



INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Waupaca Area Public Library		2. Public Library System Outagamie Waupaca Library System			
3a. Head Librarian First Name Eric	3b. Head Librarian Last Name Bailey	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 8/30/2027	
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 7152584414	11. Fax Number	12. Library E-mail Address of Director ebailey@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				
20. Square Footage of Public Library 24,000	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	58	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,016	0	0

PUBLIC SERVICES COVID-19

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

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	65,987	3,000
2. Electronic Books <i>E-books</i>	174,865	
3. Audio Materials	6,183	101
4. Electronic Audio Materials <i>Downloadable</i>	72,302	
5. Video Materials	10,251	286
6. Electronic Video Materials <i>Downloadable</i>	117	
7. Other Materials Owned <i>Describe</i> Microfilm, hotspots, video games, computers, games, toys, equipment.	680	
8a. Electronic Collections <i>Locally Owned or Leased</i>	1	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	4	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	97	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.) 1,734	2. Interlibrary Loans	
a. Total Circulation 146,290	b. Children's Materials 57,902		a. Items Loaned <i>Provided to</i> 32,788	b. Items Received <i>Received from</i> 35,358

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)		
Integrated Library Systems (ILS)	Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>
WISCAT		
Other (includes OCLC, manual tracking or other methods)		

3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident 2,958	b. Nonresident 4,453	c. TOTAL 7,411	No	a. Method Actual Count	b. Annual Count 8,266	a. Method Actual Count	b. Annual Count 68,972

6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers 64	b. Number of Public Use Computers with internet access 57	c. Method Actual Count	d. Annual Count 5,750	a. Method Actual Count	b. Annual Count 7,956		

8. Website Visits 41,829	9. Electronic Collection Retrieval				
	a. Local 13	b. Other 652	c. Statewide 558	d. Total 1,223	

10. Uses of Electronic Materials by Users of Your Library				
a. E-Books 12,789	b. E-Audio 12,619	c. E-Video 152	d. Total Uses of Electronic Materials 25,560	e. Uses of Children's Electronic Materials 1,286

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	96	94	36	28	19	273
Total Attendance	5,241	3,440	539	390	790	10,400

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	96	92	35	9	16
Total Attendance	5,241	3,286	538	314	790
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	155	93	248		
Total Attendance	4,028	6,135	10,163		

11i. Describe the library's in-person programs: We are responding, since the pandemic, to provide more comprehensive in-person programming that meets the needs of our community. This involves locations of where we host in-person programs, and days of the week or times of the day in which they are offered. Our 2022 programming data shows we have succeeded in reaching preschool children equitably in comparison to school-aged children. We

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	2	1	19	3	25
Total Live Virtual Attendance	0	154	1	76	6	237
Total views of live programs that were recorded and posted for asynchronous viewing	0	13	0	34	0	47

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom Pro

12h. Describe the library's live, virtual programs: This year we continued to use Zoom Pro but reduced our accounts from two to one that was shared between all departments. We were able to use our Pro account for a collaboration for a book group that included two other public libraries in our system. Virtual programming was reduced due to staff changeover at the Adult Programming position.

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

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	19	0	11	4	6	40
Total Pre-Recorded Program Views	2,520	0	44	145	526	3,235

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube, Facebook, Google Slides

13h. Describe the library's pre-recorded programs: This year we continued to use YouTube for uploading our pre-recorded virtual library programs. These have been successfully transferred to a new library website. YouTube offers us accurate statistics on the number of views.

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. Lori	Chesnut	650 W. Union Street	Waupaca	54981	lchesnut@cityofwaupaca.org
3. Julie	Eiden	E1098 Radley Road	Waupaca	54981	Jeiden2@gmail.com
4. Chris	Jaenke	725 Churchill Street #15	Waupaca	54981	cjaenke@waupacaschools.org
5. Gracie	Liegl	E2325 King Road	Waupaca	54981	gracieannalieg@gmail.com
6. John	Miller	N2410 Long Cove Road	Waupaca	54981	jmiller@town-dayton.com
7. Glenda	Rhodes	512 Jefferson Street	Waupaca	54981	rhodesgm@miamioh.edu
8. John	Turner	N2028 Barlow Street	Wauapca	54981	johntheodoreturner@gmail.com
9. Mary	Zimmermann	312 W. Union Street	Waupaca	54981	maryz@officewaupaca.com
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

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	\$346,554
City	Building budget	\$127,194
Subtotal 1		\$473,748

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$378,743
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waushara	\$14,443		
Subtotal 2b			\$14,443

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
CE Scholarships	\$470		\$0
Non Resident Credit	\$980		\$0
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	6,630
Subtotal 3			\$8,080

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
	\$0		
Subtotal 5			\$0

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

\$0

7. All Other Operating Income

\$50,375

8. Total Operating Income Add 1 through 7

\$925,389

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

\$449,023

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

Yes

VI. LIBRARY OPERATING EXPENDITURES

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

1. Salaries and Wages Include maintenance, security, plant operations

\$533,605

2. Employee Benefits Include maintenance, security, plant operations

\$120,519

3. Library Collection Expenditures

a. Print Materials

\$44,439

b. Electronic Materials

\$8,403

c. Audiovisual Materials

\$8,008

d. All Other Library Materials

\$870

Subtotal 3

\$61,720

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
Automation Fee	\$27,460		

Subtotal 4

\$27,460

5. Other Operating Expenditures

\$145,083

6. Total Operating Expenditures Add 1 through 5

\$888,387

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$0

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

1. Capital Income and Expenditures by Source of Income

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		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$45,658

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$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)	\$74,692	40.00				
Adult Programming Librarian	Librn. no-MLS	\$36,067	40.00				
Teen Librarian	Librn. no-MLS	\$41,116	40.00				
Youth Librarian	Librn. no-MLS	\$50,346	40.00				
Assistant Children's Librarian	Librn. no-MLS	\$41,053	40.00				
Tech Services Librarian	Librn. no-MLS	\$33,436	40.00				
Adult Services Librarian	Librn. no-MLS	\$44,511	40.00				
Children's Program Librarian	Librn. no-MLS	\$36,194	40.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Library Assistant 1 (Circulatio	Other	\$36,948	65.60	Tech Support Staff	Other	\$796	1.00
Library Assistant 2 (Library A	Other	\$15,362	25.10	Exhibit Room Coordinator	Other	\$8,603	7.50
Library Assistant 3 (Informati	Other	\$35,246	47.20	Cleaning Staff	Other	\$11,029	18.75
Teen Assistant/Page	Other	\$19,636	34.30	Building Maintenance	Other	\$27,257	17.50
Teen Intern (Summer Help) 1:	Other	\$2,400	16.70				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
1.00	7.00	8.00	5.84		13.84

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>			93,725
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	4,313	66,289	70,602
3. Circulation to Nonresidents Living in Another County in the Library System	1,412	1,912	3,324
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	14,517	4,333	18,850
5. Circulation to All Other Wisconsin Residents	784	6. Circulation to Persons from Out of the State	165
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Outagamie	1,912	f.	
b. Waushara	4,102	g.	
c. Winnebago	231	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

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

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

1. Self-directed Activities: <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		10	11
Total Self-Directed Activity Participation		536	44
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities		57	78
Total Self-Directed Activity Participation		283	863
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 Sue	b. Last Name Abrahamson	c. Email Address sabrahamson@waupacalibrary.org	
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 Patsy	b. Last Name Servey	c. Email Address pservey@waupacalibrary.org	



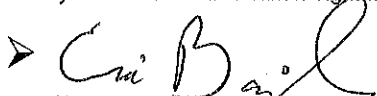
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

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

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Holly Olsen	Date Signed ^{HO} 2-15-23 
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Eric Bailey	Date Signed 2-15-23

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Waupaca

The Waupaca Area Public Library Board of Trustees hereby states that in 2022 the Outagamie Waupaca 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

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



Holly Olsen

2-15-23

	COMMENTS	
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SECTION II

6. Electronic Video Materials (downloadable)

OverDrive discontinued their video platform in Sept 2022.--2023-02-15

8a. Electronic Collections (Locally owned or leased)

Local collection is 13 Bingepass Hoopla checkouts.--2023-02-14

SECTION III

4b. Reference Transactions

Actual count, decrease from 8,694 reported in 2021.--2023-02-14

Local Electronic Collection Retrievals (locally owned or leased)

For Hoopla Bingepass.--2023-02-14

SECTION V

Current Year Appropriation

Building maintenance expenses were high in 2022 to cover staff retirement. No changes were needed to continue service.--2023-02-15