

2012 ANNUAL REPORT
TO THE
LA CROSSE PUBLIC LIBRARY
BOARD OF TRUSTEES



2012 HIGHLIGHTS

The first half of 2012 was dominated by issues related to security, the problematic performance of the new “Illuminar” automation software which had been launched in August 2011, and a 22% reduction in service hours at Main due to budget pressures. The result was a 3.7% drop in total circulation and a 4.7% drop in gate count. One bright spot: despite the reduction in service hours, usage of the Archives department remained strong, even slightly increasing over 2011. The addition of one hour on Fridays to 6 p.m. was also well-received and, I believe, went far in offsetting negative public reaction to the other closures.

Early in February 2013, the Library Board discussed moving away from the SERVE*PRESERVE*SHARE idea into defining what we do via three major goals. I have therefore grouped the majority of 2012 departmental activities under those three goals. In addition, I have added a “Management Best Practices” category and a general “Personnel” category. Please also note that these are additional projects, activities, increases and challenges to what have become foundational efforts such as Monday Mornings at Main, the film and music series, bus tours, book discussion groups, storytimes and National History Day (tours, judging, research assistance), and the general day-to-day delivery of library service and performance of library operational business.

1. Provide Engaging Learning/Creating Experiences

Archives

- Debuted the Crowley Addition/Edgewood Place Footsteps tour on the web and on foot, and added Sacred Spaces to the Footsteps website.
- Completed the research for a Dark La Crosse tour focused on La Crosse’s historic downtown and its “seedier” side.

Youth Services

- Created, developed and implemented the new “Library Star” 2nd grade tours, with transportation costs provided via a La Crosse Community Foundation grant and a generous donation from the Coulee Parenting Connection. This new initiative guarantees that ALL second graders in the La Crosse school district have an opportunity to visit the library at least once during the school year.
- Created, developed and implemented a “Reading Is Key” Club for birth-35 months old, which ran April/May and generated 476 library visits.
- Collaborated with the high school on a one-read community program.
- Ongoing sponsorship for the “Smart Cookie Club” is provided by Coulee Parenting Connection.

Information Services

- Trained 45 people on making the best use of the Foundation Center databases.
- Received a \$400 grant from the Lorine Neidecker Foundation to co-sponsor a multifaceted poetry event with UW-L.
- Wrote and received a \$5000 grant from the La Crosse Community Foundation to start a seed library.

Training/Volunteer Services

- Implemented a quarterly volunteer newsletter to bring attention to the contributions of the volunteers and as a recruitment tool.

Branches

- Provided a number of innovative programming events including paranormal investigators, home spa information and health tips for the summer months.
- Participated in Rotary Lights by creating and decorating a branch Christmas tree.

2. Become Community Anchors (library as place/destination)

Youth Services

- Redesigned the **Play, Learn, Read** area into a more friendly usable space for tots.
- Added three sit-down teen Internet terminals in the Teen area and made children's computers available for ages 11 and younger only.
- Set up a 1000 B4K "graduation garden" inside the story room to highlight the children who have completed the program.

Information Services

- Provided voter registration services and special election deputies during the many elections during the year.

Circulation Services

- Organized the first LPL "Food-For-Fines" program in January. LPL locations were able to collect 2499 non-perishable food items for WAFER. This program provided a great PR opportunity and allowed us to contribute to need within our community.
- Partnering with Dublin Square, a library card could get you a free adult beverage on Wednesday evenings early in the year. While this program did not sustain, it provided a foundation for the Hometown Tourist idea planned for 2013.

Training/Volunteer Services

- Logged a record number of 1459 phone calls for AARP tax appointments from January through April. AARP submitted 1591 electronically filed returns, a 59% increase over 2011.
- Planned and implemented the first Volunteer Recognition Reception held in April.

3. Provide access to knowledge

Archives

- Effectively restructured departmental work to accommodate a 22% reduction in service hours without a drop in usage.
- Refocused efforts to collecting and maintaining content in its native electronic form as opposed to printing it off.
- Rebuilt five La Crosse Public Library databases to PHP, including the genealogy database, community organization directory, newspaper abstracts and Fast Facts.

- Redesigned the structure and functionality of various Archives resources as a precursor to the creation of a new separate Archives website.
- Explored the “Archive-It” product which will help capture and index websites of our choosing, which will in turn allow access in electronic form instead of printing off materials.

Youth Services

- Introduced ECRR concepts into Childcare Provider meetings.
- Began a “Mega-Picks for School-Age Kids” display to highlight both fiction and nonfiction.
- Sunsetting the CD-ROM collection
- Started a circulating “Parenting” book collection.
- Started a “JIF – juvenile illustrated fiction” collection containing books with content appropriate for 3-5th graders in a picture book format or heavily illustrated.

Information Services

- Helped 551 people with ebook/ereader/Overdrive questions.
- Launched the new A-Z Database in place of ReferenceUSA.
- Added a Zoomtext computer to help those users with low vision.
- New print release equipment was introduced along with the ability to release prints from the reference desk.
- New chat reference was introduced.
- Began offering flashdrives for purchase at the reference desk.
- Launched the EcoPark library in April of 2012.

Circulation Services

- Created a new welcome brochure for all new patrons including a list of all participating libraries in WRLSWeb.
- Registered 3601 new library cards, of which almost 3000 were completed at Main library.
- Attended community open house events for Viterbo and UWL students; registered almost 200 students between the two events.

Training/Volunteer Services

- Implemented a partnership with Better World Books as a way to not only increase revenue to the Friends, but also as an improved way to manage library discards and donations. By year’s end, over \$300 in additional revenue had been raised.

Wise Management Best Practises

Youth Services

- Teen area meeting space converted to office for teen librarian to provide better oversight of the area.
- YS circulation aides merged with adult circulation aides to create one team supervised by the circulation department.

- Teen librarian took on responsibilities as youth acquisitions librarian.

Information Services

- Hired and trained three new aides.
- Created and implemented new banning guidelines and patron rights and responsibilities charts and brochures.

Circulation Services

- Changed the circ workroom layout and checkin procedures to more effectively get items shelves, limit staff confusion regarding what to shelve next, and verify material before checkin, thereby holding users more accountable.
- Established a better list when denoting patron municipality.
- Implemented a new card registration form which not only captures better data, but includes user responsibilities and forms a contract with users.
- Patron card expiration dates were reinstated, thereby allowing the library to maintain better records on users and their municipal locations.

Training/Volunteer Services

- Added an additional 10 volunteers, providing 260 more service hours to the library.
- Developed and organizational flowchart to be included in orientation training.
- Developed and implemented a full staff training/orientation procedure and checklist.
- Worked with the city justice system to include the library in a community service worker program.
- Implemented an automated scheduling system for volunteer hours.
- Created a volunteer evaluation form.
- Installed photo software and began implementation of a staff photo director.

Administration/Maintenance

- Contracted with G4S Security Services in May to deal with the rise in behavioral issues.
- Established all three library facilities as “No Smoking” campuses.
- Replaced all interior lighting at NCL.
- Installed new service desk and flooring at NCL.
- Performed major repair on sidewalks at Main and SCL.
- Installed new driveway and trash receptacle area at SCL.
- Designed and installed new office spaces on the second floor at Main.
- Facilitated new workstations for circulation manager, youth librarian and archivist.
- Installed credit card machines at NCL and SCL.
- Reconfigured youth services office spaces.

Personnel Involvements and Changes

The Wisconsin Library Association annual conference returned to La Crosse in the fall of 2012. Consequently, a great deal of LPL staff time was taken up in preparing for this event. Special kudos go to Myrna Paulson, Mary Dunn, Patt Boge, Carrie Wuensch-Harden, Sara Bryce and David Krantz for their outstanding service on the conference planning committee.

- After a +35 year career, Debbie Boehm announced her retirement at the end of the year.
- Tim Keneipp resigned near the end of the year after 5 years of service.
- Dave Goldfein resigned in May after 7 years of service.
- Myrna Paulson accepted an appointment to a two-year term on the marketing committee of the Coulee Region Volunteer Coordinators organization.
- Judy Schnell retired from her full time position in circulation; Kelly Jo Becker moved into full time status, and Scott Brower was hired for the part-time position.
- Linda Jerome was appointed incoming vice chair of the WLA Youth Services Section. She also presented two conference sessions at WLA.
- Sara Bryce earned the WLA New Members Round Table 2012 Rising Star award. She also presented at WAPL and is currently an Emerging Leader in ALA.
- Marge Loch-Wouters was elected the WLA board liaison for the Youth Services Section. She also presented at both WLA and WAPL.
- Lois Gilbert presented at WAPL, Monday Mornings At Main and for the Southwest WI Library System.
- Carrie Wuensch-Harden served on the YALSA Legislative Committee.
- Kelly Krieg-Sigman served as WLA conference planning committee chairperson and presented at WAPL.

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V. Miscellaneous Details

Carryover from 2012 to 2013

Circulation - Details

Information/Questions – Details

1400 Account 2012 Receipts and Disbursements

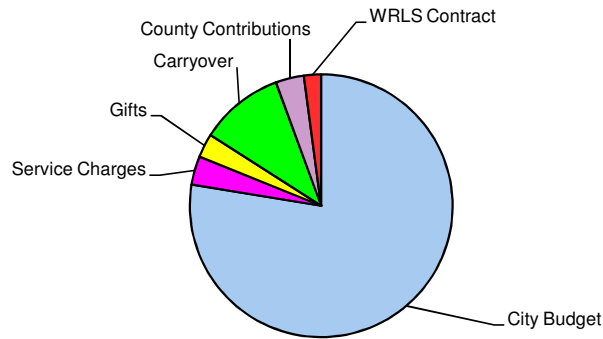
Gift Account 2012 Receipts & Disbursements

HIGHLIGHTS

FINANCIAL INFORMATION

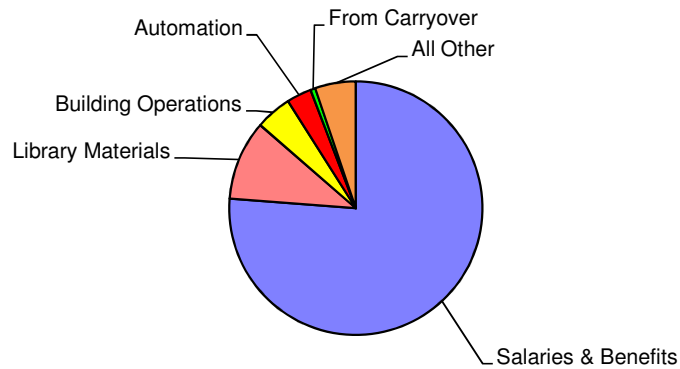
INCOME:

City Operating Budget	\$4,263,121	77.58%
Fees, service charges, misc.	\$193,550	3.52%
Gifts	\$162,210	2.95%
Carryover	\$569,010	10.35%
County Contributions	\$191,338	3.48%
WRLS Contract	\$116,175	2.11%
TOTAL	\$5,495,404	



EXPENDITURES:

Salaries & Benefits	\$3,715,450	76.21%
Library Materials	\$496,127	10.18%
Building Operations	\$224,707	4.61%
Automation	\$154,657	3.17%
From Carryover	\$30,879	0.63%
All Other	\$253,460	5.20%
TOTAL	\$4,875,280	



CARRYOVER

2011 Carryover to 2012	\$431,088
Taken out of Carryover line	-\$30,879
2012 Operating Budget Expend. Balance	\$88,408
2011 Operating Budget Unanticipated Income	(\$44,182)
2012 Carryover to 2013	\$444,435

SPECIAL IN-HOUSE CHECKING ACCOUNT

	2012	% CHANGE	2011
Income - 1400 (Photocopiers)	\$20,096	-0.3%	\$20,164
- 3400 (Gifts)	\$183,000	23.4%	\$148,252
- 3400 (Interest)	\$2,163	363.1%	\$467
Expend. - 1400 (Photocopiers)	\$18,454	-21.5%	\$23,509
- 3400 (Gifts)	\$109,627	-27.6%	\$151,508
- 3400 (Interest)	\$838	-1.2%	\$848
Balance as of Dec. 31, 2012	\$214,263		

Special Trustees Fund:

		<u>% Change</u>
Balance 1/1/2012:	\$1,034,319	-14.82%
Bequests Added in 2012	\$62,683	
Interest	\$36,398	
Capital Gain	\$15,267	
Change in Market Value	\$22,447	
Fees	(\$5,986)	
Board Expenditures	(\$4,340)	
Balance 12/31/2012	\$1,160,788	12.23%

SEE APPENDICES FOR MORE DETAIL ON FUNDS



Paranormal Program
at North C. L.



Star Wars Reads Day



FINANCIAL COMPARISON INFORMATION:

	2012	2011	2010
Total Expenditure per Capita:	\$105.34	\$102.64	\$96.12
Percentage increase	2.6%	6.8%	-0.1%
Materials Expenditure per Capita:	\$9.67	\$9.77	\$8.91
Support per Capita:	\$107.08	\$113.98	\$105.28
Support Received from City per Capita:	\$83.07	\$87.92	\$83.06
Percentage increase	-5.5%	5.7%	-0.1%
Cost per Hour Open:	\$675.10	\$652.11	\$622.94
(Main, North, and South combined hours)			
Percentage increase	3.5%	4.7%	0.0%
Staff in FTEs per 1,000 Population:	1.25	1.26	1.23
Staff per circ/ref. transaction	0.048	0.046	0.047
Cost per Circulation:	\$4.45	\$4.13	\$4.04
Percentage increase	7.7%	2.3%	-1.7%



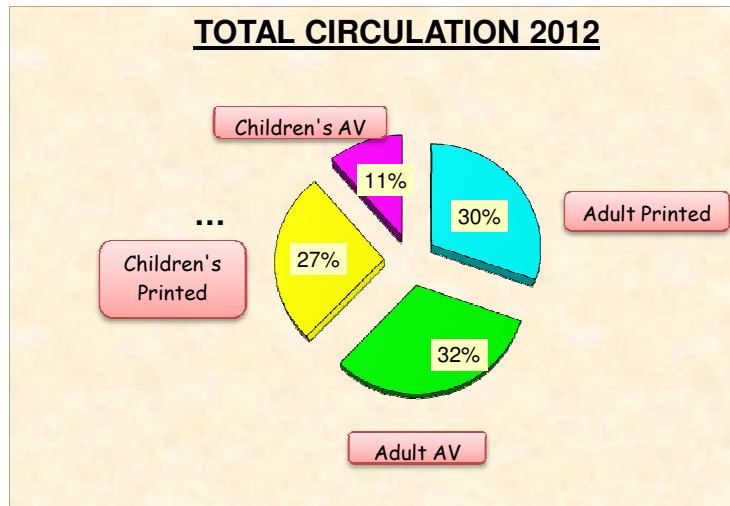
Baby/Toddler Dance Party



Toddler Drive-In



Angry Bird Live



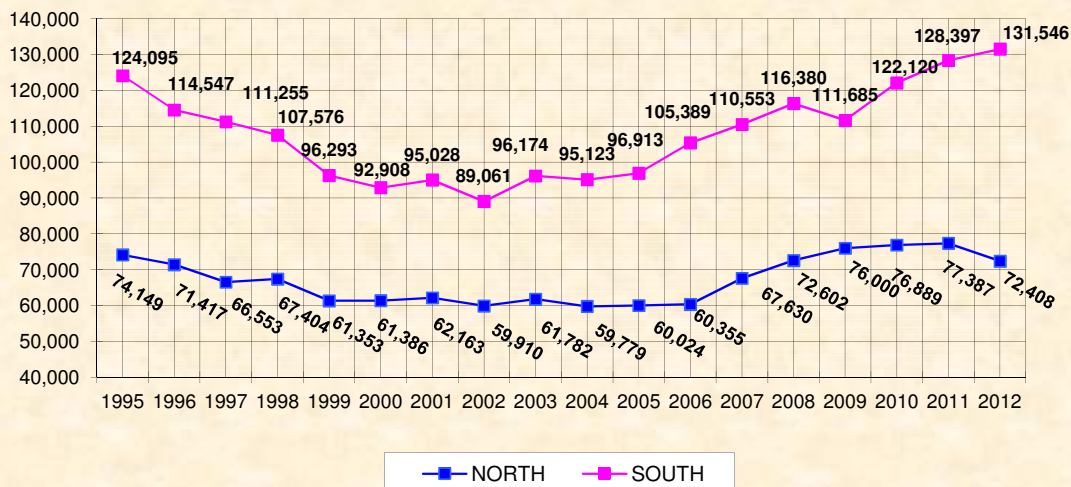
CIRCULATION INFORMATION

	2012	% of Total	% Change from Last Year
TOTAL CIRCULATION:	1,215,258		-3.79%
Print Items	692,761	57.01%	-2.15%
Non-Print Items	522,497	42.99%	-5.88%
Adult Materials	754,570	62.09%	-5.31%
Children's Materials	460,688	37.91%	-1.19%
TOTAL AT MAIN:	1,011,304		-4.35%
Print Items	557,281	55.11%	-2.85%
Non-Print Items	454,023	44.89%	-6.13%
Adult Materials	649,577	64.23%	-5.39%
Children's Materials	361,727	35.77%	-2.43%
TOTAL AT NORTH:	72,408		-6.43%
Print Items	46,062	63.61%	-4.12%
Non-Print Items	26,346	36.39%	-7.63%
Adult Materials	38,458	53.11%	-10.22%
Children's Materials	33,950	46.89%	-1.75%
TOTAL AT SOUTH:	131,546		2.45%
Print Items	89,418	67.97%	3.59%
Non-Print Items	42,128	32.03%	0.12%
Adult Materials	66,535	50.58%	-1.32%
Children's Materials	65,011	49.42%	6.62%

COMPARISON INFORMATION

	2012	2011	2010
Turnover Rate: (No. of times each item circulated)	5.03	5.23	4.94
Circulation per Capita:	23.68	24.83	23.79
Circulation per Hour Open -			
Total:	155	158	154
Main:	308	311	305
North:	32	34	33
South:	58	56	53

CIRCULATION AT COMMUNITY LIBRARIES



MAIN AND TOTAL CIRCULATION



OTHER INFORMATION

	2012	% of Total	% Change from 2011
PROGRAMS			
Number Held in 2012:	786		-2.48%
Adult	282	35.88%	13.71%
Monday Mornings @ Main	24		
Chapters	20		
Gaming	15		
Genealogy & Local History	15		
Movies	59		
Other	149		
Children's	504	64.12%	-9.68%
Pre-school	229		
Elementary school	198		
Middle school	46		
High school	31		
Attendance	30,561		12.64%
Adult	12,786	41.84%	46.81%
Monday Mornings @ Main	2,064		
Chapters	205		
Gaming	337		
Genealogy & Local History	445		
Movies	3,110		
Other	6,625		
Children's	17,775	58.16%	-3.51%
Pre-school	6,994		
Elementary school	8,286		
Middle school	1,963		
High school	532		
Drop-In Children's Programs - Number of Visits			
1000 Books B4 Kindergarten	1,655	28.86%	
Summer Library Program	3,845	67.04%	
Cookie Club	235	4.10%	
TOTAL Visits:	5,735		
LIBRARY VISITS	705,022		-4.73%

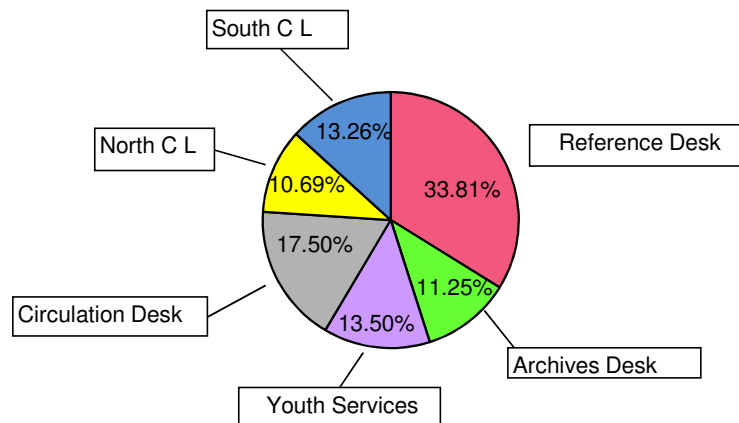
NUMBER OF HOURS OPEN (per week):

At Main	65
At North	45
At South	45

REFERENCE QUESTIONS

Number Asked in 2012	130,181		13.16%
Reference Desk	44,010	33.81%	-10.95%
Archives Desk	14,645	11.25%	0.08%
Children's Room	17,576	13.50%	119.48%
Circulation Desk	22,776	17.50%	13.77%
North Branch	13,910	10.69%	40.05%
South Branch	17,264	13.26%	32.53%

Reference Questions 2012



Stuffed Animal Redux



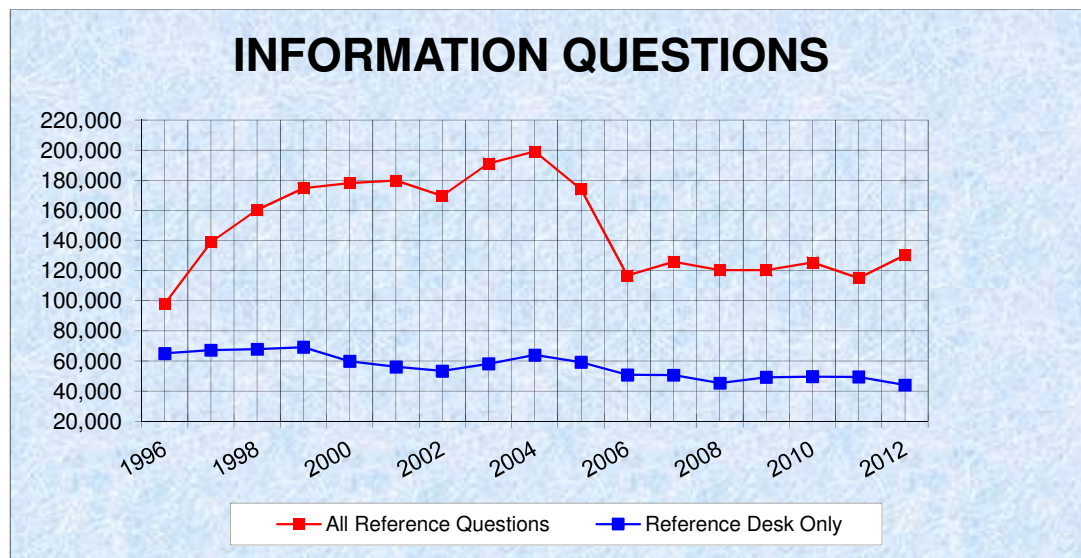
Pigeon Drives the Bus



National History Day

COMPARISON INFORMATION

	2012	2011	2010
Reference Questions per Capita:	2.5	2.3	2.4
Population Served:	51,719	51,320	50,879



APPENDIX A

STATE ANNUAL REPORT



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 01-13)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2012

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

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. Certificate Grade Gr 1	4b. Certificate Type Regular	5. Certificate Exp. Date 12/31/2013	
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 k.krieg-sigman@lacrosse.lib.wi.us			
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 a municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stats. 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. Annual Public Service Hours for the Main Library and Any Branches and Bookmobiles 8,060	21. Square Footage of Public Library 74,500	22. Did your library move to a new facility or branch or expand an existing facility during the fiscal year? No			
II. LIBRARY COLLECTION					
		Number Owned / Leased	Number Added		
1. Books in Print		210,056	26,297		
2. Electronic Books <i>E-books</i>		53,364			
3. Audio Materials		26,435	5,587		
4. Electronic Audio Materials <i>Downloadable</i>		9,650			
5. Video Materials		21,117	6,522		
6. Electronic Video Materials <i>Downloadable</i>		319			
7. Other Materials Owned <i>Describe</i> Microforms 4,256; bifolka kits 17		4,273			
8. Databases Locally Owned or Leased		12			
9. Total Databases <i>Local, regional, and state</i>		56			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		508			

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>	
1,215,258		460,688	128,308		86,777	
3. Number of Registered Borrowers			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count
41,998	22,321	64,319	Survey Week(s)	130,181	Actual Count	705,022
6. Uses of Public Internet Computers			7a. Number of Licensed Database Sessions		7b. Number of Locally-Created, Non-commercial Database Sessions	
a. Method	b. Annual Count					
Actual Count	129,952		346,226		0	
7c. Uses of E-Books by Users of Your Library			7d. Uses of E-Audio by Users of Your Library		7e. Uses of E-Video by Users of Your Library	
10,806			7,084		38	
8. Programs and Program Attendance Annual Count					9. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other Programs	d. TOTAL	a. Total	b. Internet Access
Number of Programs	427	77	282	786	128	119
Attendance	15,280	2,495	12,786	30,561		

IV. LIBRARY GOVERNANCE

1. **Library Board Members.** List the members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur (when reporting such changes, indicate the departing board members).

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
a. Thomas	Sleik	505 King St, Ste. 300	La Crosse	54601	tss@haleskemp.com
b. Beverly	Ruston	408 9th St. North	La Crosse	54601	bcruston@centurytel.net
c. Araysa	Ashmore	1545 Travis St.	La Crosse	54601	bsbnjg@yahoo.com
d. Daniel	Gelatt	3159 Edgewater Drive	La Crosse	54603	daniel.gelatt@nmt.com
e. Jodi	Ehrenberger	127 23rd St. South	La Crosse	54601	jodie@statebankfinancial.com
f. Judy	Bouffleur	2575 Edgewood Place	La Crosse	54601	jbouffleur@centurytel.net
g. Jeffrey	George	548 24th St. North	La Crosse	54601	gjgeorge@msm-law.com
h. Robert	Sequist	202 Zephyr Circle	La Crosse	54601	sequist@cityoflacrosse.org
i.					
j.					
k.					
l.					

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

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service. Only Joint libraries will report more than one municipality here.**

Municipal Type	Name	Amount
City	La Crosse	\$4,263,121
Subtotal 1		\$4,263,121

2. County**a. Home County Appropriation for Library Service**

Subtotal 2a

b. Other County Payments for Library Services

Name	Amount	Name	Amount
Vernon	\$121,438		
Jackson	\$11,081		
Trempealeau	\$31,402		
Monroe	\$27,417		
Subtotal 2b			\$191,338

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
Winding Rivers Library System	\$116,175		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3		\$116,175	

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

Project Name and Number	Amount
Subtotal 4	

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

Name	Amount	Name	Amount
WRLSWEB	\$69,333		
Subtotal 5		\$69,333	

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

\$569,010

7. All Other Operating Income

\$286,437

8. Total Operating Income Add 1 through 7

\$5,495,414

9. What is the 2013 annual appropriation provided by your governing body/bodies for your public library?

\$4,454,784

10. Was your library's municipality exempt from the county library tax for 2012? Wis. Stats. s. 43.64(2)

Yes

Report operating expenditures from all sources. Do not report capital expenditures here.

Report operating expenditures from all sources. Do not report capital expenditures here.

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

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

Report capital income and expenditures by source of income. Do not report any expenditures reported above. Provide a brief description of any expenditures.

[illegible]

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds held by the library board (except Trust Funds) that have not been reported in a previous section.

Report the total amount of other funds and trust funds held at end of year.

Total Amount of Other Funds at End of Year

Total Amount of Trust Funds Held by the Library Board

\$0

\$1,160,788

X. STAFF

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

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

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$92,498	40.00				
Adult Public Svc. Mgr.	MLS (ALA)	\$66,064	40.00				
Business Mgr.	Other	\$62,556	40.00				
Archivist Manager	MLS (ALA)	\$56,898	40.00				
Training/Volunteer Coord.	Librn. no-MLS	\$52,806	40.00				
Bldg. Mtce. Coord.	Other	\$62,556	40.00				
Branch Mgr.	MLS (ALA)	\$55,499	40.00				
Youth Services Mgr.	MLS (ALA)	\$59,571	40.00				

b. **Other Paid Staff** See instructions

	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Librarian	MLS (ALA)	\$487,176	400.00	Maintenance	Other	\$156,687	180.00
Librarian	Librn. no-MLS	\$381,503	306.00				
Associate Librarian	Librn. no-MLS	\$218,570	184.00				
Library Assistant	Other	\$672,859	704.00				
Library Aides	Other	\$198,682	448.00				

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)

14.00

Other Persons Holding the
Title of Librarian (FTE)

8.64

Subtotal 2a

22.64

b. **All Other Paid Staff**

39.58

c. **Total Library Staff**

62.22

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

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

377,713

Divide nonresident circulation among the following categories. The total for 2 through 6 below should equal the number reported in question 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	232,940	0	232,940
3. Circulation to Nonresidents Living in Another County in Your System	66,730	50,160	116,890
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	374	2,567	2,941
5. Circulation to All Other Wisconsin Residents	9,072		
		6. Circulation to Persons from Out of the State	
		15,870	

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

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

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Jackson	2,150	f.	
b. Monroe	9,103	g.	
c. Trempealeau	7,729	h.	
d. Vernon	27,533	i.	
e.		j.	

XII. TECHNOLOGY

1. What type of Internet connection do you have? <input type="checkbox"/> a. Only a dedicated or leased line <i>Often provided by TEACH program</i> <input type="checkbox"/> b. Only a broadband cable or DSL line <input checked="" type="checkbox"/> c. Both a and b	2. Is the speed of your Internet connection sufficient to meet patron and staff needs? <input checked="" type="checkbox"/> a. Our speed is sufficient almost all the time (at least 95% of the time). <input type="checkbox"/> b. Our speed is sufficient most of the time (at least 80%). <input type="checkbox"/> c. Our speed is NOT sufficient most of the time or is not sufficient at critical daily periods.	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 workstations
4. Does your library provide wireless Internet access for patrons' mobile devices? Yes	5a. Method of Counting Wireless Internet Uses <i>New for 2012—Optional</i> Not Counted	5b. Number of Wireless Internet Uses <i>New for 2012—Optional</i>

XIII. YOUTH SERVICES

1. Summer Library Programming <i>Estimate if the library does not have this number</i>			
a. How many children and young adults registered or participated in the summer library program?	b. How many children who participated in the summer library program were five or younger?	c. How many of those who participated in the summer library program were age 12-18?	d. What was the total attendance at children's programs at the library this summer? <i>Children and adults</i>
1,486	320	285	2,366
2. Drop-in Activities <i>New for 2012—Optional</i> <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; for example, DIY station, 1000 Books Before Kindergarten, and Online Teen Book Club.</i>		a. Children (0-11)	b. Young Adult (12-18)
Number of Activities		6	6
Participation		6,271	6,271
3. Name and email address of primary staff person who serves as the children, youth, or teen librarian.			
a. First Name	b. Last Name	c. Email Address	
Marge	Loch-Wouters	m.loch-wouters@lacrosse.lib.wi.us	


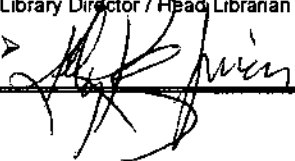
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 electronic database only to its residents. [s.43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s.43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤ 	Name of President Thomas S. Sleik	Date Signed 2-18-13
Library Director / Head Librarian Signature ➤ 	Name of Director / Head Librarian Kelly KRIEGER-SCHMAU	Date Signed 2-18-13

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

The La Crosse Public Library Board of Trustees hereby states that in 2012, the Winding Rivers Library System
Name of Public Library *Name of Your Public Library System/Service*

Indicate with an X one of the following two statements.

- ☒ Did provide effective leadership and adequately meet the needs of the library.
☐ Did not provide effective leadership and adequately meet the needs of the library.

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

* The statement *may* be sent directly to the Division for Libraries and Technology (DLT), c/o John DeBacher, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

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

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

President, Library Board of Trustees Signature

> Thomas S. Steik

Name of President

Thomas S Steik

Date Signed

2-18-13

COMMENTS

APPENDIX B

SEARCHING FOR THE CHURCH

LA CROSSE PUBLIC LIBRARY

Books and a Whole Lot More

February 6, 2013

Main Library
800 Main Street
La Crosse WI 54601

**North
Community Library**
1552 Kane Street
La Crosse WI 54603

**South
Community Library**
1307 South 16th Street
La Crosse WI 54601


(608) 789-7100

FAX (608) 789-7106

TTY (608) 789-7073

www.lacrosselibrary.org

TO: Honorable Mayor Harter and
Members of the La Crosse Common Council

FROM: Kelly Krieg-Sigman 

RE: Financial Report

In accordance with the Wisconsin Statutes, Chapter 43.58 (6) the Library Board hereby submits its report on special funds.

These funds are administered under a statement of purpose formally adopted by the board which states:

The Board of the Library Trustees recognizes the tradition established by the City of La Crosse in providing funding for high quality basic public library service to its citizens. Recognizing also the opportunity to enrich library service, the board hereby adopts a policy of encouraging, seeking, and receiving gifts of money and property to the library conditioned upon the commitment that such gift(s), special programs, building renovation or expansion, and experimental opportunities beyond those which have constituted traditional city responsibilities. Any restriction on a gift or bequest will be honored, if the restriction is consistent with public and library policy.

Questions may be directed to the Board President, Tom Sleik, or me.

lk

cc: Finance

**LA CROSSE PUBLIC LIBRARY
SPECIAL CHECKING ACCOUNT
2012 ACTIVITY**

Balance: 12/31/11:	\$137,922.27
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Receipts:		
	Copy Machine & other 1400	\$20,096.36
	Gifts	\$68,233.40
	Friends of LPL	\$29,758.34
	Washburn Fund	\$6,525.00
	Special Trustees Fund	\$670.40
	Fund Raisers	\$27,697.86
	Grants	\$29,995.00
	Credit Card Receipts	\$20,120.40
	Interest	\$2,162.56
	Total Receipts	\$205,259.32

Disbursements:		
	Copier Leases & Maintenance	\$9,641.85
	Printing Supplies & Maintenance	\$7,353.80
	Library Materials	\$19,306.87
	Programs/Exhibits	\$43,952.57
	Staff Development	\$2,670.14
	Equipment	\$25,711.89
	Public Events	\$5,229.73
	Credit Card Expenses	\$9,836.25
	Other	\$5,215.82
	Total Disbursements	\$128,918.92

Balance 12/31/12:	\$214,262.67
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Journal Balance:	\$214,262.67
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\$0.00

ADDRESS C XHX

TRUSTS

SALES

GENERAL

REPORT

TRUSTEES' SPECIAL AGENCY FUND REPORT

2012	1ST QTR 2012	2ND QTR 2012	3RD QTR 2012	4TH QTR 2012	TOTAL 2012
BEQUESTS	13,324	24,359	25,000	0	\$62,683
INTEREST INCOME	7,682	8,054	8,274	12,388	\$36,398
CHANGE IN MARKET VALUE	17,233	-4,117	20,482	-11,151	\$22,447
ASSET CHANGES - CAPITAL GAIN	1,808	0	747	12,712	\$15,267
FEES	1,443	1,464	1,516	1,563	\$5,986
BOARD EXPENDITURES	0	3,673	667	0	\$4,340
ASSET CHANGES - CAPITAL LOSS	0	0	0	0	\$0

\$3,000 - Lib. Develop. - Director

\$673 - Board retreat & retirements

\$667 - Board petty cash fund & retirements

\$277 - Bruder Endowment

BEQUESTS	\$1,002,220
HAIG-PREVIOUS INTEREST	11,234
BRUDER ENDOWMENT	10,000
CHILDREN'S CENTENNIAL FUND	12,025
FROM GERT GORDON FUND	51,931
INTEREST INCOME	918,175
RETURN FROM 1ST FLOOR REMODEL	46,532
BUILDING FUND	175,280
BOOKS 2000 and beyond	245,957
ASSET CHANGES	129,651
FEES	-93,769
BOARD EXPENDITURES	-1,348,448
BALANCE	\$1,160,788

MISCELLANEOUS

DETAILS

CARRYOVER FROM 2012 to 2013				
	2012 BUDGET	2012 AMOUNT		
EXPENDITURES	APPROP.	SPENT	BALANCE	% USED
Salaries	\$2,741,867	2,660,363.29	81,503.71	97.03%
Fringes	1,098,920	1,055,065.28	43,854.72	96.01%
Automation	86,450	93,606.52	-7,156.52	108.28%
Binding Services	1,750	1,739.85	10.15	99.42%
Bldgs. & Bldg. Improvements	8,000	5,798.69	2,201.31	72.48%
Car Allowance/Mileage	600	470.64	129.36	78.44%
Cataloging Utility	35,000	35,000.00	0.00	100.00%
Delivery	9,500	11,143.14	-1,643.14	117.30%
Other Contractual Services	11,300	29,750.27	-18,450.27	263.28%
Dues	2,000	4,061.10	-2,061.10	203.06%
Electricity	93,420	110,501.80	-17,081.80	118.28%
Electronic Resources	15,000	15,000.00	0.00	100.00%
Gasoline	1,500	985.34	514.66	65.69%
Materials Circulation	380,000	381,576.36	-1,576.36	100.41%
Materials for WRLS - Automation	5,400	5,400.00	0.00	100.00%
Materials for WRLS - Lib. Supplies	600	600.00	0.00	100.00%
Materials for WRLS - Coll. Develop.	73,000	73,000.00	0.00	100.00%
Miscellaneous Expenses	1,000	1,916.34	-916.34	191.63%
Natural Gas	63,960	23,711.31	40,248.69	37.07%
Office Supplies	40,000	35,635.33	4,364.67	89.09%
Oil	75	10.45	64.55	13.93%
Postage	17,000	5,862.97	11,137.03	34.49%
Printing Services	2,500	672.72	1,827.28	26.91%
Professional Development	13,500	10,885.72	2,614.28	80.63%
Programming Mtls.	2,000	884.08	1,115.92	44.20%
Repair & Mtc. Supplies-Bldg.	20,000	17,753.56	2,246.44	88.77%
Repair & Mtc. Services-Equip.	5,500	489.59	5,010.41	8.90%
Repair & Mtc. Services - Grnds.	41,413	57,810.73	-16,397.73	139.60%
Sewer	4,500	3,956.80	543.20	87.93%
Sprinkler - Indoor	120	129.60	-9.60	108.00%
Storm Water		765.01	-765.01	
Telephone Expenses	25,500	22,714.25	2,785.75	89.08%
Travel Expenses	6,500	6,312.40	187.60	97.11%
WRLS Car Allowance		-973.08	973.08	
WRLSWEB	56,000	20,638.00	35,362.00	36.85%
Water	3,125	3,789.98	-664.98	121.28%
Reduction to City Allocation	-81,564		-81,564.00	
TOTAL 2012 EXPENSES:	\$4,785,436	4,697,028.04	88,407.96	98.15%

	2012 BUDGET	2012 AMOUNT		
INCOME	APPROP.	RECEIVED	BALANCE	% RECEIVED
Lost Library Mtls.	\$15,500	12,957.55	-2,542.45	83.60%
Microprinting Fees	\$2,000	1,325.54	-674.46	66.28%
Miscellaneous	\$1,000	2,609.45	1,609.45	260.95%
Out of State Reg.	\$3,500	4,368.71	868.71	124.82%
Research Fees	\$1,800	1,067.25	-732.75	59.29%
FAX Fees		850.97	850.97	
Service Charges	\$85,000	75,402.56	-9,597.44	88.71%
County Contributions	\$198,815	191,338.00	-7,477.00	96.24%
Meeting Room	\$3,000	2,780.15	-219.85	92.67%
WRLSWEB	\$96,000	69,332.85	-26,667.15	72.22%
Short/Over		-73.70	-73.70	
SUBTOTAL	\$406,615	361,959.33	-44,655.67	89.02%
WRLS Contract	\$115,700	116,174.00	474.00	100.41%
TOTAL INCOME	\$522,315	478,133.33	-44,181.67	91.54%
SUMMARY:				
Total Amount Carried over into 2012:			431,087.63	
Expenditures per Board approval				
Video surveillance cameras			-12,754.00	
Website consultant			-4,125.00	
Concrete work at South			-14,000.00	
2012 Operating Budget Expenditure Balance			88,407.96	
2012 Operating Budget Unanticipated Income Balance			-44,181.67	
Total Amount Carried over into 2013:			444,434.92	
Still encumbered: To offset 2013 budget			-125,728.00	
Website consultant			-4,375.00	

GIFT FUND as of 4/30/2013

	1-1-2013			Current
	Balance	Debits	Credits	Balance
Library Materials				
Archives Materials	\$6,728.79	\$1,200.00	\$473.40	\$6,002.19
Children's Adopt-a-Book	\$301.63			\$301.63
Children's Centennial Fund	\$665.00			\$665.00
Bruder Endowment (YS)	\$0.00	\$99.48		-\$99.48
Mary Crowley Memorial (YS)	\$25.66			\$25.66
James Lafky Memorial (YS)	\$25.00			\$25.00
Hugh Burke Memorial (Adult)	\$43.62			\$43.62
Margaret Donndelinger Memorial (Archives)	\$1,722.20			\$1,722.20
Ruth A. Benusa Memorial (SCL)	\$169.94			\$169.94
Irma Malles Memorial	\$124.84			\$124.84
Doris Opland Memorial	\$136.07			\$136.07
Catherine Schoen Memorial	\$153.19			\$153.19
Cloyce Campbell Memorial	\$100.00			\$100.00
R. Cowgill Memorial	\$275.00			\$275.00
Patricia Bohan Memorial			\$100.00	\$100.00
James McGraw Memorial			\$45.00	\$45.00
John Wineski Memorial			\$180.56	\$180.56
LAGS (Reference)	\$59.51			\$59.51
M. Runge (SCL)	\$33.42			\$33.42
D. Wright (SCL)	\$8.58			\$8.58
Grandpa Howard & Grandma Rosie (YS)	\$209.93			\$209.93
I. Malles (SCL)	\$20.00			\$20.00
Honor of Lucy Freeman (YS)	\$50.00			\$50.00
Master Gardeners	\$169.87			\$169.87
W. Zaudtke	\$25.00			\$25.00
D. Anderson - opera	\$10.81			\$10.81
Honor of Irv Balto	\$25.00			\$25.00
W. Nemer (non fiction)	\$100.00			\$100.00
J. Olson - North			\$22.00	\$22.00
For Reference - Anonymous			\$100.00	\$100.00
Rotary Lights - for Branches			\$200.00	\$200.00
Nursing Home Project	\$890.00			\$890.00
TOTAL	\$12,073.06	\$1,299.48	\$1,120.96	\$11,894.54

	1-1-2013			Current
	Balance	Debits	Credits	Balance
Miscellaneous				
Bus Tour	4,457.61	\$4,657.84	\$2,429.03	\$2,228.80
Busing Second Graders	448.34			\$448.34
Foundation Grant	24,695.00	\$178.35		\$24,516.65
Friends - Misc.		\$281.72		-\$281.72
CD Displayer Fund Raiser	\$7,576.10			\$7,576.10
Christmas Fund Raiser - iPads			\$3,670.25	\$3,670.25
Museum Space Fund Raiser	\$8,033.60			\$8,033.60
Northern Lights Fund Raiser	\$3,383.84	\$1,086.73		\$2,297.11
Give-A-Gift	\$6,872.58		\$150.00	\$7,022.58
Donald (Sandy) Gordon Estate	\$4,461.36	\$3,092.85	\$2,969.91	\$4,338.42
Gertrude Salzer Gordon Estate	\$47,646.62	\$6,954.14	\$7,697.66	\$48,390.14
Interest	\$4,015.28	\$233.53	\$55.07	\$3,836.82
Sale of Surplus Equipment	\$3,897.20	\$7.69	\$33.00	\$3,922.51
Staff Development (G. Eilers)	\$75.00			\$75.00
Speaker - pre WLA luncheon	\$500.00			\$500.00
Cookie Club	\$350.00	\$280.00		\$70.00
For North - Rendler	\$20.00			\$20.00
B. Leonard - adult writing			\$50.00	\$50.00
Richard F. Carter Memorial	\$6,931.08			\$6,931.08
Merrick Memorial	\$200.00			\$200.00
Gayleen Eilers Memorial	\$6,548.78			\$6,548.78
Thousand Books Before Kindergarten	\$5,885.94			\$5,885.94
Programming - Friends - Adult General	\$10,809.73	\$1,803.42		\$9,006.31
Adult Summer Program				\$0.00
Adult Winter Program				\$0.00
Branches		\$520.22		-\$520.22
Christmas Decorating Program				\$0.00
Crafts				\$0.00
Earth Month Program		\$500.00		-\$500.00
Footsteps Northside Bus Tour				\$0.00
Gardening Program	\$1,111.31	\$522.70		\$588.61
Memoirs				\$0.00
Nursing Home Programs				\$0.00
Shredfest				\$0.00
Writing Contest				\$0.00
Programming - Friends - Gaming	\$1,801.60	\$970.43	\$12.50	\$843.67
Programming - Friends - Youth General	\$2,025.56	\$845.77	\$50.00	\$1,229.79
National History Day	\$1,270.14			\$1,270.14
NOKS				\$0.00
Summer Library Program		\$415.66		-\$415.66
Seed Library	\$4,995.00	\$3,171.84	\$7.80	\$1,830.96
Spec. Trustees - Schnell Retirement	-\$196.99			-\$196.99
Spec. Trustees - Boehm Retirement	-\$150.00	\$53.87		-\$203.87
Spec. Trustees - State award - rising star	-\$50.00			-\$50.00
Spec. Trustees - Board Retreat		\$246.21		-\$246.21
Spec. Trustees - Founder's Day		\$158.09		-\$158.09
Washburn - Archives Footsteps	\$2,400.00			\$2,400.00
Washburn - National History Day	\$834.78			\$834.78
Washburn - Staff Development Day	\$609.43			\$609.43
Washburn - Thurow Scholarship	\$4,141.49			\$4,141.49
TOTAL	\$165,600.38	\$25,981.06	\$17,125.22	\$156,744.54
Preserving Hmong Women's History (we are only a fiscal agent on this)	2,085.06			\$2,085.06
World We Live in Grant (we are only a fiscal agent on this)	1,169.70	\$1,300.00	\$2,500.00	\$2,369.70
TOTAL	\$3,254.76	\$1,300.00	\$2,500.00	\$4,454.76
YTD TOTALS	\$180,928.20	\$28,580.54	\$20,746.18	\$173,093.84
Bank Balance				\$173,093.84
				\$0.00

1400 ACCOUNT: 2012 RECEIPTS

	Copy Machine	OTC	Printer	Equipment Non-Taxed	Equipment Taxed	BookMarks	Logo Items	Internet Access	Misc.	Sales Tax	TOTAL INCOME
JANUARY	\$451.85	\$0.00	\$624.90	\$0.00	\$0.00	\$5.40	\$0.00	\$435.95	\$0.00	\$0.25	\$1,518.35
FEBRUARY	\$701.79	\$0.00	\$851.10	\$0.00	\$0.00	\$1.92	\$0.00	\$435.68	\$0.00	\$0.08	\$1,990.57
MARCH	\$662.17	\$0.00	\$736.55	\$0.00	\$0.00	\$0.00	\$9.48	\$413.45	\$0.00	\$0.52	\$1,822.17
APRIL	\$609.28	\$0.00	\$639.95	\$0.00	\$0.00	\$0.00	\$0.00	\$395.17	\$0.00	\$0.00	\$1,644.40
MAY	\$584.80	\$1.90	\$752.23	\$0.00	\$0.00	\$0.95	\$0.00	\$513.15	\$0.00	\$0.15	\$1,853.18
JUNE	\$670.16	\$1.42	\$601.85	\$0.00	\$0.00	\$0.95	\$0.00	\$278.92	\$0.00	\$0.13	\$1,553.43
JULY	\$491.18	\$0.00	\$568.70	\$0.00	\$0.00	\$0.00	\$0.00	\$447.95	\$0.00	\$0.00	\$1,507.83
AUGUST	\$677.27	\$0.00	\$781.80	\$0.00	\$0.00	\$0.00	\$0.00	\$531.10	\$0.00	\$0.00	\$1,990.17
SEPTEMBER	\$504.75	\$0.00	\$568.60	\$0.00	\$0.00	\$0.95	\$4.74	\$319.50	\$0.00	\$0.31	\$1,398.85
OCTOBER	\$668.47	\$0.00	\$620.00	\$0.00	\$0.00	\$1.90	\$0.00	\$507.95	\$0.00	\$0.10	\$1,798.42
NOVEMBER	\$474.52	\$0.00	\$564.45	\$0.00	\$0.00	\$0.00	\$0.00	\$293.36	\$0.00	\$0.00	\$1,332.33
DECEMBER	\$683.11	\$0.00	\$599.95	\$0.00	\$0.00	\$0.00	\$0.00	\$403.60	\$0.00	\$0.00	\$1,686.66
TOTAL	\$7,179.35	\$3.32	\$7,910.08	\$0.00	\$0.00	\$12.07	\$14.22	\$4,975.78	\$0.00	\$1.54	\$20,096.36
Percentage of Total	35.72%	0.02%	39.36%	0.00%	0.00%	0.06%	0.07%	24.76%	0.00%	0.01%	
Average per month	\$598.28	\$0.28	\$659.17	\$0.00	\$0.00	\$0.54	\$0.68	\$414.65	\$0.00	\$0.13	\$1,674.70

Explanation of Subaccounts:

Copy Machine	Rate/copy: 11" @ \$.10, 14" @ \$.15, 17" @ \$.20; color copies @ \$.75
Over the Counter	Maps of La Crosse @ \$1.50 each including tax
Printer	Charges for computer printing
Equipment	16mm projectors \$5.00/day, carousel projectors \$3.00/day, overhead projectors \$3.00/day, screens \$3.00/day
Internet Charges	Charges for printing material off of the Internet @ \$.10 per page
Sales Tax	Paid on Copy Machine, Over the Counter & Equipment subaccounts.

1400 ACCOUNT: 2012 DISBURSEMENTS

	Copier Maintenance	Copier Leases	Printing Maintenance	Printing Supplies	Misc.	TOTAL
JANUARY	\$236.36	\$93.42	\$95.66	\$0.00	\$266.20	\$691.64
FEBRUARY	\$0.00	\$0.00	\$51.60	\$147.31	\$0.00	\$198.91
MARCH	\$443.72	\$93.42	\$44.47	\$899.91	\$0.00	\$1,481.52
APRIL	\$286.50	\$658.87	\$22.77	\$749.93	\$283.16	\$2,001.23
MAY	\$501.93	\$658.87	\$0.00	\$203.80	\$0.00	\$1,364.60
JUNE	\$0.00	\$658.87	\$83.91	\$1,370.58	\$0.00	\$2,113.36
JULY	\$243.08	\$658.87	\$86.35	\$1,244.04	\$165.00	\$2,397.34
AUGUST	\$209.17	\$687.15	\$34.75	\$1,093.73	\$315.85	\$2,340.65
SEPTEMBER	\$230.96	\$752.29	\$74.74	\$0.00	\$0.00	\$1,057.99
OCTOBER	\$362.24	\$658.87	\$54.57	\$0.00	\$259.31	\$1,334.99
NOVEMBER	\$386.04	\$658.87	\$6.29	\$0.00	\$0.00	\$1,051.20
DECEMBER	\$475.20	\$687.15	\$27.69	\$1,061.70	\$168.89	\$2,420.63
 TOTAL	 \$3,375.20	 \$6,266.65	 \$582.80	 \$6,771.00	 \$1,458.41	 \$18,454.06
 Percentage of Total	 18.29%	 33.96%	 3.16%	 36.69%	 7.90%	

CIRCULATION - 2012

OVERVIEW

Number of loans from La Crosse Public Library & branches:	1,215,258
Decrease from 2011:	-47,856
% Decrease from 2011:	-3.79%
Number of loans from Main:	1,011,304
Percent of total loans:	83.22%
Decrease from 2011:	-46,026
% Decrease from 2011:	-4.35%
Number of loans from North:	72,408
Percent of total loans:	5.96%
Decrease from 2011:	-4,979
% Decrease from 2011:	-6.43%
Number of loans from South:	131,546
Percent of total loans:	10.82%
Increase over 2011:	3,149
% Increase over 2011:	2.45%

DETAIL

[illegible]

CIRCULATION (cont.)

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

	MAIN	% CHANGE	NORTH	% CHANGE	SOUTH	% CHANGE	TOTAL	% CHANGE
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%
1983-2012		163.59%		49.04%		67.93%		138.01%

STANDARDS:

		2012	2011
Average no. of circulations per service hour :	Main:	308	322
	North:	32	34
	South:	58	56
Average no. of circulations per service day:	Main:	2,873	3,038
	North:	239	257
	South:	434	427

INFORMATION/QUESTIONS - 2012

Total number of reference questions asked by patrons at La Crosse Public Library & its branches			130,181
Increase over 2011	15,138		
Percentage increase over 2011	13.16%		
		<u>PER DAY OPEN</u>	<u>PER HR OPEN</u>
Number asked of the REFERENCE DESK staff:	44,010	125.0	13.4
Percentage of total questions:	33.81%		
Decrease over 2011	-5,413		
Percentage decrease over 2011	-10.95%		
Number asked of the ARCHIVES ROOM staff:	14,645	41.6	5.4
Percentage of total questions:	11.25%		
Increase over 2011	11		
Percentage increase over 2011	0.08%		
Number asked of the CHILDREN'S ROOM staff:	17,576	49.9	5.3
Percentage of total questions:	13.50%		
Increase over 2011	9,568		
Percentage increase over 2011	119.48%		
Number asked of the CIRCULATION staff:	22,776	64.7	6.9
Percentage of total questions:	17.50%		
Increase over 2011	2,756		
Percentage increase over 2011	13.77%		
Number asked of the NORTH BRANCH staff:	13,910	45.9	6.1
Percentage of total questions:	10.69%		
Increase over 2011	3,978		
Percentage increase over 2011	40.05%		
Number asked of the SOUTH BRANCH staff:	17,264	57.0	7.6
Percentage of total questions:	13.26%		
Increase over 2011	4,238		
Percentage increase over 2011	32.53%		
# of Genealogy database web searches:	160,164		
Total number of people using the Archives Room:	2,864		
Avg no. of people per service day:	8.14		
Decrease over 2011	-217		
Percentage decrease over 2011	-7.04%		

INFORMATION/QUESTIONS (cont.)

The following table shows the changes in reference question statistics from 1983-2012:

	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%
1983-2012		13.00%		349.92%		279.78%		197.92%		375.99%

Reference questions per city resident: 2.52

*Directional questions were included in 1983 and 1984 statistics.