



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-25)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2024

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 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Waupaca Area Public Library			2. Public Library System Outagamie Waupaca Library System		
3b. Head Librarian First Name Eric	3c. Head Librarian Last Name Bailey	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 8/31/2027	
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 5	
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	0	0	0		
19d. Number of summer weeks	0	0	0		
19e. Total weeks per year	52	0	0		
19f. Total hours per year for this location	3,016	0	0		

II. LIBRARY COLLECTIONS					
		a. Number Owned / Leased	b. Number Added		
1. Books in Print		67,420	2,748		
2. Physical Subscriptions		109			
3. Physical Audio Materials		6,143	71		
4. Physical Video Materials		10,159	239		
5. Other Physical Materials		728			
6. Total Physical Items in Collection		84,450			
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement		
		Provided by the State			
7. E-books		Yes	No		
8. E-serials		No	No		
9. E-audio		Yes	No		
10. E-video		Yes	No		
11. Research Databases		No	Yes		
12. Online Learning Platforms		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>		
149,025	59,011	1,740	35,902		
			b. Items Received <i>Received from</i>		
			37,406		
			Method for Counting ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Categorized ILL Transactions		
			Items Loaned to Other Libraries <i>Provided to</i>		
			Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library Systems (ILS)			34,823		
WISCAT			1,019		
Other (includes OCLC, manual tracking or other methods)			60		
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
12,560	3,109	16,990	264	1,573	32,923
4. Number of Registered Users			5. Overdue Fines		6. Reference Transactions
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	7. Library Visits
2,746	4,113	6,859	No	12,598	a. Method
			Actual Count		b. Annual Count
					99,134
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
64	64	Actual Count	5,619	Actual Count	10,303

	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	95	44	86	105	35
Total Attendance	2,996	1,274	1,742	1,091	2,845

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	287	77	1	9	
Total Attendance	6,494	3,446	8		
Total Program Views				212	

Describe the library's in-person programs:

The usual pace of programming in 2024 was slower, due to vacancies in the Head of Youth Services and Head of Adult Services positions. Programs are offered on diverse topics for entertainment and education. In addition to library programming, we are active throughout the community and partner regularly with the Park District and the schools.

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

Zoom Pro

Describe the library's live, virtual programs:

A single live virtual program was offered, in partnership with the Waupaca Area Genealogy Society.

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

Podbean

Describe the library's pre-recorded programs:

The 9 pre-recorded programs were all sessions of the same Library podcast.

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. Melanie	Peterson	915 Nevermind Court	Waupaca	54981	peterson.melanie@gmail.cc
2. Julie	Eiden	E1098 Radley Road	Waupaca	54981	jeiden2@gmail.com
3. Sarah	Hanneman	E3370 Shoemaker Road	Waupaca	54981	haesesa@gmail.com
4. John	Miller	N2410 Long Cove Road	Waupaca	54981	jmillier@town-dayton.com
5. Cory	Nagel	901 Big Pine Court	Waupaca	54981	cory.nagel@waupacawi.gov
6. Holly	Olsen	1318 Stone Ridge Road	Waupaca	54981	olsenholly@hotmail.com
7. Alton	Ross	765 Woodland Circle	Waupaca	54981	altonross@icloud.com
8. John	Turner	N2028 Barlow Street	Wauapca	54981	johntheodoreturner@gmail.
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	\$367,522
City	Building budget	\$100,165
Subtotal 1		\$467,687

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

Subtotal 2a \$386,684

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waushara	\$17,429		
Winnebago	\$981		
Subtotal 2b			\$18,410

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

Description	Amount	Description	Amount
CE Scholarships	\$1,916	Programming Grants	\$686
Non Resident Credit	\$3,821		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$6,423

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

\$0

7. All Other Operating Income

\$58,091

8. Total Operating Income Add 1 through 7

\$937,295

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

\$502,277

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 \$525,829		2. Employee Benefits Include maintenance, security, plant operations \$146,820		
3. Library Collection Expenditures				
a. Print Materials \$38,952	b. Electronic Materials \$9,603	c. Audiovisual Materials \$6,394	d. All Other Library Materials \$964	Subtotal 3 \$55,913
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider	Description	Type	Amount	
OWLS	OWLSNET Automation Services	Fee	\$27,648	
OWLS	WPLC Buying Pool Share	Fee	\$4,132	
Subtotal 4			\$31,780	
5. Other Operating Expenditures				\$168,300
6. Total Operating Expenditures Add 1 through 5				\$928,642
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 <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		\$0	\$0	
b. State		\$0	\$0	
c. Municipal		\$0	\$0	
d. County		\$0	\$0	
e. Other		\$0	\$0	
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0	
VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD				
1. Total Amount of Other Funds at the End of Year				\$66,388
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.)

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)
1.00	7.00	8.00	4.29	12.29

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>			96,493
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	5,850	66,593	72,443
3. Circulation to Nonresidents Living in Another County in the Library System	1,405	2,506	3,911
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	14,878	4,361	19,239
5. Circulation to All Other Wisconsin Residents	848	6. Circulation to Persons from Out of the State	52
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	2,506	f.	
b. Waushara	4,158	g.	
c. Winnebago	203	h.	
d.		i.	
e.		j.	
XII. TECHNOLOGY (Not included in 2024 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	0	3	4
Total Self-Directed Activity Participation	0	312	31
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	13	21
Total Self-Directed Activity Participation	40	2,194	2,577
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	
Simon	Baumgart	sbaumgart@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	b. Last Name	c. Email Address	
Jan	Popple	jpopple@waupacalibrary.org	

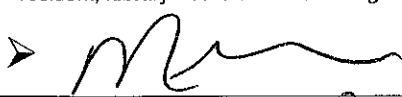
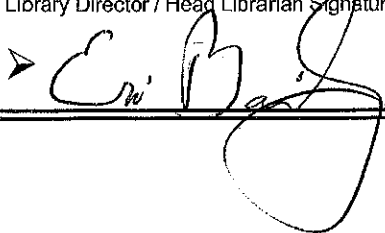
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 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
	Melanie Peterson	2/26/2025
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Eric Bailey	2/26/2025

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 2024 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.

The Outagamie Waupaca Library System (OWLS) provides excellent support to its members, overseeing ILS access and maintenance, catalog consistency, providing tech support, providing programming materials, facilitating collaboration among libraries, and much more. This represents a cost savings to libraries as a whole well beyond what is invested at the system level.

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



Melanie

Peterson

2/26/2025

	COMMENTS	
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SECTION_V1

5. Other Operating Expenditures

Last year's increase was due to a facilities project funded by a donation. No similar facilities project was done this year.--2025-02-12

Other Library Funds

Beginning Balance of Other Funds Under Library Board Control

Balance changed following audit.--2025-02-12