



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 11-25)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2025

INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION

1. Name of Library Dane County Library Service		2. Public Library System South Central Library System			
3b. Head Librarian First Name Tracy	3c. Head Librarian Last Name Herold	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 12/31/2029	
6a. Street Address 1874 S. Stoughton Rd.	6b. Mailing Address or PO Box 1874 S. Stoughton Rd.	7. City / Village / Town Madison	8a. ZIP 53716	8b. ZIP4 2258	9. County Dane
10. Library Phone Number (608) 266-9297		11. Fax Number			12. Library E-mail Address of Director herold@dcls.info
13. Library Website URL www.dcls.info		14. No. of Branches 0	15. No. of Bookmobiles Owned 3	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? Yes		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 4,500	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	36	0	0
19b. Number of winter weeks	42	0	0
19c. Summer hours open per week	38	0	0
19d. Number of summer weeks	10	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	1,892	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			41,262	4,707	
2. Physical Subscriptions			58		
3. Physical Audio Materials			3,407	225	
4. Physical Video Materials			6,741	249	
5. Other Physical Materials			2,157		
6. Total Physical Items in Collection			53,567		
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books		No	Yes	No	
8. E-serials		No	Yes	No	
9. E-audio		Yes	Yes	No	
10. E-video		Yes	Yes	No	
11. Research Databases		No	No	Yes	
12. Online Learning Platforms		No	No	Yes	
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
120,831	54,621	8,018	30,558	28,520	
			Method for Counting ILL Transactions	Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
3,220	1,227	5,213	89	617	9,749
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
34,566	1,721	36,287	No	Survey Week(s)	7,111
				Survey Week(s)	21,424
8. Uses of Public Internet Computers				9. 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
0	0	Actual Count	0	Actual Count	10,199

	LIBRARY PROGRAMS AND ATTENDANCE	
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Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	38	11	0	6	0
Total Attendance	538	2,143	0	139	0

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	0	55	0	0	
Total Attendance	0	2,820	0		
Total Program Views				0	

Describe the library's in-person programs:

Play Literacy visits to county daycares; school visits for summer reading readiness; senior living centers

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

0

Describe the library's live, virtual programs:

None

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

none

Describe the library's pre-recorded programs:

None

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	City	Email Address
PRESIDENT			
1. Jimmy	Cheffen	Madison	jcheffenjr@madisoncollege.edu
2. Yogesh	Chawla	Madison	chawla.yogesh@danecounty.gov
3. Joel	Gratz	Madison	gratz@speedymail.org
4. Rex	Owens	Sun Prairie	rexowens00@gmail.com
5. Lisbeth	Solano	Madison	lisbethsolano2@gmail.com
6. Michelle	Jensen	Deerfield	jensenm@deerfield.k12.wi.us
7. Jennifer	Conroy-Seeker	Verona	jenniferseeker@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
		\$0
Subtotal 1		\$0

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$7,109,324

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$458		
Green	\$4,860		
Jefferson	\$23		
Rock	\$745		
Sauk	\$23		
		Subtotal 2b	\$6,109

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Lit Grant	\$825		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
		Subtotal 3	\$825

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

Program or Project		Amount
SCLS CE Scholarship Grant		\$400
Subtotal 4		\$400

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

Name	Amount	Name	Amount
Madison Public Library op & fac reimbursement	\$982,605	Madison Public Library Foundation Dream Bus	\$24,000
Madison Public Library Dream Bus	\$72,000	Sun Prairie Public Library Dream Bus	\$11,000
		Subtotal 5	\$1,089,605

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

\$351,973

7. All Other Operating Income

\$85,003

8. Total Operating Income Add 1 through 7

\$8,643,239

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

\$6,896,986

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

Not Applicable

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 \$806,747		2. Employee Benefits Include maintenance, security, plant operations \$343,017	
3. Library Collection Expenditures			
a. Print Materials \$60,903	b. Electronic Materials \$6,149	c. Audiovisual Materials \$12,570	d. All Other Library Materials \$1,050
			Subtotal 3 \$80,672
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
SCLS	SCLS Delivery	Fee	\$218,204
SCLS	SCLS Tech and ILS	Fee	\$30,807
OverDrive	Digital Media Buying Pool	Fee	\$3,988
OverDrive	Digital Magazines	Fee	\$389
OverDrive	SCLS Advantage	Fee	\$477
Adjacent Counties	Payments for non-resident service	Contract	\$227,418
Dane County Libraries	Operational reimbursements	Contract	\$4,666,010
Dane County Libraries	Facility reimbursements	Contract	\$1,362,730
			Subtotal 4 \$6,510,023
5. Other Operating Expenditures			\$267,378
6. Total Operating Expenditures Add 1 through 5			\$8,007,837
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$400

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

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County	Bookmobile Junior mobile library	\$278,328	\$278,328
e. Other		\$0	\$0
2. Debt Retirement \$94,368	3. Rent Paid to Municipality/County \$85,000	Total Revenue \$278,328	Total Expenditure \$278,328

**VIII. OTHER FUNDS
HELD BY THE LIBRARY BOARD**

1. Total Amount of Other Funds at the End of Year \$0

**IX. FUNDS PAID OR TRANSFERRED TO THE
LIBRARY BOARD FINANCIAL SECRETARY**

1. Total Amount of Section IX Funds at End of Year \$0

	X. STAFF	
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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.

[illegible]

	X. STAFF (cont'd.)	
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b. Other Paid Staff See *Instructions*

[illegible]

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)	
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	c. Total Library Staff (FTE)
4.70	0.90	5.60	4.20	9.80

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>			120,831
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	73,665	45,208	118,873
3. Circulation to Nonresidents Living in Another County in the Library System	1,424	477	1,901
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	20	33	53
5. Circulation to All Other Wisconsin Residents	4	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? No	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	44	f. Rock	32
b. Dodge	0	g. Sauk	8
c. Green	425	h.	
d. Iowa	1	i.	
e. Jefferson	0	j.	
XII. TECHNOLOGY (Not included in 2025 Report)			

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

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities		84	
Total Self-Directed Activity Participation		2,523	
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			84
Total Self-Directed Activity Participation			2,523
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Mary	Driscoll	driscoll@dcls.info	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Tracy	Herold	herold@dcls.info	

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 country 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
	Jimmy Cheffen	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Tracy Herold	

	STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dane

The Dane County Library Service Board of Trustees hereby states that in 2025 the South Central Library System

Name of Public Library *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

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

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

	XV. CERTIFICATION	
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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



Jimmy

Cheffen

	COMMENTS	
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SECTION_I

15. No. of Bookmobiles Owned

Acquired a Bookmobile Jr in April 2025--2026-01-21

SECTION_III

3a., E-book Circulation

Overdrive & Hoopla--2026-01-27

3b., E-serial Circulation

Overdrive & Hoopla--2026-01-27

3c., E-audio Circulation

Overdrive & Hoopla--2026-01-27

3d., E-video Circulation

Hoopla--2026-01-27

4c. Registered Users

No data for why this discrepancy occurred.--2026-01-23

8d., Number of Uses (sessions) of Public Internet Computers

We do not provide public computer access on the mobile libraries--2026-01-21

9b., Wireless Internet Uses

Due to a data collection change by the vendor, there are only 9 months (Jan-Sept) of reporting.--2026-01-23

Total Children's Synchronous Program Attendance Ages 0 to 5

2025 data is correct; 2024 may have incorrectly included school visits under Young Child instead of Child attendance.--2026-01-27

Total Children's Synchronous Program Attendance Ages 6 to 11

These numbers reflect the correct number of summer reading program school visits at 7 schools with a total of 2909 attendees. The school visits may have been reported under young children in 2024.--2026-01-23

SECTION_V

Exempt from County Library Tax

Dane County Library Service does not pay the county library tax--2026-01-21

SECTION_VI

Subtotal 3: Total Collection Expenditures

Total expenditures are largely reimbursements to county and adjacent county libraries, and delivery. These expenditures make up 81% of the DCL budget.--2026-01-23