



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY NOVEMBER 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."

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, OCTOBER 19, 2022

ACTION ITEM: APPROVE minutes of OCTOBER 19, 2022 Meeting

4. MINUTES FROM MEETING HELD WEDNESDAY, NOVEMBER 9, 2022

ACTION ITEM: APPROVE minutes of NOVEMBER 9, 2022 Meeting

5. MONTHLY BILLS FOR OCTOBER 2022, **BILLS \$53,126.31, PERSONNEL \$40,408.59, Donations Expenditures \$2,550.63**

ACTION ITEM: APPROVE OCTOBER 2022 bills, personnel costs, and donation expenditures

6. LIBRARY EXHIBIT ROOM

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

7. 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

8. DEPARTMENT REPORTS

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

D. Teen Services Report

9. COMMITTEE REPORTS

A. Library Finance Committee

- a. October 19, 2022 Finance Committee Minutes
- b. November 7, 2022 Finance Committee Minutes
 - i. **ACTION ITEM:** Approve October 19, 2022 Finance Committee Minutes
 - ii. **ACTION ITEM:** Approve November 7, 2022 Finance Committee Minutes

B. Library Planning Committee

- a. No Meeting

C. Library Policy Committee

- a. No Meeting

D. Personnel Committee

- a. No Meeting

10. OLD BUSINESS

- a. None

11. NEW BUSINESS

- a. Incident Report

12. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, December 21, 2022 at 4:30 pm in-person in the Council Chambers

13. ADJOURNMENT

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND.

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

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



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, October 19, 2022

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

Meeting was called to order by Holly Olsen at 4:30 pm.

Lori Chesnut, Julie Eiden, Chris Jaenke, Gracie Liegl, John Miller, Holly Olsen, Glenda Rhodes, John Turner and Mary Zimmerman were present. Library Director, Eric Bailey, and Children's Librarian, Sue Abrahamson were also present.

APPROVAL OF AGENDA

MOTION by J. Miller, SECOND by L. Chesnut, to approve the agenda. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from September 21, 2022 Board Meeting.

MOTION by J. Eiden, SECOND by G. Rhodes to approve the September 21 meeting minutes. Motion passed unanimously by voice vote.

Monthly bills for September 2022, BILLS \$43,617.87, PERSONNEL \$37,449.52. DONATIONS EXPENDITURES \$2,241.82.

Library Director Bailey discussed streamlining the financial reporting to the board by utilizing the City of Waupaca Financial Software. Samples of new reports will be shared alongside current reports over the next few months.

MOTION by J. Eiden, SECOND by L. Chesnut to approve the September 2022 bills with personnel costs and donation expenditures. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

Exhibit Coordinator's report and the chart of visits was included in the packet and highlighted by Library Director Bailey.

Library Statistics

Copy Income **\$554.96**; Meeting Room Income **\$80.90**

Volunteer Hours **18**; Reference Transactions **744**; Library Visits **5,528**; Internet Use: **757** wireless, **452** stations; Curbside service **56**

Interloan Chart: **2,617** items loaned, **2,677** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,688**

Consortium Circulation Chart presented

Minutes from Library Board of Trustees Meeting from October 19, 2022

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Department Reports

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

Committee Reports

Library Finance Committee: MOTION by L. Chesnut, SECOND by J. Turner to approve the minutes from the September 21, 2022 Finance Committee Meeting. Motion passed unanimously by voice vote.

Library Planning Committee did not meet.

Library Policy Committee did not meet.

Library Personnel Committee: MOTION by M. Zimmerman, SECOND by L. Chesnut to approve the minutes from the September 21, 2022 Personnel Committee Meeting. Motion passed unanimously by voice vote.

Old Business – None

New Business

Incident Report was presented by the Library Director

Announcements & Correspondence

OWLS Meeting minutes from August 2022 were in the packet.

Next meeting will be Wednesday, November 16, 2022, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by J. Eiden, SECOND by C. Jaenke to adjourn. Motion passed unanimously by voice vote.

Meeting adjourned at 5:11 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Sue Abrahamson



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
SPECIAL LIBRARY BOARD MEETING MINUTES
WEDNESDAY NOVEMBER 9, 2022, 4:30 PM
CITY OF WAUPACA COUNCIL CHAMBERS

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

The meeting was called to order at 4:37 pm by Library Board President Holly Olsen. Julie Eiden, John Turner, Lori Chesnut, Glenda Rhodes, Mary Zimmerman, John Miller and Holly Olsen attended. Gracie Liegl and Chris Jaenke were absent and excused. Also in attendance were Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, and Adult Services Librarian, Patsy Servey.

Motion by Julie Eiden, Second by Lori Chesnut, to approve the agenda. 7 ayes, 0 nays, 2 absent. Motion passed on a voice vote.

The open meeting law statement was read by Holly Olsen.

A draft budget for 2023 was distributed and reviewed by the Library Director and committee members.

Motion by Julie Eiden, Second by Lori Chesnut, to approve the Budget for 2023 as presented. 7 ayes, 0 nays, 2 absent. Motion passed on a roll call vote.

Motion by Holly Olsen, Second by John Turner, to adjourn. 7 ayes, 0 nays, 2absent. Motion passed on a voice vote.

Meeting adjourned at 4:47 pm

Chaired by Holly Olsen, Library Board President
Compiled by Patsy Servey

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
100 PERSONNEL					187,879.59		
102 FULL TIME WAGES & BENEFITS					141,237.09		
	FULL TIME WAGES AND BENEFITS	OCTOBER FULL TIME WAGES & BENEFITS		-29,345.66	111,891.43		
Total 102 FULL TIME WAGES & BENEFITS			\$ 498,136.00	-29,345.66	111,891.43	22%	78%
104 PART TIME WAGES & BENEFITS					46,642.50		
	PART TIME WAGES AND BENEFITS	OCTOBER PART TIME WAGES & BENEFITS		-11,062.93	35,579.57		
Total 104 PART TIME WAGES & BENEFITS			\$ 152,942.00	-11,062.93	35,579.57	23%	77%
100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 653,078.00	-40,408.59	147,471.00	23%	77%
200 OPERATIONS					19,685.91		
201 TRAVEL & TRAINING					1,380.38		
	WISCONSIN LIBRARY ASSOCIATION	VC - WLA CONFERENCE REGISTRATION #16026		-365.00	1,015.38		
	PATSY SURVEY	TRAVEL TO MANAWA AND WEYAUWEGA LIBRARIES WITH NEW DIRECTOR		-20.94	994.44		
Total 201 TRAVEL & TRAINING			\$ 4,000.00	-385.94	994.44	25%	75%
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					2,712.12		
211 COLLECTIONS					85.00		
	UNIQUE MANAGEMENT SERVICES INC.	2 ACCOUNTS SENT TO COLLECTIONS #6106461		-19.70	65.30		
Total 211 COLLECTIONS			\$ 350.00	-19.70	65.30	19%	81%
211 COPIER SERVICES					2,627.12		
	US BANK	XEROX COPIER LEASE OCTOBER 2022 #484258546		-176.00	2,451.12		
Total 211 COPIER SERVICES			\$ 6,300.00	-176.00	2,451.12	39%	61%
211 CONTRACT SERVICES - Other					0.00		
Total 211 CONTRACT SERVICES - Other					0.00		
Total 211 CONTRACT SERVICES			\$ 6,650.00	-195.70	2,516.42	38%	62%
216 POSTAGE					172.76		
Total 216 POSTAGE			\$ 1,000.00		172.76	17%	83%
217 MEMBERSHIPS & DUES					421.04		
Total 217 MEMBERSHIPS & DUES			\$ 1,700.00		421.04	25%	75%
218 OWLS MEMBERSHIP					0.00		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
Total 218 OWLS MEMBERSHIP			\$ 27,460.00		0.00	0%	100%
253 PROMOTIONAL MATERIALS					235.76		
	DEMCO	VC - PROMOTIONAL BOOKMARKS		-30.93	204.83		
Total 253 PROMOTIONAL MATERIALS			\$ 650.00	-30.93	204.83	32%	68%
282 TECHNOLOGY					4,662.83		
	AMAZON.COM	VC - 3 SAMSUNG TABLETS #113-5235230-0606649		-479.97	4,182.86		
	WISCONSIN HISTORICAL SOCIETY	FILM TO DIGITAL WNA MADE KEYWORD SEARCHABLE #MFO0100151/2022		-4,290.00	-107.14		
	WILS	UPLOADING DIGITAL NEWSPAPERS TO ARCHIVE		-2,340.00	-2,447.14		
	US BANK	PURCHASE OPTION ON XEROX VERSALINK C7030		-600.00	-3,047.14		
Total 282 TECHNOLOGY			\$ 9,900.00	-7,709.97	-3,047.14	-31%	131%
301 SUPPLIES					2,805.02		
	DEMCO	VC - LABEL PROTECTORS, LAMINATE, BOOK TAPE, JACKET COVERS		-509.04	2,295.98		
	AMAZON.COM	VC - RUBBER BANDS, POST IT NOTES (6.50+22.99)		-29.49	2,266.49		
	AMAZON.COM	VC - DVD CASES #112-4787571-5943469		-19.00	2,247.49		
	FLEET FARM	BUNGEE CORDS		-48.91	2,198.58		
Total 301 SUPPLIES			\$ 8,000.00	-606.44	2,198.58	27%	73%
200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS			\$ 65,917.00	-8,928.98	10,756.93	16%	84%
251 PRINT MATERIALS					11,663.71		
115 ADULT BOOKS					7,150.04		
	BAKER & TAYLOR	VC - ADULT BOOKS (179.39+600.84+278.89)		-1,059.12	6,090.92		
Total 115 ADULT BOOKS			\$ 16,330.00	-1,059.12	6,090.92	37%	63%
120 ADULT LARGE PRINT					0.00		
Total 120 ADULT LARGE PRINT			\$ 3,420.00		0.00	0%	100%
215 CHILDRENS BOOKS					3,250.97		
	BAKER & TAYLOR	VC - CHILD BOOKS (95.33+587.26+197.63)		-880.22	2,370.75		
	AMAZON.COM	VC - CHILD BOOKS (14.19+14.89+33.98+43+12.72)		-118.78	2,251.97		
	HIGHLIGHTS	VC - CHILD BOOKS #390446193		-39.96	2,212.01		
Total 215 CHILDRENS BOOKS			\$ 15,523.00	-1,038.96	2,212.01	14%	86%
315 TEEN BOOKS					1,309.68		
	AMAZON.COM	VC - TEEN BOOKS #4857033		-13.59	1,296.09		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
	BAKER & TAYLOR	VC - TEEN BOOKS #(38.21+19.35+172.99+8.27+245.44)		-484.26	811.83		
Total 315 TEEN BOOKS			\$ 3,175.00	-497.85	811.83	26%	74%
410 MAG & NEWSPAPERS					-46.98		
Total 410 MAG & NEWSPAPERS			\$ 4,205.00		-46.98	-1%	101%
251 PRINT MATERIALS - Other					0.00		
Total 251 PRINT MATERIALS - Other					0.00		
Total 251 PRINT MATERIALS			\$ 42,653.00	-2,595.93	9,067.78	21%	79%
255 PROGRAMS					1,497.22		
110 ADULT PROGRAMS					656.69		
	WAUPACA AREA COMMUNITY FOUNDATION	VC - JACK RHODES MEMORIAL DONATION		-50.00	606.69		
	AMAZON.COM	VC - POPCORN AND CANDY (37.99+69.06)		-107.05	499.64		
	ORGANIC ARTS LTD	DAVID HB DRAKE MUSIC PERFORMANCE 12/3/22 "LET THERE BE LIGHT"		-300.00	199.64		
Total 110 ADULT PROGRAMS			\$ 1,500.00	-457.05	199.64	13%	87%
210 CHILD PROGRAMS					402.66		
	ALDI	VC - HALLOWEEN TREATS #418934		-112.03	290.63		
	INSPIRISHOP	VC - INSPIRI ROAD BUILDER PUZZLE #52385		-32.80	257.83		
	AMAZON.COM	VC - HAPE MONSTER MATH SCALE #111- 5366750-9778657		-30.38	227.45		
	LIQUIDATORS PLUS	POLYBAGS, MELISSA & DOUG TOYS		-49.50	177.95		
Total 210 CHILD PROGRAMS			\$ 3,000.00	-224.71	177.95	6%	94%
310 TEEN PROGRAMS					437.87		
Total 310 TEEN PROGRAMS			\$ 1,000.00		437.87	44%	56%
255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS			\$ 5,500.00	-681.76	815.46	15%	85%
290 AV MATERIALS					5,450.70		
125 ADULT MOVIES					808.56		
	AMAZON.COM	VC - ADULT MOVIES (24.96+22.99+11.45+14.99+24.99+26.33)		-125.71	682.85		
	AMAZON.COM	VC - ADULT MOVIE REFUND #112-7052872- 8208203		0.22	683.07		
Total 125 ADULT MOVIES			\$ 2,380.00	-125.49	683.07	29%	71%
130 ADULT AUDIO BOOKS					318.01		
	BAKER & TAYLOR	VC - ADULT AUDIOBOOKS #2036977012		-21.99	296.02		
Total 130 ADULT AUDIO BOOKS			\$ 1,027.00	-21.99	296.02	29%	71%
135 ADULT MUSIC					64.05		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
	AMAZON.COM	VC - ADULT MUSIC #112-0778916-9899412		-11.45	52.60		
Total 135 ADULT MUSIC			\$ 552.00	-11.45	52.60	10%	90%
220 CHILDRENS MOVIES					655.92		
	AMAZON.COM	VC - CHILDRENS MOVIES (19.96+14.76+55.15+17.95+11.99)		-119.81	536.11		
	AMAZON.COM	VC - CHILDRENS MOVIES REFUND #111-0116867-7760268		0.28	536.39		
Total 220 CHILDRENS MOVIES			\$ 1,701.00	-119.53	536.39	32%	68%
225 CHILD AUDIO BOOKS					96.67		
Total 225 CHILD AUDIO BOOKS			\$ 845.00		96.67	11%	89%
320 TEEN MOVIES					256.40		
Total 320 TEEN MOVIES			\$ 468.00		256.40	55%	45%
325 TEEN AUDIO BOOKS					250.00		
Total 325 TEEN AUDIO BOOKS			\$ 250.00		250.00	100%	0%
420 VIDEO GAMES					401.38		
	AMAZON.COM	VC - VIDEOGAMES (185.94+56.65)		-242.59	158.79		
Total 420 VIDEO GAMES			\$ 900.00	-242.59	158.79	18%	82%
510 EBOOKS & EAUDIO BOOKS					2,599.71		
Total 510 EBOOKS & EAUDIO BOOKS			\$ 8,503.00		2,599.71	31%	69%
290 AV MATERIALS - Other					0.00		
Total 290 AV MATERIALS - Other					0.00		
Total 290 AV MATERIALS			\$ 16,635.00	-521.05	4,929.65	30%	70%
			\$ 784,522.00	-53,136.31	173,040.82	22%	78%
TOTAL BUDGET			\$784,522.00				
TOTAL PERSONNEL OCTOBER			\$40,408.59				
TOTAL BILLS FOR OCT (INCLUDING PERSONNEL)			\$53,126.31				
YTD EXPENDITURES			\$611,481.18				
REMAINING BUDGET			\$173,040.82				

	Name	Memo	Amount	Balance
ASSETS				-2,503.48
Current Assets				-2,503.48
Checking/Savings				-2,503.48
104 DONATIONS WAGES AND BENEFIT				-712.44
		OCTOBER DONATION PART TIME WAGES & BENEFITS	-712.44	-1,424.88
	DONATION PART TIME WAGES AND BENEFIT			
	LIBRARY FOUNDATION	FOUNDATION CK #2243	712.44	-712.44
Total 104 DONATIONS WAGES AND BENEFIT			0.00	-712.44
250 DONATIONS MATERIALS				61.37
250 PRINT MATERIALS				99.32
	BAKER&TAYLOR	VC - LUCKY DAY BOOKS (11.33+33.02)	-44.35	54.97
	CENGAGE/GALE	VC - LARGE PRINT BOOKS #10474358	-276.72	-221.75
	BAKER&TAYLOR	VC - LARGE PRINT BOOKS #2037032206	-68.97	-290.72
	LIBRARY FOUNDATION	FOUNDATION CK#2243	450.68	159.96
		LUCKY DAY COLLECTION DONATION CK #1642		
	FRIENDS OF THE WAUPACA LIBRARY		37.95	197.91
Total 250 PRINT MATERIALS			98.59	197.91
290 AV MATERIALS				-37.95
	AMAZON.COM	VC - LUCKY DAY AV #112-7613266-8293049	-19.96	-57.91
Total 290 AV MATERIALS			-19.96	-57.91
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			78.63	140.00
255 DONATIONS PROGRAMS				-1,773.78
255 ADULT PROGRAMS				-343.58
		REIMBURSEMENT FOR PANTRY SHELVING CK#1642		
	FRIENDS OF THE WAUPACA LIBRARY		343.58	0.00
Total 255 ADULT PROGRAMS			343.58	0.00
255 CHILD PROGRAMS				-1,430.20
		VC - YOUTH PROGRAM EXPENSE #30635113		
	SCHOLASTIC		-624.71	-2,054.91

	Name	Memo	Amount	Balance
		VC - CUTTERS, CRIBBAGE, AND CARD GAMES		
	AMAZON.COM	(19.75+45.60+19.98+19.78+19.97+14.99)	-140.07	-2,194.98
	LIBRARY FOUNDATION	FOUNDATION CK #2243	28.23	-2,166.75
	FRIENDS OF THE WAUPACA LIBRARY	FRIENDS CK#1642	1,401.97	-764.78
	Total 255 CHILD PROGRAMS		665.42	-764.78
	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		1,009.00	-764.78
	255 GRANTS			0.00
	Total 255 GRANTS			0.00
	282 DONATIONS TECHNOLOGY			0.00
		VC - 2 SAMSUNG GALAXY TABLETS #112-7427653-9265814		
	AMAZON.COM		-319.98	-319.98
	Total 282 DONATIONS TECHNOLOGY		-319.98	-319.98
	301 DONATIONS SUPPLIES			-78.63
	301 FURNITURE FIXTURES			-334.00
	Total 301 FURNITURE FIXTURES			-334.00
	301 SUPPLIES			0.00
	WALMART	VC - SNACKS #6088	-16.78	-16.78
	AMAZON.COM	VC - COFFEE SUPPLIES #0545053	-37.99	-54.77
	AMAZON.COM	VC - STYLUS #2048211	-20.76	-75.53
	4 IMPRINT	VC - COFFEE MUGS #79513830	-267.90	-343.43
	Total 301 SUPPLIES		-343.43	-343.43
	301 SUPPLIES RESALE			-278.63
	Total 301 SUPPLIES RESALE			-278.63

	Name	Memo	Amount	Balance
301 DONATIONS SUPPLIES - Other				534.00
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK#1642	43.64	577.64
Total 301 DONATIONS SUPPLIES - Other			43.64	577.64
Total 301 DONATIONS SUPPLIES			-299.79	-378.42

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda November 2022

We had our November Exhibit Room Committee meeting at 11a on November 2 in the Exhibit Room and discussed upcoming exhibits and programs. Committee members had great input on ideas and timing for schedule. December 6 works best for most of our committee to take down/install our next exhibit; we will have our next meeting this same day at 11a.

The annual campaign for the Library Foundation will be mailed before the end of the year. I inventoried our supplies and will get the order in to Office Outfitters, updated the mailing list and will start printing envelopes so that everything is ready when our wish list documents are finalized and printed.

Planning is well under way for the Yuletide Trail (December 3), and I continue to attend the biweekly meetings to assist with coordination. In the lower level meeting rooms the Children's Department will host a storytime/activity at 10a, David HB Drake will perform at 11a [YouTube Solstice Song - Let there be Light](#) (David HB Drake c. 1992), Waupaca Rocks will have a rock painting station, teens (TVA) will provide s'mores kits to compliment the fire pits on the library lawn, and we will again be a stop on the 'Cookie Trail' with an opportunity for patrons to take photos upstairs. Friday night (December 2) we will host an interactive showing of [How the Grinch Stole Christmas](#) as an after hours activity. This multigenerational program is a collaboration across departments, and will be a fun way to spend an evening!

We received fantastic news that the library was given a substantial donation, and a large portion of it will go to remodeling the Exhibit Room. To coordinate this project, we had a meeting with Library Foundation members, library staff and the donor to clarify intentions of the donation and brainstorm ways to meaningfully utilize this gift. I am visiting different museums/galleries to gather ideas on what we can implement to update the space and provide more opportunities for engagement in the Exhibit Room. Sue started an online gallery to house ideas, which will be useful as we continue to meet and solidify ideas for improvement. Our Exhibit Room Committee members are excited to have input as well.

ON EXHIBIT:

Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home (October 8-December 3, 2022)

After a slight delay, we were excited to open this exhibit on October 14. Staff at Bethany are providing a series of programs for our Adult Programs during the exhibit. The three programs will focus on the History of Bethany Home, staying active/nutrition/strength/preventing falls, and dementia/memory strengthening. We didn't have anyone show up for our original date for Healthy Strength & Wellness so rescheduled this for mid November. Unfortunately no one showed up for our program on the History of Bethany Home either, even after increasing our marketing efforts. Since Patsy and I are working to bridge the gap on adult programs until the Adult Programming Librarian position is filled, this spurred a good conversation on how we look at programming and possibly redefining what we offer based on community demand and interest.



UPCOMING EXHIBITS:

Women (December 3, 2022-January 28, 2023)

Everything is in place for our next exhibit, which will tell the story of women's rights through Smithsonian poster exhibits on women's voting rights and female inventors, *"We Stand on Their Shoulders": A History of Wisconsin Women and Voting* from the Wisconsin Historical Society, and *I Am Not Invisible (IANI)*, an exhibit from the Wisconsin Veterans Museum. The IANI campaign strives to increase awareness and generate dialogue about the role of women veterans. I have been working with the Wisconsin Veterans Museum on ideas for programming, but continue to look for ideas on topics/presenters that will enhance this exhibit.

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 1
- *Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home*: October 8-December 3
- *Women*: December 10-January 28

2023 Schedule

- *Women*: December 10-January 28
- *Youth Art Month*: February 4-March 31
- *30 Years of Waupaca Rotary*: April 8-June 3
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science (Summer Learning Program)*: June 10-late August
- *Drake Hokanson photography*-Late August/September
- *Waupaca History 101 (digitized historic collection)*-October/November
- *Typewriters*-December/January

2024 Schedule

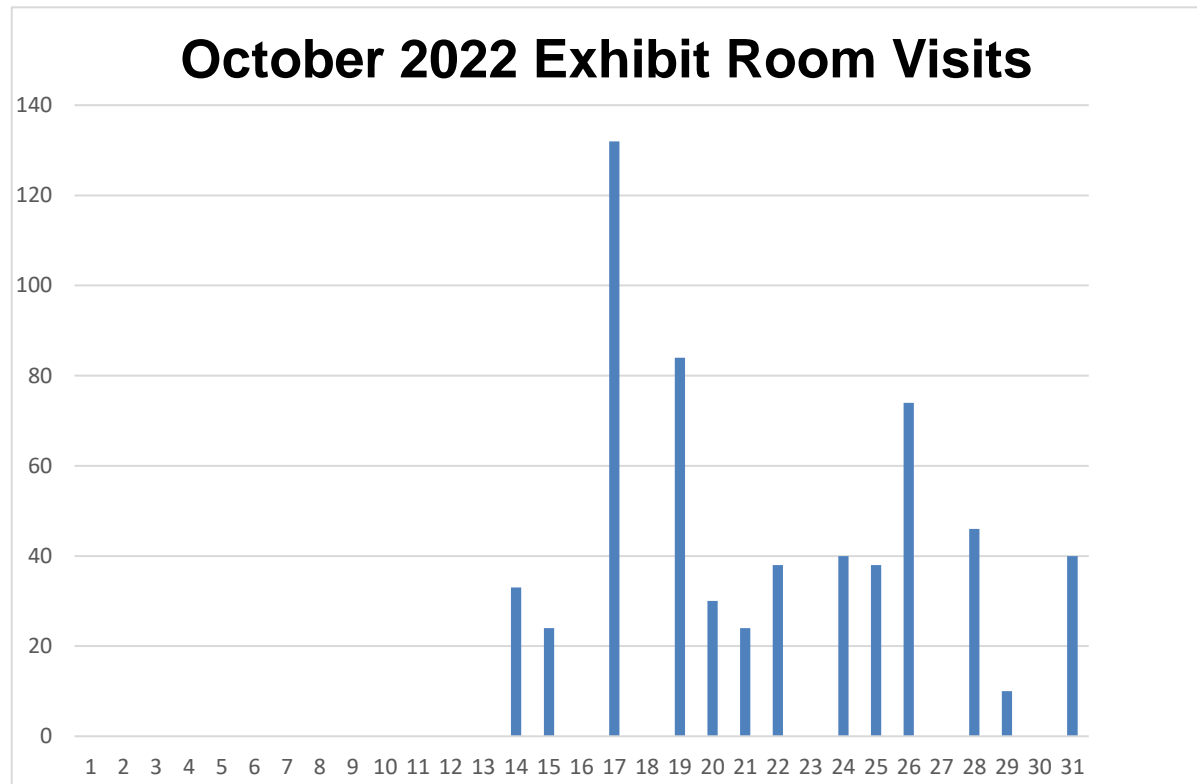
- *Typewriters*-December/January
- *Youth Art Month*: February 3-March 30
- *Creative Power Collection/ WorkLife* (Artists with disabilities/Employment inclusion): Late August/September

OCTOBER 2022 EXHIBIT ROOM VISITS

10/1/2022	Saturday	-
10/2/2022	Sunday	closed
10/3/2022	Monday	install
10/4/2022	Tuesday	install
10/5/2022	Wednesday	install
10/6/2022	Thursday	install
10/7/2022	Friday	install
10/8/2022	Saturday	install
10/10/2022	Sunday	closed
10/10/2022	Monday	install
10/11/2022	Tuesday	install
10/12/2022	Wednesday	install
10/13/2022	Thursday	install
10/14/2022	Friday	33
10/15/2022	Saturday	24
10/16/2022	Sunday	closed
10/17/2022	Monday	132
10/18/2022	Tuesday	-
10/110/2022	Wednesday	84
10/20/2022	Thursday	30
10/21/2022	Friday	24
10/22/2022	Saturday	38
10/23/2022	Sunday	closed
10/24/2022	Monday	40
10/25/2022	Tuesday	38
10/26/2022	Wednesday	74
10/27/2022	Thursday	-
10/28/2022	Friday	46
10/210/2022	Saturday	10
10/30/2022	Sunday	closed
10/31/2022	Monday	40
TOTAL		613

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

Celebrating 125 Years of Bethany: Waupaca's Healthcare History = 613



2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24	\$22.84	\$0.00	\$0.00	\$15.26	\$0.10	\$3.30	\$3.98	\$0.00	\$0.81			\$50.53
2022 Running Total												
\$4.24	\$27.08	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74	\$49.72	\$49.72	\$50.53			\$50.53
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	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07			\$5,016.37
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	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00			\$967.70
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	\$179.27	\$250.94	\$247.77	\$467.35	\$277.00	\$191.00	\$351.90			
-\$43.95	-\$6.99	-\$62.00	-\$41.00	-\$85.00	-\$10.00	-\$33.99	-\$99.88	-\$50.95	\$0.00			
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$0.00	\$0.00	\$2,006.27
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	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68			\$511.57
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	\$53.15	\$75.22	\$464.30	\$53.50	\$65.40	\$52.65	\$264.60			\$7,020.17
					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	594	591	740	672	819	744	623			7,005
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	5,168	5,163	6,641	6,903	7,312	5,528	6,643			57,930
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	516	576	731	813	925	757	1,036			6,731
2022 stations	350	519	623	508	409	504	484	594	452	500			4,943
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	82	54	61	53	57	56	39			809
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	25	26	26	19	28	18	13.5			206
2021					20	32	45	54.75	41.25	0	14	10	217

Oct 2022 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

Library	Items		Net	Ratio	Items		Net	Ratio
	Loaned	Borrowed			Loaned	Borrowed		
Algoma	1,522	1,074	448	1.42	14,115	10,559	3,556	1.34
Appleton	8,731	9,003	(272)	0.97	86,970	74,966	12,004	1.16
Black Creek	1,714	724	990	2.37	16,995	7,792	9,203	2.18
Clintonville	2,335	859	1,476	2.72	25,169	9,366	15,803	2.69
Door County	4,512	4,338	174	1.04	45,024	43,302	1,722	1.04
Florence	400	417	(17)	0.96	4,440	3,900	540	1.14
Fremont	735	444	291	1.66	6,756	4,807	1,949	1.41
Gillett	494	178	316	2.78	4,434	2,884	1,550	1.54
Hortonville	1,158	2,020	(862)	0.57	12,371	20,060	(7,689)	0.62
Iola	1,079	847	232	1.27	10,439	9,127	1,312	1.14
Kaukauna	1,902	3,047	(1,145)	0.62	18,737	32,739	(14,002)	0.57
Kewaunee	1,505	978	527	1.54	14,468	9,080	5,388	1.59
Kimberly	2,741	2,963	(222)	0.93	23,761	36,631	(12,870)	0.65
Lakewood	792	950	(158)	0.83	8,792	8,067	725	1.09
Lena	439	181	258	2.43	4,031	2,106	1,925	1.91
Little Chute	2,086	3,094	(1,008)	0.67	18,595	32,703	(14,108)	0.57
Manawa	874	845	29	1.03	8,743	7,759	984	1.13
Marinette County	2,863	4,467	(1,604)	0.64	27,103	43,019	(15,916)	0.63
Marion	1,039	912	127	1.14	10,142	7,510	2,632	1.35
New London	1,471	1,507	(36)	0.98	14,064	14,068	(4)	1.00
NFLS	-	5	(5)	0.00	-	108	(108)	0.00
Oconto	884	575	309	1.54	9,108	7,018	2,090	1.30
Oconto Falls	1,031	576	455	1.79	10,217	7,284	2,933	1.40
Oneida Tribal	631	95	536	6.64	6,353	1,305	5,048	4.87
OWLS	3	12	(9)	0.25	69	75	(6)	0.92
Scandinavia	373	284	89	1.31	4,065	3,664	401	1.11
Seymour	1,357	1,386	(29)	0.98	14,271	12,133	2,138	1.18
Shawano County	2,596	3,305	(709)	0.79	26,477	32,126	(5,649)	0.82
Shiocton	404	510	(106)	0.79	4,020	4,530	(510)	0.89
Suring	393	380	13	1.03	4,074	5,029	(955)	0.81
Waupaca	2,472	2,917	(445)	0.85	26,420	29,403	(2,983)	0.90
Weyauwega	856	499	357	1.72	9,509	6,612	2,897	1.44

TOTAL	49,392	49,392	-	1.00	489,732	489,732	-	1.00
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System	Items		Net	Ratio	Items		Net	Ratio
	Loaned	Borrowed			Loaned	Borrowed		
NFLS - Intrasystem	9,022	9,022	-	1.00	91,912	91,912	-	1.00
NFLS - Intersystem	9,040	8,485	555	1.07	86,724	83,800	2,924	1.03
NFLS - Total	18,062	17,507	555	1.03	178,636	175,712	2,924	1.02
OWLS - Intrasystem	22,845	22,845	-	1.00	227,296	227,296	-	1.00
OWLS - Intersystem	8,485	9,040	(555)	0.94	83,800	86,724	(2,924)	0.97
OWLS - Total	31,330	31,885	(555)	0.98	311,096	314,020	(2,924)	0.99

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2022

Circulation Statistics 2022														
Waupaca 2021 Circulation		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2202 Downloads - ebooks		1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934			10,447
2021 Downloads - ebooks		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Audio		947	825	958	925	1,000	938	959	1,016	993	1,018			9,579
2021 Downloads - Audio		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Magazine		54	66	65	73	46	44	40	51	54	36			529
2021 Downloads - Magazine		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoopla		100	97	97	126	122	140	137	136	161	199			1,315
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	2,695	2,873	2,273	2,319	2,368	2,334	2,518			26,238
Checkouts		9,266	8,798	10,720	9,161	8,677	11,435	10,358	11,075	9,354	9,283			98,127
Total Circulation w/renewals		12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	0	0	124,365
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	May	2022	June	2022	July	2022	August	2022	September	2022	October	2022
Dayton	1,419	12%	1,503	11%	1,731	14%	1,791	13%	1,585	14%	1,491	13%
Farmington	1,635	14%	2,169	16%	2,088	16%	2,234	17%	1,925	16%	2,013	17%
Lind	317	3%	575	4%	572	5%	611	5%	490	4%	511	4%
Waupaca (Town)	635	5%	877	6%	766	6%	776	6%	564	5%	767	6%
Town Total	4,006	35%	5,124	37%	5,157	41%	5,412	40%	4,564	39%	4,782	41%
Waupaca (City)	4,476	39%	4,954	36%	4,091	32%	4,540	34%	3,973	34%	4,219	36%
Waushara County	507	4%	865	6%	857	7%	579	4%	724	6%	662	6%
Portage County	950	8%	888	6%	795	6%	1,003	7%	854	7%	807	7%
Other	1,611	14%	1,877	14%	1,777	14%	1,909	14%	1,573	13%	1,331	11%
Total	11,550		13,708		12,677		13,443	100%	11,688		11,801	

Monthly/YTD Circs and Renewals - October 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	2,400	590	2,990	25,132	6,291	31,423
Appleton	37,996	11,780	49,776	345,951	105,229	451,180
Black Creek	1,981	645	2,626	22,062	6,848	28,910
Clintonville	3,285	594	3,879	34,394	6,883	41,277
Door Cty - Baileys Harbor	934	181	1,115	10,717	2,324	13,041
Door Cty - Egg Harbor	1,015	219	1,234	12,634	2,932	15,566
Door Cty - Ephraim	230	38	268	2,772	611	3,383
Door Cty - Fish Creek	548	94	642	6,042	1,076	7,118
Door Cty - Forestville	665	266	931	6,937	2,896	9,833
Door Cty - Sister Bay	2,774	826	3,600	33,660	8,062	41,722
Door Cty - Sturgeon Bay	6,900	1,665	8,565	71,646	17,795	89,441
Door Cty - Washington Island	836	123	959	8,674	1,581	10,255
Florence	854	146	1,000	8,025	1,545	9,570
Fremont	1,100	358	1,458	11,886	3,802	15,688
Gillett	348	86	434	6,129	1,366	7,495
Hortonville	3,866	1,384	5,250	50,672	14,765	65,437
Iola	1,672	435	2,107	17,550	5,046	22,596
Kaukauna	8,743	2,032	10,775	93,853	24,103	117,956
Kewaunee	2,336	826	3,162	24,621	7,320	31,941
Kimberly	7,668	2,772	10,440	101,015	30,045	131,060
Lakewood	2,512	415	2,927	25,070	4,556	29,626
Lena	569	141	710	6,492	1,423	7,915
Little Chute	8,018	2,555	10,573	93,434	27,591	121,025
Manawa	1,748	420	2,168	18,670	5,022	23,692
Marinette Cty - Coleman	1,463	337	1,800	14,686	3,695	18,381
Marinette Cty - Crivitz	2,183	680	2,863	22,055	5,832	27,887
Marinette Cty - Goodman	160	65	225	2,706	727	3,433
Marinette Cty - Marinette	3,526	1,061	4,587	37,706	9,464	47,170
Marinette Cty - Niagara	882	254	1,136	8,908	2,711	11,619
Marinette Cty - Peshtigo	928	216	1,144	8,508	2,051	10,559
Marinette Cty - Wausaukee	1,337	182	1,519	9,886	1,980	11,866
Marion	2,262	598	2,860	23,715	5,842	29,557
New London	3,961	708	4,669	41,909	7,986	49,895
Oconto	2,144	507	2,651	22,220	6,084	28,304
Oconto Falls	2,222	513	2,735	26,199	5,716	31,915
Oneida Tribal - Green Earth	105	-	105	217	3	220
Oneida Tribal - Oneida	148	91	239	1,823	745	2,568
Scandinavia	389	173	562	4,082	1,820	5,902
Seymour	2,638	770	3,408	26,999	7,879	34,878
Shawano Cty - Birnamwood	2,658	93	2,751	17,082	987	18,069
Shawano Cty - Bonduel	806	387	1,193	8,375	3,327	11,702
Shawano Cty - Mattoon	91	21	112	812	308	1,120
Shawano Cty - Shawano	6,912	1,459	8,371	72,665	14,680	87,345
Shawano Cty - Tigerton	763	189	952	7,655	1,873	9,528
Shawano Cty - Wittenberg	349	111	460	4,561	1,446	6,007
Shiocton	743	116	859	7,568	1,170	8,738
Suring	1,035	243	1,278	11,696	2,755	14,451
Waupaca	9,283	2,518	11,801	98,127	26,238	124,365
Weyauwega	1,627	631	2,258	18,112	6,564	24,676
Total	147,613	40,514	188,127	1,536,310	410,995	1,947,305

Posted 11/1/22

October 2022 Director's Report

'Little Free Food Pantry'

The drop slot on our former book drop closet has been winterized and Patsy is working to set up the shelves we purchased with support from the Friends of the Library. Building Superintendent Russ Montgomery will be taking the door off. We should soon be ready for our next steps to make the pantry a reality.

Vergauwen Donation

The Library Foundation ad hoc committee assembled to discuss the options for the Vergauwen family memorial donation has had its first meeting and has focused in on the possibility of renovation work in the Exhibit Room. Many of the furnishings in the space are original, repurposed furniture from elsewhere in the Library, or homemade solutions. Committee members are gathering information on the options for improvements, with the next meeting on Wednesday, November 16.

Meeting with Town Boards

I am on the agenda for upcoming township board meetings for Dayton, Farmington, Lind, and Waupaca. Besides being useful connections, residents in the townships do support the Library through taxes to the County. I look forward to attending over the next month and a half.

New Manager for Waupaca Campus of Fox Valley Technical College

Along with City Administrator Aaron Jensen and Director of Parks and Rec Laura Colbert, we were able to meet with the new manager for Waupaca's FVTC campus. Larry Thomas is excited to be stepping into the role and we had an excellent initial conversation on the possibilities of collaboration between FVTC and the City.

Charging Stations Arriving

Two of the three charging stations being received through an ARPA Space Needs Grant have arrived. The two arrivals will be wall mounted, the late arriving unit is free standing. Once in place the stations will provide easy and convenient public charging for a wide range of devices in Adult, Youth and Teen Services.

New Facilities Superintendent

The hiring process for the new facilities superintendent to replace Russ Montgomery, who is retiring, is now underway. Per City policy the job is posted internally for 7 days before being posted to the public. It will go public on November 16. The Library's management team had the opportunity to comment on the current job description and posting, and we will be involved in the hiring process for outside candidates.

Wisconsin Library Association Conference

On November 2-3 I attended the annual WLA conference, hosted this year in Lake Geneva. Staff members Taylor Wilcox and Trace Holt also attended. This was a great opportunity to make connections, meet vendors, and attend programs on Library services, opportunities, and challenges.

Respectfully submitted,

Eric Scott Bailey

Adult Services Report
October 2022

This was the third month without an Adult Programming Librarian on staff. Our focus has been to keep all of the scheduled programs going without adding in too many new ideas. Laura Jandacek has been a great partner during the interim and other staff are helping with hosting, marketing and keeping Laura and I afloat. Listed below are October events, the staff member who hosted each one, and number of participants that attended.

- **First Thursday Film** with Jack Rhodes recorded lecture “*The Thin Man*” hosted by Laura Jandacek popcorn assistance Patsy Servey: 25
- **Life Class with Ivan Wayne** *All Sorted out* hosted by Lara Jandacek: 9
- **Synergy Lifelong Learning- Alzheimer & Dementia Care with Waupaca County ADRC** hosted by Patsy Servey: 7
- **Book Group Discussion** of “*The Last Report on the Miracles at Little No Horse*” by Louise Erdrich hosted by Patsy Servey & volunteer Trudi Pickett: 6
- **Bethany Home Presentation** *Healthy Strength & Wellness* hosted by Patsy Servey: 0

As part of the You Belong Social Connection Initiative I attended the Child Find preschool signup event at the Waupaca Learning Center. I was able to complete 12 one-on-one interviews with parents and grandparents asking questions about our community. I also joined City Administrator Aaron Jenson in two meetings with the temporary workforce vendors that provide workers to the Waupaca Foundry from other states and countries. We were able to ask questions about the needs and interests of these temporary visitors to our community. Many of these individuals speak Spanish or Haitian as their native language. Aaron and I both have a greater understanding of the challenges and opportunities our community can work on.

Upcoming November Programs

- **Thursday, November 1 6pm** Bethany Home Presentation *History of Bethany Home* hosted by Liz Kneer
- **Thursday, November 3 1:30pm** First Thursday Film with Jack Rhodes recorded lecture: “*The Glenn Miller Story*” hosted by Laura Jandacek popcorn assistance Jan Popple
- **Thursday, November 10 6pm** Bethany Home Presentation *Healthy Strength & Wellness* hosted by Patsy Servey
- **Tuesday, November 15 10am** Synergy Lifelong Learning *Protecting Yourself & Your Identity* hosted by Patsy Servey
- **Thursday, November 17 6pm** Life Class *The Thankful Project* Presented by Patsy Servey & Laura Jandacek
- **Thursday, November 17** Bethany Home Presentation (repeat) *Memory Strength & Dementia* hosted by Liz Kneer or Patsy Servey
- **Saturday, November 19** Book Group Discussion of “*My Cousin Rachel*” by Daphne DuMaurier hosted by Patsy Servey & volunteer LaDonna Larsen

Respectfully submitted by Patsy Servey

Adult Services Report
October 2022

We purchased and received shipment of eight new RFID workstation pads (Radio Frequency Identification). This will bring our security and checkout system up to date as we discovered that the original equipment has become obsolete. One of the boxes arrived damaged and I am working on a resolution with the company, Bibliotheca. This resolution process has delayed installation, but Steven Bauman and I still hope to get this project completed before the end of the year. This project was not anticipated, and the cost was fairly high, so we made an agreement with Bibliotheca to pay \$4,000 out of this year's budget and the balance of \$2,971.84 in January 2023.

I was able to take a week-long vacation in late October. I want to thank all of our library staff for helping to cover my responsibilities and desk time.

Our beloved friend, Dr. Jack Rhodes passed away this month. Laura and I are so thankful that he and his wife Glenda gave so many years of film programming and engagement to our community through the library's classic film series. He graciously provided a host of video recorded lectures and made arrangements for The Book Cellar to provide the films associated with them. We look forward to being able to provide a classic film series with commentary in his absence.

Applications for the new Adult Programming and Outreach Librarian position will be accepted through November 7th.

October 2022 – Children’s Dept. Board Report

I welcomed October in Kansas City, MO at the 2022 **Association for Library Service to Children (ALSC) National Institute** (Sept 29-Oct 1). I was honored to present alongside my colleague from Chicago, Liz McChesney, about our work with other librarians from across the nation on a tool kit for libraries entitled, [Learning Beyond: 21st Century Summer and Out-of-School Time Programs for Youth](#). The finished product (linked here) serves as an easy reference tool for librarians in all sizes of libraries with easy to read and understand examples of best practices. Our work toward being the place where growth happens through play and experiential learning cannot be stressed enough. It was exciting to meet with other librarians from around the nation. Thank you to OWLS for their generous support through a Continuing Education Scholarship for me to attend this Institute.

We are happy to report that all area **1st graders** have now visited the library and many of them got their very first library card. Our partnering teachers are supportive of making the library one of the first field trips of the year and are always promoting use of the public library to their families. We have again gathered the addresses of these new cardholders and will add them to the geographical map of last year’s new cardholders in an effort to see, at a glance, where future outreach opportunities in Waupaca neighborhoods might be beneficial.

The social-emotional toll of the pandemic is witnessed in challenging behaviors in families who use the library. Working with the School District of Waupaca and their Positive Behaviors and Intervention and Supports (PBIS), we have identified a reward system for students who exhibit “**Waupaca Way**” behaviors (Respectful, Responsible, Safe and Prepared) at the library. Those caught following these positive behaviors will be asked to write their name on the “Big W” on the window in the library.

Local work is about to begin on the **Dream Up! Grant** for \$75,000 received by the city to focus on the Early Childhood needs of our community. I am happy to serve on this task force along with community partners like the Chamber of Commerce and other City departments.

We hosted two virtual **Read for the Record** events on Thursday, October 27th. We are happy to report that 414 people tuned in for our reading of *Nigel and the Moon* by Antwan Eady, illustrated by Gracey Zhang.

Halloween on Main was so much fun. Pete the Cat, courtesy of funding from the Friends of the Library, lasted about 75 minutes. We’ve already discussed if the number of participants in the event keeps growing, we will need to refigure our logistics on how to get to the book character for the best photo ops.

Respectfully submitted,
Sue Abrahamson, Children’s Librarian

October 2022 Board Report Teen Department

The Teen Room provided a large variety of drop-in programs for teens to participate in after school. The focus of these drop-in programs was to give our teens an opportunity to learn and connect with one another while they spent time in the Teen Room. Taylor commented that she frequently saw teens who didn't normally hang out together, sharing conversations and building new connections while they worked on their creations together.

On October 10th, Taylor was invited to attend the first Women's Influential Network. There she was able to talk with other women who wanted to make a difference in our community, as well as learn about some possible outreach and collaboration opportunities for the future. While nothing is set in stone, Taylor left this meeting feeling energized and excited at the possibility to attend more meetings in the future. This could be a great way to work with other leaders in our community and bring amazing programs to the teens in our community.

On October 10th, Brianna Hass and Mackenzie Loken from the Chain Exploration Center brought the 5th and 6th grade students over to the Waupaca Public Library in order to hang their art projects in the Children's Department. While they were taking turns hanging up their projects, the teens were allowed the chance to explore the lower departments of the library, including the Teen Room. 5th grade students were given permission to, during this trip, hang out in the Teen Room which was very exciting for them. All in all, the trip went well.

Taylor was invited to attend the Waupaca Middle School 8th Grade Career Fair on October 27th. This event was a chance for students to learn about the variety of career paths we have in Waupaca, and ask those that attended about their jobs. Taylor had a great time, and was happy to have an opportunity where she could speak with a lot of the students that she doesn't already see on a regular basis. Many of them seem genuinely interested in the possibility of working at a library one day, and that was awesome to hear!

Last, but certainly not least, the library assisted with the Halloween on Main celebration on October 28th. It was a huge hit, and Taylor heard so many comments from people saying that they were happy to see Jim Miller's pumpkins on display on Main Street. Not only that, but they were happy that they were easier to access due to the new location. Teens had a ton of fun having an opportunity to dress in their costumes, and meeting up with friends, Taylor even saw a few waiting in line to take a photo with Pete the Cat. All in all, the event seemed to be a huge hit!

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

- Catapults: 8 participants
- TVA: 6 participants
- Jewelry Making: 12 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

November 11th, 2022

Outagamie Waupaca Library System
Board of Trustees
September 15, 2022 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Frola.

PRESENT: Mitesh Ajmera, Tyler Baeten, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Shay Foxenberg, Lindsay Meyer, Bradley Shipps, Debbie White.

Excused: Bobbie Buchholtz, Paul Girod, Mark Marnocha.

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

Lindsay Meyer of First Business Bank presented a banking proposal to the board. The board requested additional information and will revisit banking options in October.

Forsythe moved, seconded by Hankins, to accept the August 18, 2022 meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Malvik-Shower, to accept the August 2022 financial report and file for audit. Motion carried.

Ver Voort moved, seconded by Trentlage, to approve the August 2022 and September 2022 checks numbered 32805-32843 inclusive in the amount of \$45,201.92 and payroll-related expenditures in the amount of \$67,381.17. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting. Shiocton Director Shay Foxenberg shared how she used SLP Grant funds this summer.

BUSINESS

Forsythe moved, seconded by Ajmera, set the employer healthcare contribution for 2023 at the legal maximum. Motion carried.

Mike Hankins moved, seconded by Forsythe, to approve the revised 2022 OWLS budget. Motion carried.

Forsythe moved, seconded by Trentlage, to approve the 2023 OWLS budget. Motion carried.

Hankins moved, seconded by Looker, to approve the 2023 System Plan. Motion carried.

Forsythe moved, seconded by Herman, to approve the 2023 Resource Library Agreement. Motion carried.

Ver Voort moved, seconded by Thompson, to approve the 2023 Services Agreement with Appleton Public Library. Motion carried.

Trentlage moved, seconded by Malvik-Shower, to approve 2023-2025 OWLS Membership Agreements with all seventeen libraries. Motion carried.

Shipps reviewed progress and next steps on the joint strategic planning process with NFLS. No action taken.

Having completed the agenda, the meeting was adjourned by President Frola at 7:28 pm.

Respectfully submitted,

Debbie White
OWLS Secretary/Treasurer, *Pro Tem*