



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

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2018

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

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

I. GENERAL INFORMATION

1. Name of Library Waupaca Area Public Library		2. Public Library System Outagamie Waupaca Library System			
3a. Head Librarian First Name Margaret	3b. Head Librarian Last Name Burington	4a. Certification Grade Gr 1	4b. Certification Type Regular		5. Certification Expiration Date 12/31/2022
6a. Street Address 107 S. Main St.	6b. Mailing Address or PO Box 107 S. Main St.	7. City / Village / Town Waupaca	8a. ZIP 54981	8b. ZIP4 1799	9. County Waupaca
10. Library Phone Number (715)258-4414	11. Fax Number	12. Library E-mail Address of Director pburington@waupacalibrary.org			
13. Library Website URL www.waupacalibrary.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				
19a. Winter Hours Open per Week 57	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library 24,000	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 799898911		

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	64,158	4,214
2. Electronic Books <i>E-books</i>	155,942	
3. Audio Materials	7,080	298
4. Electronic Audio Materials <i>Downloadable</i>	59,866	
5. Video Materials	10,678	994
6. Electronic Video Materials <i>Downloadable</i>	1,406	
7. Other Materials Owned <i>Describe</i> microfilm, video games, equipment	519	
8. Electronic Collections <i>Locally Owned or Leased</i>	0	
9. Total Electronic Collections <i>Local, regional, and state</i>	50	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	119	

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation 228,359		b. Children's Materials 84,493	a. Items Loaned <i>Provided to</i> 48,635		b. Items Received <i>Received from</i> 50,250		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident 3,341	b. Nonresident 6,083	c. TOTAL 9,424	a. Method Actual Count	b. Annual Count 12,495	a. Method Actual Count	b. Annual Count 118,893	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	
a. Method Actual Count	b. Annual Count 16,412	a. Method Router Count	b. Annual Count 16,434	53,459		0	
9d. Total Electronic Collection Retrievals		10. Uses of Electronic Materials by Users of Your Library		11. Number of Public Use Computers		9d. Total Electronic Collection Retrievals	
1,023		a. E-Books 11,702	b. E-Audio 7,011	c. E-Video 14	d. Total Uses of Electronic Works 18,727	e. Uses of Children's Electronic Materials 1,089	
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers		
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	345	71	109	525	59	36	
Total Attendance	6,660	428	2,067	9,155			

IV. LIBRARY GOVERNANCE

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Holly	Olsen	1318 Stone Ridge Road	Waupaca	54981	olsenholly@hotmail.com
2. Mary	Zimmermann	312 W. Union	Waupaca	54981	maryz@officewaupaca.com
3. Glenda	Rhodes	512 Jefferson	Waupaca	54981	rhodesgm@miamioh.edu
4. Lori	Chesnut	650 W. Union	Waupaca	54981	lchesnut@cityofwaupaca.org
5. Julie	Eiden	E1098 S. Radley Rd.	Waupaca	54981	jeiden@gmail.com
6. Joseph	McClone	N2514 Melody Lane	Waupaca	54981	josephmclonc@yahoo.com
7. Erica	Weingarten	534 Clark Street	Waupaca	54981	eweinga@yahoo.com
8. Steven	Thomaschefskey	E2325 King Rd	Wauapca	54981	sthaschefskey@waupacaschools.org
9. Kyle	Pulvemacher	623 River St	Waupaca	54981	kylepulve20@waupacaschools.org
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
9					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

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

Municipality Type	Name	Amount
City	Waupaca Library	\$359,554
City	Building budget	\$100,068
Subtotal 1		\$459,622

2. County

a. Home County Appropriation for Library Service

Subtotal 2a **\$347,940**

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waushara	\$16,889		
Subtotal 2b			\$16,889

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Youth Liaison	\$3,500	Non-resident credit	\$2,450
OWLS CE Scholarships	\$1,200		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			\$7,150

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

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

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

Name	Amount	Name	Amount
Subtotal 5			

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

\$21,266

7. All Other Operating Income

\$72,630

8. Total Operating Income Add 1 through 7

\$925,497

9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library?

\$450,142

10. Was your library's municipality exempt from the county library tax for 2018? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES				
<i>Report operating expenditures from all sources. Do not report capital expenditures here.</i>				
1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$483,988		\$125,628		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$58,423	\$3,673	\$14,836	\$991	\$77,923
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider		Amount	Provider	Amount
OWLSNET Automation Fee		\$29,452		
Subtotal 4			\$29,452	
5. Other Operating Expenditures				\$190,715
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$907,706
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				

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

1. Capital Income and Expenditures by Source of Income. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal				
b. State				
c. Municipal				
d. County				
e. Other	LED lights, drinking fountains, electrical work	\$10,088	\$10,088	
2. Debt Retirement		3. Rent Paid to Municipality/County		
		Total Revenue	Total Expenditure	
		\$10,088	\$10,088	

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD	IX. TRUST FUNDS
All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Trust Funds Held by the Library Board at End of Year
1. Total Amount of Other Funds at End of Year	\$-10
\$0	

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)	\$66,700	40.00				
Assistant Director/IT Coordinator	MLS (ALA)	\$46,218	40.00				
Teen Librarian	Librn. no-MLS	\$31,824	40.00				
Youth Librarian	Librn. no-MLS	\$46,050	40.00				
Assistant Children's Librarian	Librn. no-MLS	\$37,562	40.00				
Tech Services Librarian	Librn. no-MLS	\$34,894	40.00				
Circulation Manager/ILL Librarian	Librn. no-MLS	\$35,360	40.00				
Children's Program Librarian	Librn. no-MLS	\$33,109	40.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
information Assistant	Other	\$30,394	44.00	Building Maintenance	Other	\$20,476	17.50
Circulation Assistant	Other	\$58,581	108.00	Exhibit Room Coordinator	Other	\$5,200	5.00
Library Assistant	Other	\$24,317	38.00				
Teen/Page	Other	\$20,758	47.00				
Cleaning Personnel	Other	\$9,120	18.75				

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)
2.00

Other Persons Holding the Title of Librarian (FTE)
6.00

Subtotal 2a
8.00

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security
6.95

c. Total Library Staff (FTE)
14.95

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
 140,720

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County		5,039	100,892	105,931
3. Circulation to Nonresidents Living in Another County in Your System		1,020	539	1,559
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		25,832	6,037	31,869
5. Circulation to All Other Wisconsin Residents 1,308		6. Circulation to Persons from Out of the State 53		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

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

Name of County	Circulation	Name of County	Circulation
a. Outagamie	539	f.	
b. Waushara	5,294	g.	
c. Winnebago	743	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|---|--|--|
| 1. Does your library provide wireless Internet access for patrons' mobile devices?

Yes | 2. What type of Internet connection do you have? <i>Mark all that apply</i>
<input checked="" type="checkbox"/> a. State TEACH line
<input type="checkbox"/> b. Other broadband connection
<i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?
<input type="checkbox"/> a. Yes, on all Internet workstations
<input type="checkbox"/> b. Yes, on some Internet workstations
<input checked="" type="checkbox"/> c. No filtering on any Internet workstation |
|---|--|--|

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1
Total Unduplicated Individuals Involved	437	151	284	872
Number of Other Literacy Offerings	1		1	2
Total Unduplicated Individuals Involved	194		190	384
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	3	12	17
Total Drop-in Activity Participation	2,185	70	13,353	15,608

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name
Sue

b. Last Name
Abrahamson

c. Email Address
sabrahamson@waupacalibrary.org

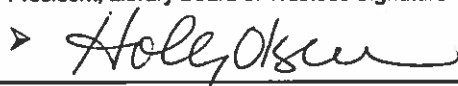
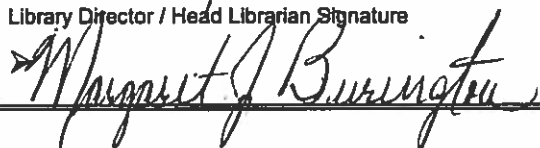
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

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

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i> Holly Olsen	Date Signed 2-19-19
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Margaret Burington	Date Signed 2-19-19

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.*

County
Waupaca

The Waupaca Area Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

Outagamie Waupaca Library System
Name of 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 Outagamie Waupaca Library System has continued their support of the Waupaca Area Public Library. They continue to assist staff in understanding technology and any issues that may occur. The staff at OWLS helped troubleshoot issues with internet timeout software, helped with technical support for RFID, self-check out, and digital downloads, while providing virus protection software, and databases for patron use. This past year OWLS assisted with surveying library patrons in neighboring counties to understand use and pursue funding. OWLS continues to offer educational opportunities to our staff and give scholarships for learning and innovation. In addition, they provide delivery services between libraries, offer support for the Youth Services Liaison, create promotional materials, and give monetary assistance for Summer Library Programs. The Waupaca Area Public Library is grateful for the support and guidance from the Outagamie Waupaca Library System and look forward to continuing collaborations.

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, 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	Name of President <i>Print or type</i>	Date Signed
➤ <i>Holly Olsen</i>	Holly Olsen	2-19-19

COMMENTS

SECTION_III

5b. Library Visits

The Library parking lot was under construction for 4 1/2 months, making it difficult for patrons to use the library.--2019-02-11

Number of Public Use Computers

The Library added Chrome books and iPads for public use.--2019-02-11

SECTION_V

Other Revenue

COPY MONEY, MEETING ROOM RENT, SALE OF EQUIPMENT, CREDIT CARD REBATES, OVERDUE FEES, DONATIONS--2019-02-12

SECTION_VI

Amount

Includes automation fees (\$27,994) and product maintenance fees (\$1,458)--2019-02-19

SECTION_VII

Revenue

Foundation funded projects--2019-01-22

