flexibility, replace aging/obsolete technologies and increase efficiencies. They included:
 - A "flip" of furniture and collections in the Youth Services area to better use the existing space.
 - A complete replacement of data cabling at Main.
 - The installation of a new phone system.
 - The installation of a new fire panel.
 - The development and launch of a new staff Intranet
 - A new walk-up outside book drop to replace the old drive-up book drop.
 - New outside LED lighting was installed at both branches.

Goal 7: Governance, Funding and Managing Change

- **Priority Project: Significantly improve how we measure success and/or ROI by implementing the PLA project outcome toolkit.** This was delegated to the newly-created programming and community engagement coordinator position mid-year. At year's end, work had proceeded in a soft launch, with the first "hard" data to come out in 1st quarter of 2019.
- **Other**
 - Although a number of inquiries were made, the library was not able to schedule one of the Common Council planning sessions onsite.
 - An improved citizen concerns procedure was established.

2018 Data Services Accomplishments

Monday, February 5, 2018 10:07 AM

- New Firewall at Headend
 - Faster, supports new firmware, thus more secure
 - Cost \$0 above our annual contract
- Intranet
 - Increased Collaboration
 - Increases Communication
 - Increases Engagement
- Buildings & Maintenance
 - Converted Hazardous Materials Listing from paper to digital format
 - Updated iPads to use Application, locking it down for Hazardous Materials Only
- 24 New Data Switches were installed to replace the older technology that was no longer supported. The new switches offer increased speed and reliability between computers to Servers and Internet. This affects both Staff and Patrons at all 3 locations.
- Deep Freeze - Was \$10K, Got it for \$5k, was paying Centurion \$1200/yr, now only \$900/yr
 - This replaces Centurion public security that was not Windows 10 compliant.
- New Wiring Infrastructure throughout the Main Street location for both data and phone
- Meraki - Mobile Device Management Software
 - Simplifying Youth Services Software Installations to allow installation and management of ipads from anywhere.
- Envisionware - Added 2 more Self-Checks
- Updated Vmware on all servers to increase reliability and newer server operating systems
- Updated 4 Active Directory Servers
 - Primary/Secondary for Staff
 - Primary/Secondary for Public
- Updates 2 WSUS Servers to handle windows updates from a managed prospective
- Created a new File Server to host staff home folders
- New Windows 10 Computers at the Branches
- New North IP Camera Server
- New South IP Camera Server
- Updated ExacqVision Server version at main (software only)
- IRS Redesign replaces the outdated and unsupported IRS written by Dave G.
- Sedja - Online PDF editor for free
 - Added to Patron stations
- AARP
 - Total number of Federal Returns Accepted
2018: 1575,
2017: 1625,
2016: 1847,
2015: 1507
Average Adjusted Gross Income: \$18,904
Total Refunds: \$1,005,953
Primary or secondary Taxpayer age 60 or older: 1155
 - 2. Phone Intake: Heather
 - 3. Computers: Lou, Scott, Cindy
 - a. Scheduling museum for both weeks of training
 - b. Need suggestions for computer use in museum. The computers went too slow when connected to the router, but were better if fewer computers were online. How many computers should be connected to the router? Should we use Wifi to allow additional computers to function?
 - I looked online and the average cost is \$250, but that includes more complicated taxes. I called H&R Block and asked about a person with social security income and small retirement income who is filing for Homestead credit and the cost would be between \$150 and \$225.

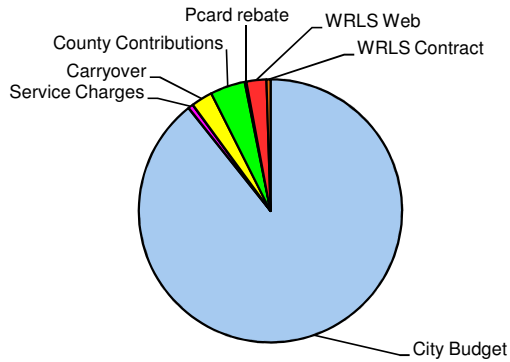
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1400 Account 2018 Receipts and Disbursements	
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FINANCIAL INFORMATION

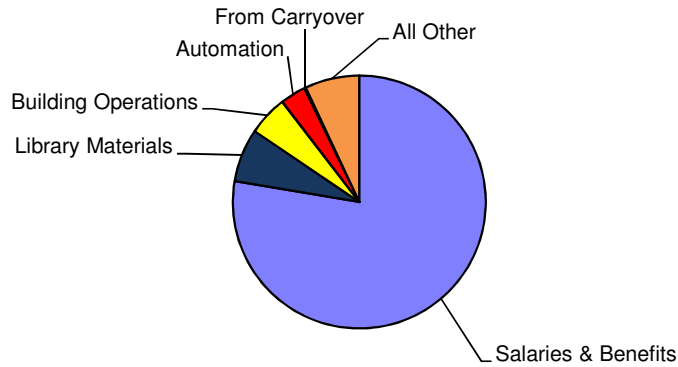
INCOME:

City Operating Budget	\$4,608,953	89.31%
Fees, service charges, misc.	\$32,374	0.63%
Carryover	\$136,079	2.64%
County Contributions	\$222,068	4.30%
Pcard rebate	\$9,793	0.19%
WRLS Web	\$126,817	2.46%
WRLS Contract	\$24,557	0.48%
TOTAL	\$5,160,641	



EXPENDITURES:

Salaries & Benefits	\$3,941,641	77.67%
Library Materials	\$345,187	6.80%
Building Operations	\$259,172	5.11%
Automation	\$165,752	3.27%
From Carryover	\$10,210	0.20%
All Other	\$353,175	6.96%
TOTAL	\$5,075,138	



CARRYOVER

2017 Carryover to 2018	\$136,079
Taken out of Carryover line	-\$10,210
2018 Operating Budget Expend. Balance	(\$100,196)
2018 Operating Budget Unanticipated Income	\$59,830
2018 Carryover to 2019	\$85,503

SPECIAL IN-HOUSE CHECKING ACCOUNT

	2018	% CHANGE	2017
Income - 1400 (Photocopiers)	\$13,637	-8.6%	\$14,922
- 3400 (Gifts)	\$159,353	4.9%	\$151,891
-4400 (credit card receipts)	\$24,116	-1.0%	\$24,365
Expend. - 1400 (Photocopiers)	\$20,159	17.0%	\$17,223
- 3400 (Gifts)	\$155,148	7.2%	\$144,713
-4400 (credit card expenses)	\$15,242	-19.3%	\$18,896
Balance as of Dec. 31, 2018	\$190,998		

Special Trustees Fund:

		<u>% Change</u>
Balance 1/1/2018;	\$1,137,920	4.17%
Bequests Added in 2018	\$0	
Contributions Added in 2018	\$10,000	
Interest	\$37,082	
Capital Gain	\$6,929	
Change in Market Value	(\$45,315)	
Fees	(\$8,179)	
Capital Loss	(\$5,951)	
Board Expenditures	(\$4,300)	
Balance 12/31/2018	\$1,128,186	-0.86%

SEE APPENDICES FOR MORE DETAIL ON FUNDS

Pop Up Van



Banner Unveiling



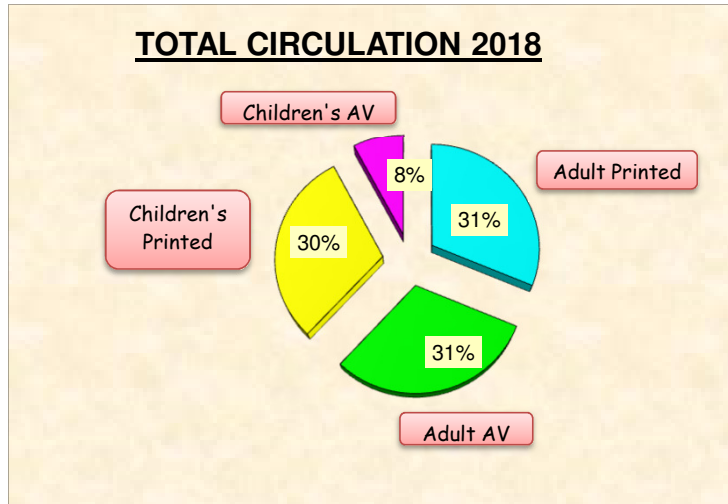
FINANCIAL COMPARISON INFORMATION:

	2018	2017	2016
Total Expenditure per Capita:	\$97.16	\$93.41	\$95.74
Percentage change	4.0%	-2.4%	-3.3%
Materials Expenditure per Capita:	\$6.61	\$6.40	\$6.95
Support per Capita:	\$98.79	\$96.01	\$95.51
Support Received from City per Capita:	\$88.16	\$86.89	\$82.44
Percentage change	1.5%	5.4%	-1.5%
Cost per Hour Open: (Main, North, and South combined hours)	\$682.27	\$667.08	\$679.01
Percentage change	2.3%	-1.8%	-3.3%
Staff in FTEs per 1,000 Population:	1.08	1.08	1.1
Staff per circ/ref. transaction	0.068	0.064	0.060
Cost per Circulation:	\$6.53	\$5.92	\$5.66
Percentage change	10.3%	4.7%	3.1%



Tomato & Garlic Fest



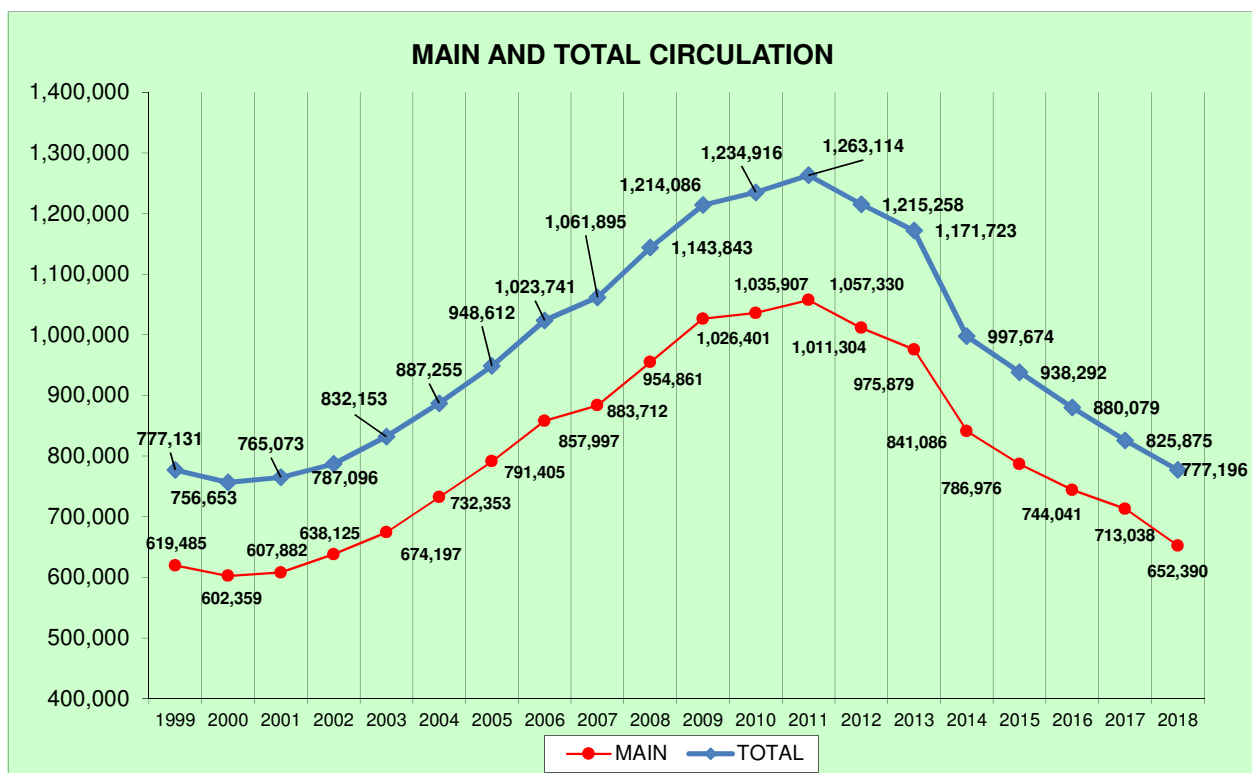
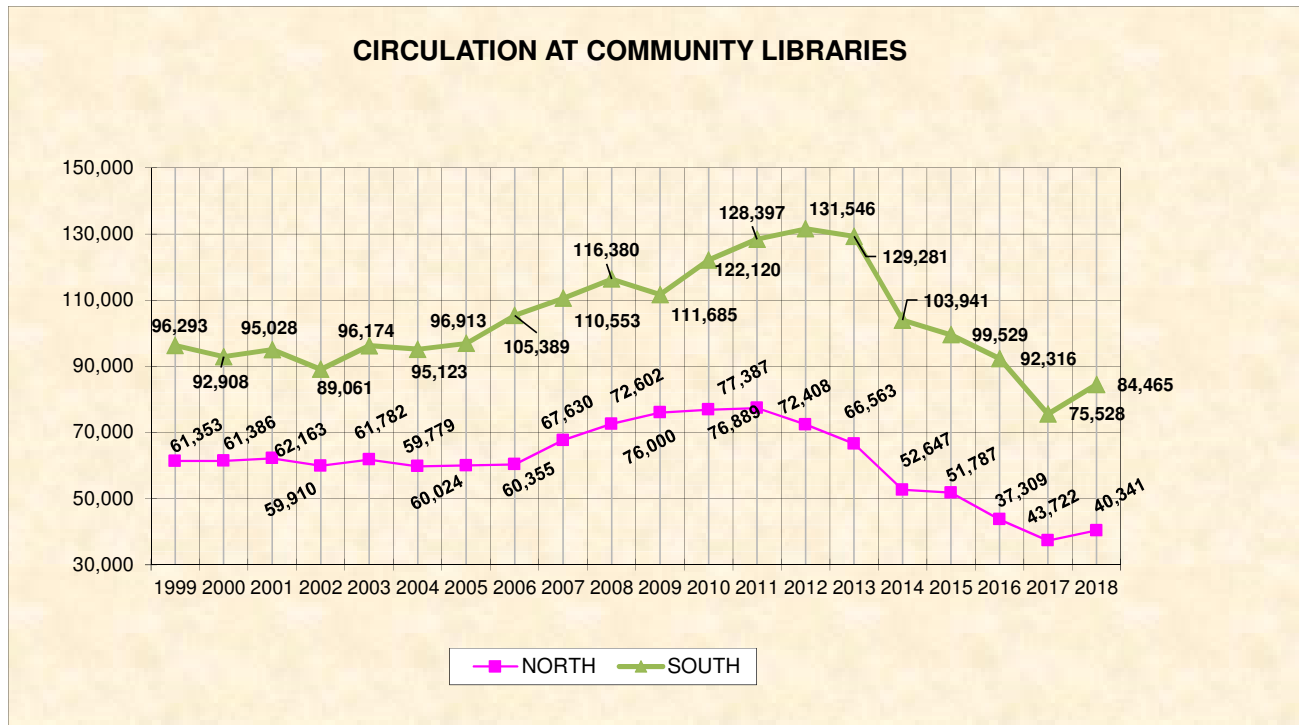


CIRCULATION INFORMATION

	2018	% of Total	% Change from Last Year
TOTAL CIRCULATION:	777,196		-5.89%
Print Items	478,444	61.56%	-4.95%
Non-Print Items	298,752	38.44%	-7.37%
Adult Materials	481,138	61.91%	-7.32%
Children's Materials	296,058	38.09%	-3.49%
TOTAL AT MAIN:	652,390		-8.51%
Print Items	398,562	61.09%	-6.99%
Non-Print Items	253,828	38.91%	-10.79%
Adult Materials	410,909	62.99%	-9.77%
Children's Materials	241,481	37.01%	-6.28%
TOTAL AT NORTH:	40,341		8.13%
Print Items	22,941	56.87%	4.33%
Non-Print Items	17,400	43.13%	13.57%
Adult Materials	24,384	60.44%	6.64%
Children's Materials	15,957	39.56%	10.48%
TOTAL AT SOUTH:	84,465		11.83%
Print Items	56,941	67.41%	7.72%
Non-Print Items	27,524	32.59%	21.42%
Adult Materials	45,845	54.28%	12.19%
Children's Materials	38,620	45.72%	11.41%

COMPARISON INFORMATION

	2018	2017	2016
Turnover Rate: (No. of times each item circulated)	4.06	4.32	4.60
Circulation per Capita:	14.88	15.77	16.92
Circulation per Hour Open -			
Total:	104	143	120
Main:	199	217	227
North:	19	30	22
South:	41	61	46





Batman
Storytime



OTHER INFORMATION

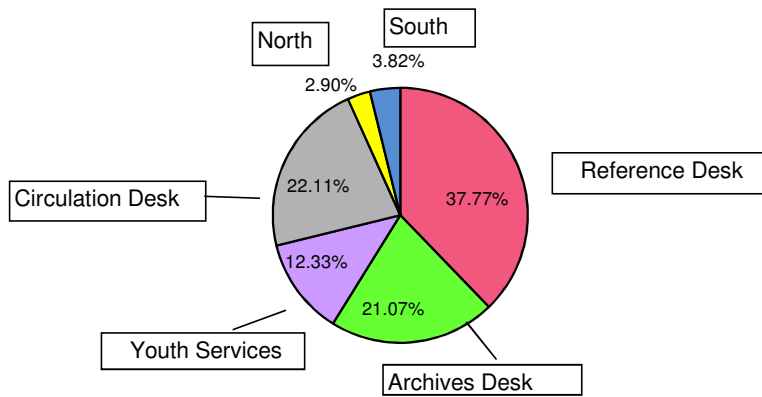
	2018	% of Total	% Change from 2017
PROGRAMS			
Number Held in 2018:	1,405		12.13%
Adult	400	28.47%	3.63%
Monday Mornings @ Main	16		
Bus Trips	5		
Chapters	7		
Classes	46		
Dark La Crosse Tours	39		
Genealogy & Local History	30		
Movies	56		
Storytime for Adults	4		
Other	197		
Children's	1,005	71.53%	34.90%
Pre-school	730		
Elementary school	164		
Middle school	87		
High school	24		
Attendance	47,969		-2.31%
Adult	14,935	31.13%	-34.06%
Children's	33,034	68.87%	24.86%
Pre-school	16,002		
Elementary school	13,527		
Middle school	2,947		
High school	558		
Drop-In Children's Programs			
Literacy Offerings - SLP	2		
Attendance	1,122		
Drop-In Activities	44		
Attendance	2,646		

NUMBER OF HOURS OPEN (per week):

At Main	
At North	65
At South	40
	40

	2018	% of Total	% Change from 2017
REFERENCE QUESTIONS			
Number Asked in 2018	59,256		-4.72%
Reference Desk	22,381	37.77%	-2.83%
Archives Desk	12,487	21.07%	6.70%
Children's Room	7,306	12.33%	-9.35%
Circulation Desk	13,104	22.11%	-16.28%
North Branch	1,716	2.90%	-13.16%
South Branch	2,262	3.82%	27.94%

Reference Questions 2018



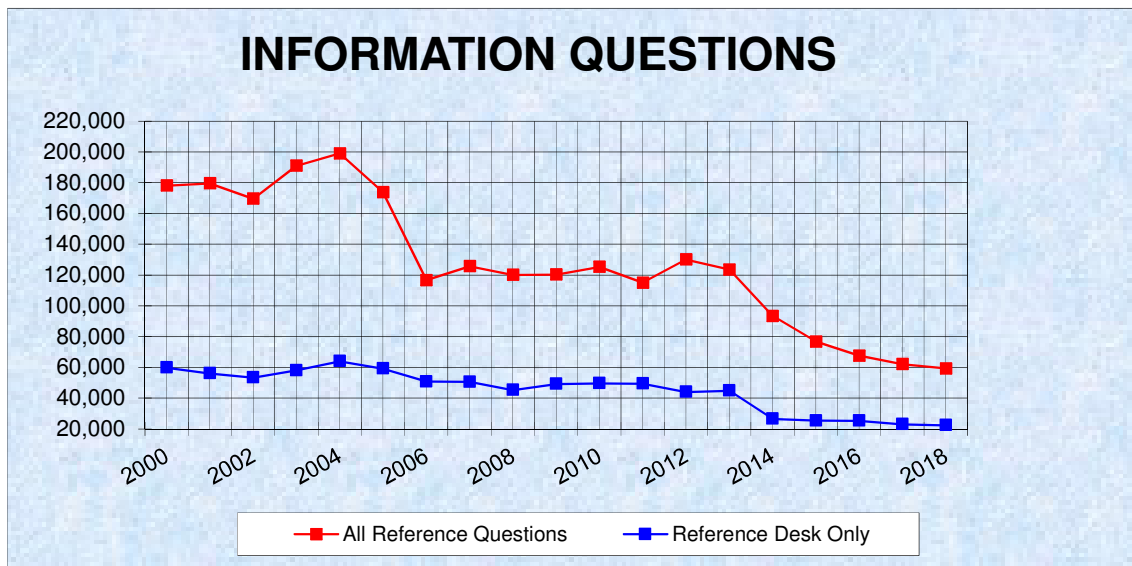
Sorting through WWI letters from Roy Vingers

Music on a Sunday Afternoon



COMPARISON INFORMATION

	2018	2017	2016
Reference Questions per Capita:	1.1	1.2	1.3
Population Served:	52,282	52,236	52,377



APPENDIX A

STATE ANNUAL REPORT



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2018

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

I. GENERAL INFORMATION

1. Name of Library La Crosse Public Library		2. Public Library System Winding Rivers Library System			
3a. Head Librarian First Name Kelly	3b. Head Librarian Last Name Krieg-Sigman	4a. Certification Grade Gr 1	4b. Certification Type Regular		5. Certification Expiration Date 12/31/2018
6a. Street Address 800 Main St.	6b. Mailing Address or PO Box 800 Main St.	7. City / Village / Town La Crosse	8a. ZIP 54601	8b. ZIP4 4122	9. County La Crosse
10. Library Phone Number (608)789-7100	11. Fax Number (608)789-7106	12. Library E-mail Address of Director kelly@lacrosselibrary.org			
13. Library Website URL www.lacrosselibrary.org		14. No. of Branches 2	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 1	
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				
19a. Winter Hours Open per Week 65	19b. Number of Winter Weeks 39	19c. Summer Hours Open per Week 65	19d. Number of Summer Weeks 13		
20. Square Footage of Public Library 84,610	21. Did your 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> 610452026		

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	138,754	13,859
2. Electronic Books <i>E-books</i>	446,879	
3. Audio Materials	22,478	2,003
4. Electronic Audio Materials <i>Downloadable</i>	358,188	
5. Video Materials	22,463	5,578
6. Electronic Video Materials <i>Downloadable</i>	48,049	
7. Other Materials Owned <i>Describe</i> 375 Microforms, 78 board games	453	
8. Electronic Collections <i>Locally Owned or Leased</i>	20	
9. Total Electronic Collections <i>Local, regional, and state</i>	66	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	299	

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>	
777,196		296,058	124,427		92,461	
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
40,371	16,993	57,364	Survey Week(s)	59,256	Actual Count	507,821
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			
Actual Count	76,428	Password Controlled	59,189	360,582	182,700	182,700
10. Uses of Electronic Materials by Users of Your Library						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials	
39,935	28,077	134	68,146		3,921	
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access
Number of Programs	894	111	400	1,405	115	113
Total Attendance	29,529	3,505	14,935	47,969		

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. Jodi	Ehrenberger	127 23rd Street South	La Crosse	54601	jehrenberger@coulecbank.net
2. Suzanne	Anglehart	16554 Farnam St.	La Crosse	54601	sanglehart@uwlax.edu
3. Araysa	Simpson	1545 Travis St.	La Crosse	54601	bsbnjg@yahoo.com
4. Sara	Sullivan	608 16th Street South	La Crosse	54601	cronemom29@gmail.com
5. Kathlyn	Ivey	2001 Hyde Ave.	La Crosse	54601	kathycivey@gmail.com
6. Judy	Bouffleur	2575 Edgewood Place	La Crosse	54601	jdbouffleur@gmail.com
7. Katie	Bittner	1027 Charles St.	La Crosse	54603	kjleigh@gmail.com
8. Gary	Padesky	825 20th St. South	La Crosse	54601	padeskyg@cityoflacrosse.org
9. Catherine	Ellingson	713 Charles St.	La Crosse	54603	cellings@lacrossesd.org
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
9					

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	La Crosse	\$4,608,953
Subtotal 1		\$4,608,953

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Jackson	\$9,721		
Monroe	\$28,056		
Trempealeau	\$16,512		
Vernon	\$167,779		
Subtotal 2b			\$222,068

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Winding Rivers Library System	\$24,557		
Subtotal 3		\$24,557	

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

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
WRLSWEB	\$126,817		
Subtotal 5			\$126,817

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i> \$136,080	7. All Other Operating Income \$38,380	8. Total Operating Income <i>Add 1 through 7</i> \$5,156,855	9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library? \$4,791,128	10. Was your library's municipality exempt from the county library tax for 2018? <i>Wis. Stat. s. 43.64(2)</i> 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>	
\$2,934,713		\$1,006,928	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$197,175	\$59,355	\$88,657	
			e. Subtotal 3
			\$345,187
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider		Amount	
WRLSWEB		\$81,043	
			Subtotal 4
			\$81,043
5. Other Operating Expenditures			
\$709,794			
6. Total Operating Expenditures <i>Add 1 through 5</i>			
\$5,077,665			
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			
b. State			
c. Municipal	Fire alarm panel; data wiring project	\$291,222	\$291,222
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
		\$291,222	\$291,222

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
		\$190,998	\$1,128,185

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)	\$114,774	40.00	Collection Mgmt. Mgr.	MLS (ALA)	\$76,482	40.00
Adult Public Svc. Mgr.	MLS (ALA)	\$76,482	40.00				
Business Mgr.	Other	\$76,482	40.00				
Archivist Manager	MLS (ALA)	\$72,446	40.00				
IT Manager	Other	\$93,683	40.00				
Bldg. Mtce. Coord.	Other	\$76,482	40.00				
Circulation Manager	Other	\$70,491	40.00				
Youth Services Mgr.	MLS (ALA)	\$76,482	40.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Clerk	Other	\$114,736	200.00	Librarian	Librn. no-MLS	\$299,354	200.00
Library Assistant	Other	\$555,170	511.00	Senior IT	Other	\$60,757	40.00
Associate Librarian	Librn. no-MLS	\$290,472	200.00	Executive Assistant	Other	\$48,256	40.00
Associate Librarian	MLS (ALA)	\$129,397	120.00	Maintenance	Other	\$191,234	180.00
Librarian	MLS (ALA)	\$492,740	346.00	Marketing, Sr. Prog., Volunteer Coord	Other	\$104,113	85.00

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)
16.65

Other Persons Holding the Title of Librarian (FTE)
10.00

Subtotal 2a
26.65

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

30.40

c. Total Library Staff (FTE)

57.05

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
243,054

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 Your County	160,705	0	160,705
3. Circulation to Nonresidents Living in Another County in Your System	22,021	42,507	64,528
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	0		0
5. Circulation to All Other Wisconsin Residents 7,358	6. Circulation to Persons from Out of the State 10,463		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your 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, do you 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. Jackson	2,242	f.	
b. Monroe	4,711	g.	
c. Trempealeau	6,116	h.	
d. Vernon	28,824	i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input checked="" type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL:
	Number of Summer Literacy Offerings	1	1		2
	Total Unduplicated Individuals Involved	1,022	100		1,122
	Number of Other Literacy Offerings	0			0
	Total Unduplicated Individuals Involved	0			0
2. Drop-in 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 (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	23	10	11	44
	Total Drop-in Activity Participation	1,829	348	469	2,646

3. 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 Dawn	b. Last Name Wacek	c. Email Address dwacek@lacrosselibrary.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 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 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	Name of President <i>Print or type</i>	Date Signed
	Jodi Ehrenberger	2/19/19
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
	Kelly Krieg-Sigman	2-19-19

УНИВЕРСИТЕТЪТ НА ПЛОВДИВ
ИЗДАВАТЕЛСТВО "ПРИОР" ПЛОВДИВ

**LA CROSSE PUBLIC LIBRARY
SPECIAL CHECKING ACCOUNT
2018 ACTIVITY**

Balance: 12/31/17 \$184,440.87

Receipts:	Copy Machine & other 1400	\$13,636.50
	Gifts	\$90,458.08
	Friends of LPL	\$33,714.11
	Washburn Fund	\$3,510.00
	Special Trustees Fund	\$0.00
	Fund Raisers	\$29,797.92
	Credit Card Receipts	\$24,116.27
	Interest	\$1,873.24

Total Receipts \$197,106.12

Disbursements:

	Copier Leases & Maintenance	\$15,993.57
	Printing Supplies & Maintenance	\$3,361.95
	Library Materials	\$13,244.70
	Programs/Exhibits	\$84,009.19
	Staff Development	\$4,082.78
	Equipment/Furnishings	\$16,413.27
	Public Events	\$26,328.73
	Credit Card Expenses	\$15,241.69
	Other	\$11,873.17

Total Disbursements \$190,549.05

Balance 12/31/18: \$190,997.94

Journal Balance: \$190,997.94

\$0.00

—R0PMPR DZCT ΓAHCMPUS SMMSHSCRH C XHDZMPRA

TRUSTEES' SPECIAL AGENCY FUND REPORT

2018	1ST QTR 2018	2ND QTR 2018	3RD QTR 2018	4TH QTR 2018	TOTAL 2018
BEQUESTS	0	0	0	0	\$0
CONTRIBUTIONS	5,000	0	5,000	0	\$10,000
INTEREST INCOME	6,857	10,253	8,709	11,263	\$37,082
CHANGE IN MARKET VALUE	-9,093	-9,451	8,300	-35,071	(\$45,315)
ASSET CHANGES - CAPITAL GAIN	304	0	0	6,625	\$6,929
FEES	1,955	2,071	2,077	2,076	\$8,179
BOARD EXPENDITURES	0	0	4,300	0	\$4,300
ASSET CHANGES - CAPITAL LOSS	0	0	5,951	0	\$5,951
					18,430

\$300 - Board Petty Cash
\$4,000 - Director's Hospitality

BEQUESTS	\$1,004,220
HAIG-PREVIOUS INTEREST	11,234
BRUDER ENDOWMENT	10,000
CHILDREN'S CENTENNIAL FUND	12,025
FROM GERT GORDON FUND	51,931
INTEREST INCOME	1,122,883
RETURN FROM 1ST FLOOR REMODEL	46,532
BUILDING FUND	175,280
BOOKS 2000 and beyond	245,957
CAPITAL PROJECTS	24,324
MATERIALS & PROGRAMS	10,333
BOARD USE	6,435
LCHS	43,903
ASSET CHANGES	93,626
FEES	-135,714
BOARD EXPENDITURES	-1,594,783
BALANCE	\$1,128,185

MISCELLANEOUS

DETAILS

CARRYOVER FROM 2018 to 2019				FINAL
	2018 BUDGET	2018 AMOUNT		
EXPENDITURES	APPROP.	SPENT	BALANCE	% USED
Salaries	\$2,887,261	3,031,712.99	-144,451.99	105.00%
Fringes	1,010,425		3,496.91	99.65%
Health Insurance		587,498.34		
Life Insurance		8,977.49		
Retirement		188,459.66		
Social Security		217,732.13		
Misc. Benefits		4,260.80		
Automation	166,560	165,752.26	807.74	99.52%
Bldgs. & Bldg. Improvements	10,000	9,457.85	542.15	94.58%
Branch Staffing	97,000	0.00	97,000.00	0.00%
Car Allowance/Mileage	3,100	1,096.68	2,003.32	35.38%
Delivery	11,500	11,532.24	-32.24	100.28%
Other Contractual Services	63,300	64,362.98	-1,062.98	101.68%
Dues	3,000	3,508.90	-508.90	116.96%
Electricity	125,188	120,673.32	4,514.68	96.39%
Electronic Resources	15,000	15,000.00	0.00	100.00%
Gasoline	1,500	826.34	673.66	55.09%
Materials Circulation	335,000	330,186.80	4,813.20	98.56%
Miscellaneous Expenses	7,000	4,416.09	2,583.91	63.09%
Natural Gas	46,440	39,196.91	7,243.09	84.40%
Office Supplies	41,000	42,264.00	-1,264.00	103.08%
Oil	75	0.00	75.00	0.00%
Postage	9,000	3,187.02	5,812.98	35.41%
Printing Services	3,000	2,040.50	959.50	68.02%
Professional Development	12,500	11,928.59	571.41	95.43%
Programming Mtls.	1,000	1,828.00	-828.00	182.80%
Repair & Mtc. Supplies-Bldg.	20,000	24,946.76	-4,946.76	124.73%
Repair & Mtc. Services-Equip.	5,500	2,247.23	3,252.77	40.86%
Repair & Mtc. Services - Grnds.	50,550	52,735.90	-2,185.90	104.32%
Sewer	4,000	4,107.42	-107.42	102.69%
Sprinkler - Indoor	120	129.60	-9.60	108.00%
Storm Water	2,500	1,973.52	526.48	78.94%
Telephone Expenses	25,700	19,991.56	5,708.44	77.79%
Transfer to Capital Equipment		4,000.00	-4,000.00	
Travel Expenses	6,500	6,738.93	-238.93	103.68%
WRLS Car Allowance		-88.47	88.47	
WRLSWEB		81,043.06	-81,043.06	
Water	3,513	3,703.13	-190.13	105.41%
TOTAL 2018 EXPENSES:	\$4,967,232	5,067,428.53	-100,196.20	102.02%

	2018 BUDGET	2018 AMOUNT		
INCOME	APPROP.	RECEIVED	BALANCE	% RECEIVED
Lost Library Mtls.	\$10,000	5,985.35	-4,014.65	59.85%
Microprinting Fees	\$750	280.51	-469.49	37.40%
Miscellaneous	\$500	691.41	191.41	138.28%
Out of State Reg.	\$3,723	3,632.67	-90.33	97.57%
Research Fees	\$500	331.90	-168.10	66.38%
FAX Fees	\$1,100	784.98	-315.02	71.36%
Service Charges	\$20,700	19,375.69	-1,324.31	93.60%
County Contributions	\$222,070	222,068.00	-2.00	100.00%
Meeting Room	\$1,700	1,291.10	-408.90	75.95%
WRLSWEB	\$62,699	126,817.00	64,118.00	202.26%
Restitution			0.00	
Pcard Rebate	\$7,250	9,793.01	2,543.01	135.08%
Short/Over				
SUBTOTAL	\$330,992	391,051.62	60,059.62	118.15%
WRLS Contract	\$24,787	24,557.00	-230.00	99.07%
	\$355,779	415,608.62	59,829.62	116.82%
SUMMARY:				
Total Amount Carried over into 2018:			136,079.43	
Expenditures per Board approval				
Equipment & supplies for pop up van			-5,000.00	
Pop up van wrapping			-5,210.00	
2018 Operating Budget Expenditure Balance			-100,196.20	
2018 Operating Budget Unanticipated Income			59,829.62	
Total Amount Carried over into 2019:			85,502.85	

				Item 3
GIFT FUND as of 12/31/2018				
	1-1-2018			Current
	Balance	Debits	Credits	Balance
Library Materials				
Bruder Endowment (YS)	-\$271.74			-\$271.74
Friends - Chapters				\$0.00
LAGS		\$92.90	\$92.90	\$0.00
Margaret Donndelinger Memorial (Archives)	\$506.90	\$506.90		\$0.00
TOTAL	\$235.16	\$599.80	\$92.90	-\$271.74
	1-1-2018			Current
	Balance	Debits	Credits	Balance
Miscellaneous				
Archives	\$24,836.96	\$8,996.13	\$17,598.07	\$33,438.90
Baby Book Bees	\$159.74	\$159.74		\$0.00
Board Discretionary Projects	\$1,747.05		\$1,200.00	\$2,947.05
Bus Tour	6,250.82	\$15,363.09	\$14,813.98	\$5,701.71
Capital Projects	8,455.00		\$185.94	\$8,640.94
Materials & Services	3,658.50		\$2,495.00	\$6,153.50
Foundation Grant	20,399.34			\$20,399.34
Friends - Misc.		\$3,389.11	\$3,014.11	-\$375.00
Give-A-Gift	\$21,211.55	\$22,221.49	\$29,797.92	\$28,787.98
Donald (Sandy) Gordon Estate	\$12,188.65	\$16,413.27	\$12,365.54	\$8,140.92
Gertrude Salzer Gordon Estate	\$29,873.81	\$20,666.76	\$32,417.17	\$41,624.22
Interest	\$2,879.90	\$1,403.42	\$1,873.24	\$3,349.72
Sale of Surplus Equipment	\$2,094.26	\$578.85	\$203.84	\$1,719.25
Banner Project	\$4,512.11	\$11,063.75	\$10,938.18	\$4,386.54
Sale of Art			\$1,998.00	\$1,998.00
Craft Show	\$618.47	\$257.36	\$365.00	\$726.11
Early Literacy	\$310.00			\$310.00
Pop Up Libraries	\$140.00			\$140.00
Smalley Memorial		\$125.00	\$125.00	\$0.00
Music & Memories	-\$1,257.30		\$1,340.85	\$83.55
Tea Party	\$1,175.00	\$2,409.00	\$1,234.00	\$0.00
National Library Week		\$12,855.98	\$180.00	-\$12,675.98
Richard F. Carter Memorial	\$6,931.08			\$6,931.08
PBS Get up & Go		\$3,590.00	\$3,590.00	\$0.00
Programming - Friends - Adult General	\$4,352.49	\$26,456.53	\$30,700.00	\$8,595.96
Adult SLP		\$226.00	\$226.00	\$0.00
Adult Winter Program		\$200.00	\$200.00	\$0.00
Banned Books		\$350.00	\$350.00	\$0.00
Earth Month Program		\$500.00	\$500.00	\$0.00
La Crosse Reads		\$2,889.03	\$2,889.03	\$0.00
Seed Library		\$109.50	\$109.50	\$0.00
WLA Craft Project		\$830.47	\$830.47	\$0.00
Programming - Friends - Youth General	\$3,110.95	\$5,689.51	\$8,000.00	\$5,421.44
NOKS				\$0.00
Summer Library Program		\$9,323.87	\$9,323.87	\$0.00
South Branch Operation	\$855.19		\$100.00	\$955.19
Spec. Trustees - Board Retreat		\$1,730.00		-\$1,730.00
Spec. Trustees - Retirements	-\$620.24	\$116.65		-\$736.89
Spec. Trustees - self check tables	-\$2,269.94			-\$2,269.94
Spec. Trustees - bus wrap		\$2,900.00		-\$2,900.00
Thousand Books Before Kindergarten	\$1,489.67			\$1,489.67
Washburn - National History Day	\$108.08	\$1,564.23		-\$1,456.15
Washburn - Author Visit		\$2,000.00	\$2,000.00	\$0.00
Washburn - History Hunt		\$500.00		-\$500.00
Washburn - staff logo shirts		\$970.00	\$1,500.00	\$530.00
Washburn - Staff Dev. Day		\$2,950.88	\$10.00	-\$2,940.88
Washburn - filing fee		\$10.00		-\$10.00
Washburn-Great River Writes		\$622.35		-\$622.35
Washburn -Thurow Scholarship	\$199.06	\$161.90		\$37.16
TOTAL	\$153,410.20	\$179,593.87	\$192,474.71	\$166,291.04
World We Live in Grant	6,067.20	\$1,172.07		\$4,895.13
(we are only a fiscal agent on this)				
TOTAL	\$6,067.20	\$1,172.07	\$0.00	\$4,895.13
YTD TOTALS	\$159,712.56	\$181,365.74	\$192,567.61	\$170,815.43
Bank Balance				\$170,815.43
				\$0.00

1400 ACCOUNT: 2018 RECEIPTS

	Copy Machine	Internet Access	Printer	Misc.	TOTAL INCOME
JANUARY	\$399.79	\$564.35	\$186.44	\$0.00	\$1,150.58
FEBRUARY	\$402.89	\$576.30	\$200.00	\$0.00	\$1,179.19
MARCH	\$586.15	\$672.71	\$250.30	\$0.00	\$1,509.16
APRIL	\$457.08	\$538.90	\$242.00	\$0.00	\$1,237.98
MAY	\$460.82	\$579.60	\$242.15	\$0.00	\$1,282.57
JUNE	\$413.39	\$517.58	\$232.70	\$0.00	\$1,163.67
JULY	\$299.24	\$453.70	\$163.43	\$0.00	\$916.37
AUGUST	\$403.21	\$606.60	\$302.13	\$0.00	\$1,311.94
SEPTEMBER	\$368.63	\$504.40	\$448.10	\$0.00	\$1,321.13
OCTOBER	\$168.92	\$303.05	\$272.80	\$0.00	\$744.77
NOVEMBER	\$241.25	\$344.40	\$188.15	\$0.00	\$773.80
DECEMBER	\$344.66	\$490.63	\$210.05	\$0.00	\$1,045.34
TOTAL	\$4,546.03	\$6,152.22	\$2,938.25	\$0.00	\$13,636.50

Percentage
of Total

33.34%	45.12%	21.55%	0.00%
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Average
per month

\$378.84	\$512.69	\$244.85	\$0.00	\$1,136.38
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Explanation of Subaccounts:

Copy Machine Rate/copy: 11" @ \$.10, 14" @ \$.15, 17" @ \$.20; color copies @ \$.75

Printer Charges for computer printing

Internet Charges Charges for printing material off of the Internet @ \$.10 per page for b/w & \$.25 for color

1400 ACCOUNT: DISBURSEMENTS 2018

	Copier Maintenance	Copier Leases	Printing Maintenance	Printing Supplies	Misc.	TOTAL
JANUARY	\$413.47	\$1,696.81	\$13.86	\$1,266.16	\$167.47	\$3,557.77
FEBRUARY	\$0.00	\$799.31	\$0.00	\$0.00	\$0.00	\$799.31
MARCH	\$782.62	\$674.71	\$5.49	\$0.00	\$0.00	\$1,462.82
APRIL	\$1,269.86	\$737.01	\$42.10	\$0.00	\$0.00	\$2,048.97
MAY	\$569.41	\$737.01	\$41.34	\$167.93	\$0.00	\$1,515.69
JUNE	\$611.72	\$737.01	\$104.77	\$0.00	\$258.56	\$1,712.06
JULY	\$0.00	\$737.01	\$0.00	\$0.00	\$192.63	\$929.64
AUGUST	\$295.31	\$737.01	\$20.68	\$0.00	\$0.00	\$1,053.00
SEPTEMBER	\$477.26	\$737.01	\$0.00	\$1,651.66	\$0.00	\$2,865.93
OCTOBER	\$1,146.42	\$737.01	\$0.00	\$0.00	\$185.22	\$2,068.65
NOVEMBER	\$0.00	\$737.01	\$47.96	\$0.00	\$0.00	\$784.97
DECEMBER	\$623.58	\$737.01	\$0.00	\$0.00	\$0.00	\$1,360.59
TOTAL	\$6,189.65	\$9,803.92	\$276.20	\$3,085.75	\$803.88	\$20,159.40
Percentage of Total	30.70%	48.63%	1.37%	15.31%	3.99%	

CIRCULATION - 2018

OVERVIEW

Number of loans from La Crosse Public Library & branches:		777,196
Decrease from 2017:	-48,679	
% Decrease from 2017:	-5.89%	
Number of loans from Main:	652,390	
Percent of total loans:	83.94%	
Decrease from 2017:	-60,648	
% Decrease from 2017:	-8.51%	
Number of loans from North:	40,341	
Percent of total loans:	5.19%	
Increase from 2017:	3,032	
% Increase from 2017:	8.13%	
Number of loans from South:	84,465	
Percent of total loans:	10.87%	
Increase from 2017:	8,937	
% Increase from 2017:	11.83%	

DETAIL

	<u>MAIN</u>	<u>% OF TOTAL</u>	<u>CHANGE FROM 2017</u>	<u>NORTH</u>	<u>% OF TOTAL</u>	<u>CHANGE FROM 2017</u>	<u>SOUTH</u>	<u>% OF TOTAL</u>	<u>CHANGE FROM 2017</u>	<u>TOTAL</u>
Adult Printed Material	206,030	31.58%	-15,997	10,835	26.86%	46	26,155	30.97%	1,305	243,020
Adult Audiovisual Material	204,879	31.40%	-28,478	13,549	33.59%	1,472	19,690	23.31%	3,676	238,118
Total Adult	410,909	62.99%	-44,475	24,384	60.44%	1,518	45,845	54.28%	4,981	481,138
Children's Printed Material	192,532	29.51%	-13,960	12,106	30.01%	907	30,786	36.45%	2,776	235,424
Children's Audiovisual Material	48,949	7.50%	-2,213	3,851	9.55%	607	7,834	9.27%	1,180	60,634
Total Children's	241,481	37.01%	-16,173	15,957	39.56%	1,514	38,620	45.72%	3,956	296,058
TOTAL CIRCULATION OF MATERIALS	652,390	83.94%	-60,648	40,341	5.19%	3,032	84,465	10.87%	8,937	777,196

CIRCULATION (cont.)

The following chart shows the trends in circulation at Main, North, and South since 1983.

	<u>MAIN</u>	<u>%</u> <u>CHANGE</u>	<u>NORTH</u>	<u>%</u> <u>CHANGE</u>	<u>SOUTH</u>	<u>%</u> <u>CHANGE</u>	<u>TOTAL</u>	<u>%</u> <u>CHANGE</u>
1983	383,670		48,582		78,335		510,587	
1984	406,635	5.99%	56,427	16.15%	81,902	4.55%	544,964	6.73%
1985	409,050	0.59%	56,919	0.87%	80,473	-1.74%	546,442	0.27%
1986	430,883	5.34%	55,137	-3.13%	72,013	-10.51%	558,033	2.12%
1987	459,473	6.64%	57,699	4.65%	77,322	7.37%	594,494	6.53%
1988	480,342	4.54%	55,912	-3.10%	74,207	-4.03%	610,461	2.69%
1989	504,213	4.97%	57,368	2.60%	78,369	5.61%	639,950	4.83%
1990	495,747	-1.68%	53,722	-6.36%	78,659	0.37%	628,128	-1.85%
1991	504,743	1.81%	47,936	-10.77%	78,513	-0.19%	631,192	0.49%
1992	563,509	11.64%	61,972	29.28%	92,615	17.96%	718,096	13.77%
1993	624,235	10.78%	76,228	23.00%	82,851	-10.54%	783,314	9.08%
1994	593,760	-4.88%	74,142	-2.74%	109,654	32.35%	777,556	-0.74%
1995	565,001	-4.84%	74,149	0.01%	124,095	13.17%	763,245	-1.84%
1996	563,685	-0.23%	71,417	-3.68%	114,547	-7.69%	749,649	-1.78%
1997	663,068	17.63%	66,553	-6.81%	111,255	-2.87%	840,876	12.17%
1998	629,836	-5.01%	67,404	1.28%	107,576	-3.31%	804,816	-4.29%
1999	619,485	-1.64%	61,353	-8.98%	96,293	-10.49%	777,131	-3.44%
2000	602,359	-2.76%	61,386	0.05%	92,908	-3.52%	756,653	-2.64%
2001	607,882	0.92%	62,163	1.27%	95,028	2.28%	765,073	1.11%
2002	638,125	4.98%	59,910	-3.62%	89,061	-6.28%	787,096	2.88%
2003	674,197	5.65%	61,782	3.12%	96,174	7.99%	832,153	5.72%
2004	732,353	8.63%	59,779	-3.24%	95,123	-1.09%	887,255	6.62%
2005	791,405	8.06%	60,294	0.86%	96,913	1.88%	948,612	6.92%
2006	857,997	8.41%	60,355	0.10%	105,389	8.75%	1,023,741	7.92%
2007	883,712	3.00%	67,630	12.05%	110,553	4.90%	1,061,895	3.73%
2008	954,861	8.05%	72,602	7.35%	116,380	5.27%	1,143,843	7.72%
2009	1,026,401	7.49%	76,000	4.68%	111,685	-4.03%	1,214,086	6.14%
2010	1,035,907	0.93%	76,889	1.17%	122,120	9.34%	1,234,916	1.72%
2011	1,057,330	2.07%	77,387	0.65%	128,397	5.14%	1,263,114	2.28%
2012	1,011,304	-4.35%	72,408	-6.43%	131,546	2.45%	1,215,258	-3.79%
2013	975,879	-3.50%	66,563	-8.07%	129,281	-1.72%	1,171,723	-3.58%
2014	841,086	-13.81%	52,647	-20.91%	103,941	-19.60%	997,674	-14.85%
2015	786,976	-6.43%	51,787	-1.63%	99,529	-4.24%	938,292	-5.95%
2016	744,041	-5.46%	43,722	-15.57%	92,316	-7.25%	880,079	-6.20%
2017	713,038	-4.17%	37,309	-14.67%	75,528	-18.19%	825,875	-6.16%
2018	652,390	-8.51%	40,341	8.13%	84,465	11.83%	777,196	-5.89%
1983-2018		70.04%		-16.96%		7.83%		52.22%

STANDARDS:

		<u>2018</u>	<u>2017</u>
Average no. of circulations per service hour :	Main:	199	217
	North:	32	30
	South:	68	61
Average no. of circulations per service day:	Main:	1,853	2,026
	North:	133	123
	South:	279	249

INFORMATION/QUESTIONS - 2018

Total number of reference questions asked by patrons at La Crosse Public Library & its branches			59,256
Decrease over 2017	-2,936		
Percentage decrease over 2017	-4.72%		
		<u>PER</u> <u>DAY OPEN</u>	<u>PER</u> <u>HR OPEN</u>
Number asked of the REFERENCE DESK staff:	22,381	63.6	6.8
Percentage of total questions:	37.77%		
Decrease over 2017	-652		
Percentage decrease over 2017	-2.83%		
Number asked of the ARCHIVES ROOM staff:	12,487	35.5	4.6
Percentage of total questions:	21.07%		
Increase over 2017	784		
Percentage increase over 2017	6.70%		
Number asked of the CHILDREN'S ROOM staff:	7,306	20.8	2.2
Percentage of total questions:	12.33%		
Decrease over 2017	-754		
Percentage decrease over 2017	-9.35%		
Number asked of the CIRCULATION staff:	13,104	37.2	4.0
Percentage of total questions:	22.11%		
Decrease over 2017	-2,548		
Percentage decrease over 2017	-16.28%		
Number asked of the NORTH BRANCH staff:	1,716	5.7	0.8
Percentage of total questions:	2.90%		
Decrease over 2017	-260		
Percentage decrease over 2017	-13.16%		
Number asked of the SOUTH BRANCH staff:	2,262	7.5	1.0
Percentage of total questions:	3.82%		
Increase over 2017	494		
Percentage increase over 2017	27.94%		
# of Genealogy database web searches:	160,820		
Total number of people using the Archives Room:	2,366		
Avg no. of people per service day:	6.72		
Decrease over 2017	-222		
Percentage decrease over 2017	-8.58%		

INFORMATION/QUESTIONS (cont.)

The following table shows the changes in reference question statistics from 1983-2016:

	REFERENCE DESK	% CHANGE	ARCHIVES ROOM	% CHANGE	CHILDREN'S ROOM	% CHANGE	NORTH BRANCH	% CHANGE	SOUTH BRANCH	% CHANGE
1983	38,948	*	3,255		4,628		4,669		3,627	
1984	44,807	15.04% *	3,431	5.41%	4,623	-0.11%	5,267	12.81%	4,575	26.14%
1985	45,310	1.12%	3,740	9.01%	4,057	-12.24%	4,960	-5.83%	5,826	27.34%
1986	49,525	9.30%	4,187	11.95%	6,164	51.93%	5,692	14.76%	4,884	-16.17%
1987	52,878	6.77%	4,606	10.01%	7,260	17.78%	7,992	40.41%	5,769	18.12%
1988	53,522	1.22%	4,271	-7.27%	8,871	22.19%	8,407	5.19%	4,783	-17.09%
1989	57,378	7.20%	5,905	38.26%	8,779	-1.04%	7,894	-6.10%	4,975	4.01%
1990	58,256	1.53%	7,464	26.40%	8,379	-4.56%	8,131	3.00%	5,825	17.09%
1991	61,017	4.74%	7,660	2.63%	8,273	-1.27%	7,835	-3.64%	6,170	5.92%
1992	64,900	6.36%	9,841	28.47%	8,943	8.10%	10,124	29.22%	7,449	20.73%
1993	64,377	-0.81%	9,967	1.28%	9,748	9.00%	10,018	-1.05%	5,330	-28.45%
1994	64,723	0.54%	10,945	9.81%	8,650	-11.26%	10,609	5.90%	10,592	98.72%
1995	63,497	-1.89%	10,333	-5.59%	8,534	-1.34%	10,809	1.89%	9,771	-7.75%
1996	64,989	2.35%	10,693	3.48%	7,811	-8.47%	10,067	-6.86%	4,279	-56.21%
1997	67,202	3.41%	12,068	12.86%	12,381	58.51%	22,781	126.29%	11,577	170.55%
1998	67,841	0.95%	10,817	-10.37%	12,925	4.39%	22,850	0.30%	19,450	68.01%
1999	69,182	1.98%	11,466	6.00%	13,214	2.24%	29,208	27.82%	20,582	5.82%
2000	59,839	-13.50%	11,305	-1.40%	18,494	39.96%	16,744	-42.67%	24,544	19.25%
2001	56,081	-6.28%	12,896	14.07%	14,591	-21.10%	19,519	16.57%	22,721	-7.43%
2002	53,328	-4.91%	13,588	5.37%	15,028	2.99%	17,138	-12.20%	23,461	3.26%
2003	58,096	8.94%	13,615	0.20%	18,680	24.30%	16,968	-0.99%	14,927	-36.38%
2004	63,938	10.06%	14,291	4.97%	19,803	6.01%	13,076	-22.94%	22,182	48.60%
2005	59,160	-7.47%	13,002	-9.02%	17,486	-11.70%	15,939	21.90%	21,182	-4.51%
2006	50,773	-14.18%	12,853	-1.15%	10,035	-42.61%	10,549	-33.82%	8,979	-57.61%
2007	50,618	-0.31%	11,892	-7.48%	10,556	5.19%	10,972	4.01%	11,414	27.12%
2008	45,276	-10.55%	13,902	16.90%	12,844	21.67%	12,220	11.37%	13,624	19.36%
2009	49,221	8.71%	13,692	-1.51%	10,296	-19.84%	12,194	-0.21%	12,038	-11.64%
2010	49,656	0.88%	13,850	1.15%	8,762	-14.90%	16,328	33.90%	17,160	42.55%
2011	49,423	-0.47%	14,634	5.66%	8,008	-8.61%	9,932	-39.17%	13,026	-24.09%
2012	44,010	-10.95%	14,645	0.08%	17,576	119.48%	13,910	40.05%	17,264	32.53%
2013	44,827	1.86%	12,919	-11.79%	20,020	13.91%	14,664	5.42%	9,516	-44.88%
2014	26,532	-40.81%	12,429	-3.79%	25,948	29.61%	7,800	-46.81%	5,772	-39.34%
2015	25,395	-4.29%	11,997	-3.48%	8,788	-66.13%	3,874	-50.33%	5,408	-6.31%
2016	25,320	-0.30%	13,086	9.08%	6,032	-31.36%	3,536	-8.72%	1,300	-75.96%
2017	23,033	-9.03%	11,703	-10.57%	8,060	33.62%	1,976	-44.12%	1,768	36.00%
2018	22,381	-2.83%	12,487	6.70%	7,306	-9.35%	1,716	-13.16%	2,262	27.94%
1983-2018		-42.54%		283.63%		57.87%		-63.25%		-37.63%

Reference questions per city resident: 1.13

*Directional questions were included in 1983 and 1984 statistics.