



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

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 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

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 Burlington	4a. Certification Grade Grade 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 7152584414	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 the 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 the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 24,000	21. Did the 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		

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	58	0
19b. Number of Winter Weeks	42	10	
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year	42	10	
19f. Total Hours per year for this location	2,436	580	0

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	Yes	
1biii. reference service provided via text message	Yes	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	Yes	442
1bvi. describe "another method of reference service": Form for book packs. Staff provided readers' advisory expertise in choosing books or library materials based on their stated needs or interests		
1c. hosting virtual programming or recorded content	Yes	5,918
1d. offering curbside pickup	Yes	5,243
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	
1ii. describe "other services": Website offered up-to-date information on current community Covid conditions and vaccination information. Provided virtual website tours and virtual exhibits		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	Yes	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	Yes	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2021-01-01
First date reopened following initial COVID-19 closure	2021-03-01
Additional building closure and reopening dates, please describe	Building closed to the public except for computer use and curbside access for the first 8 weeks of the year. Browsing resumed March 1. The Library went to to curbside only for two weeks October 4-16. Open for computer use, study room use and browsing for the remainder of the year starting October 18.

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	65,308	3,548
2. Electronic Books <i>E-books</i>	171,922	
3. Audio Materials	6,522	187
4. Electronic Audio Materials <i>Downloadable</i>	67,943	
5. Video Materials	10,537	405
6. Electronic Video Materials <i>Downloadable</i>	595	
7. Other Materials Owned microfilm, hotspots, video games, computers, games, toys, equipment	640	
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>	118	

III. LIBRARY SERVICES

1. Circulation Transactions		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)		
a. Total Circulation						
144,788		56,678			1,602	
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Total ILL Transactions						
Mode of ILL Transaction (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 System (ILS)		34,659		43,563		
WISCAT						
Other (includes OCLC, manual tracking, or other methods)						
Total		69,318		87,126		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
3,271	6,093	9,364	Actual Count	8,694	Actual Count	49,776
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		d. Annual Count	a. Method	b. Annual Count	
64	50		Actual Count	4,896	Actual Count	6,550
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
46,839	0	445	634	1,079		
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials		
12,791	10,837	21	23,649	1,200		

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	55	95	57	0	207
Total Program Attendance	3,011	338	1,671	0	5,020
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an	d Program Attendance Annua	I Count		
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	52	58	8	-1	118
Total Program Attendance	2,525	224	1,289	-1	4,038

Describe the library's in-person programs:

In-person programming for children, teens and families in 2021 were conducted outdoors, mostly outreach programming to day care centers and at neighborhood parks. In person programming for the Exhibit Room focused on safe ways to gather to provide cultural opportunities, strengthening our community connections.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	3	37	49		89
Total Live Virtual Program Attendance	486	114	382		982
Total Views of Live Programs Recorded for Asynchronous Viewing			209		209

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

Facebook, Zoom, Discord, YouTube, Wix, Instagram, Google Meet

Describe the library's live, virtual programs:

The Exhibit Room Provided a live, virtual book discussion with a graduate student. This was part of the ongoing adult virtual book discussion program. Adult self improvement classes, Film lectures, Teen Gaming, art and writing workshops: Read for the Record: Classroom Talk to promote books and reading: High School

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

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	43		10	53
Total Pre-recorded Program Views	4,015		1,165	5,180

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

YouTube, Facebook

Describe the library's pre-recorded programs:

Library tours, Exhibit tours, virtual awards ceremony for Youth Art Month, cooking tutorials, virtual story times, book talks to school aged children

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.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Julie	Eiden	E1098 S. Radley Road	Waupaca	54981	jeiden2@gmail.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. Holly	Olsen	1318 Stone Ridge Road	Waupaca	54981	olsenholly@hotmail.com
6. Joyce	Boyer	38 Shadow Woods Lane	Waupaca	54981	joyceboyer111@gmail.com
7. Rebecca	Thieme-Bacseman	N2279 Birchwood Dr	Waupaca	54981	rebeccamt83@gmail.com
8. Chris	Jaenke	E2325 King Road	Wauapca	54981	cjaenke@waupacaschools.org
9. Gracie	Liegl	N2530 Draeger Rd	Waupaca	54981	gracieannalieg1@gmail.com
10.					
11.					
12.					
Number of Library Board Members Include vacancies in this count					
9					

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

Municipality Type	Name	Amount
City	Waupaca	\$346,554
City	Building budget	\$107,547

County Name	Amount	County Name	Amount
Waushara	\$16,608		

Yes

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

2. Employee Benefits *Include maintenance, security, plant operations*

\$137,531

e. Subtotal 3

\$64,642

Amount

\$27,412

\$27,412

\$170,419

\$918.026

\$3,232

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Expenditure

\$0

\$0

80

\$0

\$0

Total Expenditure

\$0

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)	\$71,469	40.00				
Adult Programming Librarian	Librn. no-MLS	\$35,360	40.00				
Teen Librarian	Librn. no-MLS	\$40,310	40.00				
Youth Librarian	Librn. no-MLS	\$49,358	40.00				
Assistant Children's Librarian	Librn. no-MLS	\$40,248	40.00				
Tech Services Librarian	Librn. no-MLS	\$32,789	40.00				
Adult Services Librarian	Librn. no-MLS	\$43,638	40.00				
Children's Program Librarian	Librn. no-MLS	\$35,485	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
Library Assistant 1 (Circulation Assis	Other	\$28,626	53.00	Tech Support Staff	Other	\$1,600	2.00
Library Assistant 2 (Library Assistant	Other	\$42,213	61.00	Exhibit Room Coordinator	Other	\$7,456	6.50
Library Assistant 3 (Information Assi	Other	\$38,370	52.00	Cleaning Staff	Other	\$12,541	18.75
Teen Assistant/Page	Other	\$19,351	39.00	Building Maintenance	Other	\$21,395	17.50
Teen Intern (Summer Help) 12 weeks	Other	\$3,840	26.70				

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

Master's Degree from an ALA
Accredited Program (FTE)

1.00

Other Persons Holding the
Title of Librarian (FTE)

7.00

Subtotal 2a

8.00

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

6.39

c. Total Library Staff
(FTE)

14.39

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

See instructions for definition of nonresident

90,258

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		3,658	66,763	70,421
3. Circulation to Nonresidents Living in Another County in the Library System		1,442	1,869	3,311
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		12,176	3,506	15,682
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
686		158		
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(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		
Actual	No			

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	1,869	f.	
b. Waushara	3,270	g.	
c. Winnebago	236	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access?	2. Library type of Internet connection <i>Mark all that apply</i>	3. Library use of Internet filtering software or service
Yes	<input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	<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. 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 (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	17	2	23	42
	Total Self-directed Activity Participation	518	9	907	1,434
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. <i>Only the primary person is displayed here.</i>					
a. First Name	b. Last Name	c. Email Address			
Sue	Abrahamson	sabrahamson@waupacalibrary.org			
3. Name and email address of primary staff person who serves as the librarian for adults. <i>Only the primary person is displayed here.</i>					
a. First Name	b. Last Name	c. Email Address			
Patricia	Servey	pservey@waupacalibrary.org			

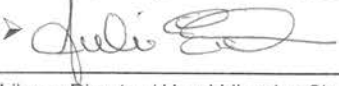
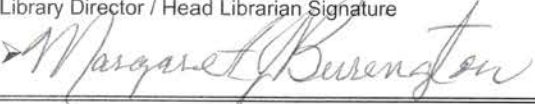
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 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 <i>or designee</i> 	Name of President or Designee <i>Print or type</i> Julie Eiden	Date Signed 2-17-2022
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Margaret Burington	Date Signed 2-17-2022

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 2021 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 two 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.

OWLS continued to support the Waupaca Area Public Library this past year. They have: *Supported the Library Board in the process of hiring a new Director
 *Offered continuing education opportunities and scholarships *Provided technology support including purchasing computers, computer set up, website design and maintenance, troubleshooting technology issues * Continued delivery of library materials *Administered CARE grant funds *Provided ILS, reporting data and enhanced online catalog *Offered opportunities for networking with staff at other libraries *Provided guidance on services during the Pandemic

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

Julie

Eiden

2-17-2022

COMMENTS

SECTION_I

19b. Number of Winter Weeks

Building closed to the public except for computer use and curbside access for the first 8 weeks of the year. Browsing resumed March 1. The Library went to curbside only for two weeks October 4-16. Open for computer use, study room use and browsing for the remainder of the year starting October 18.--2022-01-31

hosting virtual programming or recorded content

Includes participation numbers for virtual programs both live and recorded.--2022-01-31

increasing the concurrent or monthly borrowing limits for electronic materials purchased locally

New services - Added access to Hoopla downloadable content in September. Limit of three downloads per card.--2022-01-31

increasing the number of electronic materials and holdings purchased locally

Added Hoopla Service in September--2022-01-31

SECTION_II

7b. Other Material Description

Games, puzzles, video games, microfilm, laptop computers, hotspots, cd/dvd players--2022-02-15

SECTION_V

6. Funds Carried Forward

Donations, copy income, overdue fees, meeting room rent, material replacement--2022-02-14

SECTION_VI

c. Audiovisual Materials

Includes video games--2022-02-03

d. All Other Library Materials

Video games--2022-02-14
