

WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY MAY 19, 2021, 4:30PM
IN-PERSON MEETING LIBRARY MEETING ROOMS (LOWER LEVEL)

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

1. ROLL CALL - Welcome new Board Members aka Trustees

Chris Jaenke, School Representative (designated by School Superintendent); Gracie Liegl, Youth on Board; Allison Wolff, Alternate Youth on Board

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, APRIL 21

ACTION ITEM: APPROVE minutes of April 21 Meeting

4. MONTHLY BILLS FOR APRIL 2021, BILLS \$42,520.52 , PERSONNEL \$36,043.16

ACTION ITEM: APPROVE April bills with personnel costs

5. LIBRARY EXHIBIT ROOM

A. Exhibit Coordinator's Report

6. LIBRARY STATISTICS

- A. Copy Income, and Meeting Room Income Reports
- B. 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
 - a. Land Acknowledgement Statement

ACTION ITEM: APPROVE Land Acknowledgement Statement to be included on website and at appropriate programs.

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. Schedule meeting for June 16

D. Personnel Committee

a. Meeting scheduled for May 19 after Board Meeting

i. Director's Job Description

ii. Director's Assessment

9. OLD BUSINESS

a. Strategic Plan

b. Discussion of CDC guidelines and City Policy on mask wearing in public buildings.

10. NEW BUSINESS

a. Approval of Ad Hoc Hiring Committee

ACTION ITEM: APPROVE Ad Hoc Hiring Committee

b. Ethics and Fraud Policies

ACTION ITEM: The Library Board has reviewed the Ethics and Fraud Policies and will place them on file.

c. Library Officer Elections & Committee Assignments

i. Library Board By Laws

ACTION ITEM: APPROVE slate of officers and Committee assignments

d. Incident Report

e. Trustee Essentials # 1 – Who Runs the Library

11. ANNOUNCEMENTS & CORRESPONDENCE

A. Note from Senator Joan Ballweg

B. Next meeting will be Wednesday, June 16, 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 CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

Open Public Access to Meetings. All meetings will be virtual until further notice. We will broadcast all city meetings on Facebook Live, FM96.3 and Win-TV 991. Public Input for any city meeting can be submitted to publicinput@cityofwaupaca.org

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
- ☐ Steve Thomaschefskey Excused
- ☒ Holly Olsen, Treasurer
- ☐ Karyn Morrissey, Youth on Board
- ☒ Joyce Boyer
- ☒ Rebecca Thieme-Baeseman
- ☐ Ald. Paul Hagen, 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:

OPEN MEETINGS 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."

was stated by

Julie Eiden

3. APPROVAL OF MEETING MINUTES

FROM MEETING HELD

Wednesday, March 17, 2021

MOVED by

Ms. Rhodes,

SECONDED by

Ms. Olsen,

to

APPROVE the minutes from the previous month.

Ayes:

6

Nays:

0

Absent:

3

MOTION CARRIED on a voice vote.

4. MONTHLY BILLS

Approve bills from

March 2021

in the amount of

\$67,759.58 (PERSONNEL \$61,057.99)

MOVED by

Ms. Chesnut,

SECONDED by

Ms. Olsen,

to

APPROVE the bills from the previous month including personnel costs.

Ayes:

6

Nays:

0

Absent:

3

MOTION CARRIED ON A ROLL CALL VOTE.

5. DONATIONS 2021

ACTION ITEM:

APPROVE Donations received \$7,046.83 and expended \$6,652.51 for the first quarter of the year. MOVED by Ms. Chesnut, SECONDED by Ms. Boyer, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

6. LIBRARY EXHIBIT ROOM

A. Charts of Visits

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

7. LIBRARY STATISTICS FOR

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

Fine Income:	<input type="text" value="\$15.25"/>
Copy Income:	<input type="text" value="\$327.13"/>
Meeting Room Income:	<input type="text" value="\$0.00"/>
Material Replacement:	<input type="text" value="\$311.00"/>
Waived Amount:	<input type="text" value="\$7,008.67"/>

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

Volunteer Hours:	<input type="text" value="0"/>
Reference Transactions:	<input type="text" value="681"/>
Library Visits:	<input type="text" value="4,160"/>
Internet Use (wireless):	<input type="text" value="398"/>
Internet Use (stations):	<input type="text" value="414"/>
Curbside Pickups:	<input type="text" value="488"/>

C. Interloan Chart

Items Loaned:	<input type="text" value="3,303"/>
Items Borrowed:	<input type="text" value="4,281"/>

D. Circulation Chart with Municipality Statistics

Total Circulation for past month	<input type="text" value="13,370"/>
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8. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM: ADOPT City of Waupaca Mask Policy dated 4/7/2021. MOVED by Ms. Olsen, SECONDED by Ms. Rhodes, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

ACTION ITEM: APPROVE working with the Waupaca Library Foundation on plans for future capital improvements for the Library building and grounds. MOVED by Ms. Chesnut, SECONDED by Ms. Rhodes, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

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:

9. COMMITTEE REPORTS

A. Library Finance Committee:

No Meeting

B. Library Planning Committee:

No Meeting

C. Library Policy Committee:

No Meeting- today's meeting canceled, possibly reschedule for June, 2021

D. Library Personnel Committee:

APPROVE Minutes from the March 17, 2021 Personnel Meeting. MOVED by Chesnut, SECONDED by Olsen, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

APPROVE Wage increase for Joni Radley due to increased responsibility and title from \$10.20 to \$13.81. MOVED by Olsen, SECONDED by Boyer, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

10. OLD BUSINESS

Strategic Plan moving forward
2020 Annual Report Presentation

11. NEW BUSINESS

Incident Report

12. ANNOUNCEMENTS & CORRESPONDENCE

Retirement Letter from Kathleen Daley

Next meeting will be held:

Wednesday, May 19, 2021 in Council Chambers

13. ADJOURNMENT

MOVED by

Ms. Chesnut,

SECONDED by

Ms. Olsen,

to

Adjourn

Ayes:

6

Nays:

0

Absent:

3

MOTION CARRIED on a voice vote.

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

Meeting adjourned at

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

April Bills			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
							542,458.49		
100 PERSONNEL							460,568.75		
			102 FULL TIME WAGES & BENEFITS				344,029.59		
			FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR APRIL		-26,883.01	317,146.58		
			Total 102 FULL TIME WAGES & BENEFITS		\$ 481,155.00	-26,883.01	317,146.58	66%	34%
			104 PART TIME WAGES & BENEFITS				116,539.16		
			PART TIME WAGES & BENEFITS	PART TIME WAGES AND BENEFITS FOR APRIL		-9,160.15	107,379.01		
			Total 104 PART TIME WAGES & BENEFITS		\$ 153,245.00	-9,160.15	107,379.01	70%	30%
			100 PERSONNEL - Other				0.00		
			Total 100 PERSONNEL - Other				0.00		
Total 100 PERSONNEL					\$ 634,400.00	-36,043.16	424,525.59	67%	33%
200 OPERATIONS							34,313.29		
			201 TRAVEL & TRAINING				2,630.39		
			WLA WISCONSIN LIBRARY ASSOCIATON	VC - REGISTRATION FOR ADULT SERVICES LIBRARIAN FOR ANNUAL WAPL CONFERENCE		-115.00	2,515.39		
			WLA WISCONSIN LIBRARY ASSOCIATON	VC - REGISTRATION FOR YOUTH STAFF FOR ANNUAL WAPL CONFERENCE		-275.00	2,240.39		
			AMAZON.COM	VC - BOOKS FOR HEALTHY LIFE STYLE TRAINING		-25.74	2,214.65		
			WLA WISCONSIN LIBRARY ASSOCIATON	VC - REGISTRATION FOR TEEN LIBRARIAN FOR ANNAUL WAPL CONFERENCE		-95.00	2,119.65		
			Total 201 TRAVEL & TRAINING		\$ 4,117.00	-510.74	2,119.65	51%	49%
			207 MAINT EQUIPMENT				4,000.00		
			Total 207 MAINT EQUIPMENT		\$ 4,000.00		4,000.00	100%	0%
			209 INSURANCE & BONDING				1,000.00		
			Total 209 INSURANCE & BONDING		\$ 1,000.00		1,000.00	100%	0%
			211 CONTRACT SERVICES				5,643.41		
			211 COLLECTIONS		\$ 500.00		473.15	95%	5%
			Total 211 COLLECTIONS				473.15		
			211 COPIER SERVICES		\$ 6,500.00		5,170.26	80%	20%
			Total 211 COPIER SERVICES				5,170.26		
			211 CONTRACT SERVICES - Other				0.00		

		Total 211 CONTRACT SERVICES - Other			0.00		
		Total 211 CONTRACT SERVICES		\$ 7,000.00	5,643.41	81%	19%
		215 MOVIE LICENSE			8.49		
		Total 215 MOVIE LICENSE		\$ 100.00	8.49	8%	92%
		216 POSTAGE			1,518.88		
		POSTAGE METER	POSTAGE METER READING FOR MARCH		-50.69	1,468.19	
		POSTAGE METER	POSTAGE METER READING FOR APRIL		-61.25	1,406.94	
		Total 216 POSTAGE		\$ 1,700.00	-111.94	1,406.94	83% 17%
		217 MEMBERSHIPS & DUES			2,012.00		
		ALA AMERICAN LIBRARY ASSOCIATION	VC - MEMBERSHIP FOR YOUTH LIBRARIAN IN ALA, PLA & ALSC		-275.00	1,737.00	
		Total 217 MEMBERSHIPS & DUES		\$ 2,117.00	-275.00	1,737.00	82% 18%
		218 OWLS MEMBERSHIP			0.00		
		Total 218 OWLS MEMBERSHIP		\$ 27,412.00	0.00	0%	100%
		253 PROMOTIONAL MATERIALS			578.00		
		Total 253 PROMOTIONAL MATERIALS		\$ 650.00	578.00	89%	11%
		282 TECHNOLOGY			8,429.11		
		MAILCHIMP	VC - MONTHLY SUBSCRIPTION FOR EMAIL MESSAGING		-51.99	8,377.12	
		AMAZON.COM	VC - NEW BATTERY PACKS FOR CATALOG TABLETS		-99.95	8,277.17	
		Total 282 TECHNOLOGY		\$ 10,110.00	-151.94	8,277.17	82% 18%
		301 SUPPLIES			8,493.01		
		AMAZON.COM	VC - CLOROX WIPES FOR SANITIZING - COVID		-82.00	8,411.01	
		FLEET FARM	VC - HAND SANITIZER FOR SELF CHECK MACHINES - COVID		-24.49	8,386.52	
		FLEET FARM	VC - BIRD SEED FOR FEEDER FRONT LAWN		-26.99	8,359.53	
		AMAZON.COM	VC - BATTERIES 9224220		-31.94	8,327.59	
		AMAZON.COM	VC - DESKTOP VACUUM CLEANER - RETURNED FOR REFUND		-11.98	8,315.61	
		AMAZON.COM	VC - DISPOSABLE FACE MASKS - COVID EXPENSE		-9.99	8,305.62	
		PIGGLY WIGGLY	VC - BAGS FOR CURBSIDE SERVICE		-20.50	8,285.12	

		AMAZON.COM	VC - BATTERIES, RUBBER BANDS, STYLUS		-70.53	8,214.59		
		DEMCO	VC - DVD CASES I# 6936273		-66.80	8,147.79		
		OFFICE OUTFITTERS	VC - APPOINTMENT BOOKS, PAPER I#445945, 446286, 446342		-83.74	8,064.05		
		Total 301 SUPPLIES		\$ 10,000.00	-428.96	8,064.05	81%	19%
		200 OPERATIONS - Other				0.00		
		Total 200 OPERATIONS - Other				0.00		
		Total 200 OPERATIONS		\$ 67,789.00	-1,478.58	32,834.71	48%	52%
		250 PRINT MATERIALS				32,641.36		
		115 - ADULT BOOKS				15,515.14		
		LITTLE CREEK PRESS	ADULT BOOKS WISCONSIN AUTHORS		-77.79	15,437.35		
		AMAZON.COM	VC - ADULT BOOKS SPLIT INVOICE TOTAL \$76.67 - 41.44 DARE TO LEAD BOOKS FOR CITY ADMIM		-35.23	15,402.12		
		AMAZON.COM	VC ADULT BOOKS (\$15.71+46.43+8.73+49.61+9.98+17.26+13.29+75.64+19.21+61.89+27.95)		-342.70	15,059.42		
		AMAZON.COM	VC - ADULT BOOKS FOR EAST ASIA GRANT (INVOICE TOTAL 221.98 - (\$19.99+21.98))		-41.97	15,017.45		
		AMAZON.COM	VC - ADULT BOOKS SCIENCE 6715437		-36.00	14,981.45		
		AMAZON.COM	VC - ADULT BOOKS FICTION 6237839		-86.33	14,895.12		
		AMAZON.COM	VC - ADULT BOOKS (\$12.99+79.30+26.37)		-118.66	14,776.46		
		AMAZON.COM	VC - ADULT BOOKS (\$25.33+13.38+17.99+.20+16.63)		-73.53	14,702.93		
		BAKER & TAYLOR	VC - ADULT BOOKS (\$159.08+42.18+83.64+538.95+94.05+67.31)		-985.21	13,717.72		
		BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE TOTAL = \$102.31)		-63.83	13,653.89		
		BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE TOTAL = 199.50)		-139.72	13,514.17		
		BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE TOTAL= \$153.33)		-15.68	13,498.49		
		BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE TOTAL = \$137.32)		-80.00	13,418.49		

	Total 115 - ADULT BOOKS				\$ 18,330.00	-2,096.65	13,418.49	73%	27%
	120 LARGE PRINT BOOKS						3,109.86		
			CENTER POINT LARGE PRINT	VC - ADULT LARGE PRINT BOOKS (\$25.32+46.74+198.01)		-270.07	2,839.79		
			MICROMARKETING	VC - ADULT LARGE PRINT BOOKS (\$31.00+21.99)		-52.99	2,786.80		
			BAKER & TAYLOR	VC - ADULT LARGE PRINT BOOKS (SPLIT INVOICE TOTAL = \$102.31)		-18.89	2,767.91		
			BAKER & TAYLOR	VC - ADULT LARGE PRINT BOOKS (SPLIT INVOICE TOTAL = 199.50)		-37.99	2,729.92		
			BAKER & TAYLOR	VC - ADULT LARGE PRINT BOOKS (SPLIT INVOICE TOTAL = 153.33)		-18.90	2,711.02		
			BAKER & TAYLOR	VC - ADULT LARGE PRINT BOOKS (SPLIT INVOCIE TOTAL = \$137.32)		-57.32	2,653.70		
	Total 120 LARGE PRINT BOOKS				\$ 3,850.00	-456.16	2,653.70	69%	31%
	215 CHILDRENS BOOKS						9,768.42		
			AMAZON.COM	VC - CHILDREN'S BOOKS (\$7.95+12.99+27.77+27.89+16.98+34.62+50.90)		-179.10	9,589.32		
			AMAZON.COM	VC - CHILDREN'S BOOKS (\$19.95+8.29+14.99+6.65+15.49+5.99+12.49)		-83.85	9,505.47		
	Total 215 CHILDRENS BOOKS				\$ 17,530.00	-262.95	9,505.47	54%	46%
	315 TEEN BOOKS						3,482.83		
			BAKER & TAYLOR	VC - TEEN BOOKS (\$26.99+45.80+16.36+10.07+10.07+440.35+26.99)		-576.63	2,906.20		
	Total 315 TEEN BOOKS				\$ 3,550.00	-576.63	2,906.20	82%	18%
	410 MAGS & NEWSPAPERS						765.11		
			WALL STREET JOURNAL	VC - ANNUAL RENEWAL WSJ		-539.88	225.23		
	Total 410 MAGS & NEWSPAPERS				\$ 4,745.00	-539.88	225.23	5%	95%
	250 PRINT MATERIALS - Other						0.00		
	Total 250 PRINT MATERIALS - Other						0.00		
	Total 250 PRINT MATERIALS				\$ 48,005.00	-3,932.27	28,709.09	60%	40%
	255 PROGRAMS						4,102.27		
	110 ADULT PROGRAMS						1,246.13		
	Total 110 ADULT PROGRAMS				\$ 1,500.00		1,246.13	83%	17%
	210 CHILDREN'S PROGRAMS						1,916.03		

		AMAZON.COM	VC - GAME FOR CHILDREN'S PROGRAMS 1656203		-12.25	1,903.78		
		DRAGONWINGS	VC - GIFT CERTIFIACTE PRIZE 10033875		-10.00	1,893.78		
		Total 210 CHILDREN'S PROGRAMS		\$ 3,000.00	-22.25	1,893.78	63%	37%
		310 TEEN PROGRAMS				940.11		
		MOJANG STUDIOS	VC - MONTHLY GAMING SUBSCRIPTION FOR ONLINE PROGRAMMING		-7.99	932.12		
		Total 310 TEEN PROGRAMS		\$ 1,000.00	-7.99	932.12	93%	7%
		255 PROGRAMS - Other				0.00		
		Total 255 PROGRAMS - Other				0.00		
		Total 255 PROGRAMS		\$ 5,500.00	-30.24	4,072.03	74%	26%
		290 AUDIO VISUAL				10,832.82		
		125 ADULT MOVIES				2,900.21		
		AMAZON.COM	VC - ADULT MOVIES ON DVD 5909007		-51.76	2,848.45		
		AMAZON.COM	VC - ADULT MOVIES ON DVD (\$22.99+17.25+22.99+.76)		-63.99	2,784.46		
		Total 125 ADULT MOVIES		\$ 3,400.00	-115.75	2,784.46	82%	18%
		130 ADULT AUDIO BOOKS				1,898.54		
		PLAYAWAY	VC - ADULT AUDIO BOOKS ON PLAYAWAY I#619471411		-458.93	1,439.61		
		AMAZON.COM	VC - ADULT AUDIO BOOK ON EAST ASIAN SUBJECT		-21.26	1,418.35		
		MICROMARKETING	VC - ADULT AUDIO BOOK ON CD I#845911		-29.99	1,388.36		
		BAKER & TAYLOR	VC - ADULT AUDIO BOOK (SPLIT INVOICE TOTAL = \$102.31)		-19.59	1,368.77		
		BAKER & TAYLOR	VC - ADULT AUDIO BOOK (SPLIT INVOICE TOTAL = 199.50)		-21.99	1,346.78		
		BAKER & TAYLOR	VC - ADULT AUDIO BOOKS (SPLIT INVOICE TOTAL = \$153.33)		-118.75	1,228.03		
		AMAZON.COM	VC - ADULT AUDIO BOOK 0116237		-21.26	1,206.77		
		Total 130 ADULT AUDIO BOOKS		\$ 2,270.00	-691.77	1,206.77	53%	47%
		135 ADULT MUSIC				772.68		
		AMAZON.COM	VC - ADULT MUSIC ON CD 7739413		-13.99	758.69		
		Total 135 ADULT MUSIC		\$ 920.00	-13.99	758.69	82%	18%

			220 CHILDREN'S MOVIES				1,985.90		
			AMAZON.COM	VC - CHILD MOVIES ON DVD (\$19.95+17.99+20.37+123.44-REFUND 11.99)		-169.79	1,816.11		
			MIDWEST TAPE	CHILD MOVIES ON DVD # 500394223		-44.97	1,771.14		
			Total 220 CHILDREN'S MOVIES		\$ 2,430.00	-214.76	1,771.14	73%	27%
			225 CHILD AUDIO BOOKS				962.55		
			Total 225 CHILD AUDIO BOOKS		\$ 1,220.00		962.55	79%	21%
			230 CHILD MUSIC				100.00		
			Total 230 CHILD MUSIC		\$ 100.00		100.00	100%	0%
			320 TEEN MOVIES				810.00		
			Total 320 TEEN MOVIES		\$ 810.00		810.00	100%	0%
			325 TEEN AUDIO BOOKS				500.00		
			Total 325 TEEN AUDIO BOOKS		\$ 500.00		500.00	100%	0%
			420 VIDEO GAMES				900.00		
			Total 420 VIDEO GAMES		\$ 900.00		900.00	100%	0%
			510 EBOOKS & EAUDIO BOOKS				2.94		
			Total 510 EBOOKS & EAUDIO BOOKS		\$ 4,120.00		2.94	0%	100%
			290 AUDIO VISUAL - Other				0.00		
			Total 290 AUDIO VISUAL - Other				0.00		
			Total 290 AUDIO VISUAL		\$ 16,670.00	-1,036.27	9,796.55	59%	41%
					\$ 775,918.00	-42,520.52	499,937.97	64%	36%
			TOTAL BUDGET		\$ 775,918.00				
			TOTAL PERSONNEL APRIL		\$ 36,043.16				
			TOTAL BILLS FOR APRIL (INCLUDING PERSONNEL)		\$ 42,520.52				
			YTD EXPENDITURES		\$ 275,980.03				
			REMANING BUDGET		\$ 499,937.97				

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda May 2021

The Exhibit Room Committee met on May 5 via Zoom. We recapped the kits that went out this spring and discussed programming for the East Asia exhibit. Since the Exhibit Room is usually turned over to the Children's Department for the summer/summer learning program, our committee traditionally takes off June and July and resumes meeting in August.

Our May Day basket kit was available April 19th-April 30th and was a great success. All 50 kits were distributed within the first week. The kits were available curbside or in person and included all materials to make a May Day basket as well as paper flowers. Patrons received two packets of seeds, one for the basket and one to keep, so that they can watch their flowers grow along with a friend or neighbor. These kits help us meet the goal in our Strategic Plan to provide engagement of all community members and increase social connectedness.

When patrons request kits, we are able to gather information for programming and marketing at the library. The May Day Kit was the perfect opportunity to ask for feedback on future exhibits. Some of the responses we received included a cooking exhibit, airplanes, how things work, June Dairy Month, sports, butterflies/bees, and Earth Day/Arbor Day. We will use these ideas for planning our exhibit line up.

Our library was awarded a \$1000 grant through the University of Wisconsin Center for East Asian Studies to enhance our East Asian collections and provide programming relating to East Asia. I am EXTREMELY excited to say that we FINALLY have an exhibit back in the library! We installed a 'dispersed' exhibit throughout the library featuring items from our sister city, Mitoyo, Japan, East Asian art and sculptural pieces, as well as an exhibit from the Chippewa Valley Museum, *Hmong in America*. These items are in cases and spread out so that we are not encouraging patrons to linger for too long in the library. The Children's Department will feature East Asian books for their virtual story times and is coordinating a Kite Field Day on May 22 from 10am-3pm at the Waupaca Municipal Airport. Our monthly book club is reading *Pachinko*; I will host this joint discussion with the Scandinavia Public Library virtually, also on May 22 at 10am. I created a virtual exhibit for patrons to explore the various countries and cultures in East Asia:

https://docs.google.com/presentation/d/e/2PACX-1vRvnSR54LXA6U1xTsENCdyp_xfHBq3VnkJoqQqt_fBb31EtHY_kFzIC_YfTd1ZxY9XxhmW4d6D1LSsoD/pub?start=true&loop=false&delayms=60000&slide=id.p

This exhibit has been a great collaboration across library departments and the community. It meets our strategic goals to provide inclusive services and educate our patrons and create awareness of cultures in our area.

We are working hard to prepare for our exhibit this fall, *Beyond Borders: Indigenous Art of Latin America covering Guatemala, Ecuador, Peru and Bolivia*. This exhibit will feature Ruth Wydeven, an artist from Colorado. Ruth has ties to the Waupaca area, and is excited to bring her nationally awarded artwork to the Exhibit Room.

<https://www.ruthwydevenart.com/> The Children's Department is currently using the Exhibit Room as a studio to create virtual programming. I am working with them on the best timing to transition back to an exhibit space, but we are planning to install Ruth's artwork in August or September.

Peg asked if I would be part of the panel to interview candidates for the new Adult Programming Librarian; these will take place on May 18 and 20.

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
- *Beyond Borders: Indigenous Art of Latin America covering Guatemala, Ecuador, Peru and Bolivia*: August/September/October
- *TBD*: November/December
- *Rooted in Imagination: Illustrators Missy Mittel & Amy Ward/Earth Day*: TBD

Students from the Chain Exploration Center (CEC) assembled the May Day Kits. We appreciate this great partnership with the school district and the opportunity it gives the students to fulfill their community service portion of their curriculum.



Our East Asia Exhibit is 'dispersed throughout both levels of the library. It has been wonderfully to see patrons interact with the exhibit; we plan to feature a few items from future exhibits upstairs to draw patrons down to the Exhibit Room. Stop in the library and see if you can find all 8 displays!





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									\$73.79
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79									
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$620.50	\$620.50	\$620.50	\$620.50	\$620.50	\$620.50	\$620.50	\$620.50	\$ 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									\$ 1,018.10
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									\$10.00
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									\$960.01
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									\$0.00
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									\$10,249.57
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									2,921
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
2018	809	1,145	1,320	1,211	1,039	1,163	1,077	835	933	1,107	991	865	12,495
2017	957	969	1,028	895	936	1,050	976	1,182	935	923	815	725	11,391
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									13,382
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
2017	9,544	10,560	11,717	10,404	10,142	13,528	18,349	13,530	9,482	10,622	9,070	8,330	135,278
2021 Internet Use													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 wireless	326	306	398	483									1,513
2021 stations	309	307	414	397									1,427
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									3,507
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

Apr 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	1,465	1,010	455	1.45
Appleton	8,271	10,138	(1,867)	0.82
Black Creek	1,538	958	580	1.61
Clintonville	1,835	972	863	1.89
Door County	5,248	4,815	433	1.09
Florence	489	343	146	1.43
Fremont	763	419	344	1.82
Gillett	301	319	(18)	0.94
Hortonville	1,304	2,047	(743)	0.64
Iola	1,106	978	128	1.13
Kaukauna	1,659	3,309	(1,650)	0.50
Kewaunee	1,335	810	525	1.65
Kimberly-Little Chute	3,221	5,296	(2,075)	0.61
Lakewood	1,019	828	191	1.23
Lena	470	215	255	2.19
Manawa	998	711	287	1.40
Marinette County	3,908	4,361	(453)	0.90
Marion	1,820	933	887	1.95
New London	1,360	1,693	(333)	0.80
NFLS	0	20	(20)	0.00
Oconto	975	780	195	1.25
Oconto Falls	1,102	669	433	1.65
Oneida Tribal	711	184	527	3.86
OWLS	0	0	#DIV/0!	
Scandinavia	651	480	171	1.36
Seymour	1,783	1,589	194	1.12
Shawano County	3,217	3,256	(39)	0.99
Shiocton	517	273	244	1.89
Suring	664	342	322	1.94
Waupaca	2,892	3,912	(1,020)	0.74
Weyauwega	1,676	638	1,038	2.63

TOTAL	52,298	52,298	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	4,664	4,664	0	1.00
NFLS - Intersystem	7,069	1,891	5178	3.74
NFLS - Total	11,733	6,555	5178	1.79
OWLS - Intrasystem	3,352	3,352	0	1.00
OWLS - Intersystem	1,891	7,069	(5178)	0.27
OWLS - Total	5,243	10,421	(5178)	0.50

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
6,018	3,914	2,104	1.54
35,444	42,239	(6,795)	0.84
6,580	4,795	1,785	1.37
7,797	4,272	3,525	1.83
21,428	20,584	844	1.04
2,133	1,448	685	1.47
3,162	2,178	984	1.45
1,404	1,171	233	1.20
5,536	9,107	(3,571)	0.61
4,584	4,151	433	1.10
6,830	14,054	(7,224)	0.49
5,492	3,558	1,934	1.54
13,383	22,345	(8,962)	0.60
3,990	3,395	595	1.18
1,955	938	1,017	2.08
4,154	3,396	758	1.22
17,105	17,489	(384)	0.98
7,639	3,854	3,785	1.98
6,069	6,848	(779)	0.89
0	63	(63)	0.00
4,468	2,579	1,889	1.73
4,179	3,000	1,179	1.39
2,138	554	1,584	3.86
0	37	(37)	0.00
2,591	1,809	782	1.43
7,729	6,084	1,645	1.27
13,902	13,216	686	1.05
2,183	1,600	583	1.36
2,777	1,707	1,070	1.63
12,340	16,657	(4,317)	0.74
7,020	2,988	4,032	2.35

220,030	220,030	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
4,664	19,143	(14479)	0.24
7,069	24,031	(16962)	0.29
11,733	43,174	(31441)	0.27
0	0		
3,352	14,490	(11138)	0.23
1,891	13,285	(11394)	0.14
5,243	27,775	(22532)	0.19

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 - ebooks	1,182	1,057	1,130										3,369	
2020 Downloads - ebooks	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										2,503	
2020 Downloads - Audio	787	708	691	699	771	765	737	671	650	718	796	734	8,727	
2021 Downloads - Magazine	67	88	88										243	
2020 Downloads - Magazine	30	44	49	52	55	51	50	55	73	143	82	64	748	
	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									11,250	
Circulation	6,655	6,888	10,070	9,345									32,958	
Total Circulation w/renewal	9,022	9,378	13,370	12,438									44,208	
2021 Running Totals	9,022	18,400	31,770	44,208										
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	Jan		Feb		March		April	
Dayton	1,236	14%	1,150	12%	1,920	14%	2,086	17%
Farmington	1,692	19%	1,842	19%	2,170	16%	1,957	16%
Lind	326	4%	343	4%	561	4%	624	5%
Waupaca (Town)	576	6%	549	6%	681	5%	665	5%
Town Total	3,830	42%	3,884	40%	5,332	40%	5,332	43%
Waupaca (City)	3,357	37%	3,731	38%	5,251	39%	4,522	36%
Waushara County	426	5%	298	3%	318	2%	357	3%
Portage County	510	6%	608	6%	897	7%	844	7%
Other	899	10%	1,217	12%	1,572	12%	1,383	11%
Total	9,022		9,738		13,370		12,438	

Monthly/YTD Circs and Renewals - April 2021

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,288	540	2,828	7,271	2,053	9,324
Appleton	31,429	12,289	43,718	92,018	39,754	131,772
Black Creek	2,015	634	2,649	6,781	2,635	9,416
Clintonville	1,531	401	1,932	5,547	1,806	7,353
Door Cty - Baileys Harbor	444	164	608	2,529	815	3,344
Door Cty - Egg Harbor	650	181	831	2,620	776	3,396
Door Cty - Ephraim	281	90	371	1,051	304	1,355
Door Cty - Fish Creek	461	76	537	1,781	309	2,090
Door Cty - Forestville	795	400	1,195	2,839	1,408	4,247
Door Cty - Sister Bay	2,259	565	2,824	8,824	2,581	11,405
Door Cty - Sturgeon Bay	6,861	1,782	8,643	23,913	6,563	30,476
Door Cty - Washington Island	683	155	838	2,526	678	3,204
Florence	485	103	588	1,762	441	2,203
Fremont	990	280	1,270	3,695	1,401	5,096
Gillett	631	212	843	2,267	638	2,905
Hortonville	3,815	1,280	5,095	12,070	3,891	15,961
Iola	1,684	644	2,328	6,904	2,544	9,448
Kaukauna	7,737	2,641	10,378	28,779	9,108	37,887
Kewaunee	2,211	646	2,857	9,223	2,706	11,929
Kimberly	7,853	2,385	10,238	28,118	8,793	36,911
Lakewood	1,783	602	2,385	7,073	2,284	9,357
Lena	432	128	560	1,815	656	2,471
Little Chute	3,209	1,213	4,422	12,455	4,865	17,320
Manawa	1,452	499	1,951	5,747	2,073	7,820
Marinette Cty - Coleman	1,204	697	1,901	5,559	2,154	7,713
Marinette Cty - Crivitz	1,075	362	1,437	5,030	1,516	6,546
Marinette Cty - Goodman	334	94	428	1,147	345	1,492
Marinette Cty - Marinette	3,040	846	3,886	13,007	3,738	16,745
Marinette Cty - Niagara	744	263	1,007	2,856	1,149	4,005
Marinette Cty - Peshtigo	623	156	779	2,647	841	3,488
Marinette Cty - Wausaukee	980	214	1,194	3,304	815	4,119
Marion	2,470	802	3,272	10,430	2,736	13,166
New London	2,766	810	3,576	9,702	3,117	12,819
Oconto	1,660	620	2,280	6,710	2,672	9,382
Oconto Falls	2,193	528	2,721	8,666	2,373	11,039
Oneida Tribal - Green Earth	-	-	-	-	-	-
Oneida Tribal - Oneida	163	78	241	464	225	689
Scandinavia	428	187	615	1,673	665	2,338
Seymour	1,864	662	2,526	7,259	2,884	10,143
Shawano Cty - Birnamwood	2,178	124	2,302	7,965	636	8,601
Shawano Cty - Bonduel	686	322	1,008	2,719	1,255	3,974
Shawano Cty - Mattoon	78	20	98	292	62	354
Shawano Cty - Shawano	5,798	1,234	7,032	18,038	4,738	22,776
Shawano Cty - Tigerton	537	171	708	1,776	448	2,224
Shawano Cty - Wittenberg	348	106	454	1,152	471	1,623
Shiocton	458	125	583	2,565	588	3,153
Suring	760	191	951	2,876	792	3,668
Waupaca	9,345	3,093	12,438	32,958	11,250	44,208
Weyauwega	1,753	474	2,227	6,477	2,214	8,691
Total	123,485	40,089	163,574	432,901	146,766	579,667

Posted 5/3/21



Director's Report

April/May 2021

On Friday, April 16, **Senator Joan Ballweg** held a listening session in the Council Chambers. She stopped in the Library first to get a tour and to provide Wisconsin maps for our patrons. That same day I received a personal note and a copy of the Waupaca County Post that held my retirement article. During the listening session I talked about the challenge of levy limits and flat budgets for the Library. I've included a copy of the note in the correspondence section of the packet.

On Wednesday, May 5, I attended a Chamber sponsored lunch meeting with **Representative Mike Gallagher**. There was discussion about education, workforce development, the need for rural broadband infrastructure, conserving the environment and opportunities for Waupaca's growth by marketing the quality of life. I spoke about the important tools our library is able to provide to our community through curbside service and the hotspot grant. Superintendent Ron Sari talked about the economic challenges of shrinking enrollment and local business owners talked about the workforce challenges they currently face. I was happy to represent the City at this event.

This past month we received our reimbursement check from OWLS for tax contributions from Waupaca and Waushara Counties. There was a stipend **from OWLS** for providing cross county service to Portage County residents. The Portage County library is a consolidated county library which means all residents pay taxes to support the library regardless of whether they live in Stevens Point, Rosholt or Portage where the libraries are located. Our Library does not receive funding from Portage County even though Portage County resident circulation is between 6% and 9% of total circulation for our library.

On May 10th we moved to a new level of service. The changes were probably invisible for library patrons.

- removed the barriers between doors and the exit and entrance signs
- allowed use of the sign-up computer in the adult department
- allowed groups of four to use Conference Room for up to four hours and allow business use
- changed from tally sheets to calendars - tracking those items needed for the annual report including reference transactions and curbside service
- restored some of the furniture that was in storage
- allowed some volunteers to return

At the last **Library Foundation** Meeting the Board approved upgrades to the meeting rooms and I briefly discussed additional upgrades to the Exhibit and Conference Rooms. Josh Werner suggested we consider the **additional upgrades** so the systems were similar to the ones installed in the meeting room. Vance Linden, Library Foundation President, agreed to an email vote for the upgrades at a cost not to exceed \$2,600. All Foundation members but one (who abstained) voted yes. Josh is able to use the existing system from the meeting room in the Exhibit Room which made the project more affordable.

The **Emergency Broadband Benefit** is now available to qualified households. It is a \$50 per month benefit (\$75 if on tribal lands) to qualify households. There is a list of providers who will offer the service. We are gearing up to help patrons apply for this benefit.

Respectfully Submitted by Peg Burington

April 2021 Adult Services Report

Adult Programs

In April, 60 Marbleized Mug Kits (sponsored by WCAB) were distributed and 50 May Day Baskets with Seeds.

Also in April, we distributed 75 Asian Spices Kits in conjunction with the grant we received from the University of Wisconsin Center for East Asian Studies. The kit contained six different seasonings and two recipes. Chef-in-residence, Nancy Root-Miller recorded a cooking demo, "Asian Ramen Noodles" which is posted on our website and was promoted along with the spice kit.

On April 15, we held Coffee Shop Conversations and talked about managing stress. Participants shared their personal tips, strategies for coping during stressful situations and the importance of self-care. One of the participants shared that she relies on library programs to connect and cope with the isolation of the pandemic. 2 people attended.

On May 6, we held a virtual Life Class: Whole People, Part 3 led by Shawna Hansen, Michelle Gardner and Dustin Koury from Waupaca County Department of Health and Human Services. Attendees watched the third episode of the PBS Twin Cities production, "Whole People" and engaged in a discussion afterwards. The team from DHHS led participants through the effects of childhood trauma and the importance of dealing with the whole continuum of a person's life in order to heal from trauma. Resources for additional help were provided. The group participated well, again sharing their personal experiences and talked about how we as a community can connect and help others that are suffering from trauma. 7 people were in attendance.

Remaining Spring Schedule

Life Class

- June 3 - Life Class: Whole People, Part 4: Family Solutions

Virtual Book Discussion

- May 22 - *Pachinko*/Min Jin Lee led by Liz Kneer. This is a joint book discussion with the Scandinavia Public Library.

Adult Circulation & Information Report

In April, Nancy Miller gave her resignation from her part time position for our library. I am so thankful that she plans to continue as a volunteer with our Adult Programs Committee. Nancy does an amazing job providing cooking demonstration videos and has hosted several Library book club discussions.

We received four applications for the open position of Adult Programming Librarian and will be interviewing the week of May 17. We have decided not to conduct any adult programs through the summer but will work with other departments on shared programming. This will give our new Librarian time to train and plan programs for fall. We will complete the Life Class series with the already scheduled June virtual discussion event.

We are lucky to share three staff members with the Children's Department. Marcie Cook splits her time between the two departments and helps us to better understand the needs and learn from the strengths of each department. Paula Reedy and Molly Reinke both work one shift each week in the Adult Department. Cross training and working in multiple departments has helped us to grow stronger as a team. All three staff members have been of great benefit to our Adult Department Team.

I took on additional temporary desk shifts this month, worked with the Waupaca Arts Board to fill daily requests for their Take & Make kits, and helped patrons at appointments for job services and tablet technology.

Respectfully submitted by Laura Jandacek and Patsy Servey

April 2021 – Children’s Dept. Board Report

April (and May) are planning months, and this year was certainly no exception. Staff has spent a lot of time generating ideas for our summer programming. The decision was made early on by the Management Team, that all in-person library programming would be outdoors. I am really excited to be taking this step into Waupaca’s neighborhoods – bring the library to the people – **a new level of outreach**. Waupaca Park & Rec Dept. has been very accommodating in setting aside space in our beautiful parks for library programming. We will continue to offer virtual programming as well, as we are seeing the benefits of providing “on-demand” programming to our families.

Pre-pandemic, we thought having 30-40 people/week at our preschool programs was a good turnout. As we are removing our **first videos of pre-recorded story time and our story time field trips**, we are recording numbers that are very impressive. Our very first story time showed 220 views and our first story time field trip to the historic train depot showed 296 views! Clearly, families are engaging with their children at a time that is more convenient for their schedules. Staff feels good that our work is being seen by so many and look forward to continuing this method of providing preschool programming long into the future.

We offered a **Mystery Grow Kit** (*Will you grow a flower or a vegetable?*) in early April. One hundred kits were distributed in just a few days. This grow kit activity was accompanied by a feedback card so that we could match our activity to our desired outcomes. Families who picked up the kits identified that the mystery of what would grow was what peaked their interest. For many families this was a new activity and they hoped to learn more about plants by participating in the activity. We also learned that word of mouth from library staff was the #1 marketing tool for getting the word out about the kit.

We’ve seen a decline in the number of book packs being requested for curbside now that we are open for browsing. That said, those who request them are extremely grateful for the opportunity and comment to us that they like our selections. In April we had 24 requests, down from 43 in March and 90 in February. Of those 24 requests, 6 were for classrooms, none were for adults.

Molly Reinke participated in a continuing education course from UW-Madison’s iSchool entitled **Building Your Management Toolkit**. This 6-week class introduced Molly to planning budgets, supervising staff, policies and a in-depth concepts in becoming a library manager. I am happy to provide Molly the opportunity to learn and grow into a new library career.

Paula Reedy has been taking part in **Project Ready**. The primary focus of the Project READY curriculum is on improving relationships with, services to, and resources for youth of color and Native youth. We are excited to be at the front of this national work to bring library services to more diverse populations. There is a state and local shift that is looking to do the same in our school libraries and Language Arts curriculum, too.

Library staff has been noticing the use of **Land Acknowledgements** at conferences and library events. I recently attended a session on land acknowledgements at the Wisconsin Association of Public Library (WAPL) Conference and learned more about writing and sharing a land acknowledgement. A Land Acknowledgement is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories. It is meant to be a living celebration of Indigenous Peoples who live and dwell in our communities. Management Team worked together to create a Land Acknowledgement statement

for our library. We'd like to read it at appropriate library events and add it to the "About Us" tab on our upcoming new library website. It reads:

The land that surrounds us is part of who we are; it reflects our history. As we enjoy the lakes, rivers, forests and land of our area, we recognize those from the Ho-Chunk and Menominee Nations and others of the 12 American Indian Nations of Wisconsin who were here taking care of this beautiful place long before the settlers arrived. White settlers and their descendants have long benefitted at the expense of Indian Nations. Indigenous people are not relics of the past. The fabric of our community is enhanced by their presence and we make our pledge to celebrate their talents, gifts and rich culture.

I have assumed a role on the **Bethany Home Board of Directors**. This is a 3-year term. I am excited to be a liaison between the staff and residents of the Bethany Home campus and the library. We have had a good working relationship with their activities coordinator and look forward to being able to share more information between our two entities during my term on their Board.

Big May Events:

Friday, May 14 (6:00pm) or Saturday, May 15 (10:30am) – Grow Potatoes in a Bag

This collaboration with Waupaca Historical Society, this event at the Hutchinson House in South Park will include poetry reading, story time, scavenger hunt and the opportunity to get a grow bag, dirt and seed potatoes – all you need to grow "Potatoes in a Bag." Participants can compete by attending the August 7th Harvest event at the historic train depot, where bags will be emptied and potatoes weighed, prizes awarded, potato art project for kids and families, games and more free, family fun.

While supplies last..... if there are grow bags and seed potatoes left after this two-day event, we will distribute them as a Take & Make Kit at the library.

May 22 – 10am until 3pm – Waupaca Municipal Airport – Kite Field Day

The Wisconsin Kites Club will be on hand with their giant, colorful kites providing a fun demonstration of the many types of kites. A kite workshop for children will allow them to make their own kites. Local EAA Chapter will provide a food stand. A mobile kite shop will be available, too. The Waupaca Library Foundation and Exhibit Room East Asia Exhibit are partnering on this event along with the Waupaca Municipal Airport staff.

Please help us spread the word about these free, fun, family-oriented events.

Respectfully submitted,
Sue Abrahamson, Children's Librarian

April 2021 Board Report

Teen Department

Our Teen Librarian, Taylor, is happy to announce that we've officially opened two of our computers in the Teen Room for our teen patrons to use. Since opening these computers, we've already seen more teens stopping by our room to use them and, usually, connect with one another through games like Minecraft, or Roblox. It's been good to see some familiar faces return to the Teen Room, and we hope to see more familiar and new faces in the future!

Exciting news! We were able to add Taylor Schmidt back onto our Teen/Page team, and she started training as of April 26th. She's finishing up her college courses for this semester, but will be able to fully rejoin our team and start picking up shifts by the start of summer. Hooray! On her first day back, Taylor S. said that she was thrilled to be back in the library and we're so happy to have her!

Teen Librarian Taylor is also happy to announce that the last month has definitely kept her on her toes. She has been working on a team alongside three other Wisconsin Teen Librarians to bring a panel discussion to this year's Wisconsin Association of Public Libraries Conference. They will be talking about how they've had to not only bring their Teen Departments to a virtual format, but also, how to find their teen patrons in a new virtual landscape. Other members of their amazing panel included Abby Seymour from the E.D. Locke Public Library, Alicia Woodland from the McMillan Memorial Library, and Susannah Gilbert from the Kenosha Public Library. Since they were spread out across the state, and had to plan for a virtual conference, they did all of their planning and preparation virtually. They had about three Zoom meetings throughout the month of April alone, and created a slideshow of their presentation on a platform called Canva.

From March 29-May 9, our Teen Librarian registered in a virtual course through UW-Madison. The course was called "Building Your Management Toolkit" and it was led by Jennifer Bernetzke who is currently working as the ILS and ILL Consultant at the Southwest Wisconsin Library System. This course focused on helping its students to prepare and build their skills as managers, and offered a space for them to connect and learn from one another in the provided discussion threads. Discussion topics in the course included discussing leadership styles, employment law basics, budget management, and much more. Taylor finds the most value in conducting discussions with the other students online, and in bringing questions to her co-worker Molly Reinke (who is also partaking in this course) and her supervisor Sue for further discussion.

March Teen Programs and Events Included:

- Teen Dungeons & Dragons: 3 teens attended.
- Page Turners: Teen Book Club: 4 teens checked out the book, 3 teens attended our meeting this month.
- Teen Talk Thursdays (Every Thursday): 20 teens attended.
- Minecraft Club (Every Friday): 13 teens attended.

ORDINANCE NO. 05-14 (2014)

ORDINANCE AMENDING THE CODE OF ETHICS FOR THE CITY OF WAUPACA

The Common Council of the City of Waupaca do ordain as follows:

Section 1. Section 2.21 of the Municipal Code of the City of Waupaca is hereby amended to read as follows:

2.21 CODE OF ETHICS. (1) Declaration of Policy. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all City of Waupaca officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the City as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Waupaca and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Waupaca.

(2) Standards of Conduct. There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics.

Accordingly, the provisions of the following sections of the Wisconsin Statutes are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to-wit:

Section 946.10 – Bribery of Public Officers and Employees
Section 946.11 – Special privileges from Public Utilities
Section 946.12 – Misconduct in Public Office
Section 946.13 – Private Interest in Public Contract Prohibited.

(3) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this state and carry out impartially the laws of the nation, state, and municipality and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(4) Dedicated Service. All officials and employees of the City of Waupaca should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(5) Fair and Equal Treatment. (a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(6) Conflict of Interest. (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this ordinance or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Definitions. (1) Financial Interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(2) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

(3) Person. Any person, corporation, partnership, or joint venture.

(c) Specific Conflicts Enumerated. (1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(2) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor shall such information be used to advance the financial or other private interest of the official or employee or others.

(3) Gifts and Favors. No official or employee shall accept any gift, whether in the form of service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value.

Any official who receives, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 from any person who is known by said official or employee to be interested directly or indirectly in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control, shall disclose the nature and value of such gifts to the Ethics Committee within 90 days after receiving such gift or gifts.

No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the

employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

An official or employee is not to accept hospitality if after consideration of the surrounding circumstances it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest or a member of the guest's immediate family was a City official or employee. Participation in celebrations, grand openings, open houses, information meetings, and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

Gifts received by an official or employee under unusual circumstances should be referred to the Ethics Committee within 10 days of receipt for recommended disposition.

(4) Representing Private Interests before City Agencies. No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency. However, members of the Common Council may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.

(5) Conflicts of Interest Prohibited. No official or employee shall take any official action substantially affecting a matter in which the official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated, has a substantial financial interest.

No official or employee shall use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official or employee's immediate family, either separately or together, or an organization with which the official or employee is associated.

(d) Contracts with the City. No City officer or employee who in his/her capacity as such officer or employee participates in the making of a contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part, shall enter into any contract with the City unless, within the confines of Section 946.13, Wisconsin Statutes:

(1) The contract is awarded through a process of public notice and competitive bidding,
or

(2) The Common Council waives the requirement of this section after determining that it is in the best interest of the City to do so.

(3) The provisions of the Section shall not apply to the designation of a public depository of public funds.

(e) Disclosure of Interest in Legislation. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council, or the Ethics Committee created by this ordinance, the nature and extent of such interest.

Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.

(7) Advisory Opinion. Any questions as to the interpretation of any provisions of this Code of ethics shall be referred to the Ethics Committee, which, if it deems it necessary or appropriate, may request an advisory opinion from the City Attorney.

(8) Jurisdiction and Application. The Committee Of The Whole shall have administrative jurisdiction over this Code of Ethics and shall be deemed the Ethics Committee for that purpose.

(a) The Committee may make recommendations with respect to amendments to this Code of Ethics Ordinance.

(b) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this ordinance, the Committee shall conduct an investigation of the facts of the complaint, if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the Committee shall conduct a public hearing in accordance with the common law requirements of the due process including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representative at the expense of the accused. The Committee shall make written findings of fact and issue a written decision concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the Common Council for final disposition.

(c) In the event a member of the Ethics Committee is allegedly involved in the ethics code violation, that member shall not take part in any investigation nor act as a member of said Committee in regard to said matter.

(d) In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an ethics code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this ethics code.

(9) Sanctions. A determination that an official's or employee's actions constitute improper conduct under the provisions of this ordinance may constitute a cause for suspension, removal from office or employment, or other disciplinary action. Pursuant to Section 19.59, Wisconsin Statutes, other disciplinary action may include a forfeiture in an amount not exceeding \$1,000.00 for each offense.

(10) Distribution of Code of Ethics. The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City of Waupaca within thirty (30) days after enactment of this Code. Each public official and employee elected, appointed, or engaged thereafter shall be furnished a copy before entering upon his or her duties.

Each public official, the Mayor, the Chairman of each Board, Commission or Committee and, the head of each Department, shall between May 1st and May 31st, each year, review the provisions of

this Code with his or her fellow Council, Board, Commission, Committee members or subordinates as the case may be, and certify to the City Clerk by June 15th that such annual review had been undertaken. A copy of this Code shall be continuously posted on each department bulletin board wherever situated.

Section 2. All ordinance or part of ordinances contravening the terms and provisions of this ordinance are hereby to that extent repealed.

Section 3. This Ordinance shall take effect on and upon passage and publication according to law.

Approved: July 15, 2014

/s/ Brian Smith
Brian Smith, Mayor

Adopted: July 15, 2014

Published: July 24, 2014

ATTEST:

/s/ Henry Veleker
Henry Veleker, Clerk



FRAUD ASSESSMENT AND INVESTIGATION POLICY

Adopted by Waupaca Common Council: July 19, 2011

Purpose. This policy is adopted to identify responsibilities, establish procedures and controls to aid in the prevention, detection, reporting and investigation of possible cases of fraud involving the city of Waupaca's operations, resources and/or finances. This policy applies to any actual or suspected fraud involving a City employee (including management), a consultant, a vendor, contractor, outside agency or any person conducting business with the City.

Policy Statement. The city of Waupaca does not tolerate any type of fraud. The city of Waupaca's policy is to promote consistent, legal and ethical behavior by assigning responsibility for reporting fraud and providing guidelines to conduct investigations of suspected fraudulent behavior.

Policy Violations. Failure to comply with this policy subjects an employee to disciplinary action up to and including termination of employment. Failure to comply by a consultant, vendor, contractor, outside agency or any other person conducting business with the City can result in cancellation of the relationship with the City. The city of Waupaca will pursue prosecution if investigation results indicate possible criminal activity.

Definitions. For the purposes of this policy "fraud" means:

1. Forgery or alteration of any document or account
2. Forgery or alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling or reporting of money or financial transactions.
5. Profiteering as a result of insider knowledge of City activities.
6. Disclosing confidential and/or proprietary information to outside parties
7. Accepting or seeking anything of material value from consultants, contractors, vendors or persons providing services or materials to the City.
8. Destruction, removal or inappropriate use of records, furniture, fixtures and equipment.
9. Any claim or reimbursement of expenses that are not made for the exclusive benefit of the ~~Town~~-City
10. Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes, or
11. Any similar or related irregularity.

Fraud Reporting. It is the responsibility of every employee to immediately report suspected fraud or other dishonest conduct. Reporting protocol for suspected fraud is as follows:

Within a department	Report to Department Head and City Administrator
Involving a department head	City Administrator and Mayor

Involving City Administrator	Mayor and Chairman of Finance Committee
Involving Council	Mayor and City Administrator
Vendor/Contractor	Department Head and City Administrator

Management is to develop a form that employees can use to report the suspected fraud or dishonest activity. Those who the fraud is reported to are to accept and acknowledge receipt of the fraud reporting form. It is by design that a form be completed and that two individuals are to be involved when a suspected fraud is reported. This process is meant to give those reporting fraud assurances that superiors are taking the report seriously and are acting in good faith to investigate.

Any reprisal against an employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Additional Responsibilities of Supervisors/Department Heads and City Administrator. All employees have the responsibility for reporting fraud or dishonest behavior. However, supervisors and other city management personnel have an additional duty to undertake deterrence and detection actions. These actions include:

1. Awareness of risk for fraudulent or dishonest acts in their respective departments.
2. Placement and maintenance of effective monitoring of control procedures to *prevent* fraudulent or dishonest activity.
3. Placement and maintenance of effective monitoring of control procedures to *detect* fraudulent or dishonest activity promptly if prevention efforts fail.

Authority to carry out these additional responsibilities may be delegated. However, accountability for their effectiveness will remain with department heads.

Investigative Standards. The following shall guide all investigations into potential fraudulent behavior/actions or dishonest behavior:

1. Those investigating possible fraud must observe strict confidentiality and should not discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the City Administrator, Mayor or law enforcement.
2. Those involved in investigating fraudulent or dishonest behavior may assign responsibility for all or part of any investigation to the Waupaca Police Department, City Attorney or other person or agency that may be warranted.
3. No person shall communicate with the suspected individual or organizations about the matter under investigation.
4. All investigations are to be carried out in an impartial and confidential manner, without regard to the suspected individual's position or relationship with the City.
5. Every effort will be made to protect the rights and reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
6. The investigator(s) will have free and unrestricted access to municipal records. They shall have authority to examine, copy or remove all or any portion of files, desks, physical or electronic storage facilities without prior knowledge or consent of any individual who might use or have custody of such items or facilities when it is within the scope of the investigation or related follow-up procedures.
7. All records collected as part of the investigation are to be kept secure at all times by the investigator(s).
8. All employees shall provide the investigators all factual and relevant details relating the alleged fraud or dishonest behavior to the best of their knowledge, without partiality or prejudice to any person.

9. All inquiries regarding alleged fraud or dishonest behavior and/or its follow up investigation shall be referred to the City Administrator or in cases involving the City Administrator the Mayor, including but not limited to those from an attorney, press, law enforcement and the person(s) under investigation.

Investigative Procedures. The City Administrator has primary responsibility for coordinating the investigation of reported fraudulent and dishonest activity and the associated interaction with law enforcement and other parties to the investigation. In cases involving the City Administrator, the Mayor shall have this responsibility.

Once a report of a suspected fraudulent activity is received in accordance with this policy the complaint shall be documented using the reporting form development by management. A preliminary investigation shall be conducted to determine the credibility of the report.

If the report is deemed to be not credible or is not a report of fraud, the City Administrator or in certain cases the Mayor, will document the determination and forward it under confidential stamp to the Common Council. Should any council member wish to discuss they can do so by requesting a closed session at the next regularly scheduled Council meeting.

If the report appears credible, the City Administrator, or in certain cases the Mayor, will prepare an incident report and provide such report to the Common Council, City Attorney and City auditor. The City Administrator, and in some cases the Mayor, will prepare a report as soon as possible after the fraud has been confirmed and shall document the content of the investigation, findings and any disciplinary action recommended or taken as a result of the findings. The findings are to be referred to the Common Council in closed session.

Each City employee or official involved in an investigation of suspected fraud or dishonest act will keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results will be disclosed to the accused, the accuser, Common Council and City Attorney and District Attorney if applicable.

Disciplinary Action. Employees who have engaged in fraudulent and dishonest activity and those who intentionally report false or misleading information may be subject to disciplinary action up to and including termination.

Risk Management. Within 180 days following adoption of this policy, each city department is to carry out a detailed fraud risk review and assessment. A report of the findings is to be presented to the City Finance Committee.

Risk assessments shall also be reviewed upon staff turnover, organizational restructuring, changing technology or other environmental changes that might occur throughout a year.

Employee Ethics Training. Within 60 days of this policy being adopted, the City Administrator is directed to schedule and conduct an ethics training for all city employees. Training will also be held annually in May of each year for employees and the Common Council. The Police Department will not be required to participate as this department already undergoes annual ethics training.

END OF POLICY



**CITY OF WAUPACA
FRAUD/DISHONEST BEHAVIOR REPORT FORM (7.2011)**

Today's Date: _____

Name of Employee/Individual Making Report
of Fraud and/or Dishonest Behavior: _____

Date/Time of the Alleged Fraud and/or
dishonest behavior: _____

Describe Event(s): *Note: if you prefer to describe what you saw instead of writing a statement then you may request that your statement be taped. You may also attach a written statement.*

Other Information you would like to provide:

I, _____, acknowledge that I have read the city of Waupaca "Fraud Assessment and Investigation Policy" and understand that I have the responsibility of keeping the information I just reported confidential during the investigative process and that I am providing this information in good faith. I realize that if the information I am giving is false or is misleading, is meant as retribution or other motivation in order to hurt the reputation or character of the individual(s) I am reporting on, that I understand that I am subject to discipline up to and including termination of employment.

Reporting Individual Signature and Date

This report was received, receipt acknowledged, by the following individuals:

Print Name Date

Print Name Date

Print Name Date

Signature

Signature

Signature

Waupaca Area Public Library Board of Trustees By-Laws

Article I. Membership

Pursuant to the requirements of the Wisconsin Statutes chapter 43, the Board of Trustees of the Waupaca Area Public Library shall consist of nine members, seven of whom shall be appointed by the mayor with the approval of the City Council, one of whom is a student and one a City Council member. One shall be appointed by the Superintendent of Schools to represent the public school district. One additional member will represent the Waupaca County Board of Supervisors. Four members shall be residents of the City of Waupaca.

The Library Director is responsible for orientating new library board members.

Article II. Officers

I. OFFICERS. The officers of the library board shall be a president, a vice-president, and a treasurer.

II. ELECTIONS. Election of officers shall be held at the May meeting. Nominations shall be taken from the floor. Officers shall not serve more than four consecutive terms in their elected office.

III. PRESIDENTIAL DUTIES. The principal duties of the president shall be to preside at the regular and special meetings of the board, to have the usual powers of supervision and management, and to perform such other duties as may be designated by the board. The president may be an ex-officio member of all committees.

IV. VICE PRESIDENTIAL DUTIES. The vice-president shall discharge the duties of the president in the event of absence, or of a vacancy in that office, and in addition, assume any other duties as designated by the board.

V. TREASURER'S DUTIES. The treasurer shall maintain an accurate record of monthly expenditures. Each month the treasurer shall sign a voucher presented by the Director for the total monthly bills. If the Treasurer is not present the President will sign the voucher. Treasurer records shall be kept in the Library Director's office, unless specified by the board.

Article III. Meetings

Section 1.) Regular meetings of the Library Board shall be held on the third Wednesday of each month or upon an alternate date designated by the Board President or presiding officer. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members should notify the Library Director if unable to attend a meeting. Meetings may be cancelled or rescheduled by the Board President if a quorum is not available. If more than three consecutive unexcused absences occur, a Board member will automatically be required to resign from the Board.

Section 2.) Special meetings may be called by the President at any time deemed advisable, or upon written request to the President by three board members for the transaction of business stated in the request.

Section 3.) The Library Director shall prepare an agenda for the monthly meetings, which shall be sent through the City Clerk's Office to board members at least twenty-four (24) hours in advance of the meeting.

Section 4.) A quorum at any meeting shall consist of five voting Library Board members.

Section 5.) Robert's Rules of Order shall govern the parliamentary procedure of the board.

Section 6.) The Library Director shall appoint a staff member to attend all Library Board meetings and maintain a true and accurate record of those meetings. All records and correspondence, unless specified by the board, shall be kept in the Library Director's office.

Article IV. Committees

The President shall appoint four standing committees, which are Planning, Finance, Policy and Personnel and any other committees deemed necessary. Appointments to the standing committees will take place after election of Library Board Officers in May. The committees shall report progress to the Library Board at their next monthly meeting. Ad hoc committees will be disbanded after giving a final report to the Library Board on their respective purpose.

Article V. Library Director & Staff

The Board of Trustees shall appoint a qualified Library Director. The Library Director shall be the executive and administrative officer of the Library on behalf of the Board and operate under its review and direction. The Library Director shall recommend to the board for approval the appointment of the other employees and shall specify their duties. The Library Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for the selection of materials, for the efficient provision of library services to the public and for its financial operation within the limitations of the Library's budgeted appropriation. In the case of part-time or temporary employees, the Director shall have interim authority to appoint without prior approval of the Library Board provided that any such appointment shall be reported to the board at its next regular meeting. The Library Board will also abide by the those portions of the Personnel Policies and Procedures Manual of the City of Waupaca that apply to all city employee's except for those powers, procedures and policies provided for in Wis. State Statute Chapter 43.

Article VI. General

Section 1.) An affirmative vote of the majority of all voting members of the Library Board present at any legally constituted meeting shall be necessary to approve an action before the board. The President may vote upon and may move or second a proposal before the board.

Section 2.) The by-laws may be amended by the majority vote of all voting members of the library Board provided that the change had been proposed by a board member or the Library Director at the preceding regular meeting, and the notice of the proposed amendment was included as a separate statement in the agenda of the meeting at which it is to be acted upon.

Section 3.) Any rule or resolution of the Library Board may be suspended temporarily in connection with business at hand. Such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

Adopted 11/1985, Revised 2/2004, 6/20015, 6/2020

The Trustee Job Description

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [*Trustee Essential #8: Developing the Library Budget*](#) and [*Trustee Essential #9: Managing the Library's Money*](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [*Trustee Essential #10: Developing Essential Library Policies*](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [*Trustee Essential #13: Library Advocacy.*](#))

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [*Trustee Essential #22: Freedom of Expression and Inquiry*](#) and [*Trustee Essential #23: Dealing with Challenges to Materials and Policies.*](#))

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [*Trustee Essential #11: Planning for the Library's Future.*](#))

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

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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Dear Mrs Bunting,

Congratulations on your commitment to the local area library, the city and of course the patrons you have served for 20 years. I'm sure you'll enjoy your remaining time on the job, I hope to visit with you before you turn off the lights for the last time.

Best to you + your family + (St off)

Joan Ballweg

JOAN BALLWEG

STATE SENATOR • 14TH SENATE DISTRICT

