



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY APRIL 20, 2022, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. Roll call
2. Approval of agenda

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

3. Minutes from meeting held Wednesday, March 16, 2022
ACTION ITEM: APPROVE minutes of March 16, 2022 meeting
4. Monthly bills for March 2022, **BILLS \$79,769.55, PERSONNEL \$45,946.90, Donations Expenditures \$7,267.43**
ACTION ITEM: APPROVE March 2022 bills with personnel costs and Donation Expenditures
5. Library Exhibit Room report
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
6. Library Statistics
 - A. Copy Income and Meeting Room Income Reports
 - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
 - C. Interloan Chart
 - D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation
7. Department Reports
 - A. Interim Director's Report
 - B. Adult Services Report
 - C. Youth Services Report
 - D. Teen Services Report

8. Committee Reports

- A. Library Finance Committee
 - a. No Meeting
- B. Library Planning Committee
 - a. No Meeting
- C. Library Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. No Meeting
- E. Ad hoc Hiring Committee

- a. Minutes from March 16 & March 30, 2022 meetings

ACTION ITEM: APPROVE the Minutes from the March 16 and March 30, 2022 Ad hoc Hiring Committee Meetings

ACTION ITEM: APPROVE the Library Director job description and job posting

9. Old Business

10. New Business

- a. Incident Report

11. Announcements & Correspondence

- a. OWLS Minutes February 2022
- b. Next meeting will be Wednesday, May 18, 2022 at 4:30 pm in-person in the Council Chambers

12. Adjournment

PLEASE CALL SUE ABRAHAMSON OR PATSY SERVEY (715-467-1599) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND.

THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.

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



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY MARCH 16, 2022, 4:30PM
IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

Meeting was called to order by Julie Eiden at 4:31pm President Julie Eiden, Glenda Rhodes, Mary Zimmerman, Chris Jaenke, Holly Olsen, Gracie Liegl, Joyce Boyer, Treasurer Rebecca Thieme-Baeseman present, Ald. Lori Chesnut arrived at 4:38. Sue Abrahamson and Patsy Servey, Interim Library Directors, Liz Kneer Exhibit Room Coordinator, and Joni Radley, Adult Programming Librarian also present.

APPROVAL OF AGENDA

MOTION by J. Boyer, SECOND by G. Liegl, to approve the amended agenda. 8 ayes, 0 nays, 1 absent.
Motion Passed on a voice vote.

OPEN MEETING LAW STATEMENT was read by Julie Eiden: 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.

MINUTES FROM MEETING HELD WEDNESDAY, February 16, 2022

MOTION by G. Rhodes, SECOND by C. Jaenke, to approve the amended minutes of February 16 Meeting.
8 ayes, 0 nays, 1 absent. Motion Passed

MONTHLY BILLS FOR February 2022, BILLS \$58,062.92, PERSONNEL \$49,842.67, Donations Expenditures \$712.44

MOTION by J. Boyer, SECOND by G. Liegl, to approve February bills \$58,062.92, with personnel cost \$49,842.67, and donations expenditures \$712.44. 9 ayes, 0 nays, 0 absent. Motion Passed on a roll call vote.

LIBRARY EXHIBIT ROOM

- A. Exhibit Coordinator's Report was given with the February Chart of Visits

LIBRARY STATISTICS

- A. Copy Income **\$520.91** and Meeting Room Income **\$0**
- B. Volunteer Hours **14**, Reference Transactions **696**, Library Visits **4,690**, Internet Use Wireless **443**, Stations **519**, Curbside Service **128**
- C. Interloan Chart: **2,564** items loaned, **3,101** items borrowed
- D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart showed a total circulation of **11,452**. Consortium Circulation presented

DEPARTMENT REPORTS

- A. Interim Director's Report, Adult Services Report, Youth Services Report, and Teen Services Report were given

COMMITTEE REPORTS

- A. Library Finance Committee, Library Planning Committee, and Library Policy Committee did not meet.

- B. Personnel Committee- Ad hoc Hiring Committee

- a. Minutes from February 16 meeting- minutes were amended to add Chris Jaenke in the listed committee members.

MOTION by L. Chesnut, SECOND by M. Zimmerman, to approve amended minutes from Feb 16 Ad Hoc Hiring Committee meeting. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

- b. Meeting for March 30 at 4:30pm was scheduled

OLD BUSINESS- none

NEW BUSINESS

- a. Incident Report was presented
- b. Thank you note from previous Library Director was read

ANNOUNCEMENTS & CORRESPONDENCE

- c. OWLS Minutes January 2022
- d. Next meeting will be Wednesday, April 20, 2022 at 4:30 pm in-person in the Council Chambers

ADJOURNMENT

MOTION by J. Boyer, SECOND by L. Chesnut, to adjourn. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Meeting adjourned at 5:13pm

Chaired by Julie Eiden, Library Board President

Compiled by Patsy Servey & Joni Radley

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
100 PERSONNEL					542,234.77		
102 FULL TIME WAGES & BENEFITS					410,917.88		
		MARCH FULL TIME WAGES & BENEFITS					
		FULL TIME WAGES AND BENEFITS		-35,371.54	375,546.34		
Total 102 FULL TIME WAGES & BENEFITS			\$ 498,136.00	-35,371.54	375,546.34	75%	25%
104 PART TIME WAGES & BENEFITS					131,316.89		
		MARCH PART TIME WAGES & BENEFITS					
		PART TIME WAGES AND BENEFITS		-10,575.36	120,741.53		
Total 104 PART TIME WAGES & BENEFITS			\$ 154,942.00	-10,575.36	120,741.53	78%	22%
100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 653,078.00	-45,946.90	496,287.87	76%	24%
200 OPERATIONS					63,184.18		
201 TRAVEL & TRAINING					3,902.00		
		VC - M REINKE GRAPHIC DESIGN COURSE					
		UW MADISON CONFERENCE CEN		-135.00	3,767.00		
Total 201 TRAVEL & TRAINING			\$ 4,000.00	-135.00	3,767.00	94%	6%
207 MAINTENANCE OF EQUIPMENT					6,296.00		
Total 207 MAINTENANCE OF EQUIPMENT			\$ 6,296.00		6,296.00	100%	0%
209 INS & BONDING					1,000.00		
Total 209 INS & BONDING			\$ 1,000.00		1,000.00	100%	0%
211 CONTRACT SERVICES					5,940.22		
211 COLLECTIONS					332.10		
		6 ACCOUNTS SENT TO UNIQUE MANAGEMENT SERVICE; COLLECTIONS I#6098700					
				-53.70	278.40		
		1 ACCOUNT SENT TO UNIQUE MANAGEMENT SERVICE; COLLECTIONS I#6099668					
				-8.95	269.45		
Total 211 COLLECTIONS			\$ 350.00	-62.65	269.45	77%	23%
211 COPIER SERVICES					5,608.12		
		XEROX COPIER LEASE MAR 2022 (OFF MIVIEWPT)					
		US BANK		-115.71	5,492.41		
Total 211 COPIER SERVICES			\$ 6,300.00	-115.71	5,492.41	87%	13%
211 CONTRACT SERVICES - Other					0.00		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
Total 211 CONTRACT SERVICES - Other					0.00		
Total 211 CONTRACT SERVICES			\$ 6,650.00	-178.36	5,761.86	87%	13%
216 POSTAGE					920.59		
	POSTAGE METER	POSTAGE METER READING FEB 2022		-55.71	864.88		
	POSTAGE METER	POSTAGE METER READING MAR 2022		-109.13	755.75		
Total 216 POSTAGE			\$ 1,000.00	-164.84	755.75	76%	24%
217 MEMBERSHIPS & DUES					1,606.40		
Total 217 MEMBERSHIPS & DUES			\$ 1,700.00		1,606.40	94%	6%
218 OWLS MEMBERSHIP					27,460.00		
	OUTAGAMIE WAUPACA LIBRARY	2022 OWLSNET MEMBERSHIP FEE I#3878		-27,460.00	0.00		
Total 218 OWLS MEMBERSHIP			\$ 27,460.00	-27,460.00	0.00	0%	100%
253 PROMOTIONAL MATERIALS					650.00		
Total 253 PROMOTIONAL MATERIALS			\$ 650.00		650.00	100%	0%
282 TECHNOLOGY					9,754.61		
Total 282 TECHNOLOGY			\$ 9,900.00		9,754.61	99%	1%
301 SUPPLIES					5,654.36		
	OUTAGAMIE WAUPACA LIBRARY	RECEIPT PAPER & SPINE LABELS I#3899		-144.00	5,510.36		
	AMAZON.COM	VC - CLOROX WIPES & POST IT NOTES I#4533851		-29.97	5,480.39		
	SHOWCASES	(18.35+12.95)		-31.30	5,449.09		
	DEMCO	I#7097369		-209.20	5,239.89		
Total 301 SUPPLIES			\$ 8,000.00	-414.47	5,239.89	65%	35%
200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS			\$ 65,917.03	-28,352.67	34,831.51	53%	47%
251 PRINT MATERIALS					30,841.55		
115 ADULT BOOKS					14,154.14		
	MARIS ASSOCIATES	WI HIST SOCIETY BOOKS I#9		-128.61	14,025.53		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
	AMAZON.COM	VC - ADULT BOOK REPLACEMENT DAMAGED I#4431410		-21.73	14,003.80		
	AMAZON.COM	VC - ADULT BOOKS (70.81+13.08+10.84+12.99+21. 98+230.41+120.4+19.95+15.79 +22.21+56.44+29.79)		-624.69	13,379.11		
	BAKER & TAYLOR	VC - ADULT BOOKS CONF#171667934		-1,061.90	12,317.21		
Total 115 ADULT BOOKS			\$ 16,330.00	-1,836.93	12,317.21	75%	25%
120 ADULT LARGE PRINT					2,877.39		
	MICROMARKETING	VC - LARGE PRINT BOOK I#880302		-16.12	2,861.27		
	CENGAGE GALE	VC - LARGE PRINT BOOKS (30.39+49.58+138.35+38.99+19. .98+31.19)		-308.48	2,552.79		
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS (176.59+149.97)		-326.56	2,226.23		
	BAKER & TAYLOR	VC - LARGE PRINT BOOK CONF#171667934		-18.89	2,207.34		
Total 120 ADULT LARGE PRINT			\$ 3,420.00	-670.05	2,207.34	65%	35%
215 CHILDRENS BOOKS					9,940.14		
	MARIS ASSOCIATES	WI HIST SOCIETY BOOKS I#9		-61.11	9,879.03		
	AMAZON.COM	VC - CHILDRENS BOOKS (11.99+112.66+5.89+15.88+9.9 1+14.99)		-171.32	9,707.71		
	GUMDROP BOOKS	I#PINV133353		-1,038.55	8,669.16		
Total 215 CHILDRENS BOOKS			\$ 15,523.00	-1,270.98	8,669.16	56%	44%
315 TEEN BOOKS					2,340.81		
	AMAZON.COM	VC TEEN BOOKS I#5027400		-35.97	2,304.84		
	BAKER & TAYLOR	VC - TEEN BOOKS (53.07+46.71+230.39)		-330.17	1,974.67		
Total 315 TEEN BOOKS			\$ 3,175.00	-366.14	1,974.67	62%	38%
410 MAG & NEWSPAPERS					1,529.07		
	USA TODAY	VC - YEAR SUBSCRIPTION I#UT4188724		-340.14	1,188.93		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
Total 410 MAG & NEWSPAPERS			\$ 4,205.00	-340.14	1,188.93	28%	72%
251 PRINT MATERIALS - Other					0.00		
Total 251 PRINT MATERIALS - Other					0.00		
Total 251 PRINT MATERIALS			\$ 42,653.00	-4,484.24	26,357.31	62%	38%
255 PROGRAMS					4,821.99		
110 ADULT PROGRAMS					1,297.87		
	THE DOLL LOFT	ON DEMAND SEWING VIDEO & KITS I#1389		-200.00	1,097.87		
Total 110 ADULT PROGRAMS			\$ 1,500.00	-200.00	1,097.87	73%	27%
210 CHILD PROGRAMS					2,600.96		
	AMAZON.COM	VC - PROGRAM MATERIALS (65.03+25.47)		-90.50	2,510.46		
	DEMCO	VC - STICK TOGETHER 4/SET I#7108613		-130.99	2,379.47		
Total 210 CHILD PROGRAMS			\$ 3,000.00	-221.49	2,379.47	79%	21%
310 TEEN PROGRAMS					923.16		
Total 310 TEEN PROGRAMS			\$ 1,000.00		923.16	92%	8%
255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS			\$ 5,500.00	-421.49	4,400.50	80%	20%
290 AV MATERIALS					11,428.60		
125 ADULT MOVIES					2,020.00		
	AMAZON.COM	VC - ADULT MOVIES (14.96+97.89)		-112.85	1,907.15		
Total 125 ADULT MOVIES			\$ 2,380.00	-112.85	1,907.15	80%	20%
130 ADULT AUDIO BOOKS					913.12		
	AMAZON.COM	VC - ADULT AUDIOBOOKS (27.29+27.29-23.63-23.63)		-7.32	905.80		
Total 130 ADULT AUDIO BOOKS			\$ 1,027.00	-7.32	905.80	88%	12%
135 ADULT MUSIC					511.04		
	AMAZON.COM	VC - ADULT MUSIC (45.82+27.95+24.06-3.02-1.6)		-93.21	417.83		
Total 135 ADULT MUSIC			\$ 552.00	-93.21	417.83	76%	24%
220 CHILDRENS MOVIES					1,502.67		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
		VC - CHILDRENS MOVIES (19.96+16.99+7.99+33.54+7.59 +11.99)					
	AMAZON.COM			-98.06	1,404.61		
Total 220 CHILDRENS MOVIES			\$ 1,701.00	-98.06	1,404.61	83%	17%
225 CHILD AUDIO BOOKS					649.03		
	FINDAWAY	I#20372		-54.99	594.04		
Total 225 CHILD AUDIO BOOKS			\$ 854.00	-54.99	594.04	70%	30%
320 TEEN MOVIES					468.00		
	AMAZON.COM	(19.96+62.88)		-82.84	385.16		
Total 320 TEEN MOVIES			\$ 468.00	-82.84	385.16	82%	18%
325 TEEN AUDIO BOOKS					250.00		
Total 325 TEEN AUDIO BOOKS			\$ 250.00		250.00	100%	0%
420 VIDEO GAMES					715.03		
	AMAZON.COM	(54.99+59.99)		-114.98	600.05		
Total 420 VIDEO GAMES			\$ 900.00	-114.98	600.05	67%	33%
510 EBOOKS & EAUDIO BOOKS					4,399.71		
Total 510 EBOOKS & EAUDIO BOOKS			\$ 8,503.00		4,399.71	52%	48%
290 AV MATERIALS - Other					0.00		
Total 290 AV MATERIALS - Other					0.00		
Total 290 AV MATERIALS			\$ 16,635.00	-564.25	10,864.35	65%	35%
			\$ 784,522.00	-79,769.55	572,741.54	73%	27%
TOTAL BUDGET		\$784,522.00					
TOTAL PERSONNEL MAR		\$45,946.90					
TOTAL BILLS FOR MAR (INCLUDING PERSONNEL)		\$79,769.55					
YTD EXPENDITURES		\$211,780.46					
REMANING BUDGET		\$572,741.54					

	Name	Memo	Amount	Balance
104 DONATIONS WAGES AND BENEFIT				-712.44
	LIBRARY FOUNDATION	FOUNDATION CK 2234	712.44	0.00
	DONATION PART TIME WAGES AND BENEFIT	MARCH DONATION PART TIME WAGES & BENEFIT	-712.44	-712.44
Total 104 DONATIONS WAGES AND BENEFIT			0.00	-712.44
250 DONATIONS MATERIALS				-0.01
250 PRINT MATERIALS				-0.01
Total 250 PRINT MATERIALS				-0.01
290 AV MATERIALS				0.00
	AMAZON.COM	VC - CHILD VIDEOGAME I#0777846 (FRIENDS)	-54.99	-54.99
Total 290 AV MATERIALS			-54.99	-54.99
510 - EBOOKS EAUDIO				0.00
Total 510 - EBOOKS EAUDIO				0.00
250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS			-54.99	-55.00
255 DONATIONS PROGRAMS				0.00
255 ADULT PROGRAMS				0.00
Total 255 ADULT PROGRAMS				0.00
255 CHILD PROGRAMS				0.00
	JOSEPH M SANFELIPPO, LLC	SPEAKING EVENT I#202222 (FDTN)	-6,500.00	-6,500.00
Total 255 CHILD PROGRAMS			-6,500.00	-6,500.00
255 EXHIBITS PROGRAMS				0.00
Total 255 EXHIBITS PROGRAMS				0.00
255 SUMMER LEARNING PROGRAM				0.00
Total 255 SUMMER LEARNING PROGRAM				0.00
255 TEEN PROGRAMS				0.00
Total 255 TEEN PROGRAMS				0.00
255 TEEN TVA				0.00
Total 255 TEEN TVA				0.00
255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS			-6,500.00	-6,500.00
255 GRANTS				0.00

	Name	Memo	Amount	Balance
Total 255 GRANTS				0.00
282 DONATIONS TECHNOLOGY				0.00
Total 282 DONATIONS TECHNOLOGY				0.00
301 DONATIONS SUPPLIES				0.00
301 FURNITURE FIXTURES				0.00
Total 301 FURNITURE FIXTURES				0.00
301 SUPPLIES				0.00
Total 301 SUPPLIES				0.00
301 SUPPLIES RESALE				0.00
Total 301 SUPPLIES RESALE				0.00
301 DONATIONS SUPPLIES - Other				0.00
Total 301 DONATIONS SUPPLIES - Other				0.00
Total 301 DONATIONS SUPPLIES				0.00
			-6,554.99	-7,267.44

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda March 2022

Our April Exhibit Room Committee meeting was on Wednesday April 6, in person at the library and virtually via Zoom. We discussed the schedule for 2022, installing Roots of Jazz, and items we need to complete the exhibit.

Our next Exhibit Room Committee meeting is scheduled for May 4 at 11a, in person at the library and via Zoom.

The door counter at the entry to the Exhibit Room is replaced, and we are back to having accurate visitor counts. Thanks to Sue and Patsy, as well as Russ Montgomery from the City of Waupaca who quickly had it replaced!

Youth Art Month (February 5-April 9)

The School District of Waupaca art teachers returned on April 11 to take down the artwork-I hope you all had a chance to see this incredible work from our local students! In total 2,999 people visited the Exhibit Room for the Youth Art Month Exhibit.

In addition to the in-person exhibit, we featured a virtual tour and online gallery/website. The website has 287 visits. <https://lizkneer.wixsite.com/yam2022>

The virtual awards ceremony has 80 views: <https://www.youtube.com/watch?v=gcmlujhD310&t=10s> Prizes were sponsored by the Library Foundation and distributed with a ribbon and certificate by the art teachers.

The Tiny Canvas Art Show was very successful and provided a fun gallery in the Exhibit Room! This kit was a great collaboration across departments, as well as with our important community partner, the Arts Hub. Laura Reynolds from the Waupaca Community Arts Hub created the video/instructions, which has 47 views. <https://youtu.be/djBtC1PvD0c> These kits additionally help us fulfill the strategic plan goal of creating inclusive programming that is free and available to all ages and abilities. In total, 100 kits were distributed, with 33 returned to display in the gallery.

Roots of Jazz (April 18-June 4)

The Exhibit Room Committee will install the majority of Roots of Jazz on April 12, and I'll use the rest of the week to make sure that signage/labels and lighting are in place.

This exhibit, a collaboration with Winchester Academy and the Waupaca Historical Society, will educate patrons on the roots of jazz (African drumming, ragtime and blues) and highlight Eddy Hanson, a noted Jazz player that performed in Waupaca. The exhibit will feature records, sheet music, record players, music recordings, interviews, instruments and interactive elements (bucket drums and other instruments).

I visited the Neenah Historical Society to look through their collection of Eddy Hanson items, and they graciously loaned many pieces to the library for this exhibit.

Tracy Behrendt (Waupaca Historical Society) reached out to the Waupaca High School band instructor, and some of his students are going to record Eddy Hanson's music, which we will feature with the exhibit. We will also have QR links to recordings from African drumming, and significant ragtime/blues/jazz artists so that visitors can easily experience these genres of music. I am also working on an interactive website that will give visitors access to audio recordings and links to online resources.

Winchester has a wonderful line up of programs for Roots of Jazz, and we will host a reception/exhibit opening on April 25th, following Winchester's *Durable Dane* program at the library. <https://www.winchesterwaupaca.org/rootsofjazz>

The Waupaca County Post featured a thorough article on the Roots of Jazz:

<https://waupacanow.com/2022/03/31/roots-of-jazz-in-waupaca/>

50 Years of the Iola Car Show (June 11-July 30, 2022)

This exhibit will be a unique opportunity to attract new patrons to the library, as well as featuring the Iola Car Show, who gives so much to the Waupaca area.

I met with the marketing team at the Iola Car Show and they will contribute memorabilia, posters, model cars, magazines and other items to tell the story of the car show. Greg's Speedshop is excited to work with us on this exhibit by loaning classic car items and hosting a 'field trip' for our patrons.

This exhibit coincides with the Summer Learning Program (SLP) and provides the perfect opportunity to collaborate across departments to create quality, relevant programming that will enrich the exhibit as well as SLP. I have been attending meetings with our library staff to make work together on programming ideas. Additionally, we will have interactive, engaging areas in the exhibit to encourage reading, math and engineering skills that get our visitors learning in a fun way. We are fortunate to have staff that are willing to brainstorm, work together and collaborate to produce high quality, thoughtful services for our community.

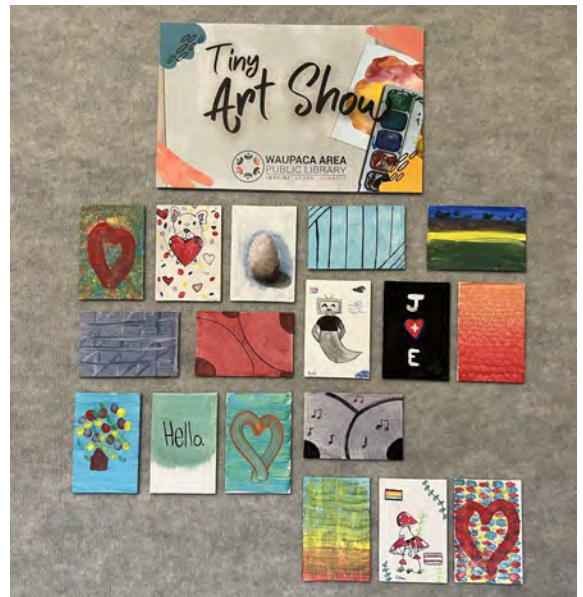
2022 Schedule

- *The Art & Words of Missy Mittel*: November 29-January 29
- *Youth Art Month*: February 5-April 9
- *Roots of Jazz*: April 18-June 4
- *50 Years of the Iola Car Show/Summer Learning Program*: June 11-July 30
- *The Waupaca Community Arts Hub Gallery*: August 6-October
- *Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home*: November/December

Youth Art Month in the Exhibit Room!



Tiny Art Show Canvases



ELEMENTARY (K-5)



1st Place: Mason Korth (4th Grade)



2nd Place: Ayra Anderson (2nd Grade)



3rd Place: Rory McPeak (3rd Grade)

MIDDLE (6-8)



1st Place: Leo Chouinard (6th Grade)

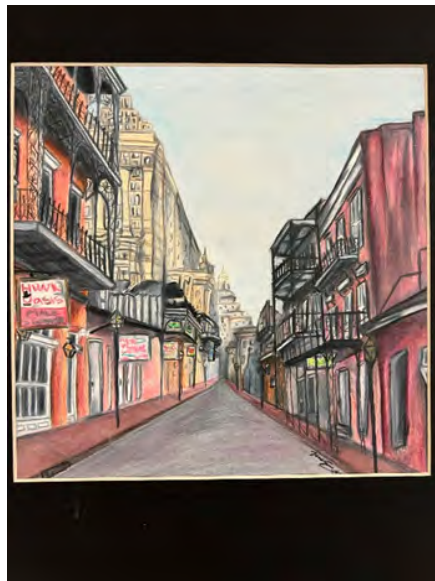


2nd Place: Breanna Buckholz (8th Grade)



3rd Place: Oliver Funk-Rusch (8th Grade)

HIGH (9-12)



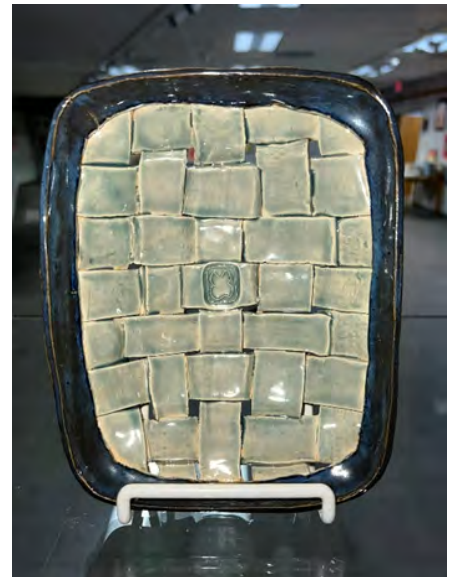
Best in Show: Karyn Morrissey (12th Grade)



1st Place: Leila Ferkett (11th Grade)



2nd Place: Josie Peterson (10th Grade)



3rd Place: Elly Maxham (11th Grade)

MARCH 2022 EXHIBIT ROOM VISITS

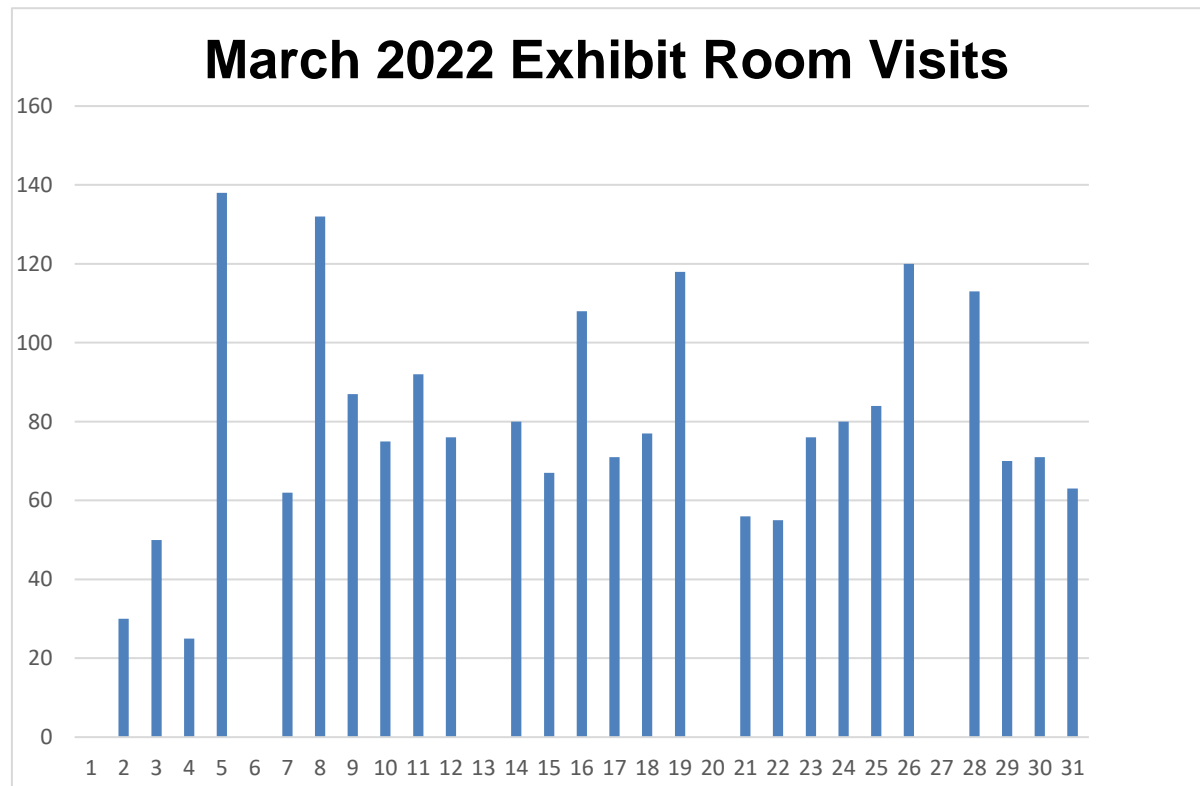
03/1/2022	Tuesday	-
03/2/2022	Wednesday	30
03/3/2022	Thursday	50
03/4/2022	Friday	25
03/5/2022	Saturday	138
03/6/2022	Sunday	closed
03/7/2022	Monday	62
03/8/2022	Tuesday	132
03/9/2022	Wednesday	87
03/10/2022	Thursday	75
03/11/2022	Friday	92
03/12/2022	Saturday	76
03/13/2022	Sunday	closed
03/14/2022	Monday	80
03/15/2022	Tuesday	67
03/16/2022	Wednesday	108
03/17/2022	Thursday	71
03/18/2022	Friday	77
03/19/2022	Saturday	118
03/20/2022	Sunday	closed
03/21/2022	Monday	56
03/22/2022	Tuesday	55
03/23/2022	Wednesday	76
03/24/2022	Thursday	80
03/25/2022	Friday	84
03/26/2022	Saturday	120
03/27/2022	Sunday	closed
03/28/2022	Monday	113
03/29/2022	Tuesday	70
03/30/2022	Wednesday	71
03/31/2022	Thursday	63

TOTAL 2076

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

Youth Art Month for February = 350 (room counter did not work for 1/2 month)

Youth Art Month for March = 2076



2022 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$4.24	\$22.84	\$0.00										\$27.08	
2022 Running Total													
\$4.24	\$27.08	\$0.00										\$27.08	
2021 Running Total													
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29	
2022 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$269.21	\$520.91	\$767.83										\$1,557.95	
2021 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44	\$220.49	\$3,694.25	
2022 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.00										\$0.00	
2021 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00	\$0.00	\$283.00	
2022 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$138.95	\$138.93	\$196.92											
-\$43.95	-\$6.99	-\$62.00											
\$95.00	\$131.94	\$134.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$361.86	
2021 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33	
2022 Donation Box													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$21.19	\$73.70	\$23.55										\$118.44	
2021 Donation Box													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18	\$25.48	\$268.94	
2022 WAIVED													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$192.65	\$ 3,709.30	\$ 2,089.40										\$5,991.35	
2021 WAIVED													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$313.83	\$ 1,592.04	\$ 7,008.67	\$ 1,335.03	\$ 1,505.79	\$ 513.00	\$ 1,452.61	\$ 242.25	\$ 55.65	\$ 84.60	\$ 116.15	\$ 186.85	\$14,406.47	

2022 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	704	696	822										2,222
2021	1,117	586	681	537	541	729	732	771	615	1,016	702	667	8,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859

2022 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	3,854	4,690	6,028										14,572
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052	4,378	49,776
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528

2022 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 wireless	441	443	493										1,377
2022 stations	350	519	623										1,492
2021 wireless	326	306	398	483	564	749	776	683	621	584	522	538	6,550
2021 stations	309	307	414	397	385	509	602	636	475	160	387	310	4,891
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

2022 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	174	128	105										407
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

2022 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	11	14	25										50
2021					20	32	45	54.75	41.25	0	14	10	217

Mar 2022 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>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,504	1,169	335	1.29	4,111	3,247	864	1.27
Appleton	10,877	10,886	(9)	1.00	30,823	29,200	1,623	1.06
Black Creek	1,822	819	1,003	2.22	4,982	2,418	2,564	2.06
Clintonville	2,826	1,221	1,605	2.31	7,833	3,177	4,656	2.47
Door County	4,970	4,457	513	1.12	13,644	12,837	807	1.06
Florence	504	444	60	1.14	1,233	1,158	75	1.06
Fremont	729	499	230	1.46	2,100	1,690	410	1.24
Gillett	469	324	145	1.45	1,265	914	351	1.38
Hortonville	1,413	2,078	(665)	0.68	3,842	5,598	(1,756)	0.69
Iola	1,216	1,181	35	1.03	3,224	3,163	61	1.02
Kaukauna	2,182	3,415	(1,233)	0.64	5,714	9,845	(4,131)	0.58
Kewaunee	1,601	1,044	557	1.53	4,291	2,948	1,343	1.46
Kimberly	2,737	3,756	(1,019)	0.73	7,630	10,051	(2,421)	0.76
Lakewood	991	893	98	1.11	2,759	2,348	411	1.18
Lena	427	203	224	2.10	1,194	641	553	1.86
Little Chute	2,056	2,647	(591)	0.78	5,448	7,529	(2,081)	0.72
Manawa	914	821	93	1.11	2,649	2,324	325	1.14
Marinette County	2,935	4,578	(1,643)	0.64	7,724	12,426	(4,702)	0.62
Marion	1,163	818	345	1.42	3,278	2,345	933	1.40
New London	1,693	1,732	(39)	0.98	4,513	4,596	(83)	0.98
NFLS	0	10	(10)	0.00	0	29	(29)	0.00
Oconto	1,015	1,125	(110)	0.90	2,716	2,739	(23)	0.99
Oconto Falls	1,105	988	117	1.12	3,160	2,422	738	1.30
Oneida Tribal	740	123	617	6.02	1,988	390	1,598	5.10
OWLS	0	6	(6)	0.00	2	25	(23)	0.08
Scandinavia	459	447	12	1.03	1,296	1,417	(121)	0.91
Seymour	1,584	1,381	203	1.15	4,456	3,574	882	1.25
Shawano County	2,968	3,621	(653)	0.82	8,285	9,862	(1,577)	0.84
Shiocton	415	339	76	1.22	1,167	818	349	1.43
Suring	465	520	(55)	0.89	1,303	1,567	(264)	0.83
Waupaca	2,993	3,457	(464)	0.87	8,115	10,192	(2,077)	0.80
Weyauwega	1,033	804	229	1.28	2,996	2,251	745	1.33
TOTAL	55,806	55,806	0	1.00	153,741	153,741	0	1.00
System	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	9,976	9,976	0	1.00	27,159	27,159	0	1.00
NFLS - Intersystem	9,718	9,517	201	1.02	26,514	26,344	170	1.01
NFLS - Total	19,694	19,493	201	1.01	53,673	53,503	170	1.00
OWLS - Intrasystem	26,595	26,595	0	1.00	73,724	73,724	0	1.00
OWLS - Intersystem	9,517	9,718	(201)	0.98	26,344	26,514	(170)	0.99
OWLS - Total	36,112	36,313	(201)	0.99	100,068	100,238	(170)	1.00

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2022

Waupaca 2021 Circulation														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2022 Downloads - ebo		1,294	1,051	1,140										3,485
2021 Downloads - ebo		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Aud		947	825	958										2,730
2021 Downloads - Aud		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Mag		54	66	65										185
2021 Downloads - Mag		67	88	88	27	14	95	66	33	31	71	47	54	681
2021 Downloads - Hoo		100	97	97										294
2021 Downloads - Hoopla										13	30	48	65	156
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		3,025	2,654	3,179										8,858
Checkouts		9,266	8,798	10,720										28,784
Total Circulation w/ren		12,291	11,452	13,899	0	0	0	0	0	0	0	0	0	37,642
2021 Totals		9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788
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
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	October	2021	November	2021	December	2021		January	2022	February	2022	March	2022
Dayton	1,519	15%	1,434	13%	1,691	15%		1,603	13%	1,569	14%	1,915	14%
Farmington	1,687	16%	1,833	16%	1,636	15%		2,112	17%	1,779	16%	2,035	15%
Lind	411	4%	428	4%	543	5%		450	4%	469	4%	552	4%
Waupaca (Town)	587	6%	685	6%	648	6%		743	6%	570	5%	969	7%
Town Total	4,204	41%	4,380	38%	4,518	40%		4,908	40%	4,387	38%	5,471	39%
Waupaca (City)	4,000	39%	4,304	38%	4,373	39%		4,715	38%	4,363	38%	4,960	36%
Waushara County	406	4%	512	4%	317	3%		442	4%	431	4%	507	4%
Portage County	810	8%	1019	9%	821	7%		1,018	8%	1,020	9%	1,324	10%
Other	958	9%	1,173	10%	1,216	11%		1,208	10%	1,251	11%	1,637	12%
Total	10,378		11,388		11,245			12,291		11,452		13,899	

Monthly/YTD Circs and Renewals - March 2022

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,807	720	3,527	7,731	2,069	9,800
Appleton	44,323	13,632	57,955	118,312	36,819	155,131
Black Creek	2,175	654	2,829	5,849	1,936	7,785
Clintonville	3,950	903	4,853	9,957	2,327	12,284
Door Cty - Baileys Harbor	806	316	1,122	2,671	757	3,428
Door Cty - Egg Harbor	1,117	276	1,393	2,841	797	3,638
Door Cty - Ephraim	163	44	207	545	149	694
Door Cty - Fish Creek	398	128	526	1,283	278	1,561
Door Cty - Forestville	687	224	911	1,967	864	2,831
Door Cty - Sister Bay	2,881	894	3,775	8,678	2,522	11,200
Door Cty - Sturgeon Bay	7,014	1,964	8,978	19,404	5,572	24,976
Door Cty - Washington Island	694	144	838	1,995	520	2,515
Florence	741	232	973	2,096	554	2,650
Fremont	1,093	369	1,462	2,922	1,215	4,137
Gillett	695	142	837	1,934	400	2,334
Hortonville	5,396	1,413	6,809	13,400	3,830	17,230
Iola	2,064	658	2,722	5,876	1,865	7,741
Kaukauna	8,596	2,353	10,949	22,296	6,818	29,114
Kewaunee	2,504	761	3,265	7,310	2,351	9,661
Kimberly	9,557	3,047	12,604	26,627	7,928	34,555
Lakewood	2,456	441	2,897	6,903	1,408	8,311
Lena	599	147	746	1,875	473	2,348
Little Chute	8,630	2,610	11,240	24,224	7,379	31,603
Manawa	1,772	609	2,381	5,240	1,605	6,845
Marinette Cty - Coleman	1,568	509	2,077	4,276	1,252	5,528
Marinette Cty - Crivitz	2,263	641	2,904	6,391	1,744	8,135
Marinette Cty - Goodman	322	79	401	910	220	1,130
Marinette Cty - Marinette	3,962	1,004	4,966	11,185	2,750	13,935
Marinette Cty - Niagara	885	258	1,143	2,300	768	3,068
Marinette Cty - Peshtigo	783	255	1,038	2,173	615	2,788
Marinette Cty - Wausaukee	1,071	153	1,224	1,521	404	1,925
Marion	2,482	692	3,174	7,170	1,675	8,845
New London	4,421	1,029	5,450	11,688	2,660	14,348
Oconto	2,472	813	3,285	6,767	2,188	8,955
Oconto Falls	2,984	646	3,630	7,962	1,800	9,762
Oneida Tribal - Green Earth	1	0	1	6	0	6
Oneida Tribal - Oneida	170	48	218	405	180	585
Scandinavia	485	204	689	1,339	596	1,935
Seymour	3,058	723	3,781	7,163	2,291	9,454
Shawano Cty - Birnamwood	2,104	104	2,208	6,706	464	7,170
Shawano Cty - Bonduel	837	336	1,173	2,448	1,080	3,528
Shawano Cty - Mattoon	61	31	92	230	91	321
Shawano Cty - Shawano	8,131	1,616	9,747	21,292	4,452	25,744
Shawano Cty - Tigerton	776	196	972	1,979	447	2,426
Shawano Cty - Wittenberg	464	152	616	1,213	463	1,676
Shiocton	799	81	880	1,876	221	2,097
Suring	1,404	280	1,684	3,752	817	4,569
Waupaca	10,720	3,179	13,899	28,784	8,858	37,642
Weyauwega	1,972	728	2,700	5,199	1,996	7,195
Total	165,313	46,438	211,751	446,671	128,468	575,139

Posted 4/1/22

Interim Directors' Report - March 2022

We had a discussion with Josh Werner of the City IT Department exploring the possibility of cross training staff to work in both departments and thus strengthen our connection & collaboration. We will continue to explore this possibility.

6 library staff members attended CPR/AED training, 4 attended bloodborne pathogen training.

Hoopla 6 month review

- \$1002.59 spent in 6 months - \$924.35 still remaining in our account with Hoopla
- Average cost per item \$1.97 from Hoopla Reports dashboard
- 2% of our cardholders use Hoopla (159 patrons)
- 87% content borrowed is adult - 13% juvenile
- 46% e-audiobook - 32% e-book - less than 1% other formats

Successful completion of WiFi Hotspot Grant, report was given to the Fox Valley Community Foundation. All intended outcomes were met, including the possibility of working towards the development of a permanent hotspot lending program. We have now switched to a new provider and are currently circulating 10 T-Mobile hotspot units. Patsy is currently researching how the technology budget might be used in the future to help provide mobile internet access points rather than all in library computers.

In-person library programming began mid-March, now taking reservations for public use of meeting rooms beginning April 11.

71 new patrons registered and 6000 visits were recorded in March. For reference: January 2020 9000 visits. Library visits have been climbing all year: January 2022 3000 visits - February 2022 4700 visits - March 2022 6000 visits

In mid March the Wisconsin Historical Society's Microfilm Lab Supervisor, John Friend started digitizing the first 50 reels of Waupaca's newspaper. He recently reported that the first 10 are scanned, roughly 1855-1897 of the Republican. The first 50 reels cover Waupaca County Republican 1855-1892, Waupaca Republican 1892-1908, Waupaca Republican Post 1908-1917, Waupaca Record Leader 1912-1917, Waupaca Record 1894-1912, and Waupaca Post 1878-1895.

All SMART goal setting will be complete by April 15 and submitted to Aaron Jenson for review. Staff in all departments have exceeded our expectations with their creativity and commitment to increasing their personal skills in providing library services.

Reminder: Library will be closed for staff training on Friday, April 22.
Library staff anniversary: Joni Radley - 3 years

Respectfully submitted by Sue Abrahamson and Patsy Servey

March 2022 Adult Services Report

Adult Programs

The Life Class series for the spring, “Positivity & Rebounding in Tough Times” has just finished up with the final session focusing on love and compassion. All three sessions were also presented to the Waupaca Rotary Group and were very well received. One of the Rotary members has come forward to volunteer to lead a potential Life Class in the fall. We’ll be doing a one-time session in May with him to see how it is received.

On March 19, our adult book discussion group read the book *Perestroika in Paris* by Jane Smiley. Six people attended, led by Adult Programming Assistant, Laura Jandacek. While we offered the attendees the opportunity to be in person, they have still opted to attend virtually.

In mid-March the gaming system in the Emerging Adults area was turned on after a long COVID break. We’ve had several individuals use it. We do have a gaming policy that will be reviewed and approved by the Policy Committee.

In conjunction with National Poetry Month, the library and WCAB have joined together for several events to celebrate! A Poet-Tree has been installed in the lobby outside the library. Participants can pick up a leaf at the library, write a poem on the leaf. It will be hung on the Poet-Tree. We are featuring Haikus Wednesdays and WI Poet Laureates on Facebook throughout the month. The “Crankie” poetry display is at the library during April also.

Starting April 11, we started offering Tech Training, question-based assistance. Several staff members have volunteered to help patrons with various technology, device-related questions. This is offered daily, by appointment or walk-in, if staff are available.

We will be having a cooking video from Nancy, making spicy nuts, that will be a featured recipe in a take it/make it kit that will coincide with the Roots of Jazz Exhibit.

We are now planning for the return of the Thursday Film Series in May for the Roots of Jazz movie, “Alexander’s Ragtime Band,” with Dr. Jack Rhodes. We will then make our plans for the Fall return with films beginning in September. Patrons are very excited about this - and we’ve had lots of interest in people wanting to attend.

Respectfully submitted by Joni Radley and Laura Jandacek

March 2022 – Children’s Dept. Report

Thanks to a generous donation from the Friends of the Library, a beautiful black and white photo-illustrated picture book will be a gift to families at well-child infant visits at ThedaCare. Dr. Durst proudly and enthusiastically accepted copies of the book. The book is written by a pediatrician from Chicago who I met recently at a conference in Washington, D.C. Reach Out and Read is a national program designed for doctors to use books in their child check-ups as an assessment tool and a promotion for early literacy.

Much of the month was spent preparing and recruiting volunteers for the new collaboration we have established with the School District of Waupaca to provide community support for students who are experiencing learning gaps. Mr. John Meyer, Principal of the Waupaca Middle School, has been a great partner. Taylor and I met with him and promised to find him volunteers for his after school, at school, tutoring program for students in grades 5-8, three days each week (Tues, Wed, Thurs). We have also reinstated the afterschool program for students in Grades 3-4 at the library on Tuesdays and Thursdays. So far we can report about 25 volunteers have stepped up to help. The greatest need is at the Middle School. While the bus brings students to the public library, our student attendance has been less than 5 each day. The Waupaca Nomads heard of our efforts and generously donated \$500 in Piggly Wiggly gift cards for afterschool snack food for the students.

Jan Rademacher and I brought new and award winning picture books for a review by 4K teachers. It was a great way to connect teachers to new literature, but also to listen to their challenges and success stories. We were asked to help with more family engagement activities. Watch for a new picture scavenger hunt using the murals around town.

Those tricky leprechauns hid 10 shiny shamrocks along the hiking trails at Swan Park over Spring Break and St. Patty’s Day week. Families shared photos using the QR codes that were on the shamrocks. This was a fun partnership with the City Park & Rec Dept. It was easy and fun. We hope to move similar hunts around town in months to come.

Other spring break activities included a daily engineering/building challenge using many of the varied blocks, toys, construction games we have on hand. The Tiny Art Show that ran in conjunction with the Youth Art Month Exhibit, included watercolor paint sets and paper so children could add their artwork to the exhibit.

Staff enjoyed a shared Baked Potato Bar with the city employees from City Hall on St. Patricks Day. Our working climate and culture is proving enhance opportunities for overall staff development and growth.

We have agreed to be supporters in a couple of new grant opportunities in the community:

- A Dream Big grant is written in support of early childhood professionals, child care agencies, and county programs. This \$75,000 grant could help make child care more accessible and collaborative.
- The Community Garden folks and the Living the Waupaca Way group are using some grant funding to work smarter together by co-hosting events for families around the themes of gardening, healthy eating, and good choices for family health. The CEC Community Garden has written a grant to erect a pavilion at their garden to host programming – hopefully some library programs, too.

- A \$50,000 Front Lawn Grant has been submitted for amenities in the updating capital project by the City. Moveable furniture and engaging child-friendly activities will be sought in a manner that reflects the iconic look of our new Main St.
- AT&T has been in contact with our grant writer, Greg Grohman, after hearing the good news of our work with digital education with the Social Media Club at the High School. We will be meeting soon to discuss with the School District any future plans and uses they see beneficial along the lines of both student and community education about digital citizenship.

Six library staff members received CPR/AED training this month, while others attended a blood borne pathogen training with Public Works crews. We are making certain that we have the first aid tools available for any foreseeable medical emergency. Russ Montgomery is helping us get a new and improved first aid station through Cintas. Next year, the remaining employees will take the CPR/AED training.

Finally, we are so excited to see the return of families who are visiting the library with their young children. Some are meeting up for playdates, others are just happy to be out of the house. We've slowly added more and more playthings to the engagement space. Saturdays are proving to be very busy days for youth services. We are gradually discovering our "new normal."

Respectfully submitted,
Sue Abrahamson, Children's Librarian

March 2022 Board Report Teen Department

Great news! Teen Librarian Taylor worked with Sarah Hanneman, the librarian at the Waupaca Middle School, to bring in-person book talks to their 6th grade classes. During the first week of March, Taylor, Molly, and Jan visited the Waupaca Middle School and were able to share six amazing titles with five groups of 6th grade students. Not only did the students have a great time and used their free time to ask some awesome questions about the library, this was also the first in-person book talks the Teen Department has had in nearly two years and the first time that many of them had met Taylor. We were able to form so many new connections and immediately saw new teens showing up to the Teen Room just a few days after the book talks took place.

The Teen Volunteer Agents met on March 2nd and we had a few new 6th graders join after they heard about the group during our visit with their classes. We're so happy to see so many young people wanting to volunteer their time at the library, and looking to do their best!

Taylor collaborated with Melissa Erickson, a Special Education Instructor at the Waupaca Middle School, to bring her students and their buddies to the library for a tour of the Teen Room on Friday, March 25th. They started planning this visit back in February and made sure that the students attending had updated library cards so they could check-out some books during their visit. During their visit, the students received a short tour of the Teen and Children's Departments, explored the services offered to them in the Teen Room, and there was even time for Teen Librarian Taylor to answer questions they had regarding the library. The students had a wonderful time, and, according to Melissa, couldn't stop talking about their visit to the library after they got back to school and that they can't wait to do it again.

Sue Abrahamson and Taylor Wilcox worked with the principal at the Waupaca Middle School, John Meyer, to provide afterschool tutoring to middle school students. The library was able to help volunteers interested in tutoring, while the Middle School was able to provide them with a space to meet in their school's library. It's our hope that, in working together as a community, we will be able to help give our students a little extra support towards the end of the school year and for years to come.



Teen Anime/Manga Club (Left), Teen Tutoring at WMS (Right)

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

- T.V.A. Meeting – 7 participants
- Social Media Club at High School – 8 participants
- Anime/Manga Club – 8 participants
- Teen Dungeons & Dragons – 9 participants
- Board games during Spring Break – 5 participants
- WMS Class Tour – 13 participants
- 6th Grade Book Talks – 5 classes (about 105 students overall)
- Improv Class – 3 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

April 11th, 2022



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
AD HOC HIRING COMMITTEE MEETING MINUTES
MARCH 16, 2021 5:30 PM (OR IMMEDIATELY FOLLOWING THE BOARD MEETING
COUNCIL CHAMBERS

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

Meeting was called to order by Julie Eiden at 5:22pm

AD HOC COMMITTEE MEMBERS: Lori Chesnut, Mary Zimmermann, Julie Eiden, Glenda Rhodes, and Chris Jaenke were present as well as Sue Abrahamson and Patsy Servey, Interim Library Directors. City Administrator Aaron Jenson, and OWLS President Bradley Shipps not present.

APPROVAL OF AGENDA MOTION by L. Chesnut, SECOND by C. Jaenke, to approve the Agenda. 4 ayes, 0 nays, 0 absent. MOTION CARRIED

OPEN MEETING LAW STATEMENT: was read by Julie Eiden

Library Directors salary package MOTION by J. Eiden, SECOND by M. Zimmerman, to set the Director's salary wage range at \$37.50 - \$40.00 per hour. 4 ayes, 0 nays, 0 absent. MOTION CARRIED

Updated Library Director's Job Description MOTION by J. Eiden, SECOND by L. Chesnut, to accept the Library Director's Job Description with changes and present to the Library Board. 4 ayes, 0 nays, 0 absent. MOTION CARRIED

Discussion of search process and timeline

Next meeting set for March 30, 2022 at 4:30pm

ADJOURNMENT MOTION by J. Eiden, SECOND by M. Zimmerman, to Adjourn. 4 ayes, 0 nays, 0 absent. MOTION CARRIED

Meeting adjourned at 6:41pm



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
AD HOC HIRING COMMITTEE MEETING MINUTES
MARCH 30, 4:30 PM

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

Meeting was called to order by Julie Eiden at 4:35pm

AD HOC COMMITTEE MEMBERS: Lori Chesnut, Mary Zimmermann, Julie Eiden, Glenda Rhodes, and Chris Jaenke were present, as well as Sue Abrahamson and Patsy Servey, Interim Directors,. City Administrator Aaron Jenson, and OWLS President Bradley Shippis not present.

APPROVAL OF AGENDA: MOTION by L. Chesnut, SECOND by C. Jaenke to approve the agenda. 4 ayes, 0 nays, 0 absent. MOTION CARRIED

OPEN MEETING LAW STATEMENT: was read by Julie Eiden

1. Write job posting advertisement: the committee identified what would be included in the job announcement. Staff was instructed to create a shared document using the City of Waupaca Finance Director job announcement as a template.
2. Write interview questions: the committee selected 24 interview questions.

Next meeting was set for April 20 at 5:30 or directly following the Library Board meeting.

ADJOURNMENT: MOTION by L. Chesnut, SECOND by M. Zimmerman to adjourn. 4 ayes, 0 nays, 0 absent. MOTION CARRIED

Meeting adjourned at 6:15



Position Description



Job Title	Library Director
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position is responsible for managing the programs and services of the Waupaca Area Public Library, including implementing Library board policies and directives; managing personnel; finances and facilities; developing and evaluating library plans; supervising the delivery of library services. The Director will maintain a culture that promotes equitable service with a growth mindset and create a culture of collaboration between the library and the community.

Supervision

Received	Library Board
Exercised	Directly or indirectly supervises all Library employees and volunteers.

Teamwork

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – seek advice when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Manages library personnel; makes hiring decisions; provides training; assigns work; determines priorities and sets deadlines; sets or approves work schedules; evaluates employee work performance; makes staffing recommendations to the Board; recommends employee compensation, promotion and termination; conducts staff meetings; communicates information and provides policies and equipment to enable employees to perform their duties.
- Coordinates and provides leadership to annual and long range planning process involving staff and Library Board; holds staff meetings; obtains and presents statistics, forecasting and cost analysis; solicits input, provides monthly updates; evaluates achievement of objectives and participates in goal setting and future objectives.
- Serves as liaison between Library and City of Waupaca, area townships, Waupaca County, Outagamie-Waupaca library system, Friends of the Library and the Library Foundation; promotes positive working relationships; attends regular and ad hoc meetings; responds to questions; researches initiatives; provides data; discusses funding needs and program initiatives; solicits input and feedback; represents interests of the Library; coordinates resource sharing and promotes Library services.
- Performs financial management of the Library; prepares and recommends annual budget; answers questions and researches issues; coordinates expenditures within budget; reviews bills for payment; records expenditures; performs statistical analysis of operations and presents reports to the Library Board about Library activities and financial status.
- Oversees collection development and maintenance for Adult Department collections; weeds out worn and dated materials; oversees and selects adult books, periodicals and newspapers for purchase; reads book reviews; considers staff and patron recommendations and requests; maintains information on materials ordered and received;
- Instructs patrons in the use of library catalog, online resources, computers and computer programs, copier, microfilm readers and patron owned handheld devices; promotes patron use of resources; maintains up-to-date knowledge of systems.
- Provides information and reader advisory services as scheduled; initiates interlibrary loan requests; assists patrons as needed.
- Supervises the provision of library services to the community; receives requests for services and exceptions to policies; attends library system meetings and supervises daily operations; supervises operation of automated system; oversees purchases of equipment and supplies; establishes and monitors patron service standards.
- Performs additional administrative functions in support of library operations; directs public relations and marketing services; takes corrective action when patrons abuse or misuse library resources; seeks grants; plans for facility changes.
- Maintains knowledge and skills in library systems, community/board relations, employee relations, emerging technologies, information services, collection development, legislative action that affects library services, computer equipment and library procedures.
- Assists with projects and other assignments that facilitate efficient library operations and provide patron services. Provides assistance to other departments as requested.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and at least 5 - 7 years of public library experience preferred, including a minimum of 2 years in a supervisory role and public library administration; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Library services and procedures, including the circulation and security systems• Library and information resources• Current technology• Business English (grammar, spelling, punctuation and tone)
Ability to	<ul style="list-style-type: none">• Communicate effectively, both orally and in writing• Assign, supervise and evaluate the work of others• Establish and maintain effective working relationships with elected and appointed officials, vendors, coworkers and the general public• Work flexible hours, including nights and weekends• Work independently, exercise good judgement and use critical thinking skills
Skill in	<ul style="list-style-type: none">• Oral and written communications• Public relations• Creative thinking and problem solving

Necessary Special Requirements

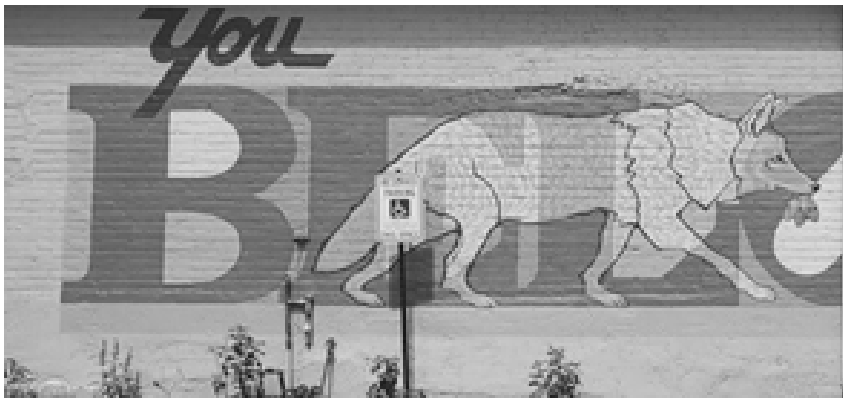
Must obtain a Grade I Wisconsin Public Librarian's Certificate within 12 months of hire

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.

- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.



Library Director

Employment Opportunity





Who We Are

The City of Waupaca has a population of 6,282 residents as of the 2020 Census and has seen an influx of population growth over the past two years; with summer tourist travel our population increases to over 30,000. The City of Waupaca has just completed a Main Street renovation project that has helped reshape our downtown. The historic downtown and the pristine Waupaca Chain O' Lakes coupled with other area rivers, streams and lakes provide for countless outdoor recreation opportunities. A strong school district with beautiful facilities and a vibrant arts and culture presence are just a couple of things that make Waupaca a wonderful place for everyone to call home.

Library Profile

- Service population - 16,000
- Library Cardholders - 8,023
- Open 58 hours per week
- Staff of 14.39 FTE
- Operating budget is \$918,026
- Main Street presence since 1914, current location since 1993
- Member of Outagamie-Waupaca Library System (OWLS)
- Active Friends of the Library and Library Foundation support
- [Waupaca Area Public Library Strategic Plan 2020-2024 \[PDF\]](#)



Position

The Library Director is a department head position that will serve on the leadership team for the City of Waupaca and share valuable input into the short and long-term direction for the organization. We are looking for an energetic, collaborative Library Director with a passion for public service. Working closely with the Board of Trustees, the Director oversees and monitors all library operations, including budgeting, personnel management, and facilities management. The Director should be an ambassador of the library, highlighting its successes and communicating its needs.

Education and Experience

Graduation from an ALA accredited institution with a Master's Degree in Library and Information Science and at least 5 - 7 years of public library experience preferred, including a minimum of 2 years in a supervisory role and public library administration; or any equivalent combination of training and experience which provides the following knowledge, ability and skills: see 'Requirements of Work' on [Library Director Job Description](#).

Compensation and Benefits

Salary range for this full time, exempt position is \$78,000 to \$83,200 per year. The City of Waupaca offers health, vision, dental, and life insurance options. The city participates in the Wisconsin Retirement System. Other benefits include paid sick leave, vacation, and holidays.





Application Process

All applications should be sent electronically to employment@waupacalibrary.org. Application material should include the following:

- City of Waupaca [employment application](#)
- Cover letter
- Resume with 3 references

All complete application packets will be reviewed on June 1st, 2022.

All questions should be directed toward Julie Eiden, Library Board of Trustees President who can be reached by email at: employment@waupacalibrary.org.



Outagamie Waupaca Library System
Board of Trustees
February 17, 2022 Meeting Minutes

The meeting was called to order at 6:01 p.m. by Vice President Looker online via GoToMeeting.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Peter Gilbert, Brian Looker, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Patricia Craig, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, Mark Marnocha.

Forsythe moved, seconded by Buchholtz, to approve the agenda as presented. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the January 20, 2022 meeting minutes as presented. Motion carried.

Thompson moved, seconded by Forsythe, to accept the January 31, 2022 financial report and file for audit. Motion carried.

Ver Voort moved, seconded by Forsythe, to approve the January/February checks numbered 32459–32496 inclusive in the amount of \$71,287.37 and payroll-related expenditures in the amount of \$66,308.03. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

The Facilities Committee moved to pay for lessee improvements up to \$70,000 out of the grant funds, operating budget, and the fund balance. Motion carried.

Thompson moved, seconded by Gilbert, to approve staff travel to ALA. Motion carried.

Forsythe moved, seconded by Ajmera, to approve the MOU with WiLS. Motion carried.

Forsythe moved, seconded by Buchholtz, to approve the 2021 system annual report. Motion carried.

Trustees reviewed the SLP Grants Policy.

Trustees reviewed Trustee Essentials 18: Library Board Appointments and Composition.

Having completed the agenda, the meeting was adjourned by Vice President Looker at 7:33pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*