



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 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 | 7. City / Village / Town Waupaca | 8a. ZIP 54981 | 8b. ZIP4 1521 | 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 | | | | 68,251 | | 2,427 | |
| 2. Physical Subscriptions | | | | 107 | | | |
| 3. Physical Audio Materials | | | | 6,114 | | 90 | |
| 4. Physical Video Materials | | | | 9,767 | | 213 | |
| 5. Other Physical Materials | | | | 747 | | | |
| 6. Total Physical Items in Collection | | | | 84,879 | | | |
| | | | | Purchased solely by the Library | Purchased via a System, Consortium or Cooperative Agreement | Provided by the State | |
| 7. E-books | | | | Yes | Yes | No | |
| 8. E-serials | | | | No | Yes | No | |
| 9. E-audio | | | | Yes | Yes | No | |
| 10. E-video | | | | Yes | No | No | |
| 11. Research Databases | | | | No | Yes | 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> | | |
| 145,348 | 56,674 | 1,635 | 37,614 | | 38,004 | | |
| | | | Method for Counting ILL Transactions Categorized 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) | | | 36,444 | | 37,734 | | |
| WISCAT | | | 1,131 | | 250 | | |
| Other (includes OCLC, manual tracking or other methods) | | | 39 | | 20 | | |
| 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 | | |
| 11,724 | 4,022 | 18,335 | 409 | 1,593 | 34,490 | | |
| 4. Number of Registered Users | | | 5. Overdue Fines | 6. Reference Transactions | | 7. Library Visits | |
| a. Resident | b. Nonresident | c. TOTAL | | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 2,952 | 4,288 | 7,240 | No | Actual Count | 11,794 | Actual Count | 101,226 |
| 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 | | |
| 72 | 66 | Actual Count | 6,400 | Actual Count | 10,646 | | |

| | | |
|--|--|--|
| | LIBRARY PROGRAMS AND ATTENDANCE | |
|--|--|--|

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 | 119 | 39 | 114 | 96 | 24 |
| Total Attendance | 3,918 | 1,464 | 2,390 | 994 | 2,617 |

Total Program Statistics by Program Category

| | In-Person On-Site | In-Person Off-Site | Live, Virtual | Pre-recorded | |
|---------------------|-------------------|--------------------|---------------|--------------|--|
| Number of Programs | 320 | 71 | 1 | 13 | |
| Total Attendance | 5,978 | 5,399 | 6 | | |
| Total Program Views | | | | 408 | |

Describe the library's in-person programs:

Regular programming pace resumed with Head of Youth Services and Head of Adult Services positions filled. Programs are offered on diverse topics for entertainment and education. In addition to programming at the library, we are active throughout the community and partner regularly with the Park District, historical center and 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, a book club during inclement weather.

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

Podbean

Describe the library's pre-recorded programs:

The 13 pre-recorded programs are all sessions of the Library's 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 | City | Email Address |
|------------------|-----------|---------|------------------------------|
| PRESIDENT | | | |
| 1. Melanie | Peterson | Waupaca | peterson.melanie@gmail.com |
| 2. Julie | Eiden | Waupaca | jeiden2@gmail.com |
| 3. Sarah | Hanneman | Waupaca | haesesa@gmail.com |
| 4. John | Miller | Waupaca | jmiller@town-dayton.com |
| 5. Cory | Nagel | Waupaca | cory.nagel@waupacawi.gov |
| 6. Holly | Olsen | Waupaca | olsenholly@hotmail.com |
| 7. Alton | Ross | Waupaca | altonross@icloud.com |
| 8. John | Turner | Wauapca | johntheodoreturner@gmail.com |
| 9. Devon | Feldt | Waupaca | defeldt@waupacaschools.org |
| 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 | \$373,035 |
| City | Building budget | \$104,424 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$477,459 |

2. County

a. Home County Appropriation for Library Services

Subtotal 2a

\$402,774

a. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|-------------|----------|-------------|----------|
| Waushara | \$17,869 | | |
| Winnebago | \$1,006 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Subtotal 2b | \$18,875 |

3. State Funds

a. Public Library System State Funds

| Description | Amount | Description | Amount |
|---|---------|-------------------------------|---------|
| Non Resident Credit | \$4,906 | Programming Grants | \$323 |
| CE Scholarships | \$866 | | |
| b. Funds Carried Forward from Previous Year | \$0 | c. Other State Funded Program | |
| | | Subtotal 3 | \$6,095 |

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.

\$12,678

7. All Other Operating Income

\$68,216

8. Total Operating Income Add 1 through 7

\$986,097

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

\$515,846

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

Yes

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

| | |
|--|-----|
| 1. Total Amount of Section IX Funds 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.

[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 | 6.00 | 7.00 | 5.40 | 12.40 |

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> | | | 93,527 |
| 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 | 5,804 | 62,852 | 68,656 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 1,173 | 2,653 | 3,826 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 16,522 | 3,779 | 20,301 |
| 5. Circulation to All Other Wisconsin Residents | 733 | 6. Circulation to Persons from Out of the State | 11 |
| 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 | 2,653 | f. | |
| b. Waushara | 3,700 | g. | |
| c. Winnebago | 79 | h. | |
| d. | 0 | i. | |
| e. | 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 | 0 | 11 | 6 |
| Total Self-Directed Activity Participation | 0 | 212 | 579 |
| | d. Adult (19+) | e. General Interest (all ages) | f. Total |
| Number of Self-Directed Activities | 5 | 9 | 31 |
| Total Self-Directed Activity Participation | 50 | 219 | 1,060 |
| 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 | |
| Library Director / Head Librarian Signature | Library Director / Head Librarian Print or type | Date Signed |
|  | Eric Bailey | |

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 2025 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. This year the system has provided additional support for an ILS migration, book challenges, and resumption of an annual conference for member libraries.

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

COMMENTS

SECTION_III
8a., Number of Public Use Computers
Difference is primarily 3 additional computers and 3 additional tablets for adult patron usage.--2026-02-10
8d., Number of Uses (sessions) of Public Internet Computers
Despite flag from system, this number is NOT an estimate but is an actual count.--2026-02-12
9b., Wireless Internet Uses
10 day data loss in November 2025--2026-01-20
15., In-Person Off-Site Young Adult Program Attendance
Increase from author visit by Ruta Sepeptys and Steve Sheinkin.--2026-02-09
SECTION_V
6a. Other Funds Carried Forward and Expended
Previously reported in Section 8, reported here as these represent taxpayer funds. The discrepancy between the amount reported at end of FY24 and the start of FY25 is due to reconciliation of expenses and revenues during the audit process.--2026-02-13
SECTION_VI
Total Operating Expenditures
System applying an error, Income does equal Expense.--2026-02-12
SECTION_VIII
Beginning Balance of Other Funds Under Library Board Control
Funds reported in 5.6.A and 5.6.B as they represent taxpayer funds.--2026-02-13