



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY MAY 18, 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, April 20, 2022  
**ACTION ITEM: APPROVE** minutes of April 20, 2022 meeting
4. Monthly bills for April 2022, **BILLS \$93,249.29, PERSONNEL \$87,228.85, Donations Expenditures \$1,941.98**  
**ACTION ITEM: APPROVE** April 2022 bills with personnel costs and Donation Expenditures
5. Library Exhibit Room report
  - A. Exhibit Coordinator's Report
  - B. Chart of Visits
6. Library Statistics
  - A. Copy Income and Meeting Room Income Reports
  - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
  - C. Interloan Chart
  - D. Circulation Charts
    - a. Circulation & Renewals with Municipality Chart
    - b. Consortium Circulation
7. Department Reports
  - A. Interim Director's Report
  - B. Adult Services Report
  - C. Youth Services Report
  - D. Teen Services Report

## 8. Committee Reports

- A. Library Finance Committee
    - a. No Meeting
  - B. Library Planning Committee
    - a. No Meeting
  - C. Library Policy Committee
    - a. Plan Meeting for June 15 following the Board meeting
  - D. Personnel Committee
    - a. No Meeting
  - E. Ad hoc Hiring Committee
    - a. Minutes from April 20, 2022 meetings
- ACTION ITEM: APPROVE** the Minutes from the April 20, 2022 Ad hoc Hiring Committee Meetings

## 9. Old Business

## 10. New Business

- a. Incident Report
  - b. Board member resignation letter
- ACTION ITEM:** Accept resignation letter from Rebecca Thieme-Baeseman
- c. Ethics and Fraud Policies
- ACTION ITEM:** The Library Board has reviewed the Ethics and Fraud Policies and will place them on file.
- d. Library Officer Elections & Committee Assignments
    - Library Board Bylaws page 1
- ACTION ITEM:** Approve the slate of nominated officers

## 11. Announcements & Correspondence

- a. OWLS Minutes March 2022
- b. Next meeting will be Wednesday, June 15, 2022 at 4:30 pm in-person in the Council Chambers

## 12. Adjournment

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

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

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



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

**IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE**

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

Meeting was called to order by Julie Eiden at 4:31pm

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

**APPROVAL OF AGENDA**

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

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

**MINUTES FROM MEETING HELD WEDNESDAY, March 16, 2022**

MOTION by H. Olsen, SECOND by R. Thieme-Baeseman, to approve the amended minutes of March 16 Meeting. 8 ayes, 0 nays, 0 absent. Motion Passed

**MONTHLY BILLS FOR February 2022, BILLS \$79,769.55, PERSONNEL \$45,946.90, Donations Expenditures \$7,267.43**

MOTION by L. Chesnut, SECOND by M. Zimmerman, to approve March bills \$79,769.55, with personnel cost \$45,946.90, and donations expenditures \$7,267.43. 8 ayes, 0 nays, 0 absent. Motion Passed on a roll call vote.

**LIBRARY EXHIBIT ROOM**

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

**LIBRARY STATISTICS**

- A. Copy Income **\$767.83** and Meeting Room Income **\$0**
- B. Volunteer Hours **25**, Reference Transactions **822**, Library Visits **6,028**, Internet Use Wireless **493**, Stations **623**, Curbside Service **105**
- C. Interloan Chart: **2,993** items loaned, **3,457** items borrowed
- D. Circulation Charts

- a. Circulation & Renewals with Municipality Chart showed a total circulation of **13,899**. Consortium Circulation Chart presented

#### DEPARTMENT REPORTS

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

#### COMMITTEE REPORTS

- A. Library Finance Committee, Library Planning Committee, and Library Policy Committee did not meet.
- B. Personnel Committee- Ad hoc Hiring Committee
  - a. Minutes from March 16 and March 30 meetings- minutes were amended to add Chris Jaenke in the listed committee members.

MOTION by L. Chesnut, SECOND by M. Zimmerman, to approve amended minutes from March 16 and March 30 Ad Hoc Hiring Committee meetings. 8 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

MOTION by H. Olsen, SECOND by L. Chesnut, to approve the Library Director job description and job posting. 8 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

OLD BUSINESS- none

#### NEW BUSINESS

- a. Incident Report was presented
- b. Thank you note from Joyce Boyer was read
- c. State of Wisconsin Certificate of Commendation was read

#### ANNOUNCEMENTS & CORRESPONDENCE

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

#### ADJOURNMENT

MOTION by L. Chesnut, SECOND by G. Rhodes, to adjourn. 8 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Meeting adjourned at 5:28pm

Chaired by Julie Eiden, Library Board President  
Compiled by Patsy Servey & Joni Radley

		Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
<b>100 PERSONNEL</b>						<b>496,287.87</b>		
	<b>102 FULL TIME WAGES &amp; BENEFITS</b>					<b>375,546.34</b>		
		FULL TIME WAGES AND BENEFITS	BENEFITS	\$ 498,136.00	-76,077.88	299,468.46	60%	40%
	Total 102 FULL TIME WAGES & BENEFITS				-76,077.88	299,468.46		
<b>104 PART TIME WAGES &amp; BENEFITS</b>						<b>120,741.53</b>		
		PART TIME WAGES AND BENEFITS	BENEFITS		-11,150.97	109,590.56		
	Total 104 PART TIME WAGES & BENEFITS			\$ 154,942.00	-11,150.97	109,590.56	71%	29%
	<b>100 PERSONNEL - Other</b>					<b>0.00</b>		
	Total 100 PERSONNEL - Other					0.00		
	Total 100 PERSONNEL			\$ 653,078.00	-87,228.85	409,059.02	63%	37%
<b>200 OPERATIONS</b>						<b>34,831.51</b>		
	<b>201 TRAVEL &amp; TRAINING</b>					<b>3,767.00</b>		
		AMAZON.COM	VC - J POPPLE CATALOGING TEXT I#5221057		-46.54	3,720.46		
		UW MADISON CONFERENCE CENTER	VC - J POPPLE BASICS OF CATALOGING I3561699		-292.50	3,427.96		
		WISCONSIN LIBRARY ASSOCIATION	VC - WAPL REGISTRATION FOR TAYLOR I#14477		-163.00	3,264.96		
	Total 201 TRAVEL & TRAINING			\$ 4,000.00	-502.04	3,264.96	82%	18%
<b>207 MAINTENANCE OF EQUIPMENT</b>						<b>6,296.00</b>		
	Total 207 MAINTENANCE OF EQUIPMENT			\$ 6,296.00		6,296.00	100%	0%
<b>209 INS &amp; BONDING</b>						<b>1,000.00</b>		
	Total 209 INS & BONDING			\$ 1,000.00		1,000.00	100%	0%
<b>211 CONTRACT SERVICES</b>						<b>5,761.86</b>		
	<b>211 COLLECTIONS</b>					<b>269.45</b>		
		UNIQUE MANAGEMENT SERVICES INC.	3 ACCOUNTS SENT TO COLLECTIONS I#6100635		-26.85	242.60		
	Total 211 COLLECTIONS			\$ 350.00	-26.85	242.60	69%	31%
<b>211 COPIER SERVICES</b>						<b>5,492.41</b>		
		US BANK	XEROX COPIER CONTRACT PYMT I#469337273		-158.40	5,334.01		
	Total 211 COPIER SERVICES			\$ 6,300.00	-158.40	5,334.01	85%	15%
	<b>211 CONTRACT SERVICES - Other</b>					<b>0.00</b>		
	Total 211 CONTRACT SERVICES - Other					0.00		

		Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
		Total 211 CONTRACT SERVICES		\$ 6,650.00	-185.25	5,576.61	84%	16%
		<b>216 POSTAGE</b>				<b>755.75</b>		
		POSTAGE METER	2022		-97.31	658.44		
		Total 216 POSTAGE		\$ 1,000.00	-97.31	658.44	66%	34%
		<b>217 MEMBERSHIPS &amp; DUES</b>				<b>1,606.40</b>		
		WISCONSIN LIBRARY ASSOCIATION	VC - MEMBERSHIP RENEWAL PAULA I#14551		-108.58	1,497.82		
		Total 217 MEMBERSHIPS & DUES		\$ 1,700.00	-108.58	1,497.82	88%	12%
		<b>218 OWLS MEMBERSHIP</b>				<b>0.00</b>		
		Total 218 OWLS MEMBERSHIP		\$ 27,460.00		0.00	0%	100%
		<b>253 PROMOTIONAL MATERIALS</b>				<b>650.00</b>		
		WAUPACA AREA CHAMBER OF COMMERCE	VC - STUDENT HIRING EXPO I#131631		-12.50	637.50		
		Total 253 PROMOTIONAL MATERIALS		\$ 650.00	-12.50	637.50	98%	2%
		<b>282 TECHNOLOGY</b>				<b>9,754.61</b>		
		Total 282 TECHNOLOGY		\$ 9,900.00		9,754.61	99%	1%
		<b>301 SUPPLIES</b>				<b>5,239.89</b>		
		AMAZON.COM	VC - SHARPIES I#3053004		-10.99	5,228.90		
		AMAZON.COM	VC - WALL CLOCK I33449015		-33.18	5,195.72		
		AMAZON.COM	(13.22+11.59)		-24.81	5,170.91		
		Total 301 SUPPLIES		\$ 8,000.00	-68.98	5,170.91	65%	35%
		<b>200 OPERATIONS - Other</b>				<b>0.00</b>		
		Total 200 OPERATIONS - Other				0.00		
		Total 200 OPERATIONS		\$ 65,917.03	-974.66	33,856.85	51%	49%
		<b>251 PRINT MATERIALS</b>				<b>26,357.31</b>		
		<b>115 ADULT BOOKS</b>				<b>12,317.21</b>		
		BAKER & TAYLOR	VC - ADULT BOOKS (29.05+159.53+57.96+50.90+314.96+152.66+58.63)		-823.69	11,493.52		
		AMAZON.COM	VC - ADULT BOOK I#5221057		-36.99	11,456.53		
		AMAZON.COM	VC - ADULT BOOKS (11.99+32.98+9.99+13.18+86.54)		-154.68	11,301.85		
		GARRISON KEILLOR	VC - ADULT BOOK I#33510		-25.49	11,276.36		
		Total 115 ADULT BOOKS		\$ 16,330.00	-1,040.85	11,276.36	69%	31%

		Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
<b>120 ADULT LARGE PRINT</b>						<b>2,207.34</b>		
Total 120 ADULT LARGE PRINT				\$ 3,420.00		2,207.34	65%	35%
<b>215 CHILDRENS BOOKS</b>						<b>8,669.16</b>		
		AMAZON.COM	VC - CHILD BOOKS (7.99+14.39+9.99+15.95)		-48.32	8,620.84		
		CAPSTONE	VC - CHILD BOOKS I#275508		-464.76	8,156.08		
		BAKER & TAYLOR	VC - CHILD BOOKS (456.35+16.08+15.26+188.42+195.96+ 216.11)		-1,088.18	7,067.90		
Total 215 CHILDRENS BOOKS				\$ 15,523.00	-1,601.26	7,067.90	46%	54%
<b>315 TEEN BOOKS</b>						<b>1,974.67</b>		
		BARNES & NOBLE	VC - TEEN BOOK I#4124761582		-13.72	1,960.95		
Total 315 TEEN BOOKS				\$ 3,175.00	-13.72	1,960.95	62%	38%
<b>410 MAG &amp; NEWSPAPERS</b>						<b>1,188.93</b>		
		WALL STREET JOURNAL	VC - WSJ ONLINE & PRINT I#60628		-599.88	589.05		
		POST CRESCENT	VC - POST CRESCENT RENEWAL		-473.03	116.02		
Total 410 MAG & NEWSPAPERS				\$ 4,205.00	-1,072.91	116.02	3%	97%
<b>251 PRINT MATERIALS - Other</b>						<b>0.00</b>		
Total 251 PRINT MATERIALS - Other						0.00		
Total 251 PRINT MATERIALS				\$ 42,653.00	-3,728.74	22,628.57	53%	47%
<b>255 PROGRAMS</b>						<b>4,400.50</b>		
<b>110 ADULT PROGRAMS</b>						<b>1,097.87</b>		
		AMAZON.COM	VC - SPICE KITS I#9805028		-93.17	1,004.70		
		AMAZON.COM	VC NOTEBOOKS I#8782651		-45.98	958.72		
Total 110 ADULT PROGRAMS				\$ 1,500.00	-139.15	958.72	64%	36%
<b>210 CHILD PROGRAMS</b>						<b>2,379.47</b>		
		AMAZON.COM	VC LUPINE SEEDS I#0365846		-39.99	2,339.48		
		AMAZON.COM	VC - PINEWOOD DERBY CAR KITS I#0113053		-291.42	2,048.06		
		AMAZON.COM	VC - BANNER FOR SPANISH COLL I#2894606		-21.90	2,026.16		
		AMAZON.COM	VC - LUPINE SEEDS I#3446650		-54.98	1,971.18		
		FLEET FARM	VC - SANDPAPER I#3171		-7.96	1,963.22		
Total 210 CHILD PROGRAMS				\$ 3,000.00	-416.25	1,963.22	65%	35%

		Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
		<b>310 TEEN PROGRAMS</b>				<b>923.16</b>		
		KWIK TRIP	RECEIPT)		-1.39	921.77		
		WALGREENS	VC - CANDY FOR HS JOB FAIR (NO RECEIPT)		-14.76	907.01		
		AMAZON.COM	VC DISINFECTANT WIPES I#2702662		-17.49	889.52		
		Total 310 TEEN PROGRAMS		\$ 1,000.00	-33.64	889.52	89%	11%
		<b>255 PROGRAMS - Other</b>				<b>0.00</b>		
		Total 255 PROGRAMS - Other				0.00		
		Total 255 PROGRAMS		\$ 5,500.00	-589.04	3,811.46	69%	31%
		<b>290 AV MATERIALS</b>				<b>10,864.35</b>		
		<b>125 ADULT MOVIES</b>				<b>1,907.15</b>		
		AMAZON.COM	VC - ADULT MOVIES (22.96+218.38+19.96+39.91)		-301.21	1,605.94		
		Total 125 ADULT MOVIES		\$ 2,380.00	-301.21	1,605.94	67%	33%
		<b>130 ADULT AUDIO BOOKS</b>				<b>905.80</b>		
		AMAZON.COM	VC - ADULT AUDIOBOOKS (22+59.38+130.87)		-212.25	693.55		
		Total 130 ADULT AUDIO BOOKS		\$ 1,027.00	-212.25	693.55	68%	32%
		<b>135 ADULT MUSIC</b>				<b>417.83</b>		
		AMAZON.COM	VC - ADULT MUSIC (68.07+37.57)		-105.64	312.19		
		Total 135 ADULT MUSIC		\$ 552.00	-105.64	312.19	57%	43%
		<b>220 CHILDRENS MOVIES</b>				<b>1,404.61</b>		
		AMAZON.COM	VC - CHILDRENS MOVIES (14.99+23.98+34.98+12.99-1 REFUND)		-85.94	1,318.67		
		Total 220 CHILDRENS MOVIES		\$ 1,701.00	-85.94	1,318.67	78%	22%
		<b>225 CHILD AUDIO BOOKS</b>				<b>594.04</b>		
		Total 225 CHILD AUDIO BOOKS		\$ 854.00		594.04	70%	30%
		<b>320 TEEN MOVIES</b>				<b>385.16</b>		
		AMAZON.COM	VC - TEEN MOVIES I#6930639		-22.96	362.20		
		Total 320 TEEN MOVIES		\$ 468.00	-22.96	362.20	77%	23%
		<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>600.05</b>		
		Total 420 VIDEO GAMES		\$ 900.00		600.05	67%	33%



		Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
		510 EBOOKS & EAUDIO BOOKS				4,399.71		
		Total 510 EBOOKS & EAUDIO BOOKS		\$ 8,503.00		4,399.71	52%	48%
		290 AV MATERIALS - Other				0.00		
		Total 290 AV MATERIALS - Other				0.00		
		Total 290 AV MATERIALS		\$ 16,635.00	-728.00	10,136.35	61%	39%
				\$ 784,522.00	-93,249.29	479,492.25	61%	39%
		TOTAL BUDGET	\$784,522.00					
		TOTAL PERSONNEL APRIL	\$87,228.85					
		TOTAL BILLS FOR APRIL (INCLUDING PERSONNEL)	\$93,249.29					
		YTD EXPENDITURES	\$305,029.75					
		REMANING BUDGET	\$479,492.25					

	Name	Memo	Amount	Balance
<b>104 DONATIONS WAGES AND BENEFIT</b>				<b>-712.44</b>
	LIBRARY FOUNDATION	FOUNDATION CK 2236	712.24	-0.20
	DONATION PART TIME WAGES AND BENEFITS	APRIL DONATION PART TIME WAGES & BENEFITS	-712.44	-712.64
Total 104 DONATIONS WAGES AND BENEFIT			-0.20	-712.64
<b>250 DONATIONS MATERIALS</b>				<b>-55.00</b>
<b>250 PRINT MATERIALS</b>				<b>-0.01</b>
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS I#1932265	-49.34	-49.35
	CENGAGE/GALE	VC - LARGE PRINT BOOKS (91.17+59.48)	-150.65	-200.00
Total 250 PRINT MATERIALS			-199.99	-200.00
<b>290 AV MATERIALS</b>				<b>-54.99</b>
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR CHILD VIDEO GAME CHECK 1607	54.99	0.00
Total 290 AV MATERIALS			54.99	0.00
<b>510 - EBOOKS EAUDIO</b>				<b>0.00</b>
Total 510 - EBOOKS EAUDIO				0.00
<b>250 DONATIONS MATERIALS - Other</b>				<b>0.00</b>
Total 250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS			-145.00	-200.00
<b>255 DONATIONS PROGRAMS</b>				<b>-6,500.00</b>
<b>255 ADULT PROGRAMS</b>				<b>0.00</b>
Total 255 ADULT PROGRAMS				0.00
<b>255 CHILD PROGRAMS</b>				<b>-6,500.00</b>
	LIBRARY FOUNDATION	CHECK 2236	6,500.00	0.00
	AMAZON.COM	VC - 3DOODLER REPLACEMENT I#7390613 (FDTN)	-49.99	-49.99
	AMAZON.COM	VC - WOODEN SPOONS (FRIENDS)	-63.92	-113.91
Total 255 CHILD PROGRAMS			6,386.09	-113.91
<b>255 EXHIBITS PROGRAMS</b>				<b>0.00</b>
	WAUPACA AREA CHAMBER OF COMMERCE	VC - YOUTH ART GIFT CERTIFICATES I#1	-160.00	-160.00
	WALGREENS	VC - ROOTS OF JAZZ I#2204-1103	-103.50	-263.50
	AMAZON.COM	VC - ROOTS OF JAZZ FOAM BOARD I#2765054	-42.18	-305.68

	Name	Memo	Amount	Balance
Total 255 EXHIBITS PROGRAMS			-305.68	-305.68
<b>255 SUMMER LEARNING PROGRAM</b>				<b>0.00</b>
	BOOKCELLER/DRAGONWINGS	VC - SLP COMMUNITY READS BOOKS I#10034905	-584.68	-584.68
Total 255 SUMMER LEARNING PROGRAM			-584.68	-584.68
<b>255 TEEN PROGRAMS</b>				<b>0.00</b>
Total 255 TEEN PROGRAMS				0.00
<b>255 TEEN TVA</b>				<b>0.00</b>
Total 255 TEEN TVA				0.00
<b>255 DONATIONS PROGRAMS - Other</b>				<b>0.00</b>
Total 255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS			5,495.73	-1,004.27
<b>255 GRANTS</b>				<b>0.00</b>
Total 255 GRANTS				0.00
<b>282 DONATIONS TECHNOLOGY</b>				<b>0.00</b>
Total 282 DONATIONS TECHNOLOGY				0.00
<b>301 DONATIONS SUPPLIES</b>				<b>0.00</b>
<b>301 FURNITURE FIXTURES</b>				<b>0.00</b>
Total 301 FURNITURE FIXTURES				0.00
<b>301 SUPPLIES</b>				<b>0.00</b>
Total 301 SUPPLIES				0.00
<b>301 SUPPLIES RESALE</b>				<b>0.00</b>
	AMAZON.COM	VC - SNACKS I#4573036	-25.07	-25.07
Total 301 SUPPLIES RESALE			-25.07	-25.07
<b>301 DONATIONS SUPPLIES - Other</b>				<b>0.00</b>
Total 301 DONATIONS SUPPLIES - Other				0.00
Total 301 DONATIONS SUPPLIES			-25.07	-25.07
			5,325.46	-1,941.98

## **Exhibit Room Report**

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda May 2022

Our May Exhibit Room Committee meeting was on Wednesday May 4, in person at the library and virtually via Zoom. We discussed the schedule for 2022, installing the Lola Car Show Exhibit, items we need to complete the exhibit, and upcoming programs.

Our next Exhibit Room Committee meeting is scheduled for June 6 at 11a, in person at the library and via Zoom.

There were 1348 visits to the Exhibit Room for April, 573 for Youth Art Month and 775 for Roots of Jazz.

### Roots of Jazz (April 18-June 4)

The Exhibit Room Committee was an amazing help to install Roots of Jazz. Please stop in to look at this great exhibit and learn about our local Ragtime legend, Eddy Hanson.

Winchester hosted the *Durable Dane* on April 26 in the meeting rooms, and followed with a reception in the Exhibit Room; 86 people attended this fun evening program. Although we could have food or drinks, there was great socializing, and music provided by the Waupaca High School Jazz Ensemble. Their director, Mark Kryshak, had the students learn Eddy Hanson's Desertland and the Wisconsin Waltz. In addition to performing in the Exhibit Room, these pieces were recorded and are on the virtual exhibit website as well as on the TV in the Exhibit Room.

The interactive website has access to Eddy Hanson audio recordings. The website is available to visitors on the iPad in the Exhibit Room or from the library website: <https://lizkneer.wixsite.com/rootsofjazz>

<https://www.waupacalibrary.org/exhibit/roots-jazz>

Roots of Jazz runs through June 4, and we will uninstall the exhibit on Monday June 6.

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

This exhibit will be a unique opportunity to attract new patrons to the library, as well as featuring the Lola Car Show, who gives so much to the Waupaca area. We will install this exhibit on June 6.

The Lola Car Show staff is gathering memorabilia, posters, model cars, magazines and other items to tell the story of the car show. Greg's Speedshop will also loan classic car items. Library Foundation member, Alan Kjelland, loaned his collection of Lola car Show posters. All items will be at the library mid-month so that they can be catalogued and have labels ready to go for installation.

This exhibit coincides with the Summer Learning Program (SLP) and provides the perfect opportunity to collaborate across departments to create quality, relevant programming that will enrich the exhibit as well as SLP. I have been attending meetings with our library staff to make work together on programming ideas. Additionally, we will have interactive, engaging areas in the exhibit to encourage reading, math and engineering skills that get our visitors learning in a fun way. We are fortunate to have staff that are willing to brainstorm, work together and collaborate to produce high quality, thoughtful services for our community. Programs for the exhibit include a field trip to Greg's Speedshop, Pinewood Derby kits/races, and a car show on the streets around the library square on July 21.

### 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 Lola Car Show/Summer Learning Program*: June 11-July 30
- *The Waupaca Community Arts Hub Gallery*: August 6-October

- *Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home: October/November/December*

## **2023 Schedule**

- TBD: January
- Youth Art Month: February-April
- Rotary Youth Exchange: April-early June
- Waupaca Solar Energy
- Waupaca Prairie/Citizen Science
- Drake Hokanson photography

## **Roots of Jazz**



*Waupaca's Ragtime legend, Eddy Hanson*



*QR codes allow visitors to explore new music genres*





*Instruments and music in the display case*



*Engagement areas to explore dance and drumming*



*The WHS Jazz Ensemble performed at the Winchester reception*



*Signage teaches visitors to waltz*



*Great to have a full Exhibit Room for the Winchester reception!*

#### APRIL 2022 EXHIBIT ROOM VISITS

04/1/2022	Friday	195
04/2/2022	Saturday	closed
04/3/2022	Sunday	53
04/4/2022	Monday	64
04/5/2022	Tuesday	75
04/6/2022	Wednesday	65
04/7/2022	Thursday	57
04/8/2022	Friday	64
04/9/2022	Saturday	closed
04/10/2022	Sunday	install
04/11/2022	Monday	install
04/12/2022	Tuesday	install
04/13/2022	Wednesday	install
04/14/2022	Thursday	install
04/15/2022	Friday	closed
04/16/2022	Saturday	closed
04/17/2022	Sunday	closed
04/18/2022	Monday	install
04/19/2022	Tuesday	install
04/20/2022	Wednesday	76
04/21/2022	Thursday	-
04/22/2022	Friday	closed
04/23/2022	Saturday	221
04/24/2022	Sunday	closed
04/25/2022	Monday	188
04/26/2022	Tuesday	79
04/27/2022	Wednesday	91
04/28/2022	Thursday	65
04/29/2022	Friday	33
04/30/2022	Saturday	22

TOTAL 1348

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

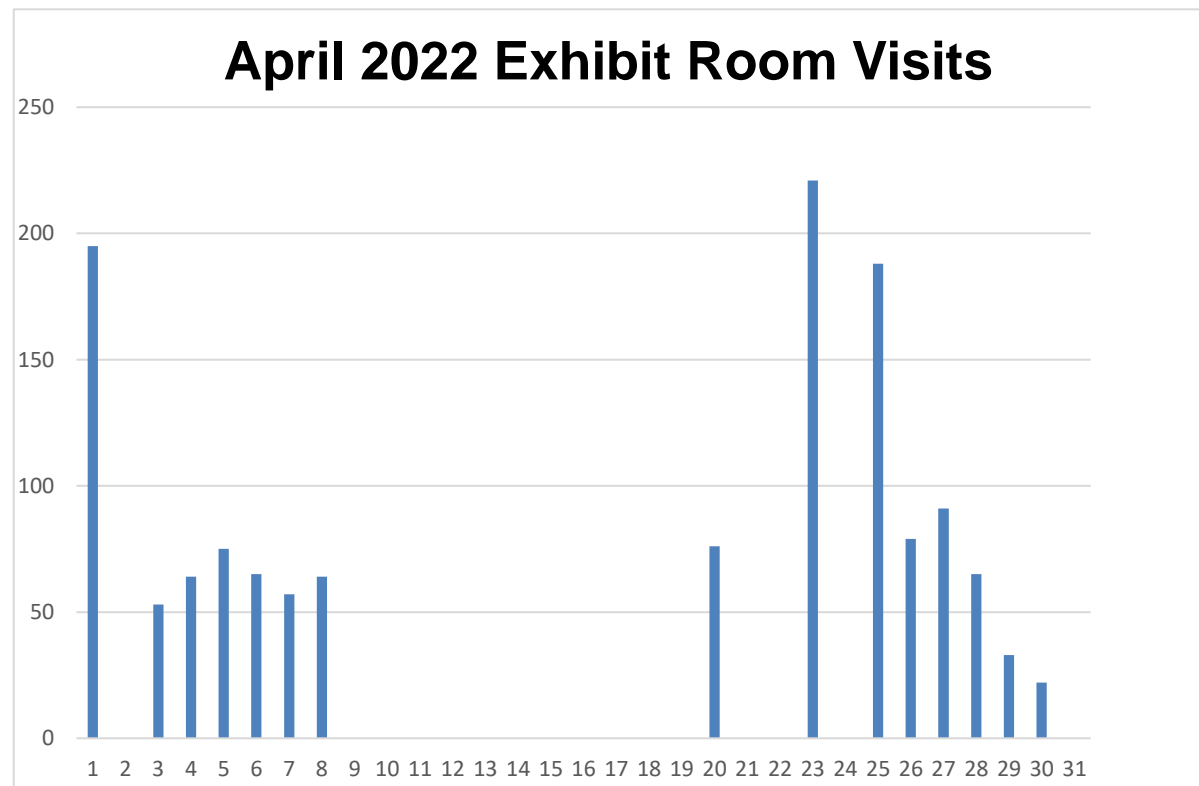
Youth Art Month for February = 350 (room counter did not work for 1/2 month)

Youth Art Month for March = 2076

Youth Art Month for April = 573

TOTAL FOR YOUTH ART MONTH = 2,999

Roots of Jazz for April = 775





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									\$27.08	
2022 Running Total													
\$4.24	\$27.08	\$0.00	\$0.00									\$27.08	
2021 Running Total													
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29	
2022 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$269.21	\$520.91	\$767.83	\$456.17									\$2,014.12	
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									\$50.00	
2021 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00	\$0.00	\$283.00	
2022 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$138.95	\$138.93	\$196.92	\$179.27										
-\$43.95	-\$6.99	-\$62.00	-\$41.00										
\$95.00	\$131.94	\$134.92	\$138.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.13	
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									\$208.92	
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									\$6,044.50	
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									2,816
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									19,740
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									1,893
2022 stations	350	519	623	508									2,000
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									489
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									75
2021					20	32	45	54.75	41.25	0	14	10	217

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,436	1,144	292	1.26
Appleton	7,714	1,841	5,873	4.19
Black Creek	1,662	993	669	1.67
Clintonville	2,599	1,000	1,599	2.60
Door County	4,451	4,351	100	1.02
Florence	481	383	98	1.26
Fremont	636	483	153	1.32
Gillett	421	332	89	1.27
Hortonville	1,167	1,991	(824)	0.59
Iola	996	1,043	(47)	0.95
Kaukauna	1,809	3,629	(1,820)	0.50
Kewaunee	1,427	877	550	1.63
Kimberly	1,707	4,509	(2,802)	0.38
Lakewood	889	885	4	1.00
Lena	422	156	266	2.71
Little Chute	1,556	4,071	(2,515)	0.38
Manawa	897	796	101	1.13
Marinette County	2,703	4,430	(1,727)	0.61
Marion	1,044	796	248	1.31
New London	1,191	1,321	(130)	0.90
NFLS	0	3	(3)	0.00
Oconto	909	886	23	1.03
Oconto Falls	1,000	798	202	1.25
Oneida Tribal	643	183	460	3.51
OWLS	0	2	(2)	0.00
Scandinavia	380	380	0	1.00
Seymour	1,298	1,206	92	1.08
Shawano County	2,684	3,278	(594)	0.82
Shiocton	420	371	49	1.13
Suring	405	571	(166)	0.71
Waupaca	2,581	2,975	(394)	0.87
Weyauwega	888	732	156	1.21

TOTAL	46,416	46,416	0	1.00
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<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	9,943	9,943	0	1.00
NFLS - Intersystem	7,928	8,332	(404)	0.95
NFLS - Total	17,871	18,275	(404)	0.98
OWLS - Intrasystem	20,213	20,213	0	1.00
OWLS - Intersystem	8,332	7,928	404	1.05
OWLS - Total	28,545	28,141	404	1.01

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
5,547	4,391	1,156	1.26
38,537	31,041	7,496	1.24
6,644	3,411	3,233	1.95
10,432	4,177	6,255	2.50
18,095	17,188	907	1.05
1,714	1,541	173	1.11
2,736	2,173	563	1.26
1,686	1,246	440	1.35
5,009	7,589	(2,580)	0.66
4,220	4,206	14	1.00
7,523	13,474	(5,951)	0.56
5,718	3,825	1,893	1.49
9,337	14,560	(5,223)	0.64
3,648	3,233	415	1.13
1,616	797	819	2.03
7,004	11,600	(4,596)	0.60
3,546	3,120	426	1.14
10,427	16,856	(6,429)	0.62
4,322	3,141	1,181	1.38
5,704	5,917	(213)	0.96
0	32	(32)	0.00
3,625	3,625	0	1.00
4,160	3,220	940	1.29
2,631	573	2,058	4.59
2	27	(25)	0.07
1,676	1,797	(121)	0.93
5,754	4,780	974	1.20
10,969	13,140	(2,171)	0.83
1,587	1,189	398	1.33
1,708	2,138	(430)	0.80
10,696	13,167	(2,471)	0.81
3,884	2,983	901	1.30

200,157	200,157	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
37,102	37,102	0	1.00
34,442	34,676	(234)	0.99
71,544	71,778	(234)	1.00
93,937	93,937	0	1.00
34,676	34,442	234	1.01
128,613	128,379	234	1.00

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

## Circulation Statistics 2022

Waupaca 2021 Circulation														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2202 Downloads - ebo		1,294	1,051	1,140	1,083									4,568
2021 Downloads - ebo		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Aud		947	825	958	925									3,655
2021 Downloads - Aud		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Mag		54	66	65	73									258
2021 Downloads - Mag		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoopla		100	97	97	126									420
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									11,553
Checkouts		9,266	8,798	10,720	9,161									37,945
Total Circulation w/renewals		12,291	11,452	13,899	11,856	0	0	0	0	0	0	0	0	49,498
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	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Dayton	1,434 13%	1,691 15%	1,603 13%	1,569 14%	1,915 14%	1,674 14%
Farmington	1,833 16%	1,636 15%	2,112 17%	1,779 16%	2,035 15%	1,837 15%
Lind	428 4%	543 5%	450 4%	469 4%	552 4%	373 3%
Waupaca (Town)	685 6%	648 6%	743 6%	570 5%	969 7%	756 6%
<b>Town Total</b>	<b>4,380 38%</b>	<b>4,518 40%</b>	<b>4,908 40%</b>	<b>4,387 38%</b>	<b>5,471 39%</b>	<b>4,640 39%</b>
Waupaca (City)	4,304 38%	4,373 39%	4,715 38%	4,363 38%	4,960 36%	4,179 35%
Waushara County	512 4%	317 3%	442 4%	431 4%	507 4%	517 4%
Portage County	1019 9%	821 7%	1,018 8%	1,020 9%	1,324 10%	1,072 9%
Other	1,173 10%	1,216 11%	1,208 10%	1,251 11%	1,637 12%	1,448 12%
<b>Total</b>	<b>11,388</b>	<b>11,245</b>	<b>12,291</b>	<b>11,452</b>	<b>13,899</b>	<b>11,856</b>

## Monthly/YTD Circs and Renewals - April 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	2,462	727	3,189	10,193	2,796	12,989
Appleton	15,890	5,690	21,580	134,202	42,509	176,711
Black Creek	2,147	884	3,031	7,996	2,820	10,816
Clintonville	3,018	717	3,735	12,975	3,044	16,019
Door Cty - Baileys Harbor	944	190	1,134	3,615	947	4,562
Door Cty - Egg Harbor	888	285	1,173	3,729	1082	4,811
Door Cty - Ephraim	267	89	356	812	238	1050
Door Cty - Fish Creek	400	114	514	1683	392	2,075
Door Cty - Forestville	642	266	908	2,609	1130	3,739
Door Cty - Sister Bay	2,710	798	3,508	11,388	3,320	14,708
Door Cty - Sturgeon Bay	6,405	1,862	8,267	25,809	7,434	33,243
Door Cty - Washington Island	695	186	881	2,690	706	3,396
Florence	749	220	969	2,845	774	3,619
Fremont	1,060	427	1,487	3,982	1642	5,624
Gillett	685	151	836	2,619	551	3,170
Hortonville	4,558	1,341	5,899	17,958	5,171	23,129
Iola	1,835	595	2,430	7,711	2,460	10,171
Kaukauna	9,912	2,472	12,384	32,208	9,290	41,498
Kewaunee	2,290	841	3,131	9,600	3192	12,792
Kimberly	11,486	2,999	14,485	38,113	10,927	49,040
Lakewood	2,218	483	2,701	9,121	1891	11,012
Lena	459	121	580	2,334	594	2,928
Little Chute	10,362	2,509	12,871	34,586	9,888	44,474
Manawa	1,530	559	2,089	6,770	2164	8,934
Marinette Cty - Coleman	1,470	510	1,980	5,746	1762	7,508
Marinette Cty - Crivitz	2,088	528	2,616	8,479	2,272	10,751
Marinette Cty - Goodman	299	54	353	1209	274	1483
Marinette Cty - Marinette	3,879	983	4,862	15,064	3,733	18,797
Marinette Cty - Niagara	734	252	986	3,034	1020	4,054
Marinette Cty - Peshtigo	740	239	979	2,913	854	3,767
Marinette Cty - Wausaukee	1,100	257	1,357	2621	661	3282
Marion	2,138	637	2,775	9,308	2312	11,620
New London	3,023	787	3,810	14,711	3,447	18,158
Oconto	2,191	723	2,914	8,958	2,911	11,869
Oconto Falls	2,607	550	3,157	10,569	2,350	12,919
Oneida Tribal - Green Earth	1	0	1	7	0	7
Oneida Tribal - Oneida	192	74	266	597	254	851
Scandinavia	375	221	596	1714	817	2531
Seymour	2,607	905	3,512	9,770	3,196	12,966
Shawano Cty - Birnamwood	2,669	159	2,828	9,375	623	9,998
Shawano Cty - Bonduel	775	277	1,052	3,223	1357	4,580
Shawano Cty - Mattoon	83	25	108	313	116	429
Shawano Cty - Shawano	7,106	1,665	8,771	28,398	6,117	34,515
Shawano Cty - Tigerton	691	338	1029	2,670	785	3,455
Shawano Cty - Wittenberg	399	144	543	1612	607	2,219
Shiocton	612	60	672	2,488	281	2,769
Suring	1,448	305	1,753	5,200	1122	6,322
Waupaca	9,161	2,695	11,856	37,945	11,553	49,498
Weyauwega	1,795	657	2,452	6,994	2,653	9,647
<b>Total</b>	<b>131,795</b>	<b>37,571</b>	<b>169,366</b>	<b>578,466</b>	<b>166,039</b>	<b>744,505</b>

Posted 5/2/22

## **Interim Directors' Report - April 2022**

SMART goals have been set with all library staff and they have begun working on the first steps identified in the process. We have been able to reach out to Joy Schwarz, Continuing Education/Training Librarian of NEWI: Northeastern Wisconsin CE Partnership to find specific training and webinars to help meet these goals.

14 staff members were able to attend OWLS HootCon staff training day. Staff was appreciative of the opportunity for this day and understood that not all libraries have the ability to send their whole staff. Morning was on staff mental health and resiliency, afternoon breakout sessions were targeted to different realms of library service. Staff was invited to share their takeaways at our May staff meeting.

We were able to meet with two new City staff members, Andrea Wanty, Senior Center Supervisor, and Stephanie Reif, Finance Treasurer. It was a good opportunity to highlight the strengths of our library and library services and to form connections for shared programming. Next month we will meet with the newest City Council member, Henry Veleker.

New computers have been ordered for all service desks to stay on track with our 5 year replacement plan. A large monitor was added to the Director's laptop.

We met with the Waupaca Library Foundation and they graciously agreed to pay \$476 to cover ARPA Space Grant shipping costs for three multi-device fixed location charging stations, one for each department, and one display unit to be shared between departments. OWLS applied for this grant on behalf of all member libraries who chose to participate. Plans for the renovations to the library front lawn as future program space was shared with explanations of what costs would be covered by City capital expenditure budget (irrigation, new concrete, lighting, planters, medallions, benches, flag pole, etc.) and what amenities are being sought through grants and donations (moveable furniture, kid-friendly place space, etc.)

The Library Director job posting has been shared on our library website and through OWLS to the OWLS website, the OWLS Directors List, the state system directors list, the WLA Jobs Board, the wispublib listserv, UW Madison SLIS job board, sent it to the UW Milwaukee Career Services Advisor, and posted on the OWLS Facebook page. Waupaca City Administrator, Aaron Jenson, and OWLS President, Bradley Shipps have agreed to join the interview team.

Respectfully submitted by Sue Abrahamson and Patsy Servey

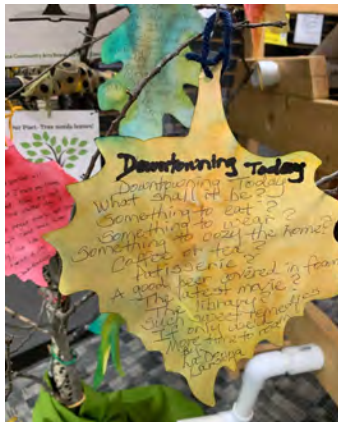
## April 2022 Adult Services Report

On April 9, our adult book discussion group read the book *Mosquitoland* by David Arnold. Two people attended, led by Interim Director, Patsy Servey. As we go through the summer, we will evaluate whether this book club is a good use of staff resources. I am hopeful that attendance will pick up with some in-person participation. We do currently have selections and meetings scheduled throughout the summer.

The SynergyHome Healthcare monthly program series started in April with Tim Lencki of Adventure Outfitters presenting. There were 14 people attending this first in-person program since COVID began. This series will continue on May 17 with a representative from Udoni & Salan speaking about decluttering our lifestyle, with the June speaker being Dr. Ivan Wayne.

Tech Training is now being offered daily with our staff. We've had several sessions with patrons who have come in with their devices, with questions ranging from using the new BiblioCommons catalog, to putting apps on their devices, to setting up a new cell phone.

April was National Poetry Month. We celebrated that at the Library with the return of "Cranky" - a frame containing the longest poem in Waupaca that you read by turning a crank. We also had a Poe-tree on display. There were 40 poem/leaf submissions.



The first in person film since March of 2020, "Alexander's Ragtime Band," with Dr. Jack Rhodes, was well received and well attended as part of the Roots of Jazz festival. There was a minor glitch with the sound, which I am working on with the City IT Department. The biggest complaint was no popcorn or treats!



#### Current/Upcoming Events:

- Cooking with Nancy video, “Cajun Spiced Nuts” with an accompanying take and make spice kit
- Life Class presentation - May 19- “Are We Awake Yet - Investigating Why We Dream” being presented by Dr. Ivan Wayne
- Fox Valley Memory Project - Mindworks Class at the Senior Center along with a once per month Memory Cafe for people with dementia and their caregivers, chance to interact using puzzles, music therapy, etc., whatever the therapist or volunteer has scheduled. The FV Memory Project is just getting into Waupaca and Calumet counties.
- Local job display area being created by Laura Jandacek - to promote available jobs for local businesses

Stay tuned for information about the Summer Library Program events - Library Day at Gregg's Speed Shop, our very own Old Car Show in the parking lot and Life Size Monopoly Day, among others.

Respectfully submitted by Joni Radley



## Children's Dept. April 2022

**Dr. Joseph Sanfelippo** spoke to all middle and high school students during the day on Thursday, April 7<sup>th</sup>. His presentation for the public was attended by about 35 people. Thanks to Winchester Academy for their cross-promotion and the School District of Waupaca for their facilities and technology. Dr. Sanfelippo's message about how we tell our story is crucial to the community we wish to build. Like schools, our library is still the victim of citizen's who "think" they know what libraries are all about based on what their library experience was like decades past. We have a responsibility to tell the new story, share the personal experiences of our impact and build a new support system for life-long learning. Funding for his presentations was provided through grants from the WI Dept. of Public Instruction (through LSTA funding), the Green Bay Packer Foundation, and the Waupaca Area Public Library Foundation.

**SMART goals** for all youth librarians have been set and already we are watching our team grow to meet these professional development goals. I was excited to hear the desires of our team in finding ways to gain knowledge and skills to better serve our public. I'm very proud of them all.

We've been **collaborating** toward an upcoming fun summer of family programs:

- Living the Waupaca Way – programs at community gardens and cross promotion to their family base
- Greg's Speed Shop - Library Day scheduled for July 12<sup>th</sup> will feature tours, dinner, and pinewood derby races (in conjunction with the Iola Old Car Show exhibit)
- Waupaca Art Hub – We brought our giant games to their April 30 Community Game Night Fundraiser, Laura Reynolds will bring art activity to our summer park program once each month
- Waupaca Farm Market – Jan Rademacher will represent the library at farm market meetings so we can capitalize on programming opportunities
- Waupaca 4K Teachers – requested a photo scavenger hunt of downtown murals. This is something we can make available to visitors this summer, too.
- Waupaca Historical Society – Potatoes in a Bag (April 29-30 planting days) Sept 10 (harvest day)
- City Departments – Front lawn renovations are underway; distributing lupine seeds for possible support for the Blue Karner butterfly as a Citizen Science initiative

Library staff manned a table at the recent **High School Job Fair** at the Waupaca High School. We featured open positions of employment at the library and through the Park & Rec Dept. Fifteen applications were returned from our talking to students at this event.

Staff was inspired at the recent **Continuing Education** opportunity provided by OWLS at Mosquito Hill. New ideas were shared in a breakout session on children's services on outcome planning, impact collecting and post-covid programming for opportunity gaps in our very youngest patrons.

We are happy to report that more games and toys are out for public use again. **In-library Babygarten** programs held opposite the outreach Babygarten we provide for Sunny Day will begin in June.

Respectfully submitted,  
Sue Abrahamson, Children's Librarian

## **April 2022 Board Report Teen Department**

On April 7<sup>th</sup>, the Waupaca Library was able to invite Dr. Joe Sanfelippo back to Waupaca to speak with the students at the Waupaca Middle and High School about the impacts they can make on their school and their community. He was also able to eat lunch with the High School's Social Media Team and answer all of the questions they had prepared. Speaking with him allowed them to see how big of an impact they, and their classmates, were capable of making and how important it was to share those moments with their community through platforms like Facebook or Instagram.

Over the last month, Taylor and her staff members have been seeing more and more teens venturing into the Teen Room and turning into regular users! Many of these new faces are 6<sup>th</sup> graders that Taylor met during the March Book Talks at the Waupaca Middle School. She reached out to Sarah Hanneman, the librarian at the Waupaca Middle School, and made plans to speak with her students about the Teen Summer Library Program.

On April 20<sup>th</sup> we had a teen volunteer lead one of our Teen Dungeons and Dragons games. It was a wonderful learning experience for everyone involved. The teen had a chance to play and lead a game for people that they may have never met previously, and it allowed Taylor to play the role of a guide and assistant to the other player's involved. Taylor would like to see even more teen-led programs in the future. These are wonderful opportunities for teens to explore their own leadership abilities in a safe environment and while, hopefully, doing a program or activity that they're passionate about.

Taylor was able to attend Hootcon on April 22<sup>nd</sup>. It was a great opportunity to reconnect with other librarians in our system and gather some program ideas for the future.

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

- T.V.A. Meeting – 6 participants
- Social Media Club at High School – 8 participants
- Anime/Manga Club – 4 participants
- Teen Dungeons & Dragons – 5 participants
- Teen Game Day – 5
- Drop-In Jewelry Making -- 5

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

May 10<sup>th</sup>, 2022



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
AD HOC HIRING COMMITTEE MEETING MINUTES  
APRIL 20, 5:30 PM OR IMMEDIATELY FOLLOWING BOARD MEETING

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

Meeting was called to order by Julie Eiden at 5:41pm

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

APPROVAL OF AGENDA: MOTION by L. Chesnut, SECOND by M Zimmerman to approve the agenda. 5 ayes, 0 nays, 0 absent. MOTION CARRIED

OPEN MEETING LAW STATEMENT: was read by Julie Eiden

- The list of interview questions was reviewed and finalized.
- Application submissions will be emailed to review/interview committee on June 2, 2022
- The application review committee and interview team will be comprised of the Ad Hoc Hiring Committee members. Meetings and interviews must be publicly noticed to comply with open meeting laws. Bradley Shippis at OWLS will be consulted for appropriate wording.
- A matrix will be used to score applications and also used in the interview process. Interviews will be offered both in-person and virtually using the Library Conference Room.
- Interview questions will be shared and assigned to interview panel members by category.
- Library staff will be asked to conduct a post interview library tour with each candidate.
- A City Department Head coffee or lunch meeting will be scheduled with candidates that participate in a second round of interviews.

Next meeting was set for Wednesday, June 8 at 4:30 for reviewing applications.

ADJOURNMENT: MOTION by L. Chesnut, SECOND by C. Jaenke to adjourn. 5 ayes, 0 nays, 0 absent. MOTION CARRIED

Meeting adjourned at 6:26

## ORDINANCE NO. 05-14 (2014)

### ORDINANCE AMENDING THE CODE OF ETHICS FOR THE CITY OF WAUPACA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved: July 15, 2014

/s/ Brian Smith  
Brian Smith, Mayor

Adopted: July 15, 2014

Published: July 24, 2014

ATTEST:

/s/ Henry Veleker  
Henry Veleker, Clerk





## FRAUD ASSESSMENT AND INVESTIGATION POLICY

Adopted by Waupaca Common Council: July 19, 2011

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**END OF POLICY**



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

Today's Date: \_\_\_\_\_

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

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

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

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Other Information you would like to provide:

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

\_\_\_\_\_  
*Reporting Individual Signature and Date*

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

Print Name	Date	Print Name	Date	Print Name	Date
_____	_____	_____	_____	_____	_____
Signature		Signature		Signature	

## **Waupaca Area Public Library Board of Trustees By-Laws**

### **Article I. Membership**

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

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

### **Article II. Officers**

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

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

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

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

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

### **Article III. Meetings**

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

**Outagamie Waupaca Library System**  
**Board of Trustees**  
March 24, 2022 Meeting Minutes

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

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Brian Looker, Cathy Thompson.

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Mike Hankins, Mark Marnocha, Marcia Trentlage, Angela Ver Voort.

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

Forsythe moved, seconded by Looker, to approve the February 17, 2022 meeting minutes as corrected. Motion carried.

Craig moved, seconded by Forsythe, to accept the February 28, 2022 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Paul, to approve the March checks numbered 32497–32534 inclusive in the amount of \$114,936.93 and payroll-related expenditures in the amount of \$69,507.97. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

The Personnel Committee moves that the Office Assistant hours be reduced to 15 per week (from 30), effective April 11. The committee further recommends that in the case that one or both of our current Office Assistants turns down the new hours and schedule, OWLS will provide 12 weeks of severance pay. Motion carried.

Forsythe moved, seconded by Craig, to authorize the director to enter into an agreement with Outagamie County to pay 25% of the cost of the use of the dumpsters adjacent to our building. Motion carried.

Craig moved, seconded by Forsythe, to approve making ARPA technology purchases prior to notification of grant award. Motion carried.

Buchholtz moved, seconded by Forsythe, to approve the revised 2022 budget as presented. Motion carried.

Trustees reviewed County Plans. No action taken.

Trustees discussed ideas for this year's advocacy efforts. No action taken.

Craig moved, seconded by Forsythe, to approve the revised Die Cut Policy. Motion carried.

Trustees reviewed Trustee Essentials 5: Hiring a Library Director.

Having completed the agenda, the meeting was adjourned by President Frola at 7:14pm.

Respectfully submitted,

Liz Kauth  
OWLS Secretary/Treasurer, *Pro Tem*