



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 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 COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	66,855	3,187
2. Electronic Books <i>E-books</i>	170,074	
3. Audio Materials	6,175	88
4. Electronic Audio Materials <i>Downloadable</i>	76,140	
5. Video Materials	10,150	334
6. Electronic Video Materials <i>Downloadable</i>	189	
7. Other Materials Owned <i>Describe</i> Microfilm, hotspots, video games, computers, games, toys, equipment and VR goggles.	705	
8a. Electronic Collections <i>Locally Owned or Leased</i>	1	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	66	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	96	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items		2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials	(subset of 1a.)		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
154,012	60,899	1,622		34,492	37,889		
				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)				33,312		37,583	
WISCAT				1,083		274	
Other (includes OCLC, manual tracking or other methods)				97		32	
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
2,874	5,590	8,464	No	Actual Count	10,008	Actual Count	88,523
6. Uses of Public Internet Computers				c. Method		7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		Actual Count	d. Annual Count	a. Method	b. Annual Count	
56	49			5,860	Actual Count	9,657	
8. Website Visits	9. Electronic Collection Retrieval						
	a. Local	b. Other	c. Statewide	d. Total			
46,654	38	1,296	665	1,999			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
13,361	15,799	244	29,404		1,523		

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
Number of Programs	135	57	70	76	62
Total Attendance	4,239	3,203	1,554	707	3,489

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)
Number of Programs	135	55	70	76
Total Attendance	4,239	2,364	1,554	707
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total	
Number of Programs	270	128	398	
Total Attendance	4,977	7,376	12,353	

11i. Describe the library's in-person programs: With the Outreach and Programming Coordinator position filled programming resumed at regular intervals offered on diverse topics for entertainment and education. In addition to library programming, we partner regularly with the Park District and the schools.

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
Number of Programs	0	2	0	0	0
Total Live Virtual Attendance	0	839	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0

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: While we continue to offer virtual attendance to some programs, such as book clubs, most programs were the single exception. Low attendance did not just

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
Number of Programs	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0

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: We did not offer any pre-recorded programs in 2023.

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. Julie	Eiden	E1098 Radley Road	Waupaca	54981	jeiden2@gmail.com
3. Sarah	Hanneman	E3370 Shoemaker Road	Waupaca	54981	haesesa@gmail.com
4. Liliana	Liegl	N2530 Draeger Road	Waupaca	54981	lilianaliegl@gmail.com
5. John	Miller	N2410 Long Cove Road	Waupaca	54981	jmiller@town-dayton.com
6. Cory	Nagel	901 Big Pine Court	Waupaca	54981	cory.nagel@waupacawi.gov
7. Melanie	Peterson	915 Nevermind Court	Waupaca	54981	peterson.melanie@gmail.com
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.
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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	\$112,997
Subtotal 1		\$459,551

2. County

a. Home County Appropriation for Library Services Subtotal 2a \$408,286

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waushara	\$14,466		
Subtotal 2b			\$14,466

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
CE Scholarships	\$372	0	
Non Resident Credit	\$1,960	0	
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	

Subtotal 3	\$2,332
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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.

7. All Other Operating Income \$93,621

8. Total Operating Income Add 1 through 7	\$978,256
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9. What is the current year annual appropriation provided by governing body(ies) for the public library? \$488,037

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 \$508,429	2. Employee Benefits Include maintenance, security, plant operations \$152,201
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3. Library Collection Expenditures				
a. Print Materials \$46,488	b. Electronic Materials \$12,880	c. Audiovisual Materials \$6,523	d. All Other Library Materials \$990	Subtotal 3 \$66,881

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	\$27,591
Subtotal 4			\$27,591

5. Other Operating Expenditures	\$203,203
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6. Total Operating Expenditures Add 1 through 5	\$958,305
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7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	\$0
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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 \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$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	\$64,482
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IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year	
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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 (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$80,185	40.00
Community Engagement and Programs Librarian	Community Outreach / Engagement Librarian	Librn. no-MLS	\$41,600	40.00
Teen Librarian	Department Head / Coordinator / Supervisor	Librn. no-MLS	\$42,349	40.00
Head of Youth Services	Department Head / Coordinator / Supervisor	Librn. no-MLS	\$53,934	40.00
Assistant Children's Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$43,950	40.00
Tech Services Librarian	Cataloger	Librn. no-MLS	\$34,860	40.00
Head of Adult Services	Deputy / Associate / Assistant Librarian	Librn. no-MLS	\$46,675	40.00
Children's Program Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$38,522	40.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Library Assistant 1 (Circulation)	Library Assistant - Public Services	Other	\$34,407	58.50
Library Assistant 2 (Library Assistant)	Library Assistant - Public Services	Other	\$16,926	26.10
Library Assistant 3 (Information Assistant)	Library Assistant - Public Services	Other	\$36,080	46.30
Teen Assistant/Page	Page/Shelver	Other	\$24,871	39.00
Teen Intern (Summer Help)	Library Assistant - Public Services	Other	\$3,226	5.00
Tech Support Staff	Technical Support/Computer Technician	Other	\$189	0.20
Exhibit Room Coordinator	Library Assistant - Public Services	Other	\$18,080	15.00

2. Library Staff Full-Time Equivalent (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	4.75	12.75

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>			99,226
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		4,632	70,192
3. Circulation to Nonresidents Living in Another County in the Library System		1,306	2,702
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		14,579	4,335
5. Circulation to All Other Wisconsin Residents		1,431	6. Circulation to Persons from Out of the State
			49
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)?	
Actual		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	2,702	f.		
b.	Waushara	4,104	g.		
c.	Winnebago	231	h.		
d.			i.		
e.			j.		

XII. TECHNOLOGY	
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS	
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1. Self-directed Activities: *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.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	1	11	7
Total Self-Directed Activity Participation	65	545	25
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	12	32
Total Self-Directed Activity Participation	67	832	1,534

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
Jan	Rademacher	jrademacher@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
Molly	Reinke	mreinke@waupacalibrary.org


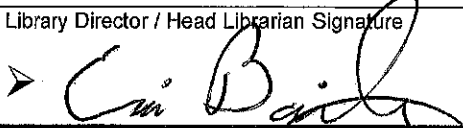
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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
	Holly Olsen	2-23-24
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Eric Bailey	2-23-24

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 2023 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 Holly Olsen	Date Signed 2-23-24
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	COMMENTS	
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SECTION I

16. No. of Other Public Service Outlets

Rotating collections are provided to 2 nursing homes, the Senior Center and 2 preschools.--2024-01-25

SECTION II

2. Electronic Books (E-books)

Includes 615 ebooks and 68 comics from Hoopla.--2024-01-25

4. Electronic Audio Materials (downloadable)

Includes 1,578 audiobooks and 43 music checked out from Hoopla in 2023.--2024-01-25

6. Electronic Video Materials (downloadable)

Includes 171 movies and 18 TV series checked out through Hoopla.--2024-01-25

8a. Electronic Collections (Locally owned or leased)

BingePass through Hoopla.--2024-01-25

SECTION III

9a., Local Electronic Collection Retrievals (locally owned or leased)

Includes 38 BingePass checkouts through Hoopla.--2024-01-25

10a., Uses of E-Books By Users of Your Library

Includes 790 eBook checkouts and 71 comics checkouts through Hoopla.--2024-01-25

10b., Uses of E-Audio by Users of Your Library

Includes 2,291 eAudiobook checkouts and 58 music checkouts through Hoopla.--2024-01-25

10c., Uses of E-Video by Users of Your Library

Includes 207 movie and 37 TV checkouts through Hoopla.--2024-01-25

10e., Total Uses of Children's Electronic Materials

Includes 299 children's materials checkouts through Hoopla.--2024-01-25

SECTION V

Description

For usage by Portage County residents.--2024-01-31

Other Revenue

Increase reflects large donation for renovation of Exhibit Room.--2024-01-31

SECTION VI

5. Other Operating Expenditures

Increase is due to Exhibit Room project, conducted through a donation.--2024-02-14

Other Library Funds

Beginning Balance of Other Funds Under Library Board Control

Balance changed following audit.--2024-02-16

