



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY DECEMBER 15, 2021, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."

1. ROLL CALL
2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. MINUTES FROM MEETING HELD WEDNESDAY, NOVEMBER 1, 2021

ACTION ITEM: APPROVE minutes of November 17 Meeting

4. MONTHLY BILLS FOR NOVEMBER 2021, **BILLS \$59,107.92, PERSONNEL \$45,077.25**

ACTION ITEM: APPROVE November bills with personnel costs

5. LIBRARY EXHIBIT ROOM

- A. Exhibit Coordinator's Report
- B. Chart of Visits

6. LIBRARY STATISTICS

- A. Copy Income, and Meeting Room Income Reports
- B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
- C. Interloan Chart
- D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation

7. DEPARTMENT REPORTS

- A. Director's Report
- B. Adult Services Report
- C. Youth Services Report
- D. Teen Services Report

8. COMMITTEE REPORTS

- A. Library Finance Committee

- a. No Meeting
- B. Library Planning Committee
 - a. No Meeting
- C. Library Policy Committee
 - a. Policy Committee Meeting scheduled for December 15, 2021
- D. Personnel Committee
 - a. Personnel Committee Meeting scheduled for January 19, 2022
- E. Ad hoc Hiring Committee
 - a. Minutes of Meeting held November 17 with OWLS Director

ACTION ITEM: APPROVE minutes of meeting held November 17

9. OLD BUSINESS

- a. Revisit Determining Services during Pandemic Plan

10. NEW BUSINESS

- a. Incident Report
- b. Trustee Essentials Chapter 22

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, January 19, 2021 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

PLEASE CALL PEG BURINGTON (715-467-1599) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA
COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA
VIDEO/TELECONFERENCING.

PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY
OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

CITY OF WAUPACA

WAUPACA AREA PUBLIC LIBRARY BOARD

REGULAR MEETING 2021 WAUPACA

CITY COUNCIL CHAMBERS OR VIRTUAL

DATE:

TIME:

1. ROLL CALL

Present:

- ☒ Julie Eiden, President
- ☒ Ald. Lori Chesnut, Vice President
- ☐ Glenda Rhodes
- ☒ Mary Zimmerman Excused
- ☒ Chris Jaenke
- ☒ Holly Olsen, Treasurer
- ☒ Gracie Liegl, Youth on Board
- ☒ Joyce Boyer
- ☒ Rebecca Thieme-Baeseman
- ☐ Ald. Scott Purchatzke, City Council Alternate (non-voting member)

Also Present:

- ☒ Peg Burington, Library Director
- ☒ Patsy Servey, Adult Services Librarian
- ☒ Liz Kneer, Exhibit Room Coordinator Other
- ☒

2. APPROVAL OF AGENDA

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

"This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting."

Julie Eiden

FROM MEETING HELD

Wednesday, October 20, 2021

Lori Chesnut,

Gracie Liegl,

APPROVE the minutes from the previous month.

8

0

1

MOTION CARRIED on a voice vote.

Approve bills from

October 2021

\$58,720.76 (PERSONNEL \$48,269.80)

Rebecca Thieme-Baeseman,

Joyce Boyer,

APPROVE the bills from the previous month including personnel costs.

8

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MOTION CARRIED ON A ROLL CALL VOTE.

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5. LIBRARY EXHIBIT ROOM

A. Charts of Visits

B. Exhibit Room Coordinator's Report (report attached)

6. LIBRARY STATISTICS FOR

October 2021

A. Fine Income, Copy Income and Meeting Room Income Reports

Fine Income:	\$2.10
Copy Income:	\$309.86
Meeting Room Income:	\$20.00
Material Replacement:	\$111.50
Waived Amount:	\$84.60

B. Volunteer Hours, Reference Transactions, Library Visits and Internet Use

Volunteer Hours:	0
Reference Transactions:	1,016
Library Visits:	2,151
Internet Use (wireless):	584
Internet Use (stations):	160
Curbside Pickups:	837

C. Interloan Chart

Items Loaned:	2,579
Items Borrowed:	3,250

D. Circulation Chart with Municipality Statistics

Total Circulation for past month	10,378
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7. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

B. Adult Services Report (report attached)

ACTION ITEM:

D. Children's Department Report (report attached)

ACTION ITEM:

E. Teen Department Report (report attached)

ACTION ITEM:

8. COMMITTEE REPORTS

A. Library Finance Committee:

Minutes of October 20 meeting.
APPROVE Minutes of October 20 Meeting. MOVED by L. Chesnut,
SECONDED by G. Liegl, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a
Voice Vote.

B. Library Planning Committee:

No Meeting

C. Library Policy Committee:

Schedule meeting for December 15, 2021

D. Library Personnel Committee:

Schedule meeting for January 19, 2022
Ad hoc Hiring Committee meeting November 17 with OWLS Director

9. OLD BUSINESS

Progress Towards Strategic Plan Goals: Marketing- Patsy Servey
2022 Budget

10. NEW BUSINESS

Incident Report- Full time staff member with Covid 19, a few patrons decided not to use the library because of the mask requirement

Trustee Training- Hiring a Library Director

11. ANNOUNCEMENTS & CORRESPONDENCE

OWLS Minutes from September 16, 2021

Next meeting will be held:

Wednesday, December 15, 2021 in Council Chambers

12. ADJOURNMENT

MOVED by

Lori Chesnut,

SECONDED by

Gracie Liegl,

to

Adjourn

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

to **ADJOURN** the Regular Library Board Meeting.

Meeting adjourned at

5:24

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

PS

BILLS NOV 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
					145,643.20		
100 PERSONNEL					123,372.32		
102 FULL TIME WAGES & BENEFITS					87,927.17		
	FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR NOVEMBER		-35,996.02	51,931.15		
Total 102 FULL TIME WAGES & BENEFITS			\$ 480,938.00	-35,996.02	51,931.15	11%	89%
104 PART TIME WAGES & BENEFITS					35,445.15		
	PART TIME WAGES & BENEFITS	PART TIME WAGES AND BENEFITS FOR NOVEMBER		-9,081.23	26,363.92		
Total 104 PART TIME WAGES & BENEFITS			\$ 154,599.00	-9,081.23	26,363.92	17%	83%
100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 636,537.00	-45,077.25	78,295.07	12%	88%
200 OPERATIONS					11,823.46		
201 TRAVEL & TRAINING					1,422.94		
	PEG BURINGTON	MILEAGE FOR WLA CONFERENCE IN GREEN BAY		-81.76	1,341.18		
	MOLLY REINKE	MILEAGE FOR WLA CONFERENCE IN GREEN BAY		-81.76	1,259.42		
	MAYFLOWER AUTOGRAPH HOTEL	VC - HOTEL STAY FOR CHILDREN'S LIBRARIAN AT NATIONAL SUMMER LEARNIGN CONFERENCE IN DC (\$525 TO B...		-858.76	400.66		
Total 201 TRAVEL & TRAINING			\$ 4,117.00	-1,022.28	400.66	10%	90%
207 MAINT EQUIPMENT					5,144.00		
	BIBLIOTHECA	VC - ANNUAL MAINTENANCE CONTRACT FOR SELF CHECK MACHINES AND GATES		-5,139.22	4.78		
Total 207 MAINT EQUIPMENT			\$ 5,144.00	-5,139.22	4.78	0%	100%
209 INSURANCE & BONDING					0.00		
Total 209 INSURANCE & BONDING			\$ 1,200.00		0.00	0%	100%
211 CONTRACT SERVICES					1,427.91		
	211 COLLECTIONS				410.50		
	UNIQUE MANAGEMENT SERVICES INC.	PAYMENT FOR 4 ACCOUNTS SENT TO COLLECTIONS I# 608116		-35.80	374.70		
Total 211 COLLECTIONS			\$ 500.00	-35.80	374.70	75%	25%
211 COPIER SERVICES					1,517.41		
	US BANK	XEROX COPIER LEASE I#45789023		-176.00	1,341.41		

BILLS NOV 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
	US BANK COPIER COSTS FOR PRINTING	COST OF COPIES OCTOBER		-74.25	1,267.16		
	OFFICE TECHNOLOGY GROUP	LEASE FOR TWO COPIERS FOR ONE MONTH		-208.58	1,058.58		
	Total 211 COPIER SERVICES		\$ 6,500.00	-458.83	1,058.58	16%	84%
	211 CONTRACT SERVICES - Other				-500.00		
	Total 211 CONTRACT SERVICES - Other				-500.00		
	Total 211 CONTRACT SERVICES		\$ 7,000.00	-494.63	933.28	13%	87%
	215 MOVIE LICENSE				8.49		
	Total 215 MOVIE LICENSE		\$ 100.00		8.49	8%	92%
	216 POSTAGE				743.61		
	POSTAGE METER	POSTAGE METER READING FOR OCTOBER		-96.85	646.76		
	POSTAGE CHARGE	POSTAGE METER READING FOR NOVEMBER		-94.06	552.70		
	Total 216 POSTAGE		\$ 1,700.00	-190.91	552.70	33%	67%
	217 MEMBERSHIPS & DUES				659.54		
	Total 217 MEMBERSHIPS & DUES		\$ 1,100.00		659.54	60%	40%
	218 OWLS MEMBERSHIP				0.00		
	Total 218 OWLS MEMBERSHIP		\$ 27,412.00		0.00	0%	100%
	253 PROMOTIONAL MATERIALS				195.00		
	OWLS OUTAGAMIE WAUPACA LIBRARY	VC - NEW LOGO BROCHURES AND BOOKMARKS I# 3770		-82.73	112.27		
	Total 253 PROMOTIONAL MATERIALS		\$ 600.00	-82.73	112.27	19%	81%
	282 TECHNOLOGY				2,116.56		
	OWLS OUTAGAMIE WAUPACA LIBRARY	DELL LAPTOP FOR ADULT SERVICES LIBRARIAN I# 3770		-1,303.30	813.26		
	Total 282 TECHNOLOGY		\$ 10,110.00	-1,303.30	813.26	8%	92%
	301 SUPPLIES				105.41		
	AMAZON.COM	VC - COVID MITIGATION MASKS 2234		-6.97	98.44		
	AMAZON.COM	VC - COVID MITIGATION MASKS FOR PATRONS (\$15.19+6.97+7.98)		-30.14	68.30		
	AMAZON.COM	VC - COVID MITIGATION MASKS FOR PATRONS (\$13.96+24.04)		-38.00	30.30		
	Total 301 SUPPLIES		\$ 8,856.00	-75.11	30.30	0%	100%
	Total 200 OPERATIONS - Other				0.00		
	Total 200 OPERATIONS		\$ 67,789.00	-8,308.18	3,515.28	5%	95%

BILLS NOV 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
250 PRINT MATERIALS					5,507.53		
115 - ADULT BOOKS					2,545.16		
	AMAZON.COM	VC - ADULT BOOKS NEW FICTION 8646		-90.85	2,454.31		
	AMAZON.COM	VC - ADULT BOOKS - ONE PATRON REQUEST (\$24.99+39.90+10.99)		-75.88	2,378.43		
	BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE - TOTAL=1183.86)		-1,082.65	1,295.78		
Total 115 - ADULT BOOKS			\$ 18,330.00	-1,249.38	1,295.78	7%	93%
120 LARGE PRINT BOOKS					506.16		
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS (\$51.94+25.32+25.97+75.31)		-178.54	327.62		
	MICROMARKETING	VC - LARGE PRINT BOOK (\$23.99+18.40)		-42.39	285.23		
Total 120 LARGE PRINT BOOKS			\$ 3,850.00	-220.93	285.23	7%	93%
215 CHILDRENS BOOKS					534.71		
	AMAZON.COM	VC - CHILDREN'S BOOKS (\$29.64+9.99+47.43+27.57+11.19)		-125.82	408.89		
	BAKER & TAYLOR	VC - CHILDREN'S BOOKS (\$145.23+209.89)		-355.12	53.77		
Total 215 CHILDRENS BOOKS			\$ 17,530.00	-480.94	53.77	0%	100%
315 TEEN BOOKS					1,859.16		
	AMAZON.COM	VC - TEEN BOOKS (\$9.99+19.79+327.47+13.99-\$36 credit)		-370.88	1,488.28		
	BAKER & TAYLOR	VC - TEEN BOOKS (\$618.45+11.19+20.70+40.28+454.31)		-1,144.93	343.35		
Total 315 TEEN BOOKS			\$ 3,550.00	-1,515.81	343.35	10%	90%
410 MAGS & NEWSPAPERS					62.34		
Total 410 MAGS & NEWSPAPERS			\$ 4,745.00		62.34	1%	99%
250 PRINT MATERIALS - Other					0.00		
Total 250 PRINT MATERIALS - Other					0.00		
Total 250 PRINT MATERIALS			\$ 48,005.00	-3,467.06	2,040.47	4%	96%
255 PROGRAMS					842.52		
110 ADULT PROGRAMS					356.40		
Total 110 ADULT PROGRAMS			\$ 1,500.00		356.40	24%	76%
210 CHILDREN'S PROGRAMS					118.40		
		VC - ELF ON THE SHELF ENTRY FEE AND WAUPACA AREA CHAMBER OF COMMERCE GIFT CERTIFICATE(\$25.00+10.00)		-35.00	83.40		

BILLS NOV 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			CHICAGO BOOKS AND JOURNALS	VC - EARLY LITERACY CALENDAR ENGLISH AND SPANISH		-49.42	33.98		
Total 210 CHILDREN'S PROGRAMS					\$ 3,000.00	-84.42	33.98	1%	99%
310 TEEN PROGRAMS							367.72		
			WALMART	VC - SUPPLIES FOR TEEN PROGRAMS TVA		-34.02	333.70		
			AMAZON.COM	VC - SUPPLIES FOR TEEN PROGRAMS 1467457		-60.18	273.52		
			AMERICAN BUTTON MACHINES	VC - BUTTON MAKING SUPPLIES (\$159.28 CHARGED TO PROGRAMS, \$159.29 FROM DONATIONS)		-159.28	114.24		
Total 310 TEEN PROGRAMS					\$ 1,000.00	-253.48	114.24	11%	89%
Total 255 PROGRAMS - Other							0.00		
Total 255 PROGRAMS					\$ 5,500.00	-337.90	504.62	9%	91%
290 AUDIO VISUAL							4,097.37		
125 ADULT MOVIES							1,058.30		
			AMAZON.COM	VC - ADULT MOVIES ON DVD (\$7.51+78.50+9.99+105.79+33.35+13.99)		-249.13	809.17		
			AMAZON.COM	VC - ADULT MOVIES ON DVD (\$180.74+21.95)		-202.69	606.48		
Total 125 ADULT MOVIES					\$ 3,016.00	-451.82	606.48	20%	80%
130 ADULT AUDIO BOOKS							280.19		
			MICROMARKETING	VC - ADULT AUDIO BOOKS ON CD I# 870906		-102.97	177.22		
			BAKER & TAYLOR	VC - ADULT AUDIO BOOKS ON CD (SPLIT INVOICE - TOTAL=1183.86)		-68.74	108.48		
Total 130 ADULT AUDIO BOOKS					\$ 1,890.00	-171.71	108.48	6%	94%
135 ADULT MUSIC							94.37		

BILLS NOV 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
AMAZON.COM		VC - ADULT MUSIC ON CD (\$11.97+9.97+40.93)		-62.87	31.50		
Total 135 ADULT MUSIC			\$ 827.00	-62.87	31.50	4%	96%
220 CHILDREN'S MOVIES					663.35		
	WALMART	VC - CHILDREN'S MOVIE ON DVD 1611791		-12.23	651.12		
AMAZON.COM		VC - CHILDREN'S MOVIES ON DVD (\$19.92+72.98+9.96+67.13+22.95+9.96+24.99+ 12.96)		-240.85	410.27		
Total 220 CHILDREN'S MOVIES			\$ 2,092.00	-253.08	410.27	20%	80%
225 CHILD AUDIO BOOKS					48.21		
Total 225 CHILD AUDIO BOOKS			\$ 1,220.00		48.21	4%	96%
230 CHILD MUSIC					0.00		
Total 230 CHILD MUSIC			\$ -		0.00		
320 TEEN MOVIES					239.32		
	AMAZON.COM	VC - TEEN MOVIES ON DVD 4708243		-171.61	67.71		
Total 320 TEEN MOVIES			\$ 405.00	-171.61	67.71	17%	83%
325 TEEN AUDIO BOOKS					188.53		
FINDAWAY		VC - TEEN AUDIO BOOKS ON PLAYAWAY I#346699		-143.98	44.55		
Total 325 TEEN AUDIO BOOKS			\$ 400.00	-143.98	44.55	11%	89%
420 VIDEO GAMES					722.16		
	AMAZON.COM	VC - VIDEO GAMES (\$39.98+159.86+50.99+224.89+194.83-\$8.11 credit)		-662.46	59.70		
Total 420 VIDEO GAMES			\$ 900.00	-662.46	59.70	7%	93%
510 EBOOKS & EAUDIO BOOKS					802.94		
Total 510 EBOOKS & EAUDIO BOOKS			\$ 5,920.00		802.94	14%	86%
Total 290 AUDIO VISUAL - Other					0.00		
Total 290 AUDIO VISUAL			\$ 16,670.00	-1,917.53	2,179.84	13%	87%
			\$ 775,918.00	-59,107.92	86,535.28	11%	89%
TOTAL BUDGET			\$ 775,918.00				
TOTAL PERSONNEL NOV			\$ 45,077.25				
TOTAL BILLS FOR NOV (INCLUDING PERSONNEL)			\$ 59,107.92				
YTD EXPENDITURES			\$ 689,382.72				
REMANING BUDGET			\$ 86,535.28				

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda December 2021

Our Exhibit Room Committee met on December 1, 4p in the lower level meeting rooms at the library and discussed programming ideas for *The Art & Words of Missy Mittel* as well as *Youth Art Month*. We also went over potential exhibits for the fall and decided that exhibits for the 50th Anniversary of the Iola Car Show (late summer/early fall) and 125th anniversary of Bethany/history of healthcare in Waupaca (fall/early winter) will draw a diverse cross section of patrons and recognize important community partners.

The Yuletide Trail on December 4th in downtown Waupaca was a great success! The library Teen Volunteer Agency/TVA had a hot chocolate stand, the Adult Department provided cookies for cookie tins, and the Exhibit Room distributed 40 copies of *The Biggest Snowman Ever* and coordinated the virtual storytime. In total, over 200 books were given to families and 35 people viewed the virtual storytime: <https://www.waupacalibrary.org/post/11-18-2021/yuletide-trail-virtual-story-time>

Additionally, we have an ongoing Winter Warmth Clothing Drive for younger students at the School District of Waupaca; I already dropped off two large boxes of handmade hats, scarves, and mittens. The Yuletide Trail is a great opportunity to connect with patrons that might not otherwise visit the library and strengthen relationships with area businesses and community groups. It is a pleasure to work on the organizing committee with the Chamber of Commerce, Historical Society, WACAB, and other businesses to coordinate this annual event.

I continue to work with the Waupaca Historical Society and Winchester Academy on planning for the Roots of Jazz Exhibit.

Our next Exhibit Room Committee meeting is scheduled for January 5 at 10a.

Beyond Borders and Boundaries: Indigenous Art of Latin America (September 8-November 13)

Beyond Borders and Boundaries is officially closed out, with all items safely returned home to Colorado.

In total we had 998 patrons visit the exhibit, with an additional 168 watching the virtual exhibit and 67 viewing Ruth's travel video. The in person visit number is significantly lower than what we normally expect for exhibits, but with the library closing for a portion of the exhibit, this was something that was anticipated. I will continue to look for ways to let our patrons and the community know that the Exhibit Room is reopened and work on creative marketing to attract people downstairs.

If you didn't get a chance to visit *Beyond Borders & Boundaries* in person, here's one last chance to view the virtual exhibit:

<https://www.youtube.com/watch?v=lbL8NEjvTrU>

<https://www.youtube.com/watch?v=V66BfhCxDKA>

The Art & Words of Missy Mittel (November 29-January 29)

Our exhibit with local author/illustrator, Missy Mittel is installed and open for visitors. In addition to Missy's books and illustrations, her current project is identification flashcards for animals native to our area. These graphics are part of a scavenger hunt in the Exhibit Room, and some are paired with the taxidermied animal so that visitors can get an up close view of how to identify critters. This exhibit has lots of great activities for kids and families including a holiday card station for members at the King Veterans Home, a Character Building project, an iPad to practice computer illustrations/graphics, free art kits to take home, and of course, the scavenger hunt.

To further enhance the conservation aspect and love of the outdoors found in Missy's work, we are hosting *Wisconsin's John Muir* along with her illustrations. This pop-up panel exhibit is on loan from the Wisconsin Historical Society for the duration of the exhibit. <https://www.wisconsinhistory.org/Records/Article/CS14767>

Missy is a self-published author, and we are looking at ways to pass her expertise on to patrons through a virtual program in January.

Youth Art Month (February 5-April 9)

Matt Lawniczak, lead art teacher at the School District of Waupaca, was able to attend our Exhibit Room Committee meeting to discuss dates for Youth Art Month. With so many unknowns, we all agreed it's best to host a virtual reception, and include a virtual exhibit since it was so well received last year.

2021 Schedule

- Cooking Themed Exhibit: December/early February **POSTPONED**
- *Youth Art Month*: February/March **VIRTUAL**
- *East Asia*: April/May **VIRTUAL**
- *Summer Reading Program*: June/July/August
- *Beyond Borders: Indigenous Art of Latin America*: September/October/November
- *The Art & Words of Missy Mittel*: November 29-January 29

2022 Schedule

- *The Art & Words of Missy Mittel*: November 29-January 29
- *Youth Art Month*: February 5-April 9
- *Roots of Jazz*: April 16-early June
- *Summer Learning Program*: June/July/August
- *50 Years of the Iola Car Show*: September/October
- *Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home*: November/December



NOVEMBER 2021 EXHIBIT ROOM VISITS

11/1/2021	Monday	24
11/2/2021	Tuesday	12
11/3/2021	Wednesday	-
11/4/2021	Thursday	-
11/5/2021	Friday	54
11/6/2021	Saturday	-
11/7/2021	Sunday	closed
11/8/2021	Monday	26
11/9/2021	Tuesday	22
11/10/2021	Wednesday	14
11/11/2021	Thursday	12
11/12/2021	Friday	7
11/13/2021	Saturday	41
11/14/2021	Sunday	closed
11/15/2021	Monday	closed
11/16/2021	Tuesday	closed
11/17/2021	Wednesday	closed
11/18/2021	Thursday	closed
11/19/2021	Friday	closed
11/20/2021	Saturday	closed
11/21/2021	Sunday	closed
11/22/2021	Monday	closed
11/23/2021	Tuesday	closed
11/24/2021	Wednesday	closed
11/25/2021	Thursday	closed
11/26/2021	Friday	closed
11/27/2021	Saturday	closed
11/28/2021	Sunday	closed
11/29/2021	Monday	-
11/30/2021	Tuesday	37

TOTAL 249

NOTE: Count is taken each morning as door is unlocked. The number on the counter is divided by 2. Two counts are subtracted for employee going in once in the morning to unlock/count and once in the afternoon to lock up.

Beyond Borders and Boundaries for September = 567

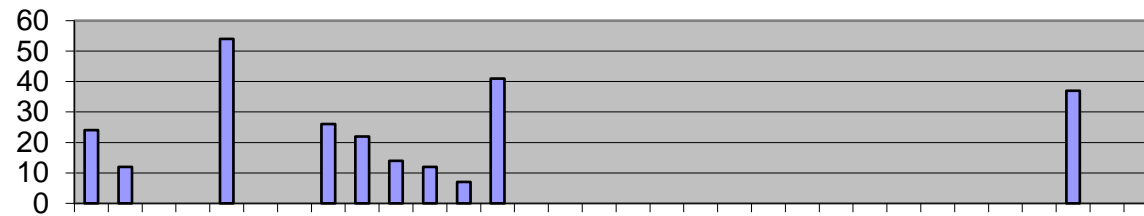
Beyond Borders and Boundaries for October = 219

Beyond Borders and Boundaries for November = 212

Total for Beyond Borders and Boundaries = 998

The Art & Words of Missy Mittel for November = 37

November 2021 Exhibit Room Visits



2021 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$38.99	\$18.95	\$15.25	\$0.60	\$23.16	\$10.15	\$0.00	\$0.12	\$6.97	\$2.10	\$0.00		\$116.29
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29		
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$653.81	\$653.81	\$653.93	\$660.90	\$663.00	\$663.00	\$663.00	\$ 1,143.03
2019 Running Total												
\$603.58	\$1,281.18	\$2,134.87	\$2,847.27	\$3,559.81	\$3,895.29	\$4,651.91	\$5,443.14	\$6,137.81	\$6,823.87	\$7,330.03	\$7,955.38	\$7,955.38
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44		\$ 3,473.76
2020 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 600.59	\$579.41	\$284.54	\$2.27	\$3.32	\$65.39	\$170.19	\$266.18	\$297.25	\$215.93	\$164.75	\$204.28	\$ 2,854.10
2021 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00		\$283.00
2020 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$493.50	\$254.00	\$370.50	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$18.00	\$10.00	\$0.00	\$0.00	\$1,156.00
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64		\$4,936.76
2020 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$247.50	\$360.99	\$182.55	\$246.54	\$17.00	\$78.00	\$89.00	\$316.00	\$107.00	\$301.00	\$77.00	\$43.00	\$2,065.58
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18		\$243.46
2020 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$72.78	\$75.83	\$11.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.30
2021 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 313.83	\$ 1,592.04	\$ 7,008.67	\$ 1,335.03	\$ 1,505.79	\$ 513.00	\$ 1,452.61	\$ 242.25	\$ 55.65	\$ 84.60	\$ 116.15		\$14,219.62
2020 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ -	\$ -	\$ -	\$ 268.40	\$ 308.87	\$ 1,057.46	\$ 2,268.41	\$ 4,538.41	\$ 154.45	\$ 252.19	\$ 194.39	\$ 67.95	\$ 9,110.53

2021 Reference Transactions													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	1,117	586	681	537	541	729	732	771	615	1,016	702		8,027
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201
2021 Library Visits													
Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052		45,398
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140
2018	10,359	8,925	10,051	9,107	8,817	12,306	13,803	10,359	8,641	9,908	8,983	7,634	118,893
2021 Internet Use													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 wireless	326	306	398	483	564	749	776	683	621	584	522		6,012
2021 stations	309	307	414	397	385	509	602	636	475	160	387		4,581
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901
2019 Wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 Stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533
2021 Curbside Pick-ups													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	1,412	1,355	488	252	183	116	90	88	63	837	181		5,065
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461
2021 Volunteer Hours													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021					20	32	45	54.75	41.25	0	14		207
2020	40	41	0	0	0	0	0	0	0	0	0	0	81

Nov 2021 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,317	926	391	1.42
Appleton	9,153	8,843	310	1.04
Black Creek	1,514	832	682	1.82
Clintonville	2,358	723	1,635	3.26
Door County	4,345	4,192	153	1.04
Florence	341	356	(15)	0.96
Fremont	636	507	129	1.25
Gillett	476	309	167	1.54
Hortonville	1,170	1,701	(531)	0.69
Iola	915	954	(39)	0.96
Kaukauna	1,537	2,962	(1,425)	0.52
Kewaunee	1,365	931	434	1.47
Kimberly	2,242	3,190	(948)	0.70
Lakewood	868	787	81	1.10
Lena	410	310	100	1.32
Little Chute	1,694	2,104	(410)	0.81
Manawa	795	635	160	1.25
Marinette County	2,813	4,077	(1,264)	0.69
Marion	1,011	737	274	1.37
New London	1,298	1,365	(67)	0.95
NFLS	0	15	(15)	0.00
Oconto	896	824	72	1.09
Oconto Falls	1,007	578	429	1.74
Oneida Tribal	611	107	504	5.71
OWLS	1	5	(4)	0.20
Scandinavia	326	361	(35)	0.90
Seymour	1,292	1,233	59	1.05
Shawano County	2,659	3,115	(456)	0.85
Shiocton	372	298	74	1.25
Suring	408	433	(25)	0.94
Waupaca	2,428	3,222	(794)	0.75
Weyauwega	1,016	642	374	1.58

TOTAL	47,274	47,274	0	1.00
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<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	8,933	8,933	0	1.00
NFLS - Intersystem	8,583	8,022	561	1.07
NFLS - Total	17,516	16,955	561	1.03
OWLS - Intrasystem	21,736	21,736	0	1.00
OWLS - Intersystem	8,022	8,583	(561)	0.93
OWLS - Total	29,758	30,319	(561)	0.98

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
15,928	10,960	4,968	1.45
103,692	108,655	(4,963)	0.95
17,176	10,888	6,288	1.58
24,414	9,911	14,503	2.46
53,356	53,404	(48)	1.00
4,930	4,166	764	1.18
7,946	5,390	2,556	1.47
4,215	4,124	91	1.02
13,473	22,670	(9,197)	0.59
11,250	9,978	1,272	1.13
17,626	36,261	(18,635)	0.49
15,307	9,268	6,039	1.65
24,643	38,875	(14,232)	0.63
10,939	9,132	1,807	1.20
4,774	2,970	1,804	1.61
18,307	23,703	(5,396)	0.77
10,054	8,392	1,662	1.20
37,134	46,399	(9,265)	0.80
15,315	9,528	5,787	1.61
15,221	16,376	(1,155)	0.93
0	201	(201)	0.00
10,832	7,893	2,939	1.37
11,861	7,564	4,297	1.57
6,262	1,439	4,823	4.35
3	98	(95)	0.03
5,448	4,565	883	1.19
17,806	14,503	3,303	1.23
32,596	34,742	(2,146)	0.94
4,827	3,452	1,375	1.40
5,631	5,188	443	1.09
30,803	39,664	(8,861)	0.78
15,649	7,059	8,590	2.22

567,418	567,418	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
94,819	94,819	0	1.00
118,946	100,964	17982	1.18
213,765	195,783	17982	1.09
0	0		
252,689	252,689	0	1.00
100,964	118,946	(17982)	0.85
353,653	371,635	(17982)	0.95

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2021

Waupaca 2021 Circulation														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
2021 Downloads - ebook	1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960			10,459	
2020 Downloads - ebook	1,105	1,061	1,245	1,396	1,384	1,476	1,322	1,149	1,133	1,151	1,134	1,083	14,639	
2021 Downloads - Audio	734	821	948	961	975	932	899	114	861	877			8,122	
2020 Downloads - Audio	787	708	691	699	771	765	737	671	650	718	796	734	8,727	
2021 Downloads - Magaz	67	88	88	27	14	95	66	33	31	71			580	
2020 Downloads - Magaz	30	44	49	52	55	51	50	55	73	143	82	64	748	
2021 Downloads - Hoopla									13	30	48		91	
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
Renewals	2,367	2,490	3,300	3,093	2,836	3,132	3,325	3,461	2,813	2,788	2,649		32,254	
Checkouts	6,655	6,888	10,070	9,345	8,050	11,933	11,132	11,159	9,728	7,590	8,739		101,289	
Total Circulation w/renew	9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388		133,543	
2021 Running Totals	9,022	18,400	31,770	44,208	55,094	70,159	84,616	99,236	111,777	122,155	133,543		133,543	
2020 Totals	18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983	
2020 Running Totals	18,596	36,572	48,997	49,918	52,830	58,401	67,557	77,797	89,139	99,178	107,950	116,983	116,983	
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281	

Circ by Municipality

Town/City/County	May		June		July		August		September		October		November	
Dayton	2,058	19%	2,490	17%	2,565	18%	2,555	17%	1,940	15%	1,519	15%	1,434	13%
Farmington	1,675	15%	2,410	16%	2,108	14%	1,977	14%	1,859	15%	1,687	16%	1,833	16%
Lind	443	4%	602	4%	600	4%	525	4%	566	5%	411	4%	428	4%
Waupaca (Town)	555	5%	862	6%	905	6%	1,013	7%	597	5%	587	6%	685	6%
Town Total	4,731	43%	6,364	42%	6,178	42%	6,070	42%	4,962	40%	4,204	41%	4,380	38%
Waupaca (City)	3,834	35%	5,233	35%	4,888	34%	5,109	35%	4,711	38%	4,000	39%	4,304	38%
Wausara County	512	5%	601	4%	679	5%	688	5%	466	4%	406	4%	512	4%
Portage County	691	6%	936	6%	527	4%	952	7%	837	7%	810	8%	1019	9%
Other	1,118	10%	1,931	13%	2,275	16%	1,801	12%	1,950	16%	958	9%	1,173	10%
Total	10,886		15,065		14,547		14,620		12,541		10,378		11,388	

Monthly/YTD Circs and Renewals - November 2021

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,342	598	2,940	23,225	6,639	29,864
Appleton	36,404	12,106	48,510	361,660	131,014	492,674
Black Creek	1,635	809	2,444	21,390	8,836	30,226
Clintonville	2,990	758	3,748	26,127	6,623	32,750
Door Cty - Baileys Harbor	975	302	1,277	11,392	2,664	14,056
Door Cty - Egg Harbor	1,174	293	1,467	12,181	2,953	15,134
Door Cty - Ephraim	246	71	317	3,695	843	4,538
Door Cty - Fish Creek	474	74	548	6,414	1,117	7,531
Door Cty - Forestville	1,143	337	1,480	9,028	3,583	12,611
Door Cty - Sister Bay	2,730	676	3,406	33,894	8,157	42,051
Door Cty - Sturgeon Bay	6,163	1,756	7,919	75,188	20,422	95,610
Door Cty - Washington Island	846	201	1,047	9,347	2,127	11,474
Florence	864	149	1,013	7,104	1,580	8,684
Fremont	1,240	418	1,658	12,076	4,533	16,609
Gillett	617	157	774	7,349	2,237	9,586
Hortonville	3,789	1,366	5,155	47,476	14,277	61,753
Iola	1,821	806	2,627	19,483	6,374	25,857
Kaukauna	6,151	2,267	8,418	89,111	26,870	115,981
Kewaunee	2,194	685	2,879	25,637	7,381	33,018
Kimberly	8,156	2,684	10,840	94,538	28,800	123,338
Lakewood	2,539	662	3,201	24,707	6,445	31,152
Lena	650	178	828	7,245	2,063	9,308
Little Chute	7,172	2,309	9,481	63,847	17,440	81,287
Manawa	1,574	508	2,082	18,028	5,691	23,719
Marinette Cty - Coleman	1,508	577	2,085	15,531	5,027	20,558
Marinette Cty - Crivitz	1,881	508	2,389	17,854	4,987	22,841
Marinette Cty - Goodman	285	57	342	3,009	841	3,850
Marinette Cty - Marinette	3,379	980	4,359	38,564	10,873	49,437
Marinette Cty - Niagara	982	361	1,343	8,658	3,192	11,850
Marinette Cty - Peshtigo	673	207	880	7,500	2,177	9,677
Marinette Cty - Wausaukee	981	234	1,215	9,656	2,576	12,232
Marion	2,274	683	2,957	28,369	7,394	35,763
New London	3,765	961	4,726	36,082	9,066	45,148
Oconto	1,946	775	2,721	20,575	7,423	27,998
Oconto Falls	2,034	472	2,506	24,516	6,467	30,983
Oneida Tribal - Green Earth	-	-	-	4	-	4
Oneida Tribal - Oneida	156	32	188	1,550	722	2,272
Scandinavia	337	173	510	4,799	1,987	6,786
Seymour	2,442	777	3,219	25,385	8,218	33,603
Shawano Cty - Birnamwood	2,641	167	2,808	17,864	1,390	19,254
Shawano Cty - Bonduel	720	401	1,121	8,283	3,687	11,970
Shawano Cty - Mattoon	86	32	118	925	278	1,203
Shawano Cty - Shawano	7,157	1,703	8,860	65,234	15,798	81,032
Shawano Cty - Tigerton	606	139	745	5,826	1,610	7,436
Shawano Cty - Wittenberg	539	197	736	4,697	1,553	6,250
Shiocton	585	107	692	6,901	1,403	8,304
Suring	1,267	269	1,536	10,207	2,499	12,706
Waupaca	8,739	2,649	11,388	101,289	32,254	133,543
Weyauwega	1,695	510	2,205	17,785	5,820	23,605
Total	140,567	43,141	183,708	1,491,205	455,911	1,947,116

Posted 12/1/21



Director's Report

November/December 2021

We received the grant for the digitization project, "History at your Fingertips" from the Wisconsin Humanities Council. We asked for \$14,040 and received half (\$7020). Our Wish List went out a couple weeks ago and we had several small donations and one very generous donation for \$5,000. Combined with the designated donations from last year we are within a few hundred dollars of being fully funded. This is for the first 90 reels, the oldest newspapers, that are now in the public domain. Greg Grohman is willing to write additional grants to get started on the rest of the reels. We have some real momentum for this project so I feel confident we can get it done within the next few years.

The increase in Covid cases has continued, with our County once again in the critically high category as of November 17. Since the plan to determine services no longer includes the option of "only curbside" we did not make a change in service levels. We have asked staff to make sure patrons are adhering to the one-hour time limit. This past week I was working from home for several days with laryngitis. I had a negative Covid test but didn't want to expose anyone to my cold.

The Hotspot Grant funds will be depleted in February. We contracted with US Cellular for the devices and data plans. I had hoped to find a way to fund some hotspots for checkout in 2022 but our decreased budget for technology does not allow for funding this project. We did include hotspots on the Foundation Wish List. We had 61 unique users of our 13 hotspots with many positive comments. It is yet to be determined if we are able to continue this service.

Aaron Jenson and City Department Heads have been working on an Employee Retention Program. (I sent you the complete program presentation by email.) The program is designed to reward staff who consistently meet and exceed their job requirements with a one-time bonus. The program is closely linked to the employee assessment process. The new program will include all full time and permanent part time staff. The Management Team is working closely with the City Administrator to adjust our current assessment tool to more closely resemble the one used by other City Departments. The new program will also affect the when assessments are conducted. In the future all assessments will be completed by year-end. Since the Library Director has traditionally been evaluated at mid-year, the calendar will need to be adjusted. The City Administrator is to be included at the Personnel Committee Meeting when the Director's and Supervisors' assessments are to be discussed.

The Appleton Public Library will be moving to temporary facility during the first quarter of 2022. There will be an interruption of services provided as they will not be able to fill or receive holds. OWLS will be relocating to a new facility in 2022. They have not yet announced where they will be moving.

Last summer I was asked to consider presenting a program on preparing for retirement at the Wisconsin Library Association Annual Conference in Green Bay. The focus was the things you needed to consider and the documentation that should be created for your replacement. Having to create a presentation further solidified my own preparation and have made good progress on the list I curated for the program. Patsy and I have met to discuss collection development. I began training Sue on financials last month and she will be working with Quick Books on the bills in this packet. I'm grateful to have the time to work with our Interims. I believe they will be well prepared to take over next year. I plan to complete and present the 2021 Annual Report on February 16 and the 17th will be last day of work. I feel so very fortunate to have had the opportunity to serve our Community. Thank you.

Respectfully Submitted by Peg Burington

November 2021 Adult Services Report

Adult Programs

On November 20, we had a book discussion featuring *Out of Many, One* by George W. Bush. Five people attended, led by adult book club member, Cheryl Brunner. This was a great discussion that led us to share many stories of immigrants that we knew personally, and our interactions with them. The book was very uplifting, and the portraits that President Bush had drawn to accompany each short biography were astounding. The discussion also morphed into examples of other events happening in the areas where some of the book club members live that I am considering modeling in our area. The December book selection will be accompanied by the sharing of holiday baking recipes, and perhaps a visual sharing of the results.

The 2021 Fall Film Series was cancelled again for November. A decision to postpone all film and other in person programming was made in late November. We will hopefully schedule the film series starting in early February.

Initially, a few members of the staff at Waupaca County DHHS had proposed using the book "What Happened to You" as the basis for a January Life Class, which two of their staff members would lead. They have since had to step away from that meeting due to their overwhelming case load. Our library staff will instead be moving forward with a Life Class that is focused on positivity and moving forward out of an anxious two years of COVID that has affected everyone.. We are in the planning process for that Life Class series.

Please take a few moments to view our holiday baking videos on our website and our YouTube channel. These videos show you how to bake scones, make cranberry sauce, hot chocolate and wonderful holiday cookies. They are warm and uplifting, and I thank our wonderful staff members who took the time (and leap of faith) to film themselves as they created these treats.

We will hopefully have some virtual presentations from our exhibitor and local author Missy Mittel that detail her work in illustrating and self publishing in January. Liz will work with Missy on the avenue that she is most comfortable with.

Adult Circulation & Information Report

I completed staff evaluations for all adult department staff members, finishing up by meeting with Laura Jandacek and Marcie Cook. Laura has been working for our library for two years, the first year+ as our full time Adult Programming Librarian, and the second year as a part time staff member working at the Circulation and Information Desks and assisting with adult programming. She has been a great support in training Joni who took over the programming responsibility.

Laura also trained as a Library Page and she loves spending time in the library stacks. Marcie has been working for our library for nine years. Marcie works in the Adult and Children's Departments and as a Library Page. She is in charge of page training and assists in maintaining communication between departments.

The You Belong Compassionate Community Initiative group completed the first of many Community Conversations. We launched this program by inviting former Life Class participants to join us for a discussion at their regular monthly meeting time. Six people joined the zoom program and we spent 90 minutes sharing conversation together using the following prompts:

- Introduce yourself and share a story about a time in your life when you participated in something and felt you were able to make a difference.
- What do you most like about this community, sharing a story from your experience that will give us a picture.
- What most concerns you about life in this community, sharing a story that will help us understand.
- Thinking over this conversation, what groups or individuals would you trust to take action on those things.
- What are 1-2 things that we can do right now to make a difference in the community?

The ThedaCare CHAT subcommittee on Social Connectedness began collecting data to create an asset map showing places in our community where people go to connect with others. Because it is not safe to go door-to-door, we took advantage of a community event, the Yuletide Trail, and handed out 150 questionnaires with bags of popcorn attached. The questions listed were:

- What are you good at, enjoy doing, or know a lot about?
- What is important to you personally or what are you passionate about?
- What formal groups, clubs and organizations are you part of? What informal groups?
- What places in our community are you most likely to connect with others?
- What places do you feel most comfortable being yourself?

Respectfully submitted by Joni Radley and Patsy Servey

Children's Dept. Board Report – November 2021

"Go, Pack, Go!" was the chant on November 2nd as hundreds of grant recipients, including myself, attended the annual Green Bay Packer Foundation Gives Back luncheon. It was humbling to be there among so many worthy youth causes to accept a \$3000 check to help fund our upcoming presentation by Dr. Joseph Sanfelippo in April 2022. This is the final requirement to our big \$10,000 grant from the Dept. of Public Instruction to build community and job skills by forming and mentoring high school students in the Social Media Club at the Waupaca High School. Taylor Wilcox, our Teen Librarian, meets with these students in this extra-curricular activity in a newly outfitted production studio off the high school library. Mark your calendars for Thursday, April 7th, when Dr. Sanfelippo will be speaking to all middle and high school students and give a community presentation on the power impact of social media presence.

We have halted all in-person programming again, especially now that our county COVID levels are critically high, but certainly because it is too cold outside. This means we've stepped up our virtual presence and this month included 4th grade book talks, story times, and a read aloud for the Yuletide Trail.

We continue to provide book pack service and curbside service, mostly for families. Twenty-three packs were created with love by library children's dept. staff. Staff is also discussing and developing a type of interactive book pack/kit that will contain books from our collection and activities for kiddos to do at home. We hope to roll this out after the new year.

Molly Reinke attended the Wisconsin Library Association Conference in Green Bay. She attended sessions on integrating science and nonfiction into programming, types of take & make kits, diversity programming and heard presentations by two authors. She even ate bugs! You'll have to ask her about that.

I spent 4 days in Washington, D. C. at the National Summer Learning Association Conference on Out-of-School-Time (OST) and summer learning from Nov. 8-11. I was delighted to represent small rural libraries among the army of urban libraries and communities represented. An overarching theme of the whole conference is the "fierce urgency of now" (Martin Luther King, Jr. quote) in regard to the students all over the country that are struggling with learning and opportunity gaps, magnified by the two-year pandemic that continues to cause so many to miss crucial educational moments. Never before in the history of federal budgeting has there been so much dedicated to helping our kiddos bridge these gaps. Schools will be unable to carry this gap-closing responsibility on their own and will be seeking community partners to help. Libraries need to be poised and ready, doing what we do best in being a catalyst for pulling together community resources so that quality access to programs for our most vulnerable are equitable. Experiential learning is one way of helping create opportunity for this audience. Already I've had coffee with Waupaca's brightest to discuss what we can offer together when the call comes from our School District. I will be sharing all I learned at this conference with other OWLS and NEWI (Northeast Wisconsin) libraries in a webinar in January. Thank you to OWLS for their scholarship of financial aid to offset the cost of my attending this amazing conference. I'm happy to tell you more if you are interested in learning more.

While I was away, Jan Rademacher and Paula Reedy attended the first meeting of the Early Childhood Network in Waupaca. This group is made up of professionals who work or care about the health and well-being of our very youngest community members. They hope to meet monthly to talk about

important issues to their profession, like job stability, professional development, challenges and successes, and maybe most importantly, opportunities. We believe the library will be a good resource for this group as we can provide resources for professional development at a local level.....meeting them where they work and live. We are intent on also being good listeners so that we have a greater understanding of the needs of this community.

Respectfully submitted,

Sue Abrahamson
Children's Librarian

November 2021 Board Report Teen Department

During the month of November, the Teen Department put together a few programs that we could easily perform in-person and outdoors before it got too cold. One of those programs was our Faux Taxidermy workshop where teens used air dry clay to create spooky creatures that they could bring home. We also tried our first Virtual Escape Room program using a Harry Potter Escape Room and had teens asking us to do it again so they could participate next time. It's our goal to empower our Teen Staff members, not just our Teen Librarian, to assist in both running and developing interesting new teen programs for our patrons.

The Teen Volunteer Agents (T.V.A.) met on November 10th and decided to decorate the library's windows for Winter and raise money by making Hot Chocolate at the Yuletide Trail on December 4th. On November 27th, six of our volunteers met at the library to clean and decorate the windows and crafted their sign for the Yuletide Trail event. It's been wonderful to work with these teens on various volunteer projects and they have gone above and beyond in each project they've been a part of.



(T.V.A. meeting on November 27th to clean and re-decorate the library windows.)

On November 2nd our Teen Librarian, Taylor, and Children's Librarian, Molly, were able to attend the Wisconsin Library Association conference and network with other librarians from around the state. Taylor loved being able to meet up with the other Wisconsin Teen Librarians that she's only been able to meet up with virtually since the pandemic started. Back in May of 2020, she kick-started a monthly meet-up for Teen Librarians and Librarians who work with teen patrons to share ideas, seek support, and interact with like-minded individuals in a time where it was especially difficult to meet with one another. This conference allowed for her to meet many of them in-person for the first time. Not only this, but she was able to connect with many new Teen Librarians and add more tools to her Teen Librarian toolbox for program ideas.

November Teen Programs and Events Included (Participants counted for the whole month):

- Teens Talk Thursdays – 6 participants
- T.V.A. Meeting – 4 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

December 8, 2021

- T.V.A. Window Decorating – 6 participants
- Faux Taxidermy – 5 participants
- After School Wednesday Program – 3
- Social Media Club at High School – 7
- Harry Potter Virtual Escape Room - 1

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

November 10, 2020



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
AD HOC HIRING COMMITTEE MEETING
NOVEMBER 17, 2021
COUNCIL CHAMBERS

Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."

1. ROLL CALL : 5:30 pm

In attendance: Lori Chesnut, Mary Zimmermann, Julie Eiden; Also attending: Patsy Servey, Adult Services Librarian, Sue Abrahamson, Children's Librarian, Peg Burington, Library Director, Aaron Jenson, City Administrator and Bradley Shipps, OWLS Director. [Glenda Rhodes Absent]

2. APPROVAL OF AGENDA MOVED by L. Chesnut, SECONDED by J. Eiden, 3 Ayes, 0 Nays, 1 Absent. MOTION PASSED on a Voice Vote.

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Bradley Shipps, OWLS Director outlined the help OWLS can offer in hiring a new Director. A survey of libraries in similar-sized communities for salary and benefits comparison was requested. OWLS will provide this report by the end of January 2022. B. Shipps recommended that the job description advertisement highlight Waupaca Library's innovative library reputation and the beauty of this local tourism location.
4. Discussion of staff involvement in the hiring process. Library management requested having involvement in voicing staff concerns and help in development of interview questions. There was consensus that the City Administrator would be an asset to include on the interview panel.
5. ADJOURNMENT: MOTION by J. Eiden, SECOND by L. Chesnut to Adjourn. 3 Ayes, 8 Nays, 1 Absent. MOTION PASSED on a Voice Vote. Adjourned at 6:03 pm

Hiring a Library Director

What to look for:

- Leadership ability
- Customer service skills
- The right personality for the community, library, and staff
- Previous work with libraries, government, or community organizations
- Experience supervising staff
- Experience with budgets, planning, and facilities
- Ability to learn and adapt
- Eligibility for state certification
 - Section 43.15(4)(c) of Wisconsin Statutes states that to be a member of a library system, a library must hire a director who qualifies for certification at the proper level, determined by the size of the community.

How OWLS can help the library board:

- Identifying interim director candidates if the board felt this was desirable
- Reviewing the director's job description
- Surveying libraries in similar-sized communities for salary and benefits comparisons
- Reviewing an ad and publicizing the open position
- Advise on where to place the ad, and assist with posting to:
 - Your library web site
 - OWLS Employment Opportunities page: <https://owlsnet.org/about/employment-opportunities> (FREE)
 - OWLS email lists (e.g. Directors, CHLIBS)
 - Wisconsin Library Association jobs board: <http://wla.wisconsinlibraries.org/>
 - Wisconsin public librarians email listserv: <https://www.wplc.info/wispublib>
 - Area Library Schools (FREE)
 - UW Madison <https://uwlisjobs.wordpress.com/submit-a-job/>
 - UW Milwaukee, Julie Walker, Career Services Advisor, walkerjs@uwm.edu
 - Library and OWLS Facebook pages
 - Local Newspaper—Display or Classified/Limit words and refer to website for more information (This most likely won't generate many qualified candidates.) Not recommended for libraries seeking candidates with a Master's Degree.
- Hosting an online application form (information on candidates applying online are emailed to whomever the board chooses)
- Reviewing letters of application and resumes
- Suggesting interview questions

- Attending interview sessions
- Answering questions relating to closed sessions and other legal issues related to hiring
- Evaluate whether candidates meet state certification requirements.

How OWLS can help the newly hired director:

- Provide orientation to system and state services and requirements.
- Guide them through the certification process.
- Connect them with other member directors for mentoring.
- Provide training and support on technology and operations.

Online Resources

- [*Trustee Essentials 5: Hiring a Library Director*](#)
- [*A Library Board's practical guide to finding the right library director*](#), from the Detroit Suburban Librarians' Roundtable
- [*Certification manual for Wisconsin public library directors*](#), from the Wisconsin Division for Libraries and Technology

Attachments

I am enclosing several resources that other boards have found useful:

- Library director hiring timeline
- Do's and Don'ts for hiring a new director
- Non-discrimination in the hiring process
- Library orientation and training checklist for new library directors

Library Director Hiring Timeline

This document lists tasks involved in selecting and hiring a new library director, who is responsible, and gives a suggested timeline. The timeline given may need to be extended if the municipal board and/or a municipal personnel committee is involved.

Time	Task	Responsibility
12 - 14 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Read <i>Hiring a library director</i> and the <i>Practical Guide to Finding the Right Library Director</i> 2. Identify costs of hiring process 3. Discuss qualities desired in new director 4. Review job description 5. Determine salary range 6. Determine search process and timeline 7. Appoint search committee 	Library Board
10 – 12 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Write job advertisement 2. Determine where and when to publish in online & in print 3. Set deadline to apply 4. Select contact person. 	Search Committee
9-10 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Post job advertisement <p><i>Allow 3-4 weeks between posting of job ad and review of resumes</i></p>	Search Committee, Municipal Clerk, System staff
6-8 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Determine format of interviews. 2. Develop uniform list of questions 	Search Committee
5-6 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Review resumes, evaluation & ranking. 2. Determine number of candidates to invite for interviews 3. Schedule dates and times for interviews; make necessary travel arrangements. 	Search Committee
4 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Conduct interviews. 2. Contact references 3. Background check, if desired 4. Decide on top candidates and make recommendation to library board 	Search Committee

3-4 weeks before New Director Start Date	1. Library Board approves Search Committee recommendation.	Library Board
2-4 weeks before New Director Start Date	<ol style="list-style-type: none"> 1. Contact selected candidate 2. Send confirmation of appointment and starting date in writing 3. Request letter of acceptance 4. Notify other candidates of hiring decision 5. Provide housing, school, other community information <p><i>Allow 2-4 weeks between acceptance of job offer and New Director Start Date</i></p>	Library Board President or Personnel Committee Chair
	New Director Starts	
1-3 weeks after New Director Start Date	<ol style="list-style-type: none"> 1. New director orientation 2. Community introductions 3. Meetings with system staff 	Library board, library staff, Municipal Clerk, System staff

Do's and Don'ts for Hiring a New Director

*By Rick Krumwiede, Director, Outagamie Waupaca Library System
and Mark Arend, Assistant Director, Winnefox Library System*

Choosing a new director is one of the most important jobs a library board may have, and every year about 10% of Wisconsin libraries hire a new director. As we've worked with library boards we've gathered a list of do's and don'ts for hiring a new director.



Do:

- Decide who will be involved in the hiring process (e.g., entire library board, committee of the board, municipal human resources person, library staff, system staff, etc.) and how they will be involved (e.g., placing ads, screening applicants, scheduling, interviewing, etc.).
- Familiarize yourself with anti-discrimination employment laws.
- Make sure that the director's job description and any relevant personnel policies are up-to-date.
- Think through what you want in a new director. What are the library's goals for the next few years and what skills will the director need to lead you there?
- Include all relevant information in the job announcement, including hiring timetable, salary range, benefits, residency requirements, how to apply, and who to contact with questions.
- Meet ahead of time to plan the interview schedule, process, and questions.
- Do unsuccessful candidates the courtesy of informing them as soon as possible that they are not your choice.
- Extend a conditional offer of employment, in writing, that summarizes compensation and conditions of employment. Make the offer conditional on completing a criminal background check.

(continued on page 2)

Non-Discrimination in the Hiring Process

Under Federal and state law it is unlawful to discriminate in hiring on several “protected statuses”. This means that if you have two applicants who are equally qualified you cannot use one of these as a reason to choose one candidate over the other. Generally you may not discriminate against an applicant because they are married to, or associated with, a person having a protected status. Persons who are not members of a protected status group but are perceived to be members are also covered under these laws.

You should avoid asking questions on protected statuses in the interview process because asking questions of this type might be regarded as intent to discriminate and could give unsuccessful candidates grounds for legal action. That’s why every question should relate to this central theme: *“How are you qualified to perform the job you are applying for?”*

If you perform background checks you should also be cautious in checking candidates’ social media pages such as Facebook and Twitter because of the probability of finding out information related to these protected statuses. This could give unsuccessful candidates grounds for legal action.

Protected statuses under Federal law include:

- Race and Color: Applicants who are of a certain race or have personal characteristics associated with race (such as hair texture, skin color, or certain facial features).
- Religion
- Sex
- Age: Applicants aged 40 or older.
- Disability: Under the Americans with Disabilities Act (ADA) employers may inquire only about an applicant's ability to perform specific job duties and cannot request an employee's medical records. As long as the employee can do the job, with or without reasonable accommodations, an employer may not make a job decision (on hiring or promotion, for example) based on an employee's disability.
- Genetic Information: Applicants who a genetic test determines may be susceptible to physical or mental illness or impairment.
- National origin: Applicants who are from a particular country or part of the world, have a particular ethnicity or accent, or who appear to be of a certain ethnic background.
- Citizenship status: Applicants who are legal resident but are not U.S. Citizens.
- Pregnancy: Pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.
- Bankruptcy: The Federal Bankruptcy Act prohibits employers from discriminating against applicants because they have filed for bankruptcy.
- Military Status: Federal law prohibits discrimination based on military status with respect to “the terms, conditions, or privileges of employment.”

In addition, Wisconsin law includes these protected statuses:

- Arrest and Conviction Record: You may ask whether an applicant has any pending charges or convictions, as long as you make it clear that these will be given consideration only if the

offenses are substantially related to the particular job. You may only refuse to hire a qualified applicant because of a conviction record for an offense that is substantially related to the circumstances of a particular job.

- Honesty Testing: Requiring or requesting that an applicant take an honesty test (lie detector) is unlawful or heavily regulated. Further, you may not discriminate against a person who refuses to take a test or objects to its use.
- Marital Status
- Military Service, including the National Guard or U.S. Armed Forces Reserve.
- Sexual Orientation
- Use or nonuse of lawful products off the employer's premises during nonworking hours

Resources

- Wisconsin Department of Workforce Development, Equal Rights Division
<http://dwd.wisconsin.gov/er/>
- U. S. Equal Opportunity Employment Commission <http://www.eeoc.gov/laws/>

revised 11/8/12

Library Orientation and Training Checklist for New Library Directors

This is a suggested list of meetings and tasks to help orient a new library director. It should be adapted for local needs and schedules. Some meetings can be done by one or two trustees rather than the entire board.

In the First Week the Library Board Should:

- ☐ Introduce the new director to library staff and trustees
- ☐ Introduce the new director to key municipal elected and appointed officials
- ☐ Give the new director a tour of the library building
 - Note areas that work well or have been recently updated
 - Note areas of concern or that may need major outlay in the near future
- ☐ Review conditions of employment with the new director
 - Hours of work
 - Benefits
- ☐ Review job description with the new director
- ☐ Discuss any particular issues, concerns, or problems that the new director may have to deal with or that the board may want emphasized.

In the First Month the Director, Assisted by Trustees, should:

- ☐ Become familiar with library policies
- ☐ Become familiar with the library's mission statement, long-range or strategic plan, and other documents guiding the library's public service philosophy
- ☐ Learn library budget and financial procedures
- ☐ Review library board meeting procedures
- ☐ Review with the board their expectations and evaluation criteria for the director
- ☐ Meet key members of Friends of the Library and Library Foundation
- ☐ Meet key members of the community

In the First Three Months the director should:

- ☐ Review legal issues affecting libraries
 - Open meetings law
 - Public records law
 - Americans with Disabilities Act (ADA)
 - Library confidentiality laws
 - Ethics and conflict interest laws
 - Copyright laws
- ☐ Review *Administrative Essentials: A Handbook for Wisconsin Public Library Directors*

In the First Six Months the director should:

- ☐ Review library system membership requirements
- ☐ Review requirements and expectations related to shared automation system membership
- ☐ Enroll in online library administration/management class, if needed for certification
- ☐ Review *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*

In the First Year the director should:

- ☐ Attend Wisconsin Library Association (WLA) or Wisconsin Association of Public Libraries WAPL) conference

Freedom of Expression and Inquiry

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Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of [Chapter 43](#) (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children’s sections)
- types of materials to be purchased

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies*.)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet “acceptable use policy.” The following questions may help your library in developing an “acceptable use policy.”

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Internet Filtering

Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children's Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual's First Amendment rights when it refused him permission to use the public library's meeting room for a program about creationism. The library's policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library's policies and practices permitting the use of the meeting room for various groups had created a "designated public forum." In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

"It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library's desire to avoid controversy," the judge said. "However, the avoidance of controversy is not a valid ground for restricting speech in a public forum."

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for “commercial sales or presentations promoting specific companies or products” was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library’s collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Outagamie Waupaca Library System
Board of Trustees
October 21, 2021 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Forsythe online via GoToMeeting.

PRESENT: Tyler Baeten, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Mitesh Ajmera, Liz Kauth, Colleen Rortvedt, Bradley Shipps.

Excused: Bobbie Buchholtz, Patricia Craig, Nate Wolff.

Hankins moved, seconded by Marnocha, to approve the agenda as presented. Motion carried.

Hankins moved, seconded by Frola, to accept the September 16, 2021 meeting minutes as presented. Motion carried.

Herman moved, seconded by Trentlage, to accept the September 30, 2021 financial report and file for audit. Motion carried.

Trentlage moved, seconded by Gilbert, to approve the September/October checks numbered 32315-32341 inclusive in the amount of \$24,250.73 and payroll-related expenditures in the amount of \$60,001.09. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.

BUSINESS

Thompson moved, seconded by Hankins, to approve the 2022 Resource Library Agreement. Motion carried

Ver Voort moved, seconded by Trentlage, to approve the 2022 Youth Services Liaison Agreement. Motion carried.

The board opted to postpone revised budget approval until November's board meeting.

President Forsythe sought candidates for the offices of President, Vice President, and Secretary for terms beginning in 2022. Three trustees volunteered; Vice President Frola for President, Trustee Looker for Vice President, and Trustee Ver Voort for Secretary.

Frola moved, seconded by Trentlage, to convene into closed session to discuss lease negotiation, pursuant to section 19.85(1)(e) Stat.: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion carried by unanimous roll call vote at 7:26pm.

Hankins moved, seconded by Frola, to reconvene in open session. Motion carried.

Trentlage moved, seconded by Girod, to direct Shipps to send the letter of intent as reviewed in closed session. Motion carried.

Trustees reviewed Trustee Essentials 2: Who runs the library?

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:58 pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*