



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY SEPTEMBER 21, 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 August 17, 2022 Board Meeting.  
**ACTION ITEM: APPROVE** minutes of August 17, 2022 Board Meeting.
4. Monthly bills for August 2022, **\$50,265.40, PERSONNEL \$44,483.12, Donations Expenditures \$1,486.66**  
**ACTION ITEM: APPROVE** August 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. Director's Report
  - B. Adult Services Report
  - C. Youth Services Report
  - D. Teen Services Report

## 8. Committee Reports

- A. Library Finance Committee
  - a. Meeting September 21, 2022 after the Library Board Meeting
- B. Library Planning Committee
  - a. No Meeting
- C. Library Policy Committee
  - a. Minutes from August 17, 2022 meeting
  - b. Approve updated Circulation of Library Materials policy
  - c. Approve updated Adult Gaming Policy
- D. Personnel Committee
  - a. Meeting September 21, 2022 before the Library Board meeting

## 9. Old Business

## 10. New Business

- a. Incident Report
- b. Possible action item: Approve Adult Programming Librarian job description

## 11. Announcements & Correspondence

- a. OWLS Minutes July 2022- Canceled
- b. Next meeting will be Wednesday, October 19, 2022 at 4:30 pm in-person in the Council Chambers

## 12. Adjournment

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

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

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



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MINUTES  
WEDNESDAY, AUGUST 17, 2022

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

Meeting was called to order by Holly Olsen at 4:34pm

Lori Chesnut, Julie Eiden, Chris Jaenke, Gracie Liegl, John Miller, Holly Olsen, Glenda Rhodes, John Turner and Mary Zimmerman were present. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, Adult Services Librarian, Patsy Servey and Assistant for Adult Programs, Laura Jandacek were also present.

**APPROVAL OF AGENDA**

MOTION by J. Turner, SECOND by L. Chesnut, to approve the agenda. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

The Open Meeting Law statement was read by Holly Olsen.

Minutes from July 20, 2022 Board Meeting.

MOTION by J. Eiden, SECOND by G. Rhodes, to approve the July 20 meeting minutes. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Monthly bills for July 2022, BILLS \$63,924.54, PERSONNEL \$59,031.01, DONATIONS EXPENDITURES \$2,241.82

MOTION by J. Eiden, SECOND by J. Miller, to approve the July 2022 bills with personnel costs and donation expenditures. 9 ayes, 0 nays, 0 absent. Motion Passed on a roll call vote.

**OWLS Updates**

OWLSnet Fees for 2023 with 2% increase

OWLS Membership Agreement 2023-2025

MOTION by L. Chesnut, SECOND by M. Zimmerman, to approve the OWLS Membership Agreement 2023-2025 to be signed by Library Board President. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

**Library Exhibit Room report**

Exhibit Coordinator's Report and the Chart of Visits was included in the packet.

**Library Statistics**

Copy Income **\$427.05**, Meeting Room Income **\$370.00**

Volunteer Hours **19**, Reference Transactions **672**, Library Visits **6,903**, Internet Use **813** Wireless & **484** Stations, Curbside Service **53**

Interloan Chart **2,579** items loaned, **2,611** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,677**

## Consortium Circulation Chart presented

### Department Reports

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

### Committee Reports

Library Finance Committee, Planning Committee, and Personnel Committee did not meet

Library Policy Committee scheduled for August 17, 2022

Personnel Committee notified to watch for an email to schedule a meeting soon

### Old Business- none

### New Business

Incident Report was presented by the Library Director

2023 Library Calendar was shared

MOTION by M. Zimmerman, SECOND by C. Jaenke, to approve the 2023 Library Calendar. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

### Announcements & Correspondence

OWLS Minutes May 2022

Next meeting will be Wednesday, September 21, 2022 at 4:30 pm in-person in the Council Chambers

### Adjournment

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

Meeting adjourned at 5:15pm

Chaired by Holly Olsen, Library Board President

Compiled by Patsy Servey & Laura Jandacek

			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
<b>100 PERSONNEL</b>							<b>269,812.23</b>		
			<b>102 FULL TIME WAGES &amp; BENEFITS</b>				<b>200,893.88</b>		
			FULL TIME WAGES AND BENEFITS	AUGUST FULL TIME WAGES & BENEFITS		-32,148.89	168,744.99		
			Total 102 FULL TIME WAGES & BENEFITS		\$498,136.00	-32,148.89	168,744.99	34%	66%
<b>104 PART TIME WAGES &amp; BENEFITS</b>							<b>68,918.35</b>		
			PART TIME WAGES AND BENEFITS	AUGUST PART TIME WAGES & BENEFITS		-12,334.23	56,584.12		
			Total 104 PART TIME WAGES & BENEFITS		\$152,942.00	-12,334.23	56,584.12	37%	63%
<b>100 PERSONNEL - Other</b>							<b>0.00</b>		
Total 100 PERSONNEL - Other							0.00		
Total 100 PERSONNEL					\$653,078.00	-44,483.12	225,329.11	35%	65%
<b>200 OPERATIONS</b>							<b>24,286.81</b>		
			<b>201 TRAVEL &amp; TRAINING</b>				<b>2,745.60</b>		
			Total 201 TRAVEL & TRAINING		\$4,000.00		2,745.60	69%	31%
			<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>3,211.15</b>		
<b>211 COLLECTIONS</b>							<b>193.35</b>		
			UNIQUE MANAGEMENT SERVICES INC.	9 ACCOUNTS SENT TO COLLECTIONS #6104481		-88.65	104.70		
			Total 211 COLLECTIONS		\$350.00	-88.65	104.70	30%	70%
			<b>211 COPIER SERVICES</b>				<b>3,017.80</b>		
			MBM	COLOR COPY COVERAGE CHARGE #3840008,3695497, 3762293		-29.01	2,988.79		
			US BANK	XEROX COPIER LEASE AUGUST 2022 #479388068		-176.00	2,812.79		
			Total 211 COPIER SERVICES		\$6,300.00	-205.01	2,812.79	45%	55%
<b>211 CONTRACT SERVICES - Other</b>							<b>0.00</b>		
Total 211 CONTRACT SERVICES - Other							0.00		
			Total 211 CONTRACT SERVICES		\$6,650.00	-293.66	2,917.49	44%	56%
<b>216 POSTAGE</b>							<b>350.06</b>		
			USPS	VC - POSTAGE #570		-6.47	343.59		
			POSTAGE METER	POSTAGE METER READING AUGUST 2022		-85.70	257.89		

			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
			Total 216 POSTAGE		\$1,000.00	-92.17	257.89	26%	74%
			<b>217 MEMBERSHIPS &amp; DUES</b>				<b>1,057.94</b>		
			SURETY BONDS	VC - NOTARY BOND		-80.00	977.94		
			WISCONSIN LIBRARY ASSOCIATION	VC - MEMBERSHIP #15297		-249.00	728.94		
			STATE OF WISCONSIN	VC - NOTARY REGISTRATION #WS2CFI008997784		-20.00	708.94		
			AMERICAN ASSOCIATION OF NOTARIES	VC - NOTARY STAMP #00-223124067		-29.90	679.04		
			AMERICAN LIBRARY ASSOCIATION	VC - MEMBERSHIP RENEWAL PATSY SERVEY #2252314		-258.00	421.04		
			Total 217 MEMBERSHIPS & DUES		\$1,700.00	-636.90	421.04	25%	75%
			<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>573.50</b>		
			4IMPRINT	VC - MUGS #10246059		-337.74	235.76		
			Total 253 PROMOTIONAL MATERIALS		\$650.00	-337.74	235.76	36%	64%
			<b>282 TECHNOLOGY</b>				<b>4,662.83</b>		
			Total 282 TECHNOLOGY		\$9,900.00		4,662.83	47%	53%
			<b>301 SUPPLIES</b>				<b>4,389.73</b>		
			AMAZON.COM	#2741058		-70.74	4,318.99		
			DEMCO	VC - PROCESSING SUPPLIES #7178262		-571.41	3,747.58		
			AMAZON.COM	VC - MARKERS, STORAGE BOXES AND BATTERIES (17.47+19.99+11.99)		-49.36	3,698.22		
			OUTAGAMIE WAUPACA LIBRARY SYSTEM	SPINE LABELS - 3 ROLLS #3960		-120.00	3,578.22		
			Total 301 SUPPLIES		\$8,000.00	-811.51	3,578.22	45%	55%
			<b>200 OPERATIONS - Other</b>				<b>0.00</b>		
			Total 200 OPERATIONS - Other				0.00		
			Total 200 OPERATIONS		\$65,917.03	-2,171.98	22,114.83	34%	66%
			<b>251 PRINT MATERIALS</b>				<b>15,253.66</b>		
			<b>115 ADULT BOOKS</b>				<b>9,127.00</b>		
			AMAZON.COM	VC - ADULT BOOKS #4825062		-7.43	9,119.57		
			AMAZON.COM	VC - ADULT BOOKS (31.72+6.49+19.59)		-57.80	9,061.77		
			Total 115 ADULT BOOKS		\$16,330.00	-65.23	9,061.77	55%	45%
			<b>120 ADULT LARGE PRINT</b>				<b>680.26</b>		
			CENGAGE GALE	VC - LARGE PRINT BOOKS (80.79+214.33)		-295.12	385.14		

			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
			Total 120 ADULT LARGE PRINT		\$3,420.00	-295.12	385.14	11%	89%
			215 CHILDRENS BOOKS				4,174.47		
			AMAZON.COM	VC - CHILD BOOKS (18.71+44.96+18.16+16.99+13.99+24.97+9.99+9.99+15.2 9+16.81+9.99+15.22+12.72+19.95)		-247.74	3,926.73		
			Total 215 CHILDRENS BOOKS		\$15,523.00	-247.74	3,926.73	25%	75%
			315 TEEN BOOKS				1,318.91		
			AMAZON.COM	VC - TEEN BOOKS #3297838		-9.23	1,309.68		
			Total 315 TEEN BOOKS		\$3,175.00	-9.23	1,309.68	41%	59%
			410 MAG & NEWSPAPERS				-46.98		
			Total 410 MAG & NEWSPAPERS		\$4,205.00		-46.98	-1%	101%
			251 PRINT MATERIALS - Other				0.00		
			Total 251 PRINT MATERIALS - Other				0.00		
			Total 251 PRINT MATERIALS		\$42,653.00	-617.32	14,636.34	34%	66%
			255 PROGRAMS				2,237.96		
			110 ADULT PROGRAMS				836.94		
			FACEBOOK	VC - BOOSTING A POST #10495603		-5.00	831.94		
			JAN POPPLE	REIMBURSEMENT FOR MONOPOLY DAY SUPPLIES		-18.00	813.94		
			Total 110 ADULT PROGRAMS		\$1,500.00	-23.00	813.94	54%	46%
			210 CHILD PROGRAMS				801.56		
			BREAKOUT EDU	VC - ESCAPE ROOM SOFTWARE		-104.45	697.11		
			SHINDIG	VC - VOLUNTEER GIFTS		-60.00	637.11		
			AMAZON.COM	VC - PROGRAM SUPPLIES (79.04+155.41)		-234.45	402.66		
			Total 210 CHILD PROGRAMS		\$3,000.00	-398.90	402.66	13%	87%
			310 TEEN PROGRAMS				599.46		
			WALGREENS	VC - PROGRAM SUPPLIES #074504		-16.00	583.46		
			LITTLE CAESARS	VC - LOCKIN PIZZAS #062527		-40.61	542.85		
			PIGGLY WIGGLY	VC - LOCKIN SUPPLIES #064060		-13.92	528.93		
			AMAZON.COM	VC - LOCKIN SUPPLIES #3406663		-53.91	475.02		
			Total 310 TEEN PROGRAMS		\$1,000.00	-124.44	475.02	48%	52%
			255 PROGRAMS - Other				0.00		
			Total 255 PROGRAMS - Other				0.00		
			Total 255 PROGRAMS		\$5,500.00	-546.34	1,691.62	31%	69%

			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
<b>290 AV MATERIALS</b>							<b>8,590.31</b>		
<b>125 ADULT MOVIES</b>							<b>1,145.44</b>		
			AMAZON.COM	VC - ADULT MOVIES (20.85+44.97+27.98+27.98+21.05+19.59)		-162.42	983.02		
Total 125 ADULT MOVIES					\$2,380.00	-162.42	983.02	41%	59%
<b>130 ADULT AUDIO BOOKS</b>							<b>343.85</b>		
Total 130 ADULT AUDIO BOOKS					\$1,027.00		343.85	33%	67%
<b>135 ADULT MUSIC</b>							<b>175.23</b>		
AMAZON.COM				VC - ADULT MUSIC (17.99-1.40 REFUND)		-16.59	158.64		
Total 135 ADULT MUSIC					\$552.00	-16.59	158.64	29%	71%
<b>220 CHILDRENS MOVIES</b>							<b>1,024.26</b>		
			AMAZON.COM	VC - CHILDRENS MOVIES (29.98+26.64+14.96+34.94+17.96+24.98+34.95-4.99 REFUND)		-179.42	844.84		
Total 220 CHILDRENS MOVIES					\$1,701.00	-179.42	844.84	50%	50%
<b>225 CHILD AUDIO BOOKS</b>							<b>594.04</b>		
FINDAWAY				VC - CHILD AUDIOBOOKS (62.99+224.06)		-287.95	306.09		
Total 225 CHILD AUDIO BOOKS					\$854.00	-287.95	306.09	36%	64%
<b>320 TEEN MOVIES</b>							<b>256.40</b>		
Total 320 TEEN MOVIES					\$468.00		256.40	55%	45%
<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>401.38</b>		
Total 420 VIDEO GAMES					\$900.00		401.38	45%	55%
<b>510 EBOOKS &amp; EAUDIO BOOKS</b>							<b>4,399.71</b>		
			MIDWEST TAPE, LLC	#502511148		-1,800.00	2,599.71		
Total 510 EBOOKS & EAUDIO BOOKS					\$8,503.00	-1,800.00	2,599.71	31%	69%
<b>290 AV MATERIALS - Other</b>							<b>0.00</b>		
Total 290 AV MATERIALS - Other							0.00		
Total 290 AV MATERIALS					\$16,635.00	-2,446.38	6,143.93	37%	63%
					\$784,522.00	-50,265.14	269,915.83	34%	66%



			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
			TOTAL BUDGET	\$784,522.00					
			TOTAL PERSONNEL AUGUST	\$44,483.12					
			TOTAL BILLS FOR AUG (INCLUDING PERSONNEL)	\$50,265.40					
			YTD EXPENDITURES	\$514,606.17					
			REMAINING BUDGET	\$269,915.83					

	Name	Memo	Amount	Balance
<b>104 DONATIONS WAGES AND BENEFIT</b>				<b>-1,068.66</b>
	LIBRARY FOUNDATION	FOUNDATION CK 2241	1,068.66	0.00
	DONATION PART TIME WAGES AND BENEFITS	AUGUST DONATION PART TIME WAGES BENEFITS	-712.44	-712.44
Total 104 DONATIONS WAGES AND BENEFIT			356.22	-712.44
<b>250 DONATIONS MATERIALS</b>				<b>287.04</b>
<b>250 PRINT MATERIALS</b>				<b>500.00</b>
	WAUPACA COMMUNITY ARTS BOARD	DONATION CK #2332	50.00	550.00
	ROSE MARIE DOROW	CONNIE ABERT MEMORIAL DONATION #5652	25.00	575.00
Total 250 PRINT MATERIALS			75.00	575.00
<b>290 AV MATERIALS</b>				<b>-212.96</b>
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1612	212.96	0.00
Total 290 AV MATERIALS			212.96	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			287.96	575.00
<b>255 DONATIONS PROGRAMS</b>				<b>-926.20</b>
<b>255 ADULT PROGRAMS</b>				<b>-834.58</b>
	LIBRARY FOUNDATION	CHECK #2241	728.57	-106.01
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1612	106.01	0.00
Total 255 ADULT PROGRAMS			834.58	0.00
<b>255 CHILD PROGRAMS</b>				<b>-16.99</b>
	AMAZON.COM	VC - STORYWALK EXPENSE FOUNDATION (#1978641)	-47.92	-64.91
	OFFICE OUTFITTERS	LAMINATION FOR STORY WALK #472996	-57.35	-122.26
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1612	16.99	-105.27
Total 255 CHILD PROGRAMS			-88.28	-105.27
<b>255 EXHIBITS PROGRAMS</b>				<b>0.00</b>
	ROTARY CLUB OF WAUPACA	YEARLY DUES FOR LIZ KNEER #2290	-201.00	-201.00
Total 255 EXHIBITS PROGRAMS			-201.00	-201.00
<b>255 SUMMER LEARNING PROGRAM</b>				<b>0.00</b>
Total 255 SUMMER LEARNING PROGRAM				0.00
<b>255 TEEN PROGRAMS</b>				<b>0.00</b>

	Name	Memo	Amount	Balance
Total 255 TEEN PROGRAMS				0.00
<b>255 TEEN TVA</b>				<b>-74.63</b>
	LIBRARY FOUNDATION	REIMBURSEMENT FOR ROOT BEER FLOAT SUPPLIES CK #1200	74.63	0.00
Total 255 TEEN TVA			74.63	0.00
<b>255 DONATIONS PROGRAMS - Other</b>				<b>0.00</b>
Total 255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS			619.93	-306.27
<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>-534.00</b>
<b>301 FURNITURE FIXTURES</b>				<b>-334.00</b>
Total 301 FURNITURE FIXTURES				-334.00
<b>301 SUPPLIES</b>				<b>0.00</b>
	CINTAS	VC - FIRST AID KIT TO BE REIMBURSED BY FRIENDS #5116066084	-467.95	-467.95
Total 301 SUPPLIES			-467.95	-467.95
<b>301 SUPPLIES RESALE</b>				<b>-200.00</b>
Total 301 SUPPLIES RESALE				-200.00
<b>301 DONATIONS SUPPLIES - Other</b>				<b>0.00</b>
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1612	534.00	534.00
Total 301 DONATIONS SUPPLIES - Other			534.00	534.00
Total 301 DONATIONS SUPPLIES			66.05	-467.95
			1,330.16	-911.66

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda September 2022

We unfortunately received disappointing news that the anticipated date for digitizing our historic newspapers does not match with our timeline for the Bethany exhibit. Our initial idea was to flip flop our next two exhibits, but after checking with the Wisconsin Historical Society and internal discussions, we decided it was best to keep the schedule the same and utilize the digitized collection at a later date. Tracy Behrendt (Waupaca Historical Society) had the great idea to have a Waupaca History 101 exhibit, which would give an overview of our local history, indigenous and immigrant, and highlight our digitized newspapers along with it. We are planning to host this exhibit late next fall, which would also give us an opportunity to invite 4th grade classes for field trips, since they study Wisconsin history.

With the start of school and the back and forth on the newspaper digitizing/Bethany exhibit, we did not have a September Exhibit Room Committee meeting. I am waiting to hear back from our committee members, but we will either meet on October 3 or 4 after we take down the Hub exhibit and install the Bethany exhibit.

The Yuletide Trail is right around the corner (December 3), so I attended the WAACN kickoff meeting on September 12 to discuss ways the library can be involved again in this meaningful community event.

We are moving closer to having a new library website; I continue to attend our marketing meetings as well as an upcoming meeting with OWLS to discuss the look and content of this exciting transition.

With the adult programming position vacant, I met with Patsy to discuss ways we can fill this gap until we have a new person in place. Our programming for the next exhibit will be adult focused, and I am happy to help and support the adult department until the position is filled.

### ON EXHIBIT:

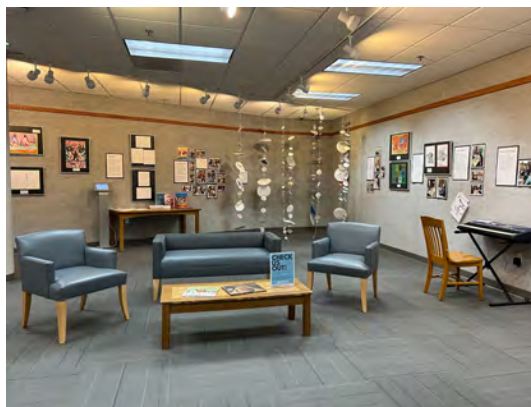
#### The Waupaca Community Arts Hub (August 6-October 1, 2022)

The Waupaca Community Arts Hub exhibit is on display until October 1-please stop in to see it if you haven't already! This exhibit includes a great mix of children's and adult's artwork, and showcases the wonderful classes available at the Hub. Recordings of music and art classes are playing on the TV to give visitors a feel for the actual atmosphere of classes offered at the Hub.

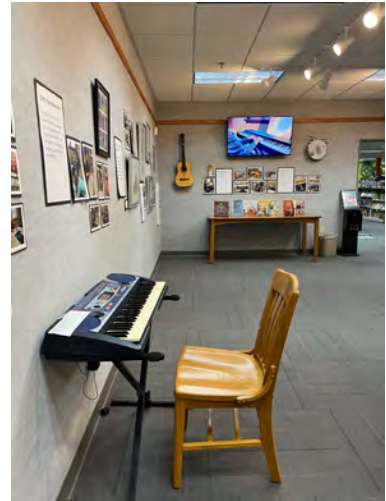
We hosted a reception on August 17 at 6p to coincide with Articipation Week and Arts on the Square, which included a mini recital.

Laura Reynolds, from the Hub, has been a wonderful partner for this exhibit. Working with the Hub, WCAB and Arts on the Square gives us visibility to a unique demographic in our community.

We will take this exhibit down on either October 3 or 4.



Interactive, self-directed activities keep visitors of all ages engaged and able to experience the exhibit at their own pace and level.



#### UPCOMING EXHIBITS:

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

This exhibit is a good opportunity to work with another important community partner to educate our patrons on the history and services of Bethany Home, as well as healthcare history in Waupaca. Casey Brown, from Bethany Home, has provided photographs and memorabilia for display. Additionally, we are excited to provide a series of programs for our Adult Programs during the exhibit, presented by Casey and Jen (from Bethany). The three programs will focus on the History of Bethany Home, staying active/nutrition/strength/preventing falls, and dementia/memory strengthening.

The Waupaca Historical Society has a collection featuring healthcare history in Waupaca, which we will include with this exhibit.

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

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

#### **2022 Schedule**

- *The Art & Words of Missy Mittel*: November 29-January 29
- *Youth Art Month*: February 5-April 9
- *Roots of Jazz*: April 18-June 4
- *50 Years of the Iola Car Show/Summer Learning Program*: June 11-July 30
- *The Waupaca Community Arts Hub Gallery*: August 6-October 1
- *Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home*: October 8-December 3
- *Women*: December 10-January 28

#### **2023 Schedule**

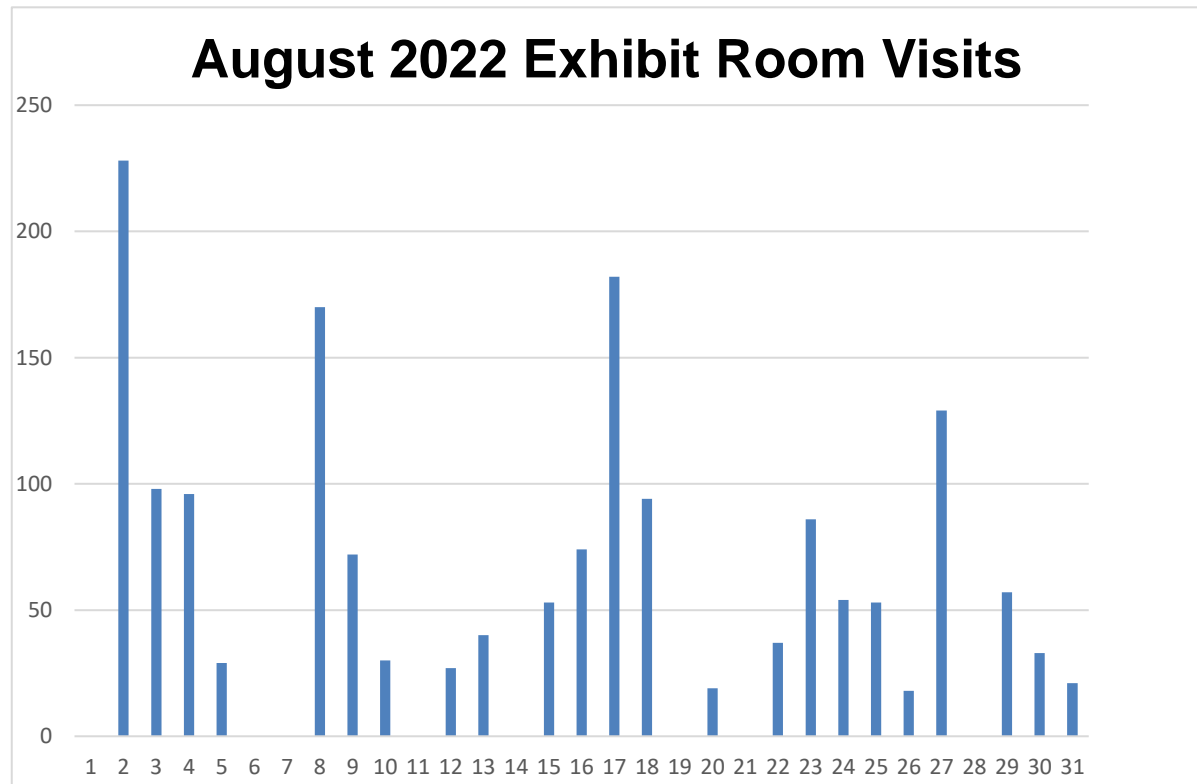
- *Women*: December 10-January 28
- *Youth Art Month*: February 4-March 31
- *30 Years of Waupaca Rotary*: April 8-June 3
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science (Summer Learning Program)*: June 10-late August
- *Drake Hokanson photography*-Late August/September
- *Waupaca History 101*-October/November

## AUGUST 2022 EXHIBIT ROOM VISITS

08/1/2022	Monday	closed
08/2/2022	Tuesday	228
08/3/2022	Wednesday	98
08/4/2022	Thursday	96
08/5/2022	Friday	29
08/6/2022	Saturday	-
08/7/2022	Sunday	closed
08/8/2022	Monday	170
08/9/2022	Tuesday	72
08/10/2022	Wednesday	30
08/11/2022	Thursday	-
08/12/2022	Friday	27
08/13/2022	Saturday	40
08/14/2022	Sunday	closed
08/15/2022	Monday	53
08/16/2022	Tuesday	74
08/17/2022	Wednesday	182
08/18/2022	Thursday	94
08/19/2022	Friday	-
08/20/2022	Saturday	19
08/21/2022	Sunday	closed
08/22/2022	Monday	37
08/23/2022	Tuesday	86
08/24/2022	Wednesday	54
08/25/2022	Thursday	53
08/26/2022	Friday	18
08/27/2022	Saturday	129
08/28/2022	Sunday	closed
08/29/2022	Monday	57
08/30/2022	Tuesday	33
08/31/2022	Wednesday	21
TOTAL		1700

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

Waupaca Arts Hub Exhibit for August = 1700



2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24	\$22.84	\$0.00	\$0.00	\$15.26	\$0.10	\$3.30	\$3.98					\$49.72
2022 Running Total												
\$4.24	\$27.08	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74	\$49.72					\$49.72
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49					\$4,085.34
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44	\$220.49	\$3,694.25
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80					\$811.80
2021 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00	\$0.00	\$283.00
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$138.95	\$138.93	\$196.92	\$179.27	\$250.94	\$247.77	\$467.35	\$277.00					
-\$43.95	-\$6.99	-\$62.00	-\$41.00	-\$85.00	-\$10.00	-\$33.99	-\$99.88					
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$0.00	\$0.00	\$0.00	\$0.00	\$1,514.32
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21					\$421.26
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18	\$25.48	\$268.94
					2022 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$3,709.30	\$2,089.40	\$53.15	\$75.22	\$464.30	\$53.50	\$65.40					\$6,702.92
					2021 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$313.83	\$1,592.04	\$7,008.67	\$1,335.03	\$1,505.79	\$513.00	\$1,452.61	\$242.25	\$55.65	\$84.60	\$116.15	\$186.85	\$14,406.47

### 2022 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	704	696	822	594	591	740	672	819					5,638
2021	1,117	586	681	537	541	729	732	771	615	1,016	702	667	8,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859

### 2022 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903	7,312					45,759
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052	4,378	49,776
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528

### 2022 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 wireless	441	443	493	516	576	731	813	925					4,938
2022 stations	350	519	623	508	409	504	484	594					3,991
2021 wireless	326	306	398	483	564	749	776	683	621	584	522	538	6,550
2021 stations	309	307	414	397	385	509	602	636	475	160	387	310	4,891
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901

### 2022 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	174	128	105	82	54	61	53	57					714
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

### 2022 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	11	14	25	25	26	26	19	28					172
2021					20	32	45	54.75	41.25	0	14	10	217



Aug 2022 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,500	1,088	412	1.38
Appleton	9,271	8,821	450	1.05
Black Creek	1,785	842	943	2.12
Clintonville	2,560	896	1,664	2.86
Door County	4,757	4,798	(41)	0.99
Florence	498	436	62	1.14
Fremont	691	537	154	1.29
Gillett	499	265	234	1.88
Hortonville	1,293	2,173	(880)	0.60
Iola	1,016	738	278	1.38
Kaukauna	1,865	3,240	(1,375)	0.58
Kewaunee	1,579	946	633	1.67
Kimberly	2,568	3,723	(1,155)	0.69
Lakewood	834	766	68	1.09
Lena	409	289	120	1.42
Little Chute	2,058	3,345	(1,287)	0.62
Manawa	852	738	114	1.15
Marinette County	2,892	4,698	(1,806)	0.62
Marion	951	622	329	1.53
New London	1,386	1,412	(26)	0.98
NFLS	0	16	(16)	0.00
Oconto	1,007	562	445	1.79
Oconto Falls	1,044	783	261	1.33
Oneida Tribal	635	117	518	5.43
OWLS	11	25	(14)	0.44
Scandinavia	418	309	109	1.35
Seymour	1,536	1,251	285	1.23
Shawano County	2,740	3,248	(508)	0.84
Shiocton	428	747	(319)	0.57
Suring	387	514	(127)	0.75
Waupaca	2,873	2,781	92	1.03
Weyauwega	1,036	653	383	1.59

TOTAL	51,379	51,379	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	9,667	9,667	0	1.00
NFLS - Intersystem	9,114	8,834	280	1.03
NFLS - Total	18,781	18,501	280	1.02
OWLS - Intrasystem	23,764	23,764	0	1.00
OWLS - Intersystem	8,834	9,114	(280)	0.97
OWLS - Total	32,598	32,878	(280)	0.99

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
11,112	8,424	2,688	1.32
69,220	56,879	12,341	1.22
13,593	6,300	7,293	2.16
20,362	7,565	12,797	2.69
35,823	34,627	1,196	1.03
3,600	2,987	613	1.21
5,341	3,921	1,420	1.36
3,416	2,494	922	1.37
9,895	15,914	(6,019)	0.62
8,294	7,447	847	1.11
14,900	26,408	(11,508)	0.56
11,440	7,161	4,279	1.60
18,351	30,340	(11,989)	0.60
7,140	6,213	927	1.15
3,157	1,696	1,461	1.86
14,412	26,344	(11,932)	0.55
6,968	6,078	890	1.15
21,409	33,875	(12,466)	0.63
8,152	5,866	2,286	1.39
11,104	11,105	(1)	1.00
0	81	(81)	0.00
7,284	5,934	1,350	1.23
8,156	6,072	2,084	1.34
5,034	1,086	3,948	4.64
65	62	3	1.05
3,292	3,058	234	1.08
11,538	9,547	1,991	1.21
21,191	25,368	(4,177)	0.84
3,210	3,500	(290)	0.92
3,264	4,158	(894)	0.78
21,331	23,809	(2,478)	0.90
7,770	5,505	2,265	1.41

389,824	389,824	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
73,465	73,465	0	1.00
68,561	66,649	1912	1.03
142,026	140,114	1912	1.01
181,149	181,149	0	1.00
66,649	68,561	(1912)	0.97
247,798	249,710	(1912)	0.99

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

## Circulation Statistics 2022

Circulation Statistics 2022														
Waupaca 2021 Circulation		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2202 Downloads - ebooks		1,294	1,051	1,140	1,083	972	928	1,048	1,045					8,561
2021 Downloads - ebooks		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Audio		947	825	958	925	1,000	938	959	1,016					7,568
2021 Downloads - Audio		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Magazine		54	66	65	73	46	44	40	51					439
2021 Downloads - Magazine		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoopla		100	97	97	126	122	140	137	136					955
2021 Downloads - Hoopla										13	30	48	65	156
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		3,025	2,654	3,179	2,695	2,873	2,273	2,319	2,368					21,386
Checkouts		9,266	8,798	10,720	9,161	8,677	11,435	10,358	11,075					79,490
Total Circulation w/renewals		12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	0	0	0	0	100,876
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	March	2022	April	2022	May	2022	June	2022	July	2022	August	2022
Dayton	1,915	14%	1,674	14%	1,419	12%	1,503	11%	1,731	14%	1,791	13%
Farmington	2,035	15%	1,837	15%	1,635	14%	2,169	16%	2,088	16%	2,234	17%
Lind	552	4%	373	3%	317	3%	575	4%	572	5%	611	5%
Waupaca (Town)	969	7%	756	6%	635	5%	877	6%	766	6%	776	6%
Town Total	5,471	39%	4,640	39%	4,006	35%	5,124	37%	5,157	41%	5,412	40%
Waupaca (City)	4,960	36%	4,179	35%	4,476	39%	4,954	36%	4,091	32%	4,540	34%
Waushara County	507	4%	517	4%	507	4%	865	6%	857	7%	579	4%
Portage County	1,324	10%	1,072	9%	950	8%	888	6%	795	6%	1,003	7%
Other	1,637	12%	1,448	12%	1,611	14%	1,877	14%	1,777	14%	1,909	14%
Total	13,899		11,856		11,550		13,708		12,677		13,443	100%

## Monthly/YTD Circs and Renewals - August 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	2,904	592	3,496	20,250	5,156	25,406
Appleton	43,671	11,809	55,480	271,153	82,063	353,216
Black Creek	2,601	787	3,388	17,995	5,627	23,622
Clintonville	3,676	563	4,239	27,551	5,632	33,183
Door Cty - Baileys Harbor	1,491	230	1,721	8,819	1,856	10,675
Door Cty - Egg Harbor	1,805	383	2,188	10,449	2,383	12,832
Door Cty - Ephraim	441	77	518	2,284	513	2,797
Door Cty - Fish Creek	921	149	1,070	4,908	875	5,783
Door Cty - Forestville	808	264	1,072	5,770	2,337	8,107
Door Cty - Sister Bay	4,731	861	5,592	27,565	6,460	34,025
Door Cty - Sturgeon Bay	8,855	1,680	10,535	57,839	14,388	72,227
Door Cty - Washington Island	1,227	166	1,393	6,904	1,299	8,203
Florence	882	156	1,038	6,202	1,246	7,448
Fremont	1,484	397	1,881	9,436	3,132	12,568
Gillett	704	126	830	5,338	1,140	6,478
Hortonville	5,939	1,835	7,774	42,501	11,904	54,405
Iola	1,743	449	2,192	14,192	4,301	18,493
Kaukauna	10,890	2,445	13,335	76,801	19,863	96,664
Kewaunee	2,846	674	3,520	19,857	5,801	25,658
Kimberly	10,513	3,428	13,941	84,914	24,601	109,515
Lakewood	3,003	496	3,499	20,102	3,729	23,831
Lena	819	194	1,013	5,332	1,105	6,437
Little Chute	10,258	2,719	12,977	76,858	22,555	99,413
Manawa	2,125	496	2,621	15,174	4,140	19,314
Marinette Cty - Coleman	1,598	327	1,925	11,743	3,088	14,831
Marinette Cty - Crivitz	2,601	619	3,220	17,617	4,514	22,131
Marinette Cty - Goodman	231	79	310	2,248	574	2,822
Marinette Cty - Marinette	4,127	1,064	5,191	30,319	7,468	37,787
Marinette Cty - Niagara	1,187	341	1,528	7,167	2,186	9,353
Marinette Cty - Peshtigo	1,106	208	1,314	6,655	1,630	8,285
Marinette Cty - Wausaukee	1,316	224	1,540	7,329	1,630	8,959
Marion	2,385	748	3,133	19,501	4,731	24,232
New London	5,366	815	6,181	34,007	6,407	40,414
Oconto	2,677	591	3,268	17,941	5,052	22,993
Oconto Falls	2,733	670	3,403	21,584	4,651	26,235
Oneida Tribal - Green Earth	16	0	16	44	3	47
Oneida Tribal - Oneida	251	45	296	1,481	539	2,020
Scandinavia	434	133	567	3,260	1,423	4,683
Seymour	3,482	801	4,283	22,183	6,400	28,583
Shawano Cty - Birnamwood	643	62	705	11,496	861	12,357
Shawano Cty - Bonduel	907	328	1,235	6,563	2,594	9,157
Shawano Cty - Mattoon	119	14	133	634	247	881
Shawano Cty - Shawano	8,028	1,234	9,262	58,975	11,815	70,790
Shawano Cty - Tigerton	861	186	1,047	5,942	1,463	7,405
Shawano Cty - Wittenberg	553	120	673	3,752	1,194	4,946
Shiocton	1,027	239	1,266	6,036	945	6,981
Suring	1,246	254	1,500	9,606	2,239	11,845
Waupaca	11,075	2,368	13,443	79,490	21,386	100,876
Weyauwega	2,116	719	2,835	14,913	5,147	20,060
<b>Total</b>	<b>180,422</b>	<b>43,165</b>	<b>223,587</b>	<b>1,238,680</b>	<b>330,293</b>	<b>1,568,973</b>

Posted 9/1/22

## **August 2022 Director's Report**

### Update on T-Mobile Grant

The furniture acquired through the \$50,000 T-Mobile grant has begun to arrive. A few pieces arrived with minor damage. Facilities Superintendent Russ Montgomery is coordinating with the vendor on those. Overall, the moveable furniture for the green space in front of City Hall is very attractive and fits right in with the aesthetic. Next time you are in front of the Library/City Hall building pull up a seat!

### Gold Cross Grant for AED

Gold Cross Ambulance Service regularly donates a couple AEDs each year. Thanks to City Grant Writer Greg Grohman our application to be a recipient has been accepted. Per Greg, we should be in receipt of the new unit before the end of 2022. As there is an AED on the Main Floor across the foyer in City Hall, this new unit will be centrally located on the Library's Lower Level.

### Certification and Notary

I am thrilled to report that my certification as a Grade 1 Public Library Director has been filed with the Department of Public Instruction. I have also been certified as a notary public, so that we can continue to offer this service when staff member Joni Radley's term as a notary expires.

### Update on Solar Panels

Earlier this year the Wisconsin Public Service Commission awarded the City of Waupaca \$240,170 towards a \$342,250 project to place solar panels on the roof of the City Hall/Library building. Construction is on hold while we wait for NEPA approval as the funds distributed are Federal, but a decision is expected shortly. The Library is a partner on the project and has been involved in publicizing the grant and work.

### Many Meetings and Getting Up to Speed

My first month and a half as Director has been full of meetings with many different individuals and groups. These have included Superintendent Ron Saari, the principals at the High School, Middle School, WLC and CEC, Laura Colbert at Parks and Rec, Terri Schulz with the Chamber of Commerce, Bradley Shipps with OWLS, Traci Behrendt at the Historical Society, and many others at Chamber and Rotary meetings and events. Many members of the community have stopped by to introduce themselves as well! If you know of someone in the community that you think would be a good connection for the new Director to make, please reach out about an introduction.

Patsy and Sue continue to do an excellent job getting me up to speed on all the responsibilities of the Library Director. I've jumped in with a regular desk shift and on ordering for the Adult Fiction, Nonfiction, and Audiobook collections. I appreciate all of their hard work during the interim period and the time they have spent getting me up to speed.

Adult Services Report  
August 2022

For much of August we have taken a team approach to Adult Programming in the absence of a full time staff member. I would like to thank Laura Jandacek, Jan Popple, Joni Radley and Eric Bailey for helping to host programs and manage the many associated tasks.

Monopoly Day was a great success. Participants came to spend the afternoon playing on our life size game board on the front lawn. The Teen Volunteer Agency and library staff chalked the game board in the morning. More than 12 organizations, including local businesses, community groups, and other city departments, manned the game squares and provided interactive challenges and small prizes. Highlights of the game were the cardio drumming challenge with the Senior Center, water tasting with the Streets Department, and being sent to jail in the gazebo where you could play the 'jailhouse blues' on the new community piano. Special thanks to the many staff and volunteers who made this possible and provided a fun experience to almost 200 community game players.

A weekly Fox Valley Memory Project: Mindworks program has been hosted at our library. This is a respite opportunity for caregivers of community members suffering from Alzheimer's. We will also be welcoming a caregiver support group to meet weekly at a separate time starting in September.

Staff have been preparing to bring back the Fall Film Series with Dr. Jack Rhodes. Jack has been in hospital, so we took the opportunity to spend time with him recording lectures for the series this, and beyond. I would like to thank Laura Jandacek and Eric Bailey for helping with this. The films in this series are:

- "Meet Me in St. Louis" on September 8 at 1:30pm
- "The Thin Man" on October 6 at 1:30pm
- "The Glenn Miller Story" on November 3 at 1:30pm
- "Lady and the Tramp" on December 1 at 1:30pm

### **August Adult Programs and Events Included**

- Chess Night with the Champs: 5 participants plus Chess Team members
- Book Group Discussion of *Refugee* by Alan Gratz: 5 participants
- Monopoly Day-shared program with all departments: 185-200 participants
- Synergy Lifelong Learning- Cardio Drumming: 1 participant
- Life Class with Ivan Wayne- Stephen King's "It" Childhood Memories: 2 participants
- World of Possibilities Summer Reading Challenge: 53 active adult readers completed 93,474 minutes read!

## Children's Dept. Board Report – August 2022

Staff recognize the need to provide **Saturday programming** for working parents and their families. We have added 5 special Saturday programs, all a collaborative approach, to our summer schedule and have set up engaging activities in the Story Time Room every Saturday for Farm Market visitors and others. We have seen a steady increase in visits to the Children's Dept. and are recognizing an increase in circulation, too.

Saturday, August 6<sup>th</sup>, was hot but loads of fun at our very first **Library Day at Turner's Market**. The library had prepared a varied menu of activities that feature all kinds of literacy at 30-minute increments from 10am until 4pm. Story time, poetry readings, puppet play, Giant Word Winder, egg drop challenge, slime workshop, and reader's theater rounded out the day. Thanks to the Turner Family for their hospitality.

Our summer park program ended on August 10. We had **six dedicated teen/tween volunteers** throughout the summer that helped with our "stations" of activity. We want to recognize them for their volunteer work: Maggie Miller, Maddie Komp, Rowan Bowe, Alexander Isken, Julia Isken, and Noel Isken.

We have been experiencing some shelving constraints in our **chapter book** section. I was happy to undertake a weeding project to thin out the collection. These items have been added to the Friends Book Sale and we have advertised the added selections on our social media outlets.





Youth staff met in August to plan a **fall programming schedule**. We decided to host one virtual story reading a month (featuring Baby Bear, of course). This recorded story is a good connection to our primary grade school partners. Our outreach service to Sunny Day on Tuesdays will continue to alternate weekly between Babygarten and Story Time. Wednesday mornings, beginning October 5, we will hold Story Time for preschoolers at 10:00 am. Fridays at 10:00am is designated for Babygarten.

Our **Community Read of Alan Gratz's powerful story, Refugee**, wrapped up in August. Thanks to the staff members who stepped up to host the discussions throughout our community. It was powerful to hear the personal stories shared at these book discussions. Copies of the book have been returned to us and we are sharing them in Little Free Libraries in the community as well as with other OWLS libraries who could use extra copies.

Work is progressing on our city partnership for another successful **Halloween on Main St. celebration**. Molly Reinke has been busy creating the graphics for the event. Additions this year will be more of Jim Miller's carved pumpkins, a haunted hike for older participants, and a Mad Scientist show. Watch for photo ops with Pete the Cat in front of the library.

**August work-iversaries** to recognize: Joleen Mullet, 12 years; Molly Reinke, 5 years; Jan Rademacher, 24 years; Alex Lisogor, 4 years; and Sue Abrahamson, 28 years.

Respectfully submitted,  
Sue Abrahamson, Children's Librarian

 <b>Beanstack</b>		<b>210</b> Registered
<b>127,561</b> minutes		<b>134</b> Actively Participated
	<b>1487</b> Badges Earned	
<u>Ages Levels</u>  0-10    66 registered, 34 active 11-17   67 registered, 47 active 18+     77 registered, 53 active		

How many picture books does the Waupaca Public Library have in its collection as of 9/1/22?  
**5291 – and all but 53 have circulated in the past 4 years!**

What are the top 10 most popular picture books checked out from our library?

10. Where the Wild Things Are (Sendak, c. 1963) – 193 circs.
9. Will You Be My Friend? (Tafuri, c. 2000) – 201 circs
8. One Fish, Two Fish, Red Fish, Blue Fish (Seuss, c. 1960) – 205 circs
7. If You Give a Pig a Pancake (Numeroff, c. 1998) – 211 circs
6. I'm Not Going to Get Up Today (Seuss, c. 1987) – 215 circs
5. Just Grandma and Me (Mayer, c. 1983) – 216 circs
4. Berenstain Bears and the Messy Room (Berenstain, c. 1983) – 217 circs
3. Giraffes Can't Dance (Andreae, c. 1999) – 226 circs
2. Hop on Pop (Seuss, c. 1963)– 242 circs

*(Drumroll.....)*

1. Curious George Goes to an Ice Cream Shop (Rey, c. 1989) – 279 circs

## **August 2022 Board Report Teen Department**

Throughout the summer, we had 68 teens sign up for our Summer Library Program on Beanstack. All together, they read 22,406 minutes! Over the summer, the Teen Department wanted to focus on providing a variety of programs this summer that would be both fun and educational. They also wanted to work more with our community members to bring experiential learning to the library.

On August 1<sup>st</sup>, the Teen and Children's Departments were able to partner up with a local bakery, Three Angels Bakery, to bring a "Nailed It" program to the teens and tweens of Waupaca (Grades 4-8). The library had about 44 attend and participate in this event. As a collaboration with Three Angel's Bakery, the library ordered eight cakes that were then used at the program then, later on, the bakery provided a staff member to be at the program. They gave the participants a demonstration on making frosting, applying a crumb coating to cakes, and offered professional advice during the program. The program itself focused on placing teens and tweens into teams that had to plan and decorate their cakes based on the theme of "Camping". Winners were then determined based on their overall teamwork and cake appearance.

The Teen Department hosted a Teen Disc Golf event at the course by the Waupaca High School on August 8<sup>th</sup> and had one teen attend. Taylor would like to do this again the future, but maybe focus on making it a collaboration with another group so that more teens can hear about it and participate.

One of our final programs of the month was our Teen Lock-In. In Spring, Taylor, the Teen Librarian, knew she wanted to host a Teen Lock-In at the end of summer to celebrate teens reading over the summer. In order to attend, interested teens had to read at least 300-minutes throughout the summer and track it using Beanstack and turn in a permission slip. On August 26<sup>th</sup>, the library hosted an in-person Teen Lock-In. The event went from 6:00 PM – 11:00 PM and had 23 teen patrons attend. The Teen Department provided food and fun games for the teens to participate in during this afterhours event to truly make it special for them. At the end of the night, as teens were being picked up, many asked if the library could do this again next summer. Needless to say, the Teen Lock-in was a huge success. Next year, Taylor would like to work with a Teen Staff member and a teen volunteer to help organize and host the event.

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

- Solar Ovens (Smoers): 8 participants
- TVA: 7 participants
- Teen Disc Golf: 1 participant
- Wand Making: 11 participants
- Teen Lock-In: 23 participants (27 signed up/RSVP'd)
- Teen Refugee Book Club: 1 participant
- Nailed It: 44 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

September 13th, 2022





WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
POLICY COMMITTEE MEETING MINUTES  
WEDNESDAY AUGUST 17, 2022, 5:30 PM OR DIRECTLY FOLLOWING BOARD MEETING  
**CITY OF WAUPACA COUNCIL CHAMBERS**

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

Meeting was called to order by Library Director, Eric Bailey at 5:22. Glenda Rhodes, Gracie Liegl, Lori Chesnut, Mary Zimmermann and Eric Bailey were in attendance. Also present were Children's Librarian, Sue Abrahamson, Adult Services Librarian, Patsy Servey, and Adult Programs Assistant, Laura Jandacek.

Approval of agenda: MOTION by M. Zimmerman, SECOND by G. Liegl to approve the agenda. 4 ayes, 0 nays, 0 absent. Motion Passed

Open meeting law statement was read by Library Director, Eric Bailey.

Review of existing policies

Circulation of Materials Policy was reviewed and suggested edits were noted.

MOTION by M. Zimmerman, SECOND by G. Liegl to approve the Circulation of Materials Policy as amended and recommend to Library Board for approval. 4 ayes, 0 nays, 0 absent. Motion Passed

Adult Gaming Policy was reviewed and suggested edits and corrections were noted.

MOTION by L. Chesnut, SECOND by G. Liegl to approve the Adult Gaming Policy as amended and recommend to Library board for approval. 4 ayes, 0 nays, 0 absent. Motion Passed

Adjournment

MOTION by M. Zimmerman, SECOND by G. Liegl to adjourn. 4 ayes, 0 nays, 0 absent. Motion Passed

Meeting adjourned at 5:35pm

Chaired by Eric Bailey, Library Director

Compiled by Patsy Servey

## Circulation of Library Materials

### A. Registration

1. Wisconsin residents of all ages are encouraged to apply for their own library card. Individuals under the age of 16 must be accompanied by a parent or legal guardian to register for a card. Online registration is available through the Infosoup portal and requires proof of residency.
2. All borrowers must be registered at an Outagamie Waupaca Library System Member library and show their library card or proof of identity to borrow materials.
3. Patron agrees to the following: I accept responsibility for library materials borrowed with this card until I report the card lost or stolen. I agree to reimburse the library for materials that are lost, damaged or stolen. I agree that this library card may be required to borrow materials.
4. Waupaca Area Public Library will accept any combination of the following forms of identification that verify identity, birthdate and current address:
  - Valid Wisconsin Driver's License or Wisconsin ID
  - Passport
  - Checkbook with local address
  - Any official item mailed to current address (ex. utility bill)
  - Rent Receipt
  - Student ID
5. A replacement fee of \$3.00 is charged for a lost card. Worn or expired cards are replaced at no charge.

### B. Loan Periods

All items are allowed 3 renewals, except those designated below **or** they are on holds lists, are out-of-system interlibrary loan, or are designated short loan

**28 day circulation** - Books, Audio books, Playaways, Wonderbooks; **option to implement a 14 day short loan period for high demand items.**

**14 day circulation** - Music, Magazines, **Short loan (no renewal), Laptops (no renewal)**, WiFi Hotpots, Movies (any format: DVD, bluray, etc.), Video games, Launchpad or other gaming devices, Equipment (projectors, screens, etc) **option to implement a 7 day short loan period for high demand items.**

~~**7 day circulation** - Movies (any format: DVD, bluray, etc.), Video games, Launchpad or other gaming devices, Equipment (projectors, screens, etc)~~

1. Maximum checkout limit for all materials is **150 items** ~~75 items~~.
2. Movies and music are limited to **50** ~~25~~ per person for the designated loan period
3. Video games are limited to **5** ~~2~~ per person for the designated loan period
4. Card holders are limited to **50** ~~25~~ Infosoup holds and 5 Out of System holds at one time.

### C. Overdue library materials

1. ~~The Waupaca Library does not charge overdue fees. The Library Board eliminated overdue fees in August 2020. However~~ The responsibility for payment for lost, damaged or stolen items still rests with the patron. It is the expectation that the patron will make every effort to return materials by the due date.
2. No card holder with billed materials over \$5.00 will be allowed to check out additional materials.
3. As a courtesy, patrons will be notified of overdue materials as designated on the application form (by email or text message).
4. Schedule for overdue notices and bills is as follows:
  - a. The first overdue notice for all materials is generated 3 days after the due date. (only text messages and emails are sent)
  - b. The second overdue notice is generated 7 days after the due date. The patron will be notified through the postal system.
  - c. A bill will be generated when the item(s) are not returned after 28 days. It will be mailed to the patron.
  - d. Items from other libraries will be subject to policies of owning library.

### CI. Lost or damaged Materials

1. If an item is lost or damaged, the patron will be billed for the replacement cost plus the cost of processing.
2. Patron accounts with bills for unreturned or damaged items of \$50 or more will be turned over to a collection agency. A \$10 nonrefundable fee will be added to the account. Library patrons with unpaid bills that have gone to collections will

not be allowed to borrow materials from the library until the balance is paid in full.

3. The Library is not responsible for damage done to personal equipment while using library materials.

#### **E. Refunds**

If the lost item is returned within 30 days after the bill is paid, the patron may be refunded the cost of the item less a fee of \$5.00. The decision to refund payment will be made at the discretion of designated library personnel. Materials belonging to other libraries will be excluded from this policy.

Approved 9/14/1993 Revised 2/01, 3/2003, 8/2008, 2/2009, 2/2010, 6/2010, 5/2011, 9/2011, 8/2013, 4/2015, 9/2015, 11/2016, 5/2017, 12/2018, 3/2019, 1/2020, 8/2020, 2/24/2021

## Currently Approved

### Adult Gaming Policy

- By using the gaming equipment the patron agrees to this Gaming Policy.
- Patrons wishing to use the gaming systems in the Conference Room must be an adult over 19 years of age and have a valid library card.
- Gaming is only permitted when meetings are not scheduled. Hours available will be posted.
- Gamers may bring their own games to use for available consoles. No personal gaming consoles allowed.
- Game playing may be limited if someone else is waiting.
- All gamers are required to sign up at the Information Desk. Gamers must checkout the games, controllers and other accessories from library staff at the Information Desk with a valid library card.
- Games and accessories will be kept at the main desk when not in use and must be returned after use.
- Staff reserves the right to shut down gaming equipment for administrative purposes or if use interferes with other patrons' use of the library.
- Gamers will be asked to respect others and keep the volume low.
- Gamers are asked to treat the equipment gently. Gamers who do not treat equipment gently will be asked by staff to stop for the day. Gamers who repeatedly abuse equipment will have his/her gaming privileges revoked.
- Gamers agree that any damage to gaming systems and accessories caused by misuse will result in the individual being held monetarily responsible for damage and possible loss of all gaming privileges.
- The room must be returned to its original state after use.

## Proposed New

### Adult Gaming Policy

1. By using the gaming equipment, the patron agrees to this revised Gaming Policy.
2. Patrons wishing to use the gaming systems located in the Adult Area must be 18 years of age or over. Younger users must be accompanied by an Adult user at all times.
3. Gamers may bring their own games to use as long as they are rated T or E. *No personal gaming consoles allowed.*
4. Game playing will be limited to 2 hours at a time, if someone else is waiting.  
If someone else wishes to play after 2 hours of play, a warning will be given to finish up the game. Maximum time play per day is 4 hours.
5. Gaming equipment will be available daily, 9 am to ½ hour before closing
6. Staff reserves the right to close gaming equipment.
7. Gamers agree that any damage to gaming systems caused by misuse will result in the individual being held monetarily responsible for damage and loss of all gaming privileges until payment for damage is received.
8. Gamers must sign in with the circulation staff before using gaming systems.
9. If gamers wish to play games owned by the library, games must be checked out, using either a valid library card or a picture I.D.
10. Gamers will be asked to respect others; keeping the volume low and the content appropriate to young people who may be viewing.
11. Gaming equipment will be kept in locked cabinet when not in use.
12. Gamers are asked to treat the equipment gently. Gamers who do not treat equipment gently will be asked by staff to stop for the day. Gamers who repeatedly abuse equipment will have their gaming privileges revoked.
13. Due to the unrated nature of online or downloadable content, we ask that you make appropriate choices for playing in a public space.