



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 Elm Grove Public Library		2. Public Library System Bridges Library System		
3a. Head Librarian First Name Sarah	3b. Head Librarian Last Name Muench	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 10/31/2024
6a. Street Address 13600 Juneau Blvd.	6b. Mailing Address or PO Box 13600 Juneau Blvd.	7. City / Village / Town Elm Grove	8a. ZIP 53122	8b. ZIP4 1679
9. County Waukesha				
10. Library Phone Number 2627826717	11. Fax Number (262)780-4827	12. Library E-mail Address of Director muench@elmgrove.lib.wi.us		
13. Library Website URL www.elmgrovelibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 9,150	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 Y1UQZD3XMDX7

**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	56	0	0
19b. Number of winter weeks	26	0	0
19c. Summer hours open per week	56	0	0
19d. Number of summer weeks	26	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,912	0	0

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

	<b>COVID-19 CLOSURES</b>	
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Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
2020-03-16	2020-06-24

Additional building closure and reopening dates, please describe  
 No closure during 2022. Library closed 1/11/2021 through 1/16/2021 due to staff covid.

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	46,121	2,847
2. Electronic Books <i>E-books</i>	174,843	
3. Audio Materials	6,578	143
4. Electronic Audio Materials <i>Downloadable</i>	72,668	
5. Video Materials	9,606	402
6. Electronic Video Materials <i>Downloadable</i>	120	
7. Other Materials Owned <i>Describe</i> Rokus, kits, equipment, toys, puppets, microfilm, pamphlets	386	
8a. Electronic Collections <i>Locally Owned or Leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	10	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	75	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	117	

III. LIBRARY SERVICES			
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1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.) 915	2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
95,734	43,333		20,685	18,336

	Method for Counting ILL Transactions	Categorized ILL Transactions
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)	20,363	18,168
WISCAT	321	168
Other (includes OCLC, manual tracking or other methods)	1	0

3. Number of Registered Users			d. Overdue Fines Yes	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
3,739	113	3,852		Actual Count	4,689	Actual Count	63,299

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
13	6	Actual Count	2,349	Actual Count	5,002		

8. Website Visits	9. Electronic Collection Retrieval				
-1	a. Local	b. Other	c. Statewide	d. Total	
	1,342	1,622	478	3,442	

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
8,474	8,037	123	16,634	1,321

**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	73	41	15	47	3	179
Total Attendance	1,589	1,946	415	1,607	106	5,663

**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	73	41	15	46	3
Total Attendance	1,589	1,946	415	1,588	106
	11f. Onsite In-Person - Subtotal		11h. Total		
Number of Programs	147	31	178		
Total Attendance	4,136	1,508	5,644		

11i. Describe the library's in-person programs: Children's in-person programs included: toddler play groups, story times, presentation at elementary school's high interest day, summer library programs, National Library Week performer, book talks presented at the schools, therapy pets, 3rd grad tours of the library, Kids Choice book talks at the schools, read-aloud book club and a holiday event. Young adult in-person programs included: book talks for

**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	1	0	1
Total Live Virtual Attendance	0	0	0	19	0	19
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: Zoom

12h. Describe the library's live, virtual programs: The adult live virtual program was a historical program, "The Six Wives of Henry VIII".

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

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

13h. Describe the library's pre-recorded programs:

**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. David	Hecker	14470 Woodlawn Circle	Elm Grove	53122	dhhecker@gmail.com
2. Kristin	Olson	2551 N. 85th St.	Wauwatosa	53226	olsonk@elmbrooks.schools.c
3. John	Alexander	1175 Lone Tree Rd	Elm Grove	53122	jwxander88@hotmail.com
4. Kim	Irwin	14275 Hillside Rd	Elm Grove	53122	cooperirwin@me.com
5. Kristina	Sayas	12535 Stephen Pl	Elm Grove	53122	ksayas@elmgrove.wi.org
6. Sally	Cashin	1625 Longwood Ave.	Elm Grove	53122	scashin2@wi.rr.com
7. Kayte	Parkin	13820 Grant Pl.	Elm Grove	53122	parkinkayte@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
 Include vacancies in this count

7

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

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

Municipality Type	Name	Amount
Village	Elm Grove	\$496,832
Subtotal 1		\$496,832

2. County

a. Home County Appropriation for Library Services Subtotal 2a \$41,750

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Jefferson	\$140		
Dodge	\$0		
Washington	\$301		
Racine	\$94		
Walworth	\$31		
Ozaukee			
Subtotal 2b			\$566

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Hoopla Grant	\$581		
Innovation Grant	\$1,000		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$1,581

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

Program or Project	Amount
2022-51993: SEWI LSTA CE grant	\$580
Subtotal 4	\$580

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

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

\$0

7. All Other Operating Income

\$52,949

8. Total Operating Income Add 1 through 7

\$594,258

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

\$528,430

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

Yes

**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 \$312,636		2. Employee Benefits Include maintenance, security, plant operations \$59,878		
3. Library Collection Expenditures				
a. Print Materials \$48,553	b. Electronic Materials \$3,481	c. Audiovisual Materials \$6,010	d. All Other Library Materials \$42,695	Subtotal 3 \$100,739
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider		Amount		Provider
CAFÉ Annual Fee		\$13,949		
Electronic Content		\$2,194		
Cooperative Purchases		\$283		
				Subtotal 4 \$16,426
5. Other Operating Expenditures				\$104,579
				6. Total Operating Expenditures Add 1 through 5 \$594,258
7. Of the expenditures reported in Item 6, what were operating expenditures from federal program sources?				\$580

**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	Facilities assessment	\$5,000	\$5,000
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$5,000	Total Expenditure \$5,000

**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	\$0
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**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$0
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**X. STAFF**

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

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$70,263	40.00				
Asst Director/Youth Services	MLS (ALA)	\$54,330	37.50				
Adult Services Coordinator	MLS (ALA)	\$51,294	40.00				
Technical Services Librarian	MLS (ALA)	\$31,738	29.00				
Adult Services Librarian	MLS (ALA)	\$15,858	16.00				
Reference Librarian	MLS (ALA)	\$10,676	10.00				

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
Library Assistant	Other	\$19,424	19.00				
Library Assistant	Other	\$26,451	26.50				
Library Assistant	Other	\$12,223	15.00				
Library Assistant	Other	\$10,241	15.00				
Library Pages	Other	\$18,525	38.00				

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			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
4.31	0.00	4.31	2.84	7.15	



**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>			34,631
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	29,140	744	29,884
3. Circulation to Nonresidents Living in Another County in the Library System	164	15	179
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	4,514	16	4,530
5. Circulation to All Other Wisconsin Residents	38	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dodge	0	f. Ozaukee	0
b. Washington	3	g.	
c. Racine	13	h.	
d. Walworth	0	i.	
e. Jefferson	15	j.	

**XII. TECHNOLOGY**

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

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	2	2	3
Total Self-Directed Activity Participation	106	419	86
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities		1	8
Total Self-Directed Activity Participation		8	619

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  Susan	b. Last Name  Daniels	c. Email Address  sdaniels@elmgrove.lib.wi.us
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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  Noah	b. Last Name  Weckwerth	c. Email Address  nweckwerth@elmgrove.lib.wi.us
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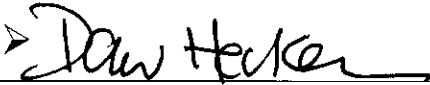

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

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 or designee	Name of President or Designee Print or type	Date Signed
	David Hecker	2/24/2023
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Sarah Muench	2/24/2023

**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  
  
Waukesha

The Elm Grove Public Library Board of Trustees hereby states that in 2022 the Bridges 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).

The Elm Grove Public Library Board of Trustees expresses its appreciation for the Bridges Library System staff. Bridges staff members continue to be available and responsive when contacted with questions, and are always available to provide professional help at the Library Director's request.

**XV. CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	David Hecker	FEB 24, 2023

	COMMENTS	
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Public Services During COVID-19

Services were not provided because the library was not closed during 2022.--2023-02-08

Reference Service During COVID-19

Service was not provided because the library was not closed during 2022.--2023-02-08

Initial date closed due to COVID-19:

Library was not closed during 2022, these are the dates that answer the questions of initial date closed and first date reopened.--2023-02-08

SECTION\_II

6. Electronic Video Materials (downloadable)

This number is much small than 2021 due to the removal of video content in the Overdrive collection.--2023-02-23

SECTION\_III

5b. Library Visits

Again, this number is incomplete. The Village government performed a planned power outage in December 2022 which affected c December numbers.--2023-02-20

SECTION\_X

Total Paid Employees

In previous years, I recorded the actual hours worked by the actual number of staff who worked. This year I am recording the hour and wages that were budgeted by my Village government for 2022.--2023-02-21