



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY FEBRUARY 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, JANUARY 19, 2022

**ACTION ITEM: APPROVE** minutes of January 19 Meeting

4. MONTHLY BILLS FOR JANUARY 2022, **BILLS \$73,947.99, PERSONNEL \$61,000.56, Donations Expenditures \$3,843.11**

**ACTION ITEM:** APPROVE January bills with personnel costs and Donation Expenditures

**ACTION ITEM:** APPROVE 2021 remaining bills \$508.52

5. LIBRARY EXHIBIT ROOM

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

6. LIBRARY STATISTICS

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

7. DEPARTMENT REPORTS

- A. Director's Report

**Action Item:** Amend the calendar for holidays to support the new City Policy to be open on December 26; closed on Friday April 22 for staff continuing education opportunity; and open on June 18<sup>th</sup> during Strawberry Fest

**Action Item:** Approve waiving bills older than five years, everything before 2018.

- 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. Minutes from January 19 Personnel Committee Meeting

**ACTION ITEM: APPROVE** the Minutes from the January 19, 2022 Personnel Committee Meeting

- E. Ad hoc Hiring Committee
  - a. Scheduled for February 16

## 9. OLD BUSINESS

- a. Update on Front Lawn project

## 10. NEW BUSINESS

- a. Incident Report
- b. 2021 Annual Report

## 11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, March 16, 2022 at 4:30 pm in-person in the Council Chambers

## 12. ADJOURNMENT

PLEASE CALL PEG BURINGTON 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 DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS



# CITY OF WAUPACA

## WAUPACA AREA PUBLIC LIBRARY BOARD

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**REGULAR MEETING 2022 WAUPACA**

**CITY COUNCIL CHAMBERS OR VIRTUAL**

**DATE:**

**TIME:**

**1. ROLL CALL**

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**Present:**

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

**Also Present:**

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

**2. APPROVAL OF AGENDA**

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**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

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## **OPEN MEETINGS LAW STATEMENT**

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

was stated by

## **3. APPROVAL OF MEETING MINUTES**

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### **FROM MEETING HELD**

**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

## **4. MONTHLY BILLS**

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**Approve bills from**

**in the amount of**

**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

**ACTION ITEM:**

## 5. LIBRARY EXHIBIT ROOM

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### A. Charts of Visits

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

## 6. LIBRARY STATISTICS FOR

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

Fine Income:

Copy Income:

Meeting Room Income:

Material Replacement:

Waived Amount:

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

Volunteer Hours:

Reference Transactions:

Library Visits:

Internet Use (wireless):

Internet Use (stations):

Curbside Pickups:

### C. Interloan Chart

Items Loaned:

Items Borrowed:

### D. Circulation Chart with Municipality Statistics

Total Circulation for past month

## 7. DEPARTMENT REPORTS

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**A. Director's Report (report attached)**

**ACTION ITEM:**

**ACTION ITEM:**

**ACTION ITEM:**

**B. Adult Services Report (report attached)**

**ACTION ITEM:**

**D. Children's Department Report (report attached)**

**ACTION ITEM:**

**E. Teen Department Report (report attached)**

**ACTION ITEM:**

## **8. COMMITTEE REPORTS**

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**A. Library Finance Committee:**

**B. Library Planning Committee:**

**C. Library Policy Committee:**

**D. Library Personnel Committee:**

## **9. OLD BUSINESS**

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## 10. NEW BUSINESS

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## 11. ANNOUNCEMENTS & CORRESPONDENCE

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Next meeting will be held:

## 12. ADJOURNMENT

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**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:



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

**Meeting adjourned at**

Julie Eiden, Chairman  
Waupaca Area Public Library Board

compiled by

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
<b>100 PERSONNEL</b>						<b>653,078.00</b>		
		<b>102 FULL TIME WAGES &amp; BENEFITS</b>				<b>498,136.00</b>		
		FULL TIME WAGES AND BENEFITS	JANUARY FULL TIME WAGES AND BENEFITS		-48,219.27	449,916.73		
		Total 102 FULL TIME WAGES & BENEFITS		<b>498,136.00</b>	-48,219.27	449,916.73	<b>90%</b>	<b>10%</b>
<b>104 PART TIME WAGES &amp; BENEFITS</b>						<b>154,942.00</b>		
		PART TIME WAGES AND BENEFITS	JANUARY PART TIME WAGES AND BENEFITS		-12,781.29	142,160.71		
		Total 104 PART TIME WAGES & BENEFITS		<b>154,942.00</b>	-12,781.29	142,160.71	<b>92%</b>	<b>8%</b>
		Total 100 PERSONNEL - Other				0.00		
Total 100 PERSONNEL				\$ 653,078.00	-61,000.56	592,077.44	<b>91%</b>	<b>9%</b>
<b>200 OPERATIONS</b>						<b>65,917.03</b>		
<b>201 TRAVEL &amp; TRAINING</b>						<b>4,000.00</b>		
		LIBRARYWORKS, INC.	VC - WEBINARS (49.00+49.00)		-98.00	3,902.00		
		Total 201 TRAVEL & TRAINING		<b>4,000.00</b>	-98.00	3,902.00	<b>98%</b>	<b>2%</b>
<b>207 MAINTENANCE OF EQUIPMENT</b>						<b>6,296.00</b>		
		Total 207 MAINTENANCE OF EQUIPMENT		<b>6,296.00</b>		6,296.00	<b>100%</b>	<b>0%</b>
<b>209 INS &amp; BONDING</b>						<b>1,000.00</b>		
		Total 209 INS & BONDING		<b>1,000.00</b>		1,000.00	<b>100%</b>	<b>0%</b>
<b>211 CONTRACT SERVICES</b>						<b>6,650.00</b>		
<b>211 COLLECTIONS</b>						<b>350.00</b>		
		UNIQUE MANAGEMENT SERVICES INC.	PAYMENTS FOR 2 ACCOUNTS SENT TO COLLECTIONS I#6097722		-17.90	332.10		
		Total 211 COLLECTIONS		<b>350.00</b>	-17.90	332.10	<b>95%</b>	<b>5%</b>
<b>211 COPIER SERVICES</b>						<b>6,300.00</b>		
		US BANK	XEROX COPIER LEASE JAN 2022 I#462181249		-176.00	6,124.00		
		OFFICE TECHNOLOGY GROUP	2 COPIERS LEASE AGREEMENT JANUARY 2022 I#5018278609		-208.58	5,915.42		
		Total 211 COPIER SERVICES		<b>6,300.00</b>	-384.58	5,915.42	<b>94%</b>	<b>6%</b>
		Total 211 CONTRACT SERVICES - Other				0.00		
		Total 211 CONTRACT SERVICES		<b>6,650.00</b>	-402.48	6,247.52	<b>94%</b>	<b>6%</b>
<b>216 POSTAGE</b>						<b>1,000.00</b>		
		POSTAGE METER	POSTAGE METER READING JAN 2022		-79.41	920.59		

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
		Total 216 POSTAGE		1,000.00	-79.41	920.59	92%	8%
		<b>217 MEMBERSHIPS &amp; DUES</b>				1,700.00		
		Total 217 MEMBERSHIPS & DUES		1,700.00		1,700.00	100%	0%
		<b>218 OWLS MEMBERSHIP</b>				27,460.00		
		Total 218 OWLS MEMBERSHIP		27,460.00		27,460.00	100%	0%
		<b>253 PROMOTIONAL MATERIALS</b>				650.00		
		Total 253 PROMOTIONAL MATERIALS		650.00		650.00	100%	0%
		<b>282 TECHNOLOGY</b>				9,900.00		
		AMAZON.COM	VC - SCREEN CLEANER KIT I#2964232		-13.99	9,886.01		
		CANVA	VC - CANVA PRO SUBSCRIPTION I#18890246		-119.40	9,766.61		
		OUTAGAMIE WAUPACA LIBRARY SYSTEM	PSC LICENSE RENEWAL PUBLIC CIRCULATING LAPTOPS I#3830		-12.00	9,754.61		
		Total 282 TECHNOLOGY		9,900.00	-145.39	9,754.61	99%	1%
		<b>301 SUPPLIES</b>				8,000.00		
		AMAZON.COM	VC - MASKS		-88.97	8,088.97		
		AMAZON.COM	VC - SUPPLIES (39.96+18.48+6.99+38.99)		-104.42	7,806.61		
		AMAZON.COM	VC - DISPOSABLE WIPES I#5851459		-10.25	7,796.36		
		OFFICE OUTFITTERS	VC - WINDOW ENVELOPES I#462666		-149.00	7,647.36		
		AMAZON.COM	VC - SUPPLIES (69.08+28.22+29.70+28.86+15.57)		-171.43	7,475.93		
		DEMCO	VC - PROCESSING SUPPLIES I#20170096		-426.97	7,048.96		
		OUTAGAMIE WAUPACA LIBRARY SYSTEM	SPINE LABELS I#3850		-120.00	6,928.96		
		Total 301 SUPPLIES		8,000.00	-1,071.04	6,928.96	87%	13%
		Total 200 OPERATIONS - Other				0.00		
		Total 200 OPERATIONS		65,917.03	-1,707.35	64,209.68	97%	3%
		<b>251 PRINT MATERIALS</b>				42,653.00		
		<b>115 ADULT BOOKS</b>				16,330.00		
		AMAZON.COM	VC - ADULT BOOK I#2073035		-17.99	16,312.01		
		AMAZON.COM	VC - ADULT BOOKS (131.48+17.99+21.99+8.62+5.75+23.99+17.99+71.44+19.57+60.44+17.44+14.28-15)		-395.98	15,916.03		
		BAKER & TAYLOR	VC - ADULT BOOKS (253.57+75.57+26.30)		-355.44	15,560.59		
		Total 115 ADULT BOOKS		16,330.00	-769.41	15,560.59	95%	5%
		<b>120 ADULT LARGE PRINT</b>				3,420.00		

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
		BAKER & TAYLOR	VC - LARGE PRINT BOOKS I#2036499891		-108.96	3,311.04		
		Total 120 ADULT LARGE PRINT		3,420.00	-108.96	3,311.04	97%	3%
		<b>215 CHILDRENS BOOKS</b>				15,523.00		
		BAKER & TAYLOR	VC - CHILDRENS BOOKS (1766.91+285.56)		-2,052.47	13,470.53		
		AMAZON.COM	VC - CHILDRENS BOOKS (17.99+18.99+8.99+31.38)		-77.35	13,393.18		
		Total 215 CHILDRENS BOOKS		15,523.00	-2,129.82	13,393.18	86%	14%
		<b>315 TEEN BOOKS</b>				3,175.00		
		BAKER & TAYLOR	VC - TEEN BOOKS (334.91+230.63)		-565.54	2,609.46		
		Total 315 TEEN BOOKS		3,175.00	-565.54	2,609.46	82%	18%
		<b>410 MAG &amp; NEWSPAPERS</b>				4,205.00		
		MAGAZINE SUBSCRIPTION SERVICE AGENCY	VC - MAGAZINE SUBSCRIPTIONS I#0330738		-2,675.93	1,529.07		
		Total 410 MAG & NEWSPAPERS		4,205.00	-2,675.93	1,529.07	36%	64%
		Total 251 PRINT MATERIALS - Other				0.00		
		Total 251 PRINT MATERIALS		42,653.00	-6,249.66	36,403.34	85%	15%
		<b>255 PROGRAMS</b>				5,500.00		
		<b>110 ADULT PROGRAMS</b>				1,500.00		
		AMAZON.COM	VC - ART KITS I#5543435		-87.85	1,412.15		
		Total 110 ADULT PROGRAMS		1,500.00	-87.85	1,412.15	94%	6%
		<b>210 CHILD PROGRAMS</b>				3,000.00		
		AMAZON.COM	VC - PROGRAM MATERIALS (48.00+35.99+37.40)		-121.39	2,878.61		
		DOLLAR TREE	VC - PROGRAM MATERIALS I#016190		-21.00	2,857.61		
		WAUPACA AREA CHAMBER OF COMMERCE	VC - PRIZE GIFT CERTIFICATE I#032658		-25.00	2,832.61		
		THE BOOKCELLAR/DragonWings	VC - PRIZES (30+15.99) I#408693		-45.99	2,786.62		
		LUCKY TREE	VC - PROGRAM MATERIALS I#9355716		-13.99	2,772.63		
		Total 210 CHILD PROGRAMS		3,000.00	-227.37	2,772.63	92%	8%
		<b>310 TEEN PROGRAMS</b>				1,000.00		
		Total 310 TEEN PROGRAMS		1,000.00		1,000.00	100%	0%
		Total 255 PROGRAMS - Other				0.00		
		Total 255 PROGRAMS		5,500.00	-315.22	5,184.78	94%	6%
		<b>290 AV MATERIALS</b>				16,635.00		
		<b>125 ADULT MOVIES</b>				2,380.00		

		Name	Memo	Budget	Amount	Balance	% Unexpende	% Expended
		AMAZON.COM	VC - ADULT MOVIES (105.81+29.99+24.99+34.91-12.99)		-182.71	2,197.29		
		Total 125 ADULT MOVIES		2,380.00	-182.71	2,197.29	92%	8%
		<b>130 ADULT AUDIO BOOKS</b>				<b>1,027.00</b>		
		AMAZON.COM	VC - ADULT AUDIOBOOKS (18.58+25.98)		-44.56	982.44		
		BAKER & TAYLOR	VC - ADULT AUDIOBOOKS I#2036499891		-43.99	938.45		
		Total 130 ADULT AUDIO BOOKS		1,027.00	-88.55	938.45	91%	9%
		<b>135 ADULT MUSIC</b>				<b>552.00</b>		
		AMAZON.COM	VC - ADULT MUSIC I#6986654		-10.99	541.01		
		Total 135 ADULT MUSIC			-10.99	541.01		
		<b>220 CHILDRENS MOVIES</b>				<b>1,701.00</b>		
		AMAZON.COM	VC - CHILDRENS MOVIES (9.96+23.98+14.99+17.96+9.96+32.95)		-109.80	1,591.20		
		WALMART	VC - CHILDRENS MOVIES I#161791		-35.90	1,555.30		
		Total 220 CHILDRENS MOVIES		1,701.00	-145.70	1,555.30	91%	9%
		<b>225 CHILD AUDIO BOOKS</b>				<b>854.00</b>		
		Total 225 CHILD AUDIO BOOKS		854.00		854.00	100%	0%
		<b>320 TEEN MOVIES</b>				<b>468.00</b>		
		Total 320 TEEN MOVIES		468.00		468.00	100%	0%
		<b>325 TEEN AUDIO BOOKS</b>				<b>250.00</b>		
		Total 325 TEEN AUDIO BOOKS		250.00		250.00	100%	0%
		<b>420 VIDEO GAMES</b>				<b>900.00</b>		
		AMAZON.COM	VIDEOGAMES I#5721810		-54.99	845.01		
		Total 420 VIDEO GAMES		900.00	-54.99	845.01	94%	6%
		<b>510 EBOOKS &amp; EAUDIO BOOKS</b>				<b>8,503.00</b>		
		OUTAGAMIE WAUPACA LIBRARY SYSTEM	DIGITAL BUYING POOL FOR WI DIGITAL LIBRARY I#3850		-4,103.29	4,399.71		
		Total 510 EBOOKS & EAUDIO BOOKS		8,503.00	-4,103.29	4,399.71	52%	48%
		Total 290 AV MATERIALS - Other				0.00		
		Total 290 AV MATERIALS		16,635.00	-4,586.23	12,048.77	72%	28%
				\$ 784,522.00	-73,947.99	710,574.01	91%	9%

			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
			TOTAL BUDGET		\$784,522.00				
			TOTAL PERSONNEL JAN		\$61,000.56				
			TOTAL BILLS FOR JAN (INCLUDING PERSONNEL)		\$73,947.99				
			YTD EXPENDITURES		\$73,947.99				
			REMANING BUDGET		\$710,574.01				

	Name	Memo	Amount	Balance
<b>104 DONATIONS WAGES AND BENEFIT</b>				<b>0.00</b>
	DONATION PART TIME WAGES AND BENEFIT	JANUARY DONATION PART TIME WAGES AND BENEFITS	-877.77	-877.77
Total 104 DONATIONS WAGES AND BENEFIT			-877.77	-877.77
<b>250 DONATIONS MATERIALS</b>				<b>-0.01</b>
<b>250 PRINT MATERIALS</b>				<b>-0.01</b>
	MAGAZINE SUBSCRIPTION SERVICE AGENCY	VC - 1 YEAR BOOK PAGE SUBSCRIPTION (FRIENDS)	-375.00	-375.01
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS I#1912691 (FDTN)	-275.92	-650.93
Total 250 PRINT MATERIALS			-650.92	-650.93
<b>290 AV MATERIALS</b>				<b>0.00</b>
	AMAZON.COM	VC - CHILDRENS VIDEOGAMES (164.53+54.99) (FRIENDS)	-219.52	-219.52
Total 290 AV MATERIALS			-219.52	-219.52
Total 250 DONATIONS MATERIALS			-870.44	-870.45
<b>255 DONATIONS PROGRAMS</b>				<b>0.00</b>
<b>255 ADULT PROGRAMS</b>				<b>0.00</b>
	MOTION PICTURE LICENSING CORP.	VC - MOVIE LICENSE RENEWAL I#504384638 (FDTN)	-107.98	-107.98
Total 255 ADULT PROGRAMS			-107.98	-107.98
<b>255 CHILD PROGRAMS</b>				<b>0.00</b>
	OFFICE OUTFITTERS	VC - STORY WALK LAMINATING I#461649 (FDTN)	-57.35	-57.35
Total 255 CHILD PROGRAMS			-57.35	-57.35
<b>255 EXHIBITS PROGRAMS</b>				<b>0.00</b>
	AMAZON.COM	VC - YOUTH ART MONTH SUPPLIES I#4705004	-70.59	-70.59
	MISSY MITTEL PUBLISHING	VC - BOOKS FOR EXHIBIT I#10062055	-52.75	-123.34
	BLICK ART MATERIALS	VC - FRAME INSERTS I#27051465	-210.87	-334.21
	ROTARY CLUB OF WAUPACA	DUES FOR LIZ KNEER (80+50) I#217A	-130.00	-464.21
Total 255 EXHIBITS PROGRAMS			-464.21	-464.21
<b>255 TEEN TVA</b>				<b>0.00</b>
	NOFFKE LUMBER INC.	VC - TVA PROJECT (13.58-9.06)	-4.52	-4.52

	Name	Memo	Amount	Balance
Total 255 TEEN TVA			-4.52	-4.52
Total 255 DONATIONS PROGRAMS			-634.06	-634.06
<b>255 GRANTS</b>				<b>0.00</b>
<b>282 DONATIONS TECHNOLOGY</b>				<b>0.00</b>
	TECHSOUP	VC - MOBILE BEACON HOTSPOT I#3331552 (FDTN)	-135.00	-135.00
	MOBILE BEACON	VC - HOTSPOTS I#350506 (FDTN)	-1,161.00	-1,296.00
Total 282 DONATIONS TECHNOLOGY			-1,296.00	-1,296.00
<b>301 DONATIONS SUPPLIES</b>				<b>0.00</b>
<b>301 SUPPLIES</b>				<b>0.00</b>
	WAUPACA AREA CHAMBER OF COMMERCE	VC - GIFT CERT FOR FDTN RETIRING TREAS I#056834 (FDTN)	-100.00	-100.00
Total 301 SUPPLIES			-100.00	-100.00
<b>301 SUPPLIES RESALE</b>				<b>0.00</b>
	AMAZON.COM	VC - SNACKS/STYLUS (44.33+20.50) (FRIENDS)	-64.83	-64.83
Total 301 SUPPLIES RESALE			-64.83	-64.83
Total 301 DONATIONS SUPPLIES			-164.83	-164.83
			-3,843.10	-3,843.11



	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
<b>200 OPERATIONS</b>					<b>2,665.37</b>		
<b>201 TRAVEL &amp; TRAINING</b>					<b>366.67</b>		
Total 201 TRAVEL & TRAINING					366.67		
<b>207 MAINT EQUIPMENT</b>					<b>4.78</b>		
Total 207 MAINT EQUIPMENT					4.78		
<b>209 INSURANCE &amp; BONDING</b>					<b>0.00</b>		
Total 209 INSURANCE & BONDING					0.00		
<b>211 CONTRACT SERVICES</b>					<b>734.04</b>		
<b>211 COLLECTIONS</b>					<b>374.70</b>		
Total 211 COLLECTIONS					374.70		
<b>211 COPIER SERVICES</b>					<b>859.34</b>		
	US BANK COPIER COSTS FOR PRINTING	LATE CHARGES I#462181249		-17.60	841.74		
Total 211 COPIER SERVICES			\$ 6,500.00	-17.60	841.74	13%	87%
<b>211 CONTRACT SERVICES - Other</b>					<b>-500.00</b>		
Total 211 CONTRACT SERVICES - Other					-500.00		
Total 211 CONTRACT SERVICES				-17.60	716.44		
<b>215 MOVIE LICENSE</b>					<b>8.49</b>		
Total 215 MOVIE LICENSE					8.49		
<b>216 POSTAGE</b>					<b>444.61</b>		
Total 216 POSTAGE					444.61		
<b>217 MEMBERSHIPS &amp; DUES</b>					<b>659.54</b>		
Total 217 MEMBERSHIPS & DUES					659.54		
<b>218 OWLS MEMBERSHIP</b>					<b>0.00</b>		
Total 218 OWLS MEMBERSHIP					0.00		
<b>253 PROMOTIONAL MATERIALS</b>					<b>112.27</b>		
Total 253 PROMOTIONAL MATERIALS					112.27		
<b>282 TECHNOLOGY</b>					<b>350.59</b>		
Total 282 TECHNOLOGY					350.59		
<b>301 SUPPLIES</b>					<b>-15.62</b>		
Total 301 SUPPLIES					-15.62		
<b>200 OPERATIONS - Other</b>					<b>0.00</b>		
Total 200 OPERATIONS - Other					0.00		

	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
Total 200 OPERATIONS				-17.60	2,647.77		
<b>250 PRINT MATERIALS</b>					<b>1,129.14</b>		
<b>115 - ADULT BOOKS</b>					<b>851.90</b>		
	BAKER & TAYLOR	INVOICE (\$722.20- CREDITS \$188.04 - \$43.24) I#2036244417)		-490.92	360.98		
Total 115 - ADULT BOOKS			\$18,330.00	-490.92	360.98	2%	98%
<b>120 LARGE PRINT BOOKS</b>					<b>66.35</b>		
Total 120 LARGE PRINT BOOKS					66.35		
<b>215 CHILDRENS BOOKS</b>					<b>13.81</b>		
Total 215 CHILDRENS BOOKS					13.81		
<b>315 TEEN BOOKS</b>					<b>134.74</b>		
Total 315 TEEN BOOKS					134.74		
<b>410 MAGS &amp; NEWSPAPERS</b>					<b>62.34</b>		
Total 410 MAGS & NEWSPAPERS					62.34		
<b>250 PRINT MATERIALS - Other</b>					<b>0.00</b>		
Total 250 PRINT MATERIALS - Other					0.00		
Total 250 PRINT MATERIALS				-490.92	638.22		
				-508.52	32,269.40		

TOTAL BUDGET	\$	775,918.00
TOTAL PERSONNEL DEC	\$	49,815.99
TOTAL LATE 2021 BILLS (INCLUDING PERSONNEL)	\$	508.52
YTD EXPENDITURES	\$	743,648.60
REMANING BUDGET	\$	32,269.40

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda February 2022

Our Exhibit Room Committee met on February 2, 11a in the lower level meeting rooms at the library. This month we offered a Zoom option which worked well for those who weren't able to attend in person. We focused on generating ideas for our next two exhibits, *Roots of Jazz* and *50 Years of the Iola Car Show*.

Our next Exhibit Room Committee meeting is scheduled for March 2 at 11a.

Life Class started back up in February, with the theme 'Positivity and Rebounding in Tough Times'. I hosted the first of three sessions and presented *The Benefits of Nature on Mental Health*. I reached out to Rotary to see if they are interested in having our presentations, and we were offered dates in February, March, and April. This will be a great opportunity to give visibility to programs at the library, strengthen community ties, and reach an audience that might not typically use our services.

OWLS is (finally) transitioning us to a new website platform, and Patsy asked if I would help with design and training. I am excited to participate in the creation of one of the library's most used tools.

We had a great inter-department meeting to generate ideas for the Summer Learning Program. There will be many wonderful opportunities to reach our community through programming and events in the coming months! The Children's Department has done an amazing job of extending programs into community parks and does not use the Exhibit Room as intensively as it has in the past; we will use this opportunity to host *50 Years of the Iola Car Show* and work together on engagement areas and activities in the exhibit room that will compliment the exhibit and be part of the Summer Learning Program. We are fortunate to have staff that are willing to brainstorm, work together and collaborate to produce high quality, thoughtful services for our community.

Peg and I sat down to review goals from 2021 and she explained the new review process being rolled out by the city. Additionally, we covered how to review/submit the monthly credit card statement and made sure everything is covered for the Exhibit Room and Foundation as we transition to a new director; Peg has been thoroughly organized with all of this. Her support of the arts and culture in the library has made my job a joy and she will be dearly missed!

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

Missy joined our Exhibit Room committee to uninstall the exhibit on January 31. We were sad to see this fun exhibit go, but had wonderful feedback, with 1072 total visitors. We provided great community outreach with this exhibit through a holiday card station for veterans at King, and distributed 75 artist kits to our visitors.

*Wisconsin's John Muir*, on loan from the Wisconsin Historical Society, was returned to Madison by one of our Exhibit Room Committee Members.

### Youth Art Month (February 5-April 9)

The School District of Waupaca art teachers installed student artwork the first week of February for our annual Youth Art Month exhibit-stop in to check it out! In addition to the in-person exhibit, we will feature a virtual tour and online gallery/website. The awards ceremony will be virtual again this year. Local artists juried the exhibit, with prizes sponsored by the Library Foundation. Youth Art Month is an important partnership with the School District of Waupaca, the Library Foundation and the Waupaca Area Public Library. Art is so important for students, not only for creativity, but developing the basics of ALL learning and providing a much needed mental health outlet. Youth Art Month is an opportunity to meet our strategic plan goal of inclusive services by extending an invitation to all community members, many that might not normally visit the library.

I am working with Joni Radley (adult programming librarian) and Laura Reynolds (WACAB/Hub) on a tiny canvas kit. Laura will provide the video/instructions and we will display the canvases in the Exhibit Room.

### Roots of Jazz (April 17-June 4)

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 Eddie 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). Winchester has a wonderful line up of programs for Roots of Jazz, and we are planning to partner with the Arts Hub on an instrument zoo this spring.

### 2022 Schedule

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

## JANUARY 2022 EXHIBIT ROOM VISITS

01/1/2022	Saturday	-
01/2/2022	Sunday	closed
01/3/2022	Monday	-
01/4/2022	Tuesday	44
01/5/2022	Wednesday	22
01/6/2022	Thursday	10
01/7/2022	Friday	26
01/8/2022	Saturday	19
01/9/2022	Sunday	closed
01/10/2022	Monday	43
01/11/2022	Tuesday	6
01/12/2022	Wednesday	24
01/13/2022	Thursday	9
01/14/2022	Friday	22
01/15/2022	Saturday	19
01/16/2022	Sunday	closed
01/17/2022	Monday	15
01/18/2022	Tuesday	14
01/19/2022	Wednesday	17
01/20/2022	Thursday	19
01/21/2022	Friday	41
01/22/2022	Saturday	17
01/23/2022	Sunday	15
01/24/2022	Monday	17
01/25/2022	Tuesday	-
01/26/2022	Wednesday	65
01/27/2022	Thursday	14
01/28/2022	Friday	5
01/29/2022	Saturday	-
01/30/2022	Sunday	closed
01/31/2022	Monday	-

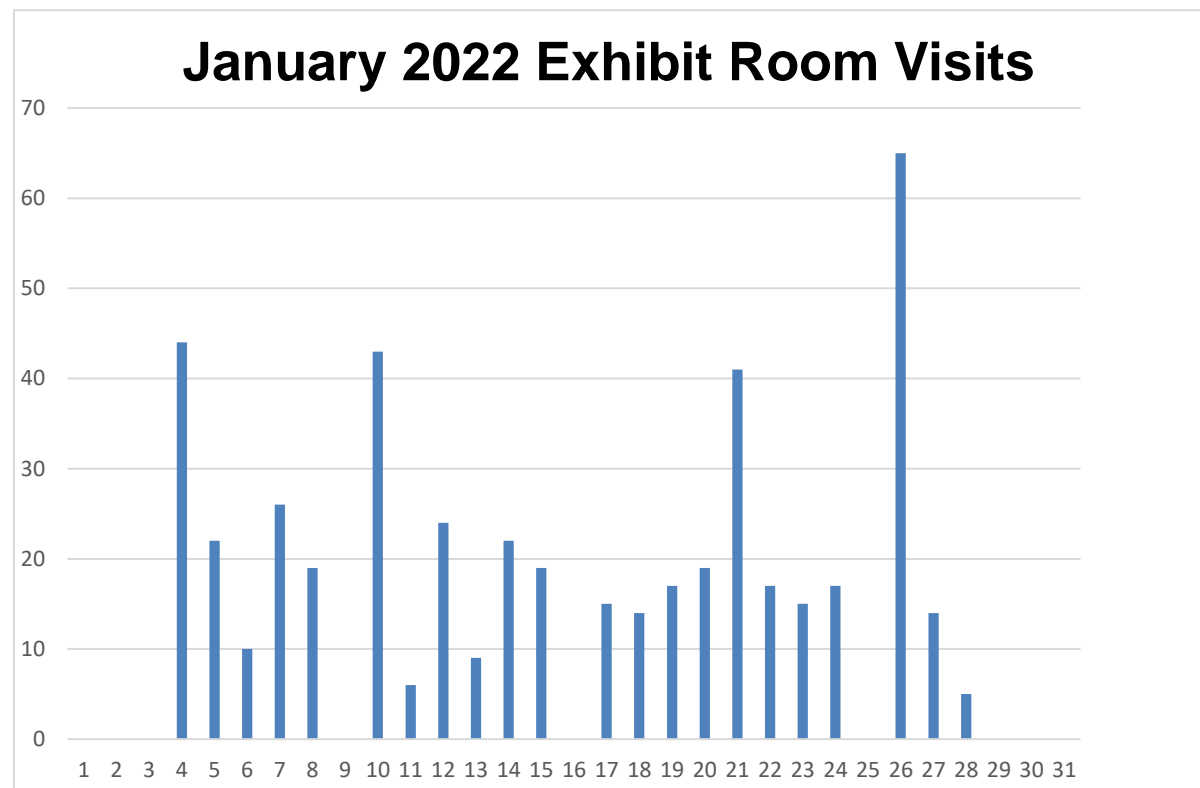
TOTAL 483

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.

The Art & Words of Missy Mittel for December = 544

The Art & Words of Missy Mittel for January = 483

The Art & Words of Missy Mittel Total = 1027



2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24												\$4.24
2022 Running Total												
\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24	\$4.24
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												\$269.21
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
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												
-43.95												
\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19												\$21.19
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												\$192.65
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												704
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												3,854
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												584
2022 stations	350												160
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												174
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												11
2021					20	32	45	54.75	41.25	0	14	10	217

## Jan 2022 Interlibrary Lender/Borrower Statistics

YTD

<u>Library</u>	<u>Code</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	NKALG	1,324	1,080	244	1.23	1,324	1,080	244	1.23
Appleton	OOAPL	10,453	9,304	1,149	1.12	10,453	9,304	1,149	1.12
Baileys Harbor	NDBAI	677	496	181	1.36	677	496	181	1.36
Birnamwood	NSBIR	563	194	369	2.90	563	194	369	2.90
Black Creek	OOBCL	1,586	839	747	1.89	1,586	839	747	1.89
Bonduel	NSBON	364	874	(510)	0.42	364	874	(510)	0.42
Clintonville	OWCPL	2,457	950	1,507	2.59	2,457	950	1,507	2.59
Coleman	NMCOL	468	579	(111)	0.81	468	579	(111)	0.81
Crivitz	NMCRI	490	1,373	(883)	0.36	490	1,373	(883)	0.36
Egg Harbor	NDEGG	603	506	97	1.19	603	506	97	1.19
Ephraim	NDEPH	312	95	217	3.28	312	95	217	3.28
Fish Creek	NDFIS	287	260	27	1.10	287	260	27	1.10
Florence	NFFLO	367	334	33	1.10	367	334	33	1.10
Forestville	NDFOR	445	487	(42)	0.91	445	487	(42)	0.91
Fremont	OWFPL	740	656	84	1.13	740	656	84	1.13
Gillett	NOGIL	416	310	106	1.34	416	310	106	1.34
Goodman	NMGOC	88	237	(149)	0.37	88	237	(149)	0.37
Green Earth	NBON2	91	2	89	45.50	91	2	89	45.50
Hortonville	OOHPL	1,270	1,819	(549)	0.70	1,270	1,819	(549)	0.70
Iola	OWIVL	1,038	947	91	1.10	1,038	947	91	1.10
Kaukauna	OOKAU	1,734	3,219	(1,485)	0.54	1,734	3,219	(1,485)	0.54
Kewaunee	NKKEW	1,401	970	431	1.44	1,401	970	431	1.44
Kimberly	OOKIM	2,506	3,191	(685)	0.79	2,506	3,191	(685)	0.79
Lakewood	NOLAK	891	749	142	1.19	891	749	142	1.19
Lena	NOLEN	421	220	201	1.91	421	220	201	1.91
Little Chute	OOLIT	1,682	2,677	(995)	0.63	1,682	2,677	(995)	0.63
Manawa	OWMAN	974	771	203	1.26	974	771	203	1.26
Marinette	NMMRT	1,253	1,440	(187)	0.87	1,253	1,440	(187)	0.87
Marion	OWMAF	1,116	792	324	1.41	1,116	792	324	1.41
Mattoon	NSMAT	81	45	36	1.80	81	45	36	1.80
New London	OWNLP	1,450	1,494	(44)	0.97	1,450	1,494	(44)	0.97
NFLS	NFLS	0	7	(7)	0.00	0	7	(7)	0.00
Niagara	NMNIA	417	566	(149)	0.74	417	566	(149)	0.74
Oconto	NOOCO	902	702	200	1.28	902	702	200	1.28
Oconto Falls	NOOCF	1,082	802	280	1.35	1,082	802	280	1.35
Oneida	NBONE	556	191	365	2.91	556	191	365	2.91
OWLS	OWLS	0	11	(11)	0.00	0	11	(11)	0.00
Peshtigo	NMPES	254	517	(263)	0.49	254	517	(263)	0.49
Scandinavia	OWSCA	449	485	(36)	0.93	449	485	(36)	0.93
Seymour	OOSEY	1,510	1,188	322	1.27	1,510	1,188	322	1.27
Shawano	NSSHA	2,039	1,743	296	1.17	2,039	1,743	296	1.17
Shiocton	OOSHI	420	245	175	1.71	420	245	175	1.71
Sister Bay	NDSIS	1,024	1,331	(307)	0.77	1,024	1,331	(307)	0.77
Sturgeon Bay	NDSTR	2,357	2,481	(124)	0.95	2,357	2,481	(124)	0.95
Suring	NOSUR	447	551	(104)	0.81	447	551	(104)	0.81
Tigerton	NSTIG	160	443	(283)	0.36	160	443	(283)	0.36



Washington Island	NDWSH	250	297	(47)	0.84
Waupaca	OWWAI	2,558	3,634	(1,076)	0.70
Wausaukee	NMWAS	122	48	74	2.54
Weyauwega	OWWE	1,043	769	274	1.36
Wittenberg	NSWIT	149	366	(217)	0.41

TOTAL		53,287	53,287	0	1.00
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250	297	(47)	0.84
2,558	3,634	(1,076)	0.70
122	48	74	2.54
1,043	769	274	1.36
149	366	(217)	0.41

53,287	53,287	0	1.00
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<u>Loaned by</u>	<u>Borrowed by NFLS libraries</u>	<u>Borrowed by OWLS libraries</u>	<u>Total</u>
NFLS libraries	11,466	8,835	20,301
OWLS libraries	8,819	61,476	70,295
Total	20,285	70,311	90,596

<u>Borrowed by NFLS libraries</u>	<u>Borrowed by OWLS libraries</u>	<u>Total</u>
11,466	8,835	20,301
8,819	61,476	70,295
20,285	70,311	90,596

Net = Number of items loaned less number of items borrowed  
Ratio = Number of items loaned for every item borrowed

NFLS	20,301	20,296
OWLS	32,986	32,991
	53,287	53,287

## 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														0
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 - Audio														0
2021 Downloads - Aud		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Magazine														0
2021 Downloads - Mag		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoo		100												100
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												3,025
Checkouts		9,266												9,266
Total Circulation w/ren		12,291	0	0	0	0	0	0	0	0	0	0	0	12,291
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	August	2021	Septembe	2021	October	2021	November	2021	December	2021		January	2022
Dayton	2,555	17%	1,940	15%	1,519	15%	1,434	13%	1,691	15%		1,603	13%
Farmington	1,977	14%	1,859	15%	1,687	16%	1,833	16%	1,636	15%		2,112	17%
Lind	525	4%	566	5%	411	4%	428	4%	543	5%		450	4%
Waupaca (Town)	1,013	7%	597	5%	587	6%	685	6%	648	6%		743	6%
Town Total	6,070	42%	4,962	40%	4,204	41%	4,380	38%	4,518	40%		4,908	40%
Waupaca (City)	5,109	35%	4,711	38%	4,000	39%	4,304	38%	4,373	39%		4,715	38%
Waushara County	688	5%	466	4%	406	4%	512	4%	317	3%		442	4%
Portage County	952	7%	837	7%	810	8%	1019	9%	821	7%		1,018	8%
Other	1,801	12%	1,950	16%	958	9%	1,173	10%	1,216	11%		1,208	10%
Total	14,620		12,541		10,378		11,388		11,245			12,291	

**Monthly/YTD Circs and Renewals - January 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	2,533	653	3,186	2,533	653	3,186
Appleton	37,294	11,076	48,370	37,294	11,076	48,370
Black Creek	1,853	677	2,530	1,853	677	2,530
Clintonville	3,004	680	3,684	3,004	680	3,684
Door Cty - Baileys Harbor	1034	221	1,255	1034	221	1,255
Door Cty - Egg Harbor	900	273	1173	900	273	1173
Door Cty - Ephraim	190	69	259	190	69	259
Door Cty - Fish Creek	481	69	550	481	69	550
Door Cty - Forestville	704	387	1,091	704	387	1,091
Door Cty - Sister Bay	3,002	849	3,851	3,002	849	3,851
Door Cty - Sturgeon Bay	6,547	1,923	8,470	6,547	1,923	8,470
Door Cty - Washington Island	675	237	912	675	237	912
Florence	687	141	828	687	141	828
Fremont	1068	425	1,493	1068	425	1,493
Gillett	617	128	745	617	128	745
Hortonville	3,978	1289	5,267	3,978	1289	5,267
Iola	1,886	577	2,463	1,886	577	2,463
Kaukauna	6,907	2,142	9,049	6,907	2,142	9,049
Kewaunee	2,447	820	3,267	2,447	820	3,267
Kimberly	8,573	2,406	10,979	8,573	2,406	10,979
Lakewood	2,343	518	2,861	2,343	518	2,861
Lena	649	178	827	649	178	827
Little Chute	7,961	2,363	10,324	7,961	2,363	10,324
Manawa	1,645	539	2,184	1,645	539	2,184
Marinette Cty - Coleman	1,318	382	1,700	1,318	382	1,700
Marinette Cty - Crivitz	2,133	582	2,715	2,133	582	2,715
Marinette Cty - Goodman	230	50	280	230	50	280
Marinette Cty - Marinette	3,489	858	4,347	3,489	858	4,347
Marinette Cty - Niagara	719	279	998	719	279	998
Marinette Cty - Peshtigo	807	199	1006	807	199	1006
Marinette Cty - Wausaukee	24	155	179	24	155	179
Marion	2,088	582	2,670	2,088	582	2,670
New London	3,675	840	4,515	3,675	840	4,515
Oconto	2,178	637	2,815	2,178	637	2,815
Oconto Falls	2,575	592	3,167	2,575	592	3,167
Oneida Tribal - Green Earth	2	0	2	2	0	2
Oneida Tribal - Oneida	149	89	238	149	89	238
Scandinavia	403	202	605	403	202	605
Seymour	2,131	827	2,958	2,131	827	2,958
Shawano Cty - Birnamwood	2,268	261	2,529	2,268	261	2,529
Shawano Cty - Bonduel	897	429	1,326	897	429	1,326
Shawano Cty - Mattoon	89	29	118	89	29	118
Shawano Cty - Shawano	6,575	1,410	7,985	6,575	1,410	7,985
Shawano Cty - Tigerton	590	90	680	590	90	680
Shawano Cty - Wittenberg	393	145	538	393	145	538
Shiocton	535	87	622	535	87	622
Suring	1101	235	1336	1101	235	1336
Waupaca	9,266	3,025	12,291	9,266	3,025	12,291
Weyauwega	1,721	631	2,352	1,721	631	2,352
<b>Total</b>	<b>142,334</b>	<b>41,256</b>	<b>183,590</b>	<b>142,334</b>	<b>41,256</b>	<b>183,590</b>

Posted 2/1/22



## Director's Report

January/February 2022

City Administrator Aaron Jenson recognizes that City Departments are here to serve the people of our community. With that in mind he will be asking City Council for a **change in policy** that would dictate that **departments be open to the public on the days leading up to or following a holiday that lands on a weekend**. Staff eligible for holiday pay would be given a floating holiday that could be used at their convenience. The original calendar for 2022 had the Library closed on Monday, December 26. I would ask that the Board to amend the calendar to be open on December 26. When setting the calendar for 2023 (in August), the Library should plan to be open on January 2, 2023.

**OWLS received grant funds for education** and are planning an educational series for two days at the end of April. The first day, April 21, is just for Directors. Sue and Patsy will plan to attend. April 22 is for support staff. We would like to see all of our staff able to attend. The Library would need to be closed that day.

The Chamber of Commerce is planning to have **Strawberry Fest** on the Trinity Lutheran grounds again this year. It is an opportunity for the Library to be open for the public. Since we are the only site for a public bathroom downtown we will ask that cleaning staff provide extra supplies and have someone to call in case of a building emergency.

**Action Item:** Amend the calendar for holidays to support the new City Policy to be open on December 26; closed on Friday April 22 for staff continuing education opportunity; and open on June 18<sup>th</sup> during Strawberry Fest

Access is one of our goals for the Strategic Plan created in 2019. One of the action items included reducing barriers to service. Last year the Board voted to waive all bills older than five years. I would ask that you consider the same action this year.

**Action Item:** Approve the waiving of bills older than five years – anything before 2018.

Waupaca County Public Health has been able to obtain a supply of **N95 masks to provide for the public**. Our Library, along with other libraries in the County, agreed to distribute masks. The masks were provided in packs of 3 and stored in a self-service container with instructions for taking the masks. The container was located in the City Hall/Library Lobby and the masks were gone after a single week.

The Administrative Advisory Committee, a group of Directors that makes decisions affecting library services in the Infosoup Consortium, voted to **increase the hold limits on each library card from 25 to 50 items**. While this may not affect too many of our patrons, power users, teachers and homeschoolers may find it beneficial.

I met with Ms. Kasza to plan for my **retirement**. The available vacation in 2022 at the time of retirement is prorated based on the start date. I have six weeks of vacation not eight weeks as previously reported.

I took a week at the end of January and have five weeks after my last work day, February 17. The final vacation day is March 25<sup>th</sup>. Having budgeted for eight weeks, there may be some latitude for hiring a Director sooner. The savings is about \$4,800.

Finally, I would like to thank the Library Board, all City Departments, and Staff for their support during my tenure. It has been an honor working at the Library and with the City of Waupaca. I am able to leave knowing I have made a difference in our organization and with the people I have served. Thank you for the opportunity to serve as Library Director.

*Respectfully Submitted by Peg Burington*

## January 2022 Adult Services Report

### **Adult Programs**

On January 15, our adult book discussion group read the book *That Summer* by Jennifer Weiner. Seven people attended, led by adult programming librarian Joni Radley. This book was not what I expected when I chose it, and it led to some great discussion about the “Me Too” movement, and the roles of men and women in our society, and how they become ingrained through the generations. The Adult Book Group line up is set through August, with input from the group on a couple of selections. It was also agreed that each member would submit 1 or 2 selections they would like to read, and the group could choose some of those for the remaining selections of the year.

We are confident that the Thursday Film Series will be up and running sometime this Spring.... Perhaps by May for the Roots of Jazz movie, “Alexander’s Ragtime Band.” The Binge Boxes, featuring Jack Rhodes’ recommended film selections have been circulating since early January.

The Life Class series for the spring, “Positivity & Rebounding in Tough Times” started the first Thursday in February with a theme revolving around the effects of nature on our mental health. The March Life Class will focus on water as the cure to everything.

The holiday baking videos presented by the staff on our website and our YouTube channel continue to be popular - watch for healthy dog biscuits and Irish soda bread in time for St. Patrick’s Day.

We are currently collecting “Valentines for Seniors” to deliver to Bethany Home for distribution to their residents. We will also have art kits available, with mini canvases for a Tiny Art Show to be displayed in the Exhibit Room along with the Student Art Month exhibit.

### **Adult Circulation & Information Report**

This month our Adult Department Team met to review our progress towards goals. In 2019 we created goals together for Front Desk service levels, Back Room Desk efficiency and accuracy, and Internal Teamwork culture. We were able to measure our progress in the first two categories, and will focus on Internal Teamwork culture goals in March. The last section where we need to create goals and measure success will be the Work Environment, both the physical space and the organizational culture. Staff have been asked to fill out an anonymous online questionnaire to begin exploring this topic.

Peg and I completed our training on collection development and I had opportunities to order for the Adult Department’s collections. I also trained with Jan Popple and we were able to develop some communication plans for sharing this responsibility during the Interim period. We also

completed training on preparing the Library Board reports and I was able to sit in on some OWLS meetings as well. Sue and I agree that we feel prepared as far as it was in Peg's power to do, and the rest we feel we can learn along the way because we will be working together.

Because of the increase in responsibilities of the Interim period I have stepped back from being the co-chair of both the You Belong in Waupaca Initiative group and the ThedaCare CHAT Social Connectedness sub-committee. Both of these groups have been meeting monthly and it was helpful to turn those responsibilities over to others during the training period. Conveniently, these two groups have now joined forces so we will be combining those two meetings into one. I have been invited to act as co-chair of the ThedaCare Chat Team which meets every other month. The others involved in leading that team have agreed to limit my responsibilities to taking minutes during the Library Director Interim period. Staying connected to the CHAT team has allowed me to have a greater understanding of our communities physical and mental health challenges and is a good opportunity for networking with leaders in our community.

I was able to attend the Wild Wisconsin Winter Web Conference in January. *Managerial Leadership: Leading from the Middle, Radically Imagining the Role of Public Libraries*, and *Respectful Human Resources for Rural Librarians*. Two that I was unable to attend live, but intend to watch during the month of February are *Get Back in Here!: Library Promotional Ideas to Draw People Back to the Library*, and *Out-of-the-Box Marketing Tactics*. The session *Managerial Leadership: Leading from the Middle* was extremely beneficial and I was able to share this with others on our staff.

Respectfully submitted by Joni Radley and Patsy Servey

## Children's Board Report – January 2022

Helping get data together for the annual report has been made quite easier this year with a tool from the Wisconsin Dept. of Public Instruction called a program tracker. One piece of data that it does not track is the number of book packs we select for people and make available through curbside delivery. In 2021, we put **442 book packs together**. While requests for book packs have decreased now that people can come in to select their own, there are still some who prefer the convenience and surprise of what will be in their box. In **January 2022, we filled 30 book packs**: 1 for an adult, 3 for teens, and 26 for children and families.

We continue to find photos in our email inboxes of families enjoying **our DIY kits**, whether they be science or art. We offered two science experiment kits (picking up ice cube by using salt on and string, and using static electricity to separate salt from pepper using a balloon) and two art/craft projects that celebrated the Lunar New Year – Year of the Tiger (an origami tiger and a lacing craft to put the stripes on a cardstock tiger). **211 children participated in this take home learning fun in January.**

For those who are visiting the library, you will see that our toys, puzzles and games are slowly making their way back out onto the floor. Staff is careful not to choose activities where many children will be in close proximity just yet. We've encouraged families to go on a dinosaur hunt around the library and play a version of BINGO to locate some hidden treasures. It's great to hear the laughter of playing children again in the department.

We have participated in multiple meetings with other City personnel this past month about various topics from meeting the finance director candidate to discussing plans about upgrades to the front lawn as an extension of the library program space. I am confident that Patsy and I will well represent the library on City matters during the interim. Peg has been really thorough about making sure all communication for the library director be funneled through us both.

We are working on our collaborations for the new year, too. Winchester Academy was a generous partner in allowing us to use their annual program mailing to include information about a speaker we are bringing to the community in April. Joseph Sanfelippo, from Fall Creek, WI, is a nationally recognized speaker on using social media to build up your schools and communities. You might remember us receiving a \$3000 grant from the Green Bay Packer Foundation toward his visit. He will be here to speak to middle and high school students and at a public presentation in the evening of Thursday, April 7<sup>th</sup>. We have been approached by the arts community to be a distribution point for a community art project that will be featured this summer in the lobby of our building. Monumental obelisks will be artistically created and put on display. My weekly coffee shop meet ups continue with the Art Hub and the Historical Society. We've had to reschedule my coffee with Sunny Day and one about our podcast creation for Money Smart in April, but the more people who we can engage in our plans for the future the better.

Thanks to Office Outfitters who invited us to be their featured business/organization on their weekly game show, **How Local Are You?!** What fun was had by all. Bill and Mary Zimmerman are such great champions for our community. Peg joined me (along with Baby Bear) and we talked about how libraries are evolving and the many new digital resources available for a free library card.

I have been fortunate to again share information regarding the urgency of how libraries can be stepping up in the communities as true partners with their school districts in offering help to children and families



who struggle because of the learning gap. On January 19<sup>th</sup>, I gave a webinar with information on Learning Gaps and Local Partnerships. This webinar was created, marketed and supported by our library system continuing education programmer, Joy Schwarz. I hope those who attended were inspired and excited about moving out into their community to build strong partnerships and learned about best practices from around the country.

Jan Rademacher and I finished our Fifth Grade book talks at the Waupaca Middle School in January. Jan and Molly will be helping Taylor with book talks for sixth graders soon. Our school librarian colleagues are huge supporters of our book talks and they provide all the needed circulation of these titles from the school libraries.

We have done some “weeding” by pulling items that are old, in poor condition, or no longer popular. Our magazines, movies and music were culled in January. Watch for them in the Friends of the Library book sale soon.

Our Story Walks have again been changed out for a new six-week period. Thank you to our local volunteers for their help in bringing new stories to the trails. We are still waiting to hear from the School District about relocating the Story Walk from the trail behind the WLC to a more safe location.

I would like to officially recognize our staff. This month, both Patsy and I became aware of just how strong of a team we have. As we venture into this period of “interim”, I am so proud of our employees who provide top-notch customer service with great care and empathy. They treat the internal customer (each other) with the same dedication they present to the visiting customer. We are always hearing kudos for an amazing library. It isn’t the building they are referring to ..... it’s the people and their service.

Respectfully submitted,  
Sue Abrahamson

## January 2022 Board Report Teen Department

In January, the Teen Department was excited to be able to use the lower-level meeting rooms to safely host in-person teen programs for their patrons. At the Teen Volunteer Agents meeting, the students discussed what changes they'd like to see made to the Teen Room space. They wanted to see the Program Room be transformed into more of a hybrid space that could serve as a quiet reading space, or a Makerspace for those who wanted to use it. Part of making it more welcoming and inviting to them would include adding comfier seating, softer lighting through lamps and string lights, and some sort of "We're Open" signage to show that it is open for use. The T.V.A is going to continue working on this project during their February meeting.

Over the last month, the teen staff have been noticing more and more teens showing an interest in the Teen Room's anime and manga collection. After talking with patrons, it was clear that manga is growing in popularity and that it can be difficult for teens to find other fans of manga at school. It was all the Teen Department needed to start its own Anime/Manga Club. A teen staff member was asked to run the club meetings. Teen Librarian Taylor then applied and was accepted to be a part of a free Library Outreach Program provided by Crunchyroll. For those who don't know, Crunchyroll is a well-known anime-streaming service. They were able to host their first club meeting on January 19<sup>th</sup> and had four teens attend. They all had a great time, and loved having a chance to connect with one another. Our next club meeting will be on February 16<sup>th</sup>. Taylor would like to see us gather feedback from the teens participating in this club to further expand the manga collection provided in the Teen Room.

The Waupaca High School Social Media Club has been going well. Stephanie Knuth and Taylor have been working hard to get students comfortable with using Canva and Class Intercom while working on their posts for the High School. They would like to show their students different ways to gather school and classroom stories outside of the ones that are sent to them from teachers. Part of this next step is showing them the ins and outs of interviewing individuals and how to go about reaching out to teachers, or fellow students, and asking them to share their stories.



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

- Teens Talk Thursdays – 9 participants
- T.V.A. Meeting – 6 participants
- Social Media Club at High School – 6
- Anime/Manga Club – 4 participants
- DIY Air Clay Charms – 4 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

February 8<sup>th</sup>, 2022



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WAUPACA AREA PUBLIC LIBRARY  
LIBRARY PERSONNEL COMMITTEE AGENDA  
WEDNESDAY JANUARY 17, 2022, 5:30 PM OR FOLLOWING BOARD MEETING  
**IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE**

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

Start time 4:45

1. ROLL CALL: Present Committee Members: Chris Jaenke, Mary Zimmermann, Julie Eiden  
Absent : Lori Chesnut Also Present: Peg Burington, Sue Abrahamson
2. Move to APPROVE the Agenda M. Zimmermann, 2. C Jaenke, 3 ayes, 0 nays, Motion carried

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. There was discussion about the current Library Director Job Description. Sue Abrahamson led a brainstorming session on the scope of the position. The Committee talked about the connections to the community and relationships being absent from current description. This will be brought back to Committee for consideration at a later date.
4. Discussion around the Draft of the City of Waupaca Employee Rewards Program starting 2022
5. Move to ADJOURN at 6:30 C Jaenke, 2. M. Zimmermann 3 ayes, 0 nays, Motion carried

**Outagamie Waupaca Library System  
Board of Trustees**

December 16, 2021 Meeting Minutes

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

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

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Mark Marnocha, Nate Wolff.

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

Herman moved, seconded by Buchholtz, to approve the November 18, 2021 meeting minutes as presented. Motion carried.

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

Craig moved, seconded by Girod, to approve the November/December checks numbered 32374-32406 inclusive in the amount of \$56,938.37 and payroll-related expenditures in the amount of \$80,405.40. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Looker moved, seconded by Frola, to approve the Appleton Public Library Service Agreement. Motion carried.

Buchholtz moved, seconded by Trentlage, to approve AAC's recommendation for OWLSnet Fees. Motion carried.

Ver Voort moved, seconded by Herman, to approve increasing the total Office Assistant hours from 20 per week to 30 per week until APL closes at Oneida St. Motion carried.

Gilbert moved, seconded by Buchholtz, to approve reimbursement of OWLS Trustee costs related to Legislative Day attendance. Motion carried.

Hankins moved, seconded by Frola, to authorize the Director to sign the Outagamie County Agreement, provided the language is the same as last year. Motion Amended to include removal of the incorrect hyphen in "Outagamie-Waupaca." Motion carried.

Girod moved, seconded by Gilbert, to authorize the Director to obligate funds for move-related expenses from the fund balance, either by paying with an OWLS credit card or signing a contract.

Hankins moved, seconded by Herman, to approve the 2022 meeting schedule as presented. Motion carried.

Hankins moved, seconded by Gilbert, to approve the lease agreement with Outagamie County as presented. Motion carried.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:07pm.

Respectfully submitted,

Liz Kauth  
OWLS Secretary/Treasurer, *Pro Tem*