



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY JANUARY 17, 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, DECEMBER 15, 2021

ACTION ITEM: APPROVE minutes of December 15 Meeting

4. MONTHLY BILLS FOR DECEMBER 2021, **BILLS \$52,792.04, PERSONNEL \$49,815.99, Donations Expenditures \$35,066.23**

ACTION ITEM: APPROVE December bills with personnel costs and Donation Expenditures

5. LIBRARY EXHIBIT ROOM

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

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
 - a. Foundation Memo
 - b. Covid 19 Vaccination Incentive Resolution
- 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. Policy Committee Meeting Minutes December 15, 2021

ACTION ITEM: APPROVE Policy Committee Meeting Minutes December 15, 2021

b. Printing cost changes

ACTION ITEM: APPROVE an increase in printing for black and white 8 ½ by 11 from \$.10 per printed side to \$.15 per printed side

c. Waupaca Area Public Library Director Succession Plan

ACTION ITEM: APPROVE the Waupaca Area Public Library Director Succession Plan

d. Material Selection Policy & Material Review Policy

ACTION ITEM: APPROVE the Material Selection Policy with changes as suggested by Policy Committee

D. Personnel Committee

a. Personnel Committee Meeting scheduled for January 19, 2022

E. Ad hoc Hiring Committee

a. Plan Meeting for February 16 or March 16

9. OLD BUSINESS

a. Library Budget 2022

Action item: Amend the 2022 Budget.

10. NEW BUSINESS

a. Incident Report

b. Trustee Essentials Chapter 23

11. ANNOUNCEMENTS & CORRESPONDENCE

a. OWLS Minutes

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

12. ADJOURNMENT

PLEASE CALL PEG BURLINGTON (715-467-1599) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.

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



CITY OF WAUPACA

WAUPACA AREA PUBLIC LIBRARY BOARD

REGULAR MEETING 2021 WAUPACA

CITY COUNCIL CHAMBERS OR VIRTUAL

DATE:

TIME:

1. ROLL CALL

Present:

- ☒ Julie Eiden, President
- ☒ Ald. Lori Chesnut, Vice President
- ☒ Glenda Rhodes
- ☒ Mary Zimmerman
- ☒ Chris Jaenke
- ☒ Holly Olsen, Treasurer
- ☐ Gracie Liegl, Youth on Board (arrived 4:35pm)
- ☒ Joyce Boyer
- ☒ Rebecca Thieme-Baeseman
- ☐ Ald. Scott Purchatzke, City Council Alternate (non-voting member)

Also Present:

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

2. APPROVAL OF AGENDA

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

OPEN MEETINGS LAW STATEMENT

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

was stated by

Julie Eiden

3. APPROVAL OF MEETING MINUTES

FROM MEETING HELD

Wednesday, November 17, 2021

MOVED by

Joyce Boyer,

SECONDED by

Rebecca Thieme-Baeseman,

to

APPROVE the minutes from the previous month.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

4. MONTHLY BILLS

Approve bills from

November 2021

in the amount of

\$59,107.92 (PERSONNEL \$45,077.25)

MOVED by

Mary Zimmerman,

SECONDED by

Lori Chesnut,

to

APPROVE the bills from the previous month including personnel costs.

Ayes:

9

Nays:

0

Absent:

0

MOTION CARRIED ON A ROLL CALL VOTE.

ACTION ITEM:

5. LIBRARY EXHIBIT ROOM

A. Charts of Visits

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

6. LIBRARY STATISTICS FOR

November 2021

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

Fine Income:	\$0.00
Copy Income:	\$245.44
Meeting Room Income:	\$0.00
Material Replacement:	\$1,430.64
Waived Amount:	\$116.15

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

Volunteer Hours:	14
Reference Transactions:	702
Library Visits:	4,052
Internet Use (wireless):	522
Internet Use (stations):	387
Curbside Pickups:	181

C. Interloan Chart

Items Loaned:	2,428
Items Borrowed:	3,222

D. Circulation Chart with Municipality Statistics

Total Circulation for past month	11,388
----------------------------------	--------

7. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

B. Adult Services Report (report attached)

ACTION ITEM:

D. Children's Department Report (report attached)

ACTION ITEM:

E. Teen Department Report (report attached)

ACTION ITEM:

8. COMMITTEE REPORTS

A. Library Finance Committee:

No Meeting

B. Library Planning Committee:

No Meeting

C. Library Policy Committee:

Meeting scheduled for December 15, 2021

D. Library Personnel Committee:

Meeting scheduled for January 19, 2022
Ad hoc Hiring Committee Minutes from November 17 meeting
APPROVE Minutes of November 17 Ad Hoc Hiring Committee Meeting.
MOVED by L. Chesnut, SECONDED by G. Liegl, 9 Ayes, 0 Nays, 1 Absent,
MOTION CARRIED on a Voice Vote.

9. OLD BUSINESS

Revisit Determining Services during Pandemic Plan

10. NEW BUSINESS

Incident Report-

Trustee Training- Freedom of Expression and Inquiry

11. ANNOUNCEMENTS & CORRESPONDENCE

OWLS Minutes from October 21, 2021

Next meeting will be held:

Wednesday, January 19, 2021 in Council Chambers

12. ADJOURNMENT

MOVED by

Lori Chesnut,

SECONDED by

Mary Zimmerman,

to

Adjourn

Ayes:

9

Nays:

0

Absent:

0

MOTION CARRIED on a voice vote.

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

Meeting adjourned at

5:33

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

PS

Bills Dec 12021	Name	Memo	Budget	Amount	Balance	% Unexpnd	% Expended
					85,569.96		
100 PERSONNEL					78,295.07		
102 FULL TIME WAGES & BENEFITS					51,931.15		
	FULL TIME WAGES & BENEFITS	FULL TIME WAGES/BENEFITS FOR DECEMBER (\$36,306.25+7,167.77)		-43,474.02	8,457.13		
Total 102 FULL TIME WAGES & BENEFITS			\$ 480,938.00	-43,474.02	8,457.13	1.76%	98.24%
104 PART TIME WAGES & BENEFITS					26,363.92		
	PART TIME WAGES & BENEFITS	PART TIME WAGES/BENEFITS FOR DECEMBER (\$9,578.58+1,870.95)		-11,449.53	14,914.39		
	EXHIBIT ROOM PART TIME WAGES/BENEFIT	EXHIBIT ROOM WAGES/BENEFITS OCT-DEC FROM DONATION EXPENDITURES		-3,705.54	11,208.85		
	WAUPACA PUBLIC LIBRARY FOUNDATION IN	DONATION FOR EXHIBIT ROOM COORDINATOR & CLERICAL WORK		8,813.10	20,021.95		
Total 104 PART TIME WAGES & BENEFITS			\$ 154,599.00	-6,341.97	20,021.95	12.95%	87.05%
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 636,537.00	-49,815.99	28,479.08	4.47%	95.53%
200 OPERATIONS					3,712.41		
201 TRAVEL & TRAINING					400.66		
	PAULA REEDY	LFL MILEAGE FOR 2021		-33.99	366.67		
Total 201 TRAVEL & TRAINING			\$ 4,117.00	-33.99	366.67	8.91%	91.09%
207 MAINT EQUIPMENT					4.78		
Total 207 MAINT EQUIPMENT			\$ 5,144.00		4.78	0.09%	99.91%
209 INSURANCE & BONDING					0.00		
Total 209 INSURANCE & BONDING			\$ 1,200.00		0.00	0.00%	100.00%
211 CONTRACT SERVICES					1,301.62		
211 COLLECTIONS					374.70		
Total 211 COLLECTIONS			\$ 500.00		374.70	74.94%	25.06%
211 COPIER SERVICES					1,426.92		
	US BANK COPIER COSTS FOR PRINTING	COST OF COPIES FOR NOVEMBER		-108.58	1,318.34		
	OFFICE TECHNOLOGY GROUP	LEASE FOR TWO COPIERS FOR ONE MONTH		-208.58	1,109.76		
	US BANK	XEROX COPIER LEASE		-176.00	933.76		
	US BANK COPIER COSTS FOR PRINTING	COST OF COPIES FOR DECEMBER		-74.42	859.34		
Total 211 COPIER SERVICES			\$ 6,500.00	-567.58	859.34	13.22%	86.78%

Bills Dec 12021				Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
				Total 211 CONTRACT SERVICES - Other				-500.00		
				Total 211 CONTRACT SERVICES		\$ 7,000.00	-567.58	734.04	10.49%	89.51%
				215 MOVIE LICENSE				8.49		
				Total 215 MOVIE LICENSE		\$ 100.00		8.49	8.49%	91.51%
				216 POSTAGE				552.70		
				POSTAGE CHARGE	POSTAGE METER READING FOR DECEMBER		-108.09	444.61		
				Total 216 POSTAGE		\$ 1,700.00	-108.09	444.61	26.15%	73.85%
				217 MEMBERSHIPS & DUES				659.54		
				Total 217 MEMBERSHIPS & DUES		\$ 1,100.00		659.54	59.96%	40.04%
				218 OWLS MEMBERSHIP				0.00		
				Total 218 OWLS MEMBERSHIP		\$ 27,412.00		0.00	0.00%	100.00%
				253 PROMOTIONAL MATERIALS				112.27		
				Total 253 PROMOTIONAL MATERIALS		\$ 600.00		112.27	18.71%	81.29%
				282 TECHNOLOGY				642.05		
				ZOOM	VC - ZOOM SOFTWARE FOR VIRTUAL PROGRAMMING I#123413788		-158.15	483.90		
				TECHSOUP	VC - ADOBE ACROBAT PRO 2020 FOR WINDOWS		-60.00	423.90		
				AMAZON.COM	VC - MISC TECH SUPPLIES (\$18.79+41.76+12.76)		-73.31	350.59		
				Total 282 TECHNOLOGY		\$ 10,110.00	-291.46	350.59	3.47%	96.53%
				301 SUPPLIES				30.30		
				AMAZON.COM	VC - COVID DISPOSABLE FACE MASKS FOR PATRONS (\$15.96+29.96)		-45.92	-15.62		
				Total 301 SUPPLIES		\$ 8,856.00	-45.92	-15.62	-0.18%	100.18%
				Total 200 OPERATIONS - Other				0.00		
				Total 200 OPERATIONS		\$ 67,789.00	-1,047.04	2,665.37	3.93%	96.07%
				250 PRINT MATERIALS				1,652.21		
				115 - ADULT BOOKS				1,126.40		
				AMAZON.COM	VC - ADULT BOOKS (\$16.99+19.99+16.46)		-53.44	1,072.96		
				BAKER & TAYLOR	VC - ADULT BOOKS (\$22.99+30.78+119.13+48.16)		-221.06	851.90		

Bills Dec 12021	Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
Total 115 - ADULT BOOKS			\$ 18,330.00	-274.50	851.90	4.65%	95.35%
	120 LARGE PRINT BOOKS				66.35		
Total 120 LARGE PRINT BOOKS			\$ 3,850.00		66.35	1.72%	98.28%
	215 CHILDRENS BOOKS				53.77		
	HIGHLIGHTS	VC - CHILDREN'S BOOKS 0390446193		-39.96	13.81		
	Total 215 CHILDRENS BOOKS		\$ 17,530.00	-39.96	13.81	0.08%	99.92%
315 TEEN BOOKS					343.35		
	BAKER & TAYLOR	VC - TEEN BOOKS (\$94.55+6.29)		-100.84	242.51		
	AMAZON.COM	VC - TEEN BOOKS (\$71.78+35.99)		-107.77	134.74		
	Total 315 TEEN BOOKS		\$ 3,550.00	-208.61	134.74	3.80%	96.20%
410 MAGS & NEWSPAPERS					62.34		
	Total 410 MAGS & NEWSPAPERS		\$ 4,745.00		62.34	1.31%	98.69%
Total 250 PRINT MATERIALS - Other					0.00		
	Total 250 PRINT MATERIALS		\$ 48,005.00	-523.07	1,129.14	2.35%	97.65%
255 PROGRAMS					582.41		
	110 ADULT PROGRAMS				434.19		
	JANICE POPPLE	VC - YULETIDE TRAIL OUTREACH SUPPLIES REIMBURSEMENT		-44.64	389.55		
	AMAZON.COM	VC - ADULT MOVIES FOR BINGE BOXES (\$44.38+10.83+133.57+9.99+33.87)		-232.64	156.91		
	SHOWCASES	VC - 5 BINGE BOX CARRYING CASES I#322172		-63.00	93.91		
	Total 110 ADULT PROGRAMS		\$ 1,500.00	-340.28	93.91	6.26%	93.74%
210 CHILDREN'S PROGRAMS					33.98		
	Total 210 CHILDREN'S PROGRAMS		\$ 3,000.00		33.98	1.13%	98.87%
310 TEEN PROGRAMS					114.24		
	AMAZON.COM	VC - SUPPLIES FOR TEEN PROGRAMS (\$72.06+29.99+22.98+19.98+44.46+18.18)		-206.65	-92.41		
	Total 310 TEEN PROGRAMS		\$ 1,000.00	-206.65	-92.41	-9.24%	109.24%
	Total 255 PROGRAMS - Other				0.00		
	Total 255 PROGRAMS		\$ 5,500.00	-546.93	35.48	0.65%	99.35%
290 AUDIO VISUAL					1,327.86		
125 ADULT MOVIES					606.48		

Bills Dec 12021			Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
			GREAT COURSES	VC - 10 SETS OF ADULT MOVIES I#7279		-494.35	112.13		
			AMAZON.COM	VC - ADULT MOVIES (\$7.99+17.96)		-25.95	86.18		
			Total 125 ADULT MOVIES		\$ 3,016.00	-520.30	86.18	2.86%	97.14%
			130 ADULT AUDIO BOOKS				56.50		
			MICROMARKETING	VC - ADULT AUDIO BOOK ON CD I# 873896		-40.00	16.50		
			Total 130 ADULT AUDIO BOOKS		\$ 1,890.00	-40.00	16.50	0.87%	99.13%
			135 ADULT MUSIC				31.50		
			Total 135 ADULT MUSIC		\$ 827.00		31.50	3.81%	96.19%
			220 CHILDREN'S MOVIES				410.27		
			AMAZON.COM	VC - CHILDREN'S MOVIES ON DVD (\$27.92+19.96-1.97 REFUND)		-45.91	364.36		
			MIDWEST TAPE	CHILD MOVIES ON DVD (\$33.73+67.46+42.72)		-143.91	220.45		
			Total 220 CHILDREN'S MOVIES		\$ 2,092.00	-189.82	220.45	10.54%	89.46%
			225 CHILD AUDIO BOOKS				48.21		
			Total 225 CHILD AUDIO BOOKS		\$ 1,220.00		48.21	3.95%	96.05%
			230 CHILD MUSIC				0.00		
			Total 230 CHILD MUSIC		\$ -		0.00		
			320 TEEN MOVIES				67.71		
			AMAZON.COM	VC - TEEN MOVIES ON DVD (\$45.92-4.97REFUND+37.95)		-78.90	-11.19		
			Total 320 TEEN MOVIES		\$ 405.00	-78.90	-11.19	-2.76%	102.76%
			325 TEEN AUDIO BOOKS				44.55		
			Total 325 TEEN AUDIO BOOKS		\$ 400.00		44.55	11.14%	88.86%
			420 VIDEO GAMES				59.70		
			AMAZON.COM	VC - VIDEO GAME 9085018		-29.99	29.71		
			Total 420 VIDEO GAMES		\$ 900.00	-29.99	29.71	3.30%	96.70%
			510 EBOOKS & EAUDIO BOOKS				2.94		
			Total 510 EBOOKS & EAUDIO BOOKS		\$ 5,920.00		2.94	0.05%	99.95%
			Total 290 AUDIO VISUAL - Other				0.00		
			Total 290 AUDIO VISUAL		\$ 16,670.00	-859.01	468.85	2.81%	97.19%
					\$ 775,918.00	-52,792.04	32,777.92	4.22%	95.78%

Bills Dec 12021			Name	Memo	Budget	Amount	Balance	% Unexpend	% Expended
			TOTAL BUDGET		\$ 775,918.00				
			TOTAL PERSONNEL DEC		\$ 49,815.99				
			TOTAL BILLS FOR DEC (INCLUDING PERSONNEL)		\$ 52,792.04				
			YTD EXPENDITURES		\$ 743,140.08				
			REMANING BUDGET		\$ 32,777.92				

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
250 DONATIONS PRINT MATERIALS						\$ -
	DONATIONS	MEMORIAL FOR NORMA SCHULTZ FROM DAVE & SUE BENZSCHAWEL			\$ 25.00	\$ 25.00
	DONATIONS	DONATION FOR DAMAGED COOKBOOKS			\$ 36.00	\$ 61.00
	AMAZON.COM	VC - COOKBOOK REPLACEMENT		\$ (13.99)		\$ 47.01
	AMAZON.COM	VC - COOKBOOK REPLACEMENTS		\$ (23.71)		\$ 23.30
	DONATIONS	DONATION FOR BOOKS			\$ 40.00	\$ 63.30
	AMAZON.COM	FANTASY BOOKS FROM DANIEL SMITH DONATION		\$ (60.00)		\$ 3.30
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS ANTHONY FOUNDATION I#1849863		\$ (195.41)		\$ (192.11)
	AMAZON.COM	VC - BOOKS ON EAST ASIAN CULTURE FOR EXHIBIT (FOUNDATION)		\$ (200.00)		\$ (392.11)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION REIMBURSEMENT FOR FANTASY BOOKS CHECK # 2209			\$ 60.00	\$ (332.11)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR BOOKS FOR EAST ASIAN (ACTUAL CHECK WRITTEN FOR \$1649.54)			\$ 200.00	\$ (132.11)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR LP BOOKS (ANTHONY DESIGNATION) CHECK # 2211			\$ 195.41	\$ 63.30
	CENER POINT LARGE PRINT	VC - LARGE PRINT BOOKS (JUDY PAULSON DESIGNATION) I# 1884872		\$ (172.04)		\$ (108.74)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR LARGE PRINT BOOKS PAULSON DESIGNATION CHECK # 2221			\$ 172.04	\$ 63.30
	BAKER & TAYLOR	VC - LUCKY DAY BEST SELLERS (FRIENDS)		\$ (82.27)		\$ (18.97)
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR LUCKY DAY BOOKS CHECK # 1599			\$ 82.27	\$ 63.30
	BAKER & TAYLOR	VC - LUCKY DAY BEST SELLERS (FRIENDS)		\$ (32.47)		\$ 30.83
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR LUCKY DAY BOOKS CHECK #1603			\$ 32.47	\$ 63.30
Total 250 DONATIONS PRINT MATERIALS			TOTAL PRINT MATERIALS \$ 4,500.00	\$ (779.89)	\$ 843.19	\$ 63.30
255 DONATIONS PROGRAMS ADULT						\$ -
	FILM LICENSING SWANK MOVIE LICENSING - COPYRIGHT COMPLIANCE SITE 2/1/2021- OWLS - OUTAGAMIE WAUPACA LIBRARY SY 9/30/2021			\$ (300.00)		\$ (300.00)

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR FILM LICENSING JORGENSEN DESIGNATED DONATION 2204 3/19/2021			\$ 300.00	\$ -
Total 255 DONATIONS PROGRAMS ADULT					\$ -	\$ -
255 DONATIONS PROGRAMS CHILD						\$ -
	CSLP COLLABORATIVE SUMMER LIBRARY P	PROMOTIONAL SUPPLIES REIMBURSED BY OWLS		\$ (28.85)		\$ (28.85)
	AMAZON.COM	VC- MICROSCOPES FOR OUTDOOR PROGRAMS DESIGNATED CHIEL PROGRAM EXPENSES (FOUNDATION)		\$ (71.11)		\$ (99.96)
	AMAZON.COM	VC - SUPPLIES FOR SUMMER PROGRAMS FRIENDS = 230.77 TOTAL= 398.29		\$ (230.77)		\$ (330.73)
	AMAZON.COM	VC - SUPPLIES FOR PROGRAMS FOUNDAIN = \$167.32 TOTAL = \$398.29		\$ (167.32)		\$ (498.05)
	AMAZON.COM	VC - FIRST AID KITS FOR OUTDOOR PROGRAMS FRIENDS		\$ (52.65)		\$ (550.70)
	AMAZON.COM	VC - SUPPLIES FOR POTATO PROGRAM - GROW BAGS - DESIGNATED FOUNDATION FUNDS		\$ (359.80)		\$ (910.50)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR CHILD PROGRAM SUPPLIES ((\$359.80+167.32+71.11)			\$ 598.23	\$ (312.27)
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR SUPPLIES FOR OUTDOOR PROGRAMS CHECK # 1593			\$ 440.91	\$ 128.64
	AMAZON.COM	VC - CHAIRS FOR OUTDOOR PROGRAMS		\$ (209.94)		\$ (81.30)
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR FIRST AID KITS FOR OUTDOOR PROGRAMS CHECK # 1597			\$ 52.65	\$ (28.65)
	JOSEPH SANFELLIPO SPEAKER	SPEAKER FEE TO BE REIMBURSED BY LSTA GRANT FUNDS (\$2628) AND LIBRARY FOUNDATION (\$372)		\$ (3,000.00)		\$ (3,028.65)
	WI DPI DEPARTMENT OF PUBLIC INSTRUCT	BALANCE OF GRANT FOR SOCIAL MEDIA CLUB			\$ 2,628.00	\$ (400.65)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR SPEAKER FOR STAFF AS APRT OF THE SOCIAL MEDIA CLUB			\$ 372.00	\$ (28.65)
	STEM SUPPLIES	VC - CHILDREN'S PROGAM SUPPLIES (FOUNDATION)		\$ (258.07)		\$ (286.72)

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR BOOKS FOR NEW PARENTS CHECK # 1600			\$ 574.00	\$ 287.28
	DONATIONS	DONATION FROM BOOTZ TRUST FOR BOOK TO NEW PARENTS PROJECT CHECK # 9923			\$ 100.00	\$ 387.28
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR STEM TOYS FOUNDATION CHECK # 2231			\$ 258.07	\$ 645.35
	WEST WALKER PUBLISHING HOUSE	BOOKS FOR NEW PARENTS I#402		\$ (674.00)		\$ (28.65)
	OWLS - OUTAGAMIE WAUPACA LIBRARY SY	CSLP DONATION CHECK 332406			\$ 28.85	\$ 0.20
Total 255 DONATIONS PROGRAMS CHILD					\$ 0.20	\$ 0.20
255 DONATIONS PROGRAMS EXHIBIT						\$ -
	MOVAI.COM	VC - SOFTWARE FOR VIRTUAL EXHIBIT YAM		\$ (37.95)		\$ (37.95)
	AMAZON.COM	VC - SUPPLIES FOR TAKE & MAKE FOR YAM 3577056		\$ (317.25)		\$ (355.20)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EXHIBIT ROOM SFTWARE FOR YAM, TAKE & MAKE SUPPLIES 2205 3/19/23021			\$ 355.20	\$ -
	AMAZON.COM	VC - SUPPLIES FOR TAKE & MAKE ASIAN RECIPE KITS (FOUNDATION ASIAN GRANT)		\$ (141.50)		\$ (141.50)
	WALGREENS	VC - SUPPLIES FOR ASIAN EXHIBIT GRANT (FOUNDAITON)		\$ (12.62)		\$ (154.12)
	AMAZON.COM	VC - SUPPLIES FOR EAST ASIAN EXHIBIT (FOUNDAITON)		\$ (25.98)		\$ (180.10)
	ETSY	VC - SUPPLIES FOR EXHIBIT TAKE & MAKE MAY BASKETS		\$ (2.50)		\$ (182.60)
	MENARDS	VC - SUPPLIES FOR EXHIBIT TAKE & MAKE MAY BASKETS		\$ (38.77)		\$ (221.37)
	WAUPACA AREA CHAMBER OF COMMERCE	VC - AWARD CERTIFICATES FOR YOUTH ART MONTH		\$ (160.00)		\$ (381.37)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EXHIBITS (\$160+38.77+2.50+9.51) CHECK # 2206			\$ 210.78	\$ (170.59)
	AMAZON.COM	SUPPLIES FOR MAY DAY KITS		\$ (9.51)		\$ (180.10)
	CHIPPEWA VALLEY MUSEUM	VC - HMONG EXHIBIT LOAN		\$ (125.00)		\$ (305.10)

Donations 2021		Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
		UPS	VC - SHIPPING FOR HMONG EXHIBIT (\$89.57+95.37)		\$ (184.94)		\$ (490.04)
		WI KITERS	KITE KITS FOR KITE DAY		\$ (600.00)		\$ (1,090.04)
		EAA CHAPTER 444	LUNCH FOR KITERS ON KITE DAY		\$ (250.00)		\$ (1,340.04)
		CHAIN PORTABLES	PORTA POTTIES FOR KITE EVENT		\$ (109.50)		\$ (1,449.54)
		WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EAST ASIAN EXHIBIT INCLUDING KITE EVENT CHECK # 2213 (MINUS BOOKS FOR EAST ASIAN E...			\$ 1,449.54	\$ -
		FEDEX	VC - SHIPPING FOR BEYOND BORDERS EXHIBIT (230.52+529.07+1833.35)		\$ (2,592.24)		\$ (2,592.24)
		WALGREENS	VC - SUPPLIES FOR EXHIBIT BEYOND BORDERS		\$ (30.23)		\$ (2,622.47)
		AMAZON.COM	VC - SUPPLIES FOR EXHIBIT BEYOND BORDERS		\$ (63.19)		\$ (2,685.66)
		NOFFKE LUMBER	VC - SUPPLIES FOR EXHIBIT BEYOND BORDERS		\$ (12.65)		\$ (2,698.31)
		WAUPACA PUBLIC LIBRARY FOUNDATION	FOUNDATION DONATION FOR EXHIBITS BEYOND BORDERS CHECK# 2216			\$ 2,828.28	\$ 129.97
		ROTARY CLUB OF WAUPACA	ROTARY DUES FOR EXHIBIT DIRECTOR		\$ (130.00)		\$ (0.03)
		BEST BUY	VC - REPLACEMENT TV FOR EXHIBIT ROOM		\$ (400.89)		\$ (400.92)
		WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EXHIBIT TV REPLACEMENT CHECK # 2219			\$ 400.89	\$ (0.03)
		FEDEX	VC - SHIPPING FOR BEYOND BORDERS EXHIBIT		\$ (2,487.21)		\$ (2,487.24)
		DRAGONWINGS BOOKSTORE	VC - BOOKS FOR YULETIDE TRAIL 34489		\$ (127.68)		\$ (2,614.92)
		AMAZON.COM	VC - SUPPLIES FOR MISSY MITTEL EXHIBIT		\$ (196.20)		\$ (2,811.12)
		WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR BOOKS FOR YULETIDE TRAIL AND MM EXHIBIT SUPPLIES CHECK # 2230			\$ 323.88	\$ (2,487.24)
		WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR SHIPPING BEYOND BORDERS EXHIBIT CHECK # 2227			\$ 2,487.21	\$ (0.03)
Total 255 DONATIONS PROGRAMS EXHIBIT						\$ (0.03)	\$ (0.03)
255 DONATIONS PROGRAMS SLAG							\$ -
		MENARDS	SUPPLIES PURCHASED FOR TVA TO FIX UP LITTLE FREE LIBRARY		\$ (21.13)		\$ (21.13)

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
WAUPACA PUBLIC LIBRARY FOUNDATION -		DONATION FOR LFL SUPPLIES CHECK # 1140			\$ 21.13	\$ -
	AMAZON.COM	VC - CUPS FOR HOT CHOCOLATE SALES (TVA CHECK FOR REIMBURSEMENT)		\$ (65.54)		\$ (65.54)
WAUPACA PUBLIC LIBRARY FOUNDATION -		DONATION FOR CUPS FOR HOT CHOCILATE SALES CHECK # 1141			\$ 65.54	\$ -
Total 255 DONATIONS PROGRAMS SLAG					\$ -	\$ -
255 DONATIONS PROGRAMS TEEN						\$ -
	AMERICAN BUTTON MACHINES	VC - BUTTON MAKING SUPPLIES FOR TEEN PROGRAMS (\$159.29 DONAITONS, \$159.28 TEEN PROGRAMS)		\$ (159.29)		\$ (159.29)
WAUPACA PUBLIC LIBRARY FOUNDATION		DONATION FOR BUTTON MAKING SUPPLIES CHECK # 2230			\$ 159.29	\$ -
Total 255 DONATIONS PROGRAMS TEEN					\$ -	\$ -
255 DONATIONS SLP						\$ -
	MAYFLOWER AUTOGRAPH HOTEL	VC - LODGING FOR CHILDREN'S LIBRARIAN FOR NATIONAL SUMMER LEARNING CONFERENCE (TOTAL BILL \$1,383...		\$ (525.00)		\$ (525.00)
OWLS - OUTAGAMIE WAUPACA LIBRARY SY		CE SCHOLARSHIP FOR LODGING			\$ 525.00	\$ -
Total 255 DONATIONS SLP					\$ -	\$ -
TOTAL PROGRAMS			\$ 15,000.00	\$ (14,179.28)	\$14,179.62	\$ 0.34
282 DONATIONS TECHNOLOGY						\$ -
MOLLY REINKE		DEVICE REIMBURSEMENT PROGRAM (FRIENDS DONATION)		\$ (100.00)		\$ (100.00)
	US CELLULAR	VC - HOTSPOT CONTRACT FOR 13 DEVICES FOR ONE YEAR		\$ (6,090.63)		\$ (6,190.63)
FRIENDS OF THE WAUPACA LIBRARY		DONATION FOR DEVICE REIMBURSEMENT CHECK # 1591			\$ 100.00	\$ (6,090.63)
	WAUPACA PUBLIC LIBRARY FOUNDATION	REIMBURSEMENT FOR HOTSPOTS INVOCIE WITH GRANT MONEY PROVIDED BY COMMUNITY FOUNDATIONS CHECK 2203...			\$ 6,090.63	\$ -
AMAZON.COM		VC - 2 DVD/CD PLAYERS FOR CHECKOUT (FRIENDS)		\$ (152.98)		\$ (152.98)
	AMAZON.COM	VC - STORAGE CASES FOR DVD PLAYERS (\$20.99+18.99)		\$ (39.98)		\$ (192.96)

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR AV UPGRADES FOR MEETING AND CONFERENCE ROOMS CHECK# 2210			\$ 4,691.18	\$ 4,498.22
	AV UPGRADES VARIOUS VENDORS	JW - AV UPGRADES FOR MEETING ROOMS AND CONFERENCE ROOM		\$ (4,691.18)		\$ (192.96)
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR PATRON CHECKOUT DVD PLAYERS AND CASES CHEKC # 1592			\$ 192.96	\$ -
	AMAZON.COM	JW - CORD AND SWITCH FOR AV UPGRADES FOR MEETING ROOMS AND EXHIBIT ROOM		\$ (57.80)		\$ (57.80)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR AV UPGRDES SWITCH AND CORD CHECK # 2212			\$ 57.80	\$ -
Total 282 DONATIONS TECHNOLOGY		TOTAL TECHNOLOGY	\$ 13,000.00	\$ (11,132.57)	\$11,132.57	\$ -
301 DONATIONS RESALE						\$ -
	AMAZON.COM	VC - SNACKS PURCHASED FOR RESALE - FRIENDS (\$7.48+21.99+19.25)		\$ (48.72)		\$ (48.72)
	AMAZON.COM	VC - SNACKS FOR RESALE FRIENDS		\$ (49.32)		\$ (98.04)
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSMENT FOR SNACKS FOR RESALE CHECK # 1594			\$ 98.04	\$ -
	OFFICE OUTFITTERS	VC - FLASH DRIVES FOR RESALE I# 448703		\$ (249.50)		\$ (249.50)
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT FOR FLASH DRIVES FOR RESALE # 1596			\$ 249.50	\$ -
	AMAZON.COM	VC - SNACKS FOR RESALE FRIENDS		\$ (15.18)		\$ (15.18)
	FRIENDS OF THE WAUPACA LIBRARY	CHECK # 1598 FOR SNACKS FOR RESALE			\$ 15.18	\$ -
Total 301 DONATIONS RESALE		TOTAL RESALE		\$ (362.72)	\$ 362.72	\$ -
301 DONATIONS SUPPLY/FURNITURE						\$ -
	OFFICE OUTFITTERS	VC - CHAIRS FOR CONFERENCE ROOM AS APPROVED ON APRIL 12		\$ (1,652.00)		\$ (1,652.00)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR CHAIRS FOR CONFERENCE ROOM CHECK # 2207			\$ 1,652.00	\$ -
	OFFICE OUTFITTERS	CREDIT FOR RETURNED CHAIRS # C426088-0			\$ 660.00	\$ 660.00
	OFFICE OUTFITTERS	VC - COMPUTER TABLE AND CPU MOUNTING BRACKETS (LIBRARY PAID FREIGHT CHARGES \$200)		\$ (1,492.00)		\$ (832.00)

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	USPS	VC - PO BOX FOR FOUNDATION		\$ (84.00)		\$ (916.00)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR COMPUTER TABLE AND CPU BRACKETS CHECK # 2217			\$ 1,492.00	\$ 576.00
	WAUPACA PUBLIC LIBRARY FOUNDATION	REIMBURSEMENT FOR PO BOX RENTAL CHECK # 2218			\$ 84.00	\$ 660.00
	OFFICE OUTFITTERS	VC - TALL TABLE PROEJCT TABLES, STOOLS, INSTALL I# 455913		\$ (4,440.00)		\$ (3,780.00)
	OFFICE OUTFITTERS	VC - WIRE MANAGEMENT, INSTALL AND MOVE TABLE LEGS I# 456511		\$ (75.00)		\$ (3,855.00)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR TALL TABLES, STOOLS, INSTALL, WIRE MANANGEMENT CHECK # 2222			\$ 3,855.00	\$ -
	OWLS - OUTAGAMIE WAUPACA LIBRARY SY	PRINTING FOR FOUNDATION I# 3770		\$ (127.40)		\$ (127.40)
	OFFICE OUTFITTERS	VC - TALL TABLES CORD MANAGEMENT I# 458493		\$ (63.00)		\$ (190.40)
	OFFICE OUTFITTERS	VC - ENVELOPES DND A CARD STOCK FOR ANNUAL FOUNDATION MAILER (411.50+21.39)		\$ (432.39)		\$ (622.79)
	LIQUIDATORS PLUS	VC - BANNERS FOR STAIRWELL (FRIENDS)		\$ (189.00)		\$ (811.79)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR WIRE MANAGEMENT TALL TABLES PROJECT CHECK #2226			\$ 63.00	\$ (748.79)
	WAUPACA PUBLIC LIBRARY FOUNDATION	REIMBURSEMENT FOR FLYER PRINTING CHECK # 2228			\$ 560.29	\$ (188.50)
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR STAIRWELL BANNERS CHECK #1601			\$ 189.00	\$ 0.50
Total 301 DONATIONS SUPPLY/FURNITURE		TOTAL SUPPLY/FURNITURE	\$ 2,000.00	\$ (8,554.79)	\$ 8,555.29	\$ 0.50
510 DONATIONS EBOOKS EAUDIOS						\$ -
	OWLS - OUTAGAMIE WAUPACA LIBRARY SY	EBOOKS TO FILL PATRON REQUESTS (DONATION FOR DIGITAL BOOKS FROM C. ANTHONY)		\$ (56.98)		\$ (56.98)
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION REIMBURSEMENT FROM FOUNDATION FOR EBOOKSCHECK # 2209			\$ 56.98	\$ -
Total 510 DONATIONS EBOOKS EAUDIOS		TOTAL AV & EBOOKS	\$ 2,000.00	\$ (56.98)	\$ 56.98	\$ -
TOTAL OF ALL ACCOUNTS			\$ 36,500.00	\$ (35,066.23)	\$ 35,130.37	\$ 64.14

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda January 2022

Our Exhibit Room Committee met on January 5, 10a in the lower level meeting rooms at the library and discussed ideas for our upcoming exhibits. Many of our committee members travel for the winter or don't feel comfortable meeting in person yet, so we will offer a virtual option for meetings moving forward.

Our next Exhibit Room Committee meeting is scheduled for February 2 at 10a.

The annual fundraising campaign went out for the Library Foundation in November. I am recording and depositing donations as they come in, updating our donor database, and sending thank you correspondence to our donors.

I submitted my report to the Waupaca Library Foundation as well as the 2022 budget at their January quarterly meeting. Some of the highlights:

Obviously, our schedule did not go as expected, but even with Covid-19 restrictions in place, we were able to successfully host 1 virtual exhibit, 1 dispersed exhibit, and 2 in person exhibits with a total of 1,579 visitors to the Exhibit Room.

Although our Monthly Attendance Charts don't reflect it, we created many meaningful connections with patrons this year:

- *We provided 3 in person programs with a total of 906 participants.*
- *We distributed 6 kits (curbside or in person) to a total of 563 patrons.*
- *We reached 1016 total patrons through virtual programming.*
- *Through Facebook posts, we reached 30,785 people, and engaged with 2,446 Facebook users.*

I am proud of all the hard work, flexibility and creative ideas our Exhibit Room Committee generated in spite of uncontrollable circumstances. We were able to sustain and strengthen crucial community partnerships during this tumultuous time which will serve us well in the years ahead.

My goal for 2022 is to increase visibility of the Exhibit Room through marketing and programming to help attract visitors back to the library.

We will start 2022 with a remaining budget of \$872.12 from 2021.

At this time, I am not requesting any additional funding for items outside of our general budget.

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

Our exhibit with local author/illustrator, Missy Mittel is installed and open for visitors. In addition to Missy's books and illustrations, her current project is identification flashcards for animals native to our area. These graphics are part of a scavenger hunt in the Exhibit Room, and some are paired with the taxidermied animal so that visitors can get an up close view of how to identify critters. This exhibit has lots of great activities for kids and families including a Character Building project, an iPad to practice computer illustrations/graphics, free art kits to take home, and of course, the scavenger hunt. We had a large number of holiday cards created and delivered to members at the King Veterans Home.

To further enhance the conservation aspect and love of the outdoors found in Missy's work, we are hosting *Wisconsin's John Muir* along with her illustrations. This pop-up panel exhibit is on loan from the Wisconsin Historical Society for the duration of the exhibit. <https://www.wisconsinhistory.org/Records/Article/CS14767>

Missy is a self-published author, and we are looking at ways to pass her expertise on to patrons through a virtual program in January.

Our Exhibit Room committee will uninstall the exhibit on January 31.

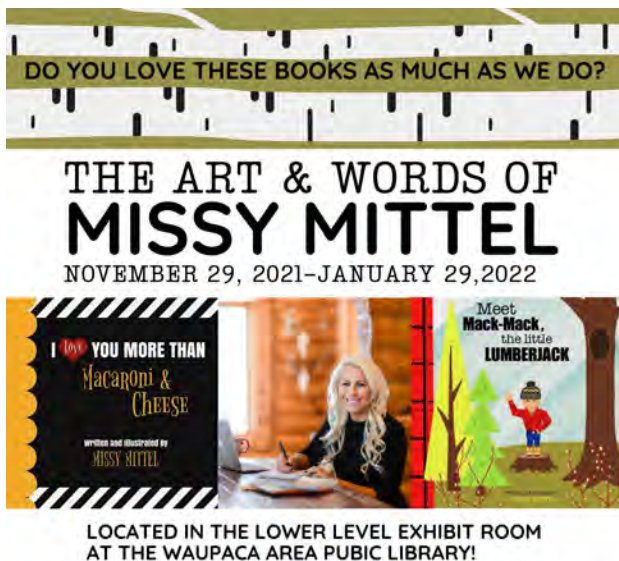
Youth Art Month (February 5-April 9)

The School District of Waupaca art teachers will install student artwork the first week of February for our annual Youth Art Month exhibit. In addition to the in-person exhibit, we will feature a virtual tour. Due to the unpredictability of Covid and high case numbers, we will host a virtual reception/awards ceremony again this year. Our website/online gallery for the exhibit was very popular and provided a great resource for tracking our 'virtual visitors'; I will start work on this in the next week or two.

2022 Schedule

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

The Art & Words of Missy Mittel



DECEMBER 2021 EXHIBIT ROOM VISITS

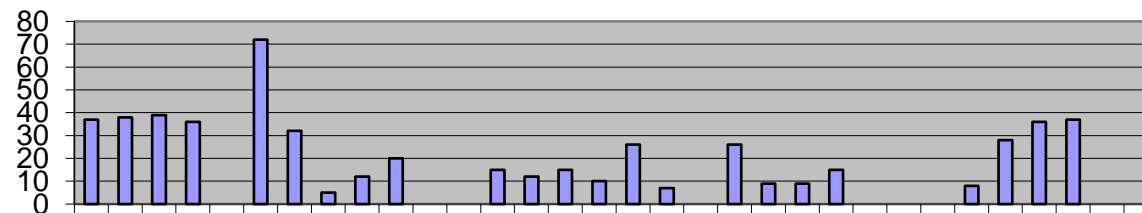
12/1/2021	Wednesday	37
12/2/2021	Thursday	38
12/3/2021	Friday	39
12/4/2021	Saturday	36
12/5/2021	Sunday	-
12/6/2021	Monday	72
12/7/2021	Tuesday	32
12/8/2021	Wednesday	5
12/9/2021	Thursday	12
12/10/2021	Friday	20
12/11/2021	Saturday	-
12/12/2021	Sunday	-
12/13/2021	Monday	15
12/14/2021	Tuesday	12
12/15/2021	Wednesday	15
12/16/2021	Thursday	10
12/17/2021	Friday	26
12/18/2021	Saturday	7
12/19/2021	Sunday	-
12/20/2021	Monday	26
12/21/2021	Tuesday	9
12/22/2021	Wednesday	9
12/23/2021	Thursday	15
12/24/2021	Friday	closed
12/25/2021	Saturday	closed
12/26/2021	Sunday	-
12/27/2021	Monday	8
12/28/2021	Tuesday	28
12/29/2021	Thursday	36
12/30/2021	Friday	37
12/31/2021	Saturday	closed
TOTAL		544

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

The Art & Words of Missy Mittel for November = 37

The Art & Words of Missy Mittel for December = 544

December 2021 Exhibit Room Visits

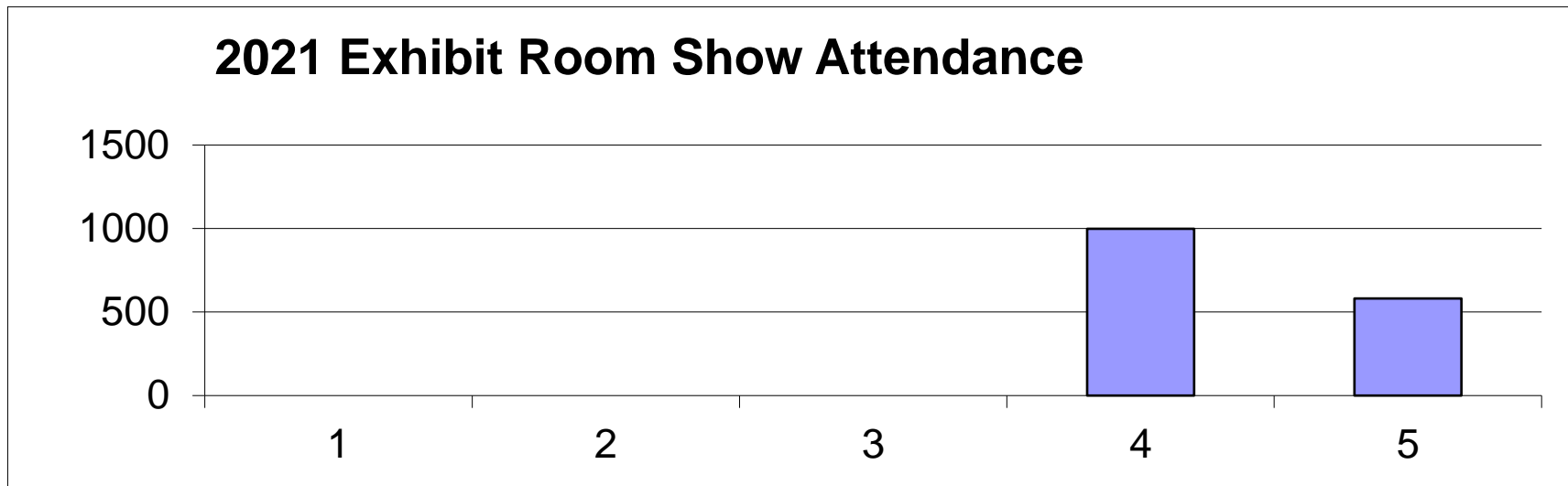


2021 Waupaca Area Public Library Exhibit Room

Youth Art Month (Virtual Exhibit)	-
East Asia Exhibit (Virtual/Dispersed)	-
Summer Reading Program (all programming virtual)	-
Beyond Borders & Boundaries: Indigenous Art of Latin America	998
The Art & Words of Missy Mittel	581
TOTAL	1579

***Exhibit Room closed March 2020-August 2021,
October 2021 due to Covid-19 restrictions**

Total Attendance in 2009 = 13,817
Total Attendance in 2010 = 17,526
Total Attendance in 2011 = 11,923
Total Attendance in 2012 = 13,441
Total Attendance in 2013 = 13,530
Total Attendance in 2014 = 19,096
Total Attendance in 2015 = 18,974
Total Attendance in 2016 = 14,760
Total Attendance in 2017 = 13,955
Total Attendance in 2018 = 17,162
Total Attendance in 2019 = 18,959
Total Attendance in 2020 = 3611*
Total Attendance in 2021 = 1579*

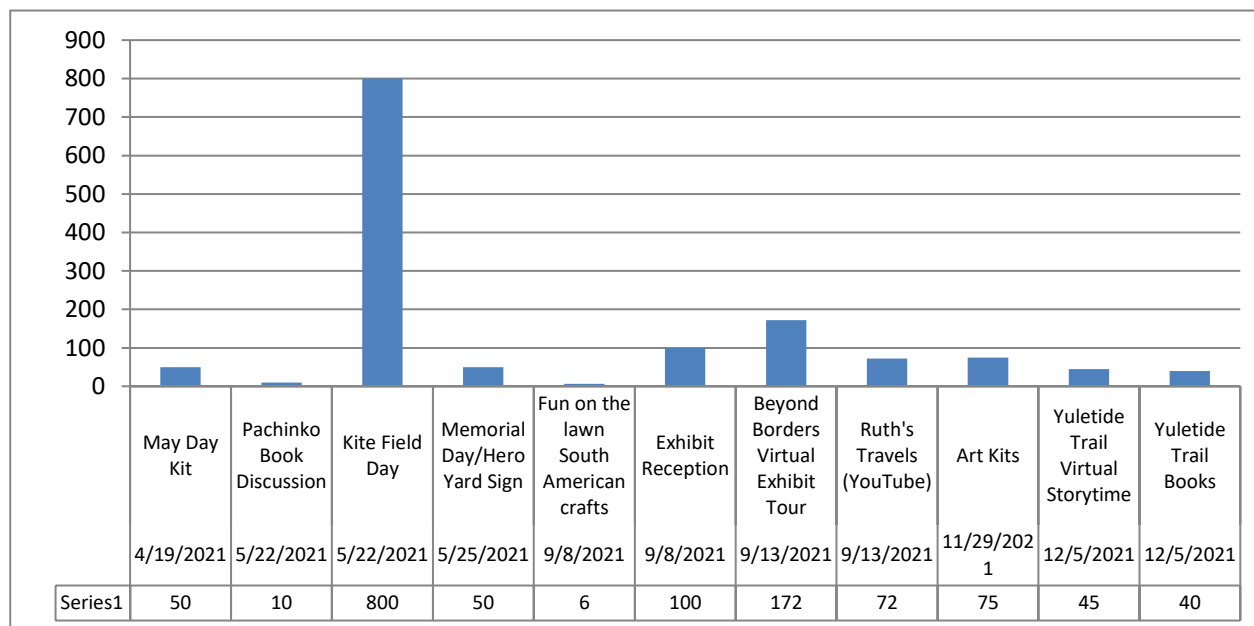


2021 Exhibit Room Programs

<u>Date</u>	<u>Program</u>	<u>Exhibit</u>	<u>Attendance</u>
1/15/2021	Virtual Exhibit Room	Online Content	-
2/5/2021	Virtual Birds Exhibit	Online Content	-
3/4/2021	Virtual Spring Break	Online Content	-
3/5/2021	Youth Art Month Website	Youth Art Month	547
3/5/2021	Youth Art Month Virtual Awards	Youth Art Month	103
3/5/2021	Art Kits	Youth Art Month	72
4/5/2021	Asian Spice Kit	East Asia Grant	75
4/7/2021	Cooking with Nancy: Ramen Noodles	East Asia Grant	27
4/19/2021	May Day Kit	Curbside/In Person Kit	50
5/22/2021	Pachinko Book Discussion	East Asia Grant	10
5/22/2021	Kite Field Day	East Asia Grant	800
5/25/2021	Memorial Day/Hero Yard Sign	Curbside/In Person Kit	50
9/8/2021	Fun on the lawn South American crafts	Beyond Borders & Boundaries	6
9/8/2021	Exhibit Reception	Beyond Borders & Boundaries	100
9/13/2021	Beyond Borders Virtual Exhibit Tour	Beyond Borders & Boundaries	172
9/13/2021	Ruth's Travels (YouTube)	Beyond Borders & Boundaries	72
11/29/2021	Art Kits	Missy Mittel	75
12/5/2021	Yuletide Trail Virtual Storytime	Yuletide Trail	45
12/5/2021	Yuletide Trail Books	Yuletide Trail	40
TOTAL			1420

Facebook **Population Reached: 30,785**
(number of unique people to see content)

Engaged: 2,446
(number of people that acted: likes, shares, link clicks)



2021 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$38.99	\$18.95	\$15.25	\$0.60	\$23.16	\$10.15	\$0.00	\$0.12	\$6.97	\$2.10	\$0.00	\$0.00	\$116.29
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
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$653.81	\$653.81	\$653.93	\$660.90	\$663.00	\$663.00	\$663.00	\$1,143.03
2019 Running Total												
\$603.58	\$1,281.18	\$2,134.87	\$2,847.27	\$3,559.81	\$3,895.29	\$4,651.91	\$5,443.14	\$6,137.81	\$6,823.87	\$7,330.03	\$7,955.38	\$7,955.38
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
2020 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 600.59	\$579.41	\$284.54	\$2.27	\$3.32	\$65.39	\$170.19	\$266.18	\$297.25	\$215.93	\$164.75	\$204.28	\$ 2,854.10
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
2020 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$493.50	\$254.00	\$370.50	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$18.00	\$10.00	\$0.00	\$0.00	\$1,156.00
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
2020 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$247.50	\$360.99	\$182.55	\$246.54	\$17.00	\$78.00	\$89.00	\$316.00	\$107.00	\$301.00	\$77.00	\$43.00	\$2,065.58
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
2020 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$72.78	\$75.83	\$11.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.30
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
2020 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ -	\$ -	\$ -	\$ 268.40	\$ 308.87	\$ 1,057.46	\$ 2,268.41	\$ 4,538.41	\$ 154.45	\$ 252.19	\$ 194.39	\$ 67.95	\$ 9,110.53

2021 Reference Transactions													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
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
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201
2021 Library Visits													
Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
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
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140
2018	10,359	8,925	10,051	9,107	8,817	12,306	13,803	10,359	8,641	9,908	8,983	7,634	118,893
2021 Internet Use													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
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
2019 Wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 Stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533
2021 Curbside Pick-ups													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
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
2021 Volunteer Hours													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021					20	32	45	54.75	41.25	0	14	10	217
2020	40	41	0	0	0	0	0	0	0	0	0	0	81

Dec 2021 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	1,290	964	326	1.34
Appleton	9,829	9,165	664	1.07
Black Creek	1,498	836	662	1.79
Clintonville	2,471	992	1,479	2.49
Door County	4,480	4,208	272	1.06
Florence	358	384	(26)	0.93
Fremont	689	422	267	1.63
Gillett	510	274	236	1.86
Hortonville	1,126	1,574	(448)	0.72
Iola	917	903	14	1.02
Kaukauna	1,599	3,104	(1,505)	0.52
Kewaunee	1,324	1,033	291	1.28
Kimberly	2,317	3,423	(1,106)	0.68
Lakewood	827	827	0	1.00
Lena	398	233	165	1.71
Little Chute	1,693	2,151	(458)	0.79
Manawa	887	737	150	1.20
Marinette County	2,610	3,956	(1,346)	0.66
Marion	1,109	838	271	1.32
New London	1,382	1,272	110	1.09
NFLS	0	9	(9)	0.00
Oconto	956	771	185	1.24
Oconto Falls	987	627	360	1.57
Oneida Tribal	612	182	430	3.36
OWLS	1	1	0	1.00
Scandinavia	318	499	(181)	0.64
Seymour	1,391	1,183	208	1.18
Shawano County	2,615	3,253	(638)	0.80
Shiocton	369	277	92	1.33
Suring	463	420	43	1.10
Waupaca	2,560	3,418	(858)	0.75
Weyauwega	1,016	666	350	1.53

TOTAL	48,602	48,602	0	1.00
-------	--------	--------	---	------

<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	8,628	8,628	0	1.00
NFLS - Intersystem	8,802	8,512	290	1.03
NFLS - Total	17,430	17,140	290	1.02
OWLS - Intrasystem	22,660	22,660	0	1.00
OWLS - Intersystem	8,512	8,802	(290)	0.97
OWLS - Total	31,172	31,462	(290)	0.99

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
17,218	11,924	5,294	1.44
113,521	117,820	(4,299)	0.96
18,674	11,724	6,950	1.59
26,885	10,903	15,982	2.47
57,836	57,612	224	1.00
5,288	4,550	738	1.16
8,635	5,812	2,823	1.49
4,725	4,398	327	1.07
14,599	24,244	(9,645)	0.60
12,167	10,881	1,286	1.12
19,225	39,365	(20,140)	0.49
16,631	10,301	6,330	1.61
26,960	42,298	(15,338)	0.64
11,766	9,959	1,807	1.18
5,172	3,203	1,969	1.61
20,000	25,854	(5,854)	0.77
10,941	9,129	1,812	1.20
39,744	50,355	(10,611)	0.79
16,424	10,366	6,058	1.58
16,603	17,648	(1,045)	0.94
0	210	(210)	0.00
11,788	8,664	3,124	1.36
12,848	8,191	4,657	1.57
6,874	1,621	5,253	4.24
4	99	(95)	0.04
5,766	5,064	702	1.14
19,197	15,686	3,511	1.22
35,211	37,995	(2,784)	0.93
5,196	3,729	1,467	1.39
6,094	5,608	486	1.09
33,363	43,082	(9,719)	0.77
16,665	7,725	8,940	2.16

616,020	616,020	0	1.00
---------	---------	---	------

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
103,447	103,447	0	1.00
127,748	109,476	18,272	1.17
231,195	212,923	18,272	1.09
0	0		
275,349	275,349	0	1.00
109,476	127,748	(18,272)	0.86
384,825	403,097	(18,272)	0.95

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2021

Waupaca 2021 Circulation														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2021 Downloads - ebook		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2020 Downloads - ebook		1,105	1,061	1,245	1,396	1,384	1,476	1,322	1,149	1,133	1,151	1,134	1,083	14,639
2021 Downloads - Audio		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2020 Downloads - Audio		787	708	691	699	771	765	737	671	650	718	796	734	8,727
2021 Downloads - Magaz		67	88	88	27	14	95	66	33	31	71	47	54	681
2020 Downloads - Magaz		30	44	49	52	55	51	50	55	73	143	82	64	748
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		2,367	2,490	3,300	3,093	2,836	3,132	3,325	3,461	2,813	2,788	2,649	2,781	35,035
Checkouts		6,655	6,888	10,070	9,345	8,050	11,933	11,132	11,159	9,728	7,590	8,739	8,464	109,753
Total Circulation w/renew		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
2021 Running Totals		9,022	18,400	31,770	44,208	55,094	70,159	84,616	99,236	111,777	122,155	133,543	144,788	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
2020 Running Totals		18,596	36,572	48,997	49,918	52,830	58,401	67,557	77,797	89,139	99,178	107,950	116,983	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	June	July	August	September	October	November	December
Dayton	2,490 17%	2,565 18%	2,555 17%	1,940 15%	1,519 15%	1,434 13%	1,691 15%
Farmington	2,410 16%	2,108 14%	1,977 14%	1,859 15%	1,687 16%	1,833 16%	1,636 15%
Lind	602 4%	600 4%	525 4%	566 5%	411 4%	428 4%	543 5%
Waupaca (Town)	862 6%	905 6%	1,013 7%	597 5%	587 6%	685 6%	648 6%
Town Total	6,364 42%	6,178 42%	6,070 42%	4,962 40%	4,204 41%	4,380 38%	4,518 40%
Waupaca (City)	5,233 35%	4,888 34%	5,109 35%	4,711 38%	4,000 39%	4,304 38%	4,373 39%
Wausara County	601 4%	679 5%	688 5%	466 4%	406 4%	512 4%	317 3%
Portage County	936 6%	527 4%	952 7%	837 7%	810 8%	1019 9%	821 7%
Other	1,931 13%	2,275 16%	1,801 12%	1,950 16%	958 9%	1,173 10%	1,216 11%
Total	15,065	14,547	14,620	12,541	10,378	11,388	11,245

Monthly/YTD Circs and Renewals - December 2021

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,408	601	3,009	25,633	7,240	32,873
Appleton	30,689	12,169	42,858	392,349	143,183	535,532
Black Creek	1,624	716	2,340	23,014	9,552	32,566
Clintonville	2,868	627	3,495	28,995	7,250	36,245
Door Cty - Baileys Harbor	897	233	1,130	12,289	2,897	15,186
Door Cty - Egg Harbor	993	298	1,291	13,174	3,251	16,425
Door Cty - Ephraim	211	88	299	3,906	931	4,837
Door Cty - Fish Creek	427	79	506	6,841	1,196	8,037
Door Cty - Forestville	591	347	938	9,619	3,930	13,549
Door Cty - Sister Bay	2,661	759	3,420	36,555	8,916	45,471
Door Cty - Sturgeon Bay	5,701	1,931	7,632	80,889	22,353	103,242
Door Cty - Washington Island	663	146	809	10,010	2,273	12,283
Florence	683	185	868	7,787	1,765	9,552
Fremont	811	435	1,246	12,887	4,968	17,855
Gillett	498	121	619	7,847	2,358	10,205
Hortonville	3,368	1,242	4,610	50,844	15,519	66,363
Iola	1,434	652	2,086	20,917	7,026	27,943
Kaukauna	6,381	2,085	8,466	95,492	28,955	124,447
Kewaunee	2,181	692	2,873	27,818	8,073	35,891
Kimberly	7,595	2,790	10,385	102,133	31,590	133,723
Lakewood	1,912	689	2,601	26,619	7,134	33,753
Lena	530	193	723	7,775	2,256	10,031
Little Chute	6,137	2,141	8,278	69,984	19,581	89,565
Manawa	1,298	511	1,809	19,326	6,202	25,528
Marinette Cty - Coleman	1,392	454	1,846	16,923	5,481	22,404
Marinette Cty - Crivitz	1,918	569	2,487	19,772	5,556	25,328
Marinette Cty - Goodman	246	122	368	3,255	963	4,218
Marinette Cty - Marinette	3,071	969	4,040	41,635	11,842	53,477
Marinette Cty - Niagara	670	349	1,019	9,328	3,541	12,869
Marinette Cty - Peshtigo	811	231	1,042	8,311	2,408	10,719
Marinette Cty - Wausaukee	382	111	493	10,038	2,687	12,725
Marion	1,854	640	2,494	30,223	8,034	38,257
New London	2,911	763	3,674	38,993	9,829	48,822
Oconto	1,833	716	2,549	22,408	8,139	30,547
Oconto Falls	2,099	578	2,677	26,615	7,045	33,660
Oneida Tribal - Green Earth	8	-	8	12	-	12
Oneida Tribal - Oneida	139	94	233	1,689	816	2,505
Scandinavia	405	220	625	5,204	2,207	7,411
Seymour	2,170	816	2,986	27,555	9,034	36,589
Shawano Cty - Birnamwood	1,734	202	1,936	19,598	1,592	21,190
Shawano Cty - Bonduel	683	369	1,052	8,966	4,056	13,022
Shawano Cty - Mattoon	58	44	102	983	322	1,305
Shawano Cty - Shawano	6,514	1,915	8,429	71,748	17,713	89,461
Shawano Cty - Tigerton	570	237	807	6,396	1,847	8,243
Shawano Cty - Wittenberg	406	174	580	5,103	1,727	6,830
Shiocton	567	82	649	7,468	1,485	8,953
Suring	1,132	197	1,329	11,339	2,696	14,035
Waupaca	8,464	2,781	11,245	109,753	35,035	144,788
Weyauwega	1,597	648	2,245	19,382	6,468	25,850
Total	124,195	43,011	167,206	1,615,400	498,922	2,114,322

Posted 1/2/22



Director's Report

December/January 2021

The **Friends of the Library** met on December 9th. The library safety protocols prevented them from meeting in October as they have in the past. They agreed to fund the following projects:

New Parent Book (I Love You Like Sunshine) 200 copies	2021 Budget Year	\$475
Banners for stairwell (Imagine, Learn, Connect)	2021 Budget Year	\$200
New video game collection for younger kiddos –	2022 Budget Year	\$500
Story Walk replacement on River Ridge Trail -	2022 Budget Year	\$250
Staff shirts/sweaters with new logo	2022 Budget Year	\$500
Coffee Urn (100 cup) replacement –	2022 Budget Year	\$150
Teen TV replacement	Budget Year 2022	\$400
	Total of all requests	\$2,475

Our Friends group continues to support the Lucky Day Collection and the Book Page magazine which is offered to patrons at the service desk. The Friends revenues are generated from book sales of donated and discarded books. This past year they purchased flash drives with the new Library logo which have been offered for sale to the public.

The **2022 Budget** that the Council approved on November 16th differed from the budget approved by the Library Board earlier in the month. I met with Finance Director Kathy Kasza and we were able to identify the discrepancies and come to an agreement. The discrepancies were found in the Donations line item and personnel. The Budget has a placeholder for the Exhibit Room Coordinator in the donations section of the budget. In years past these funds were included with part time personnel. I failed to include the social security which was a difference of \$160. Revenue from donations and expenditures from donations should be the same. We don't spend out of donation accounts unless we can be reimbursed by a donation received.

The Personnel line item differed because the cost for there was an increase in fees associated with the EAP (Employee Assistance Program). These items added up to an additional \$687 in the Full Time Personnel line item. I have placed this action item in Old Business.

While the **2021 Budget** has not been finalized, I am confident that the fund balance will be bolstered through prudent spending in 2021. The final bills indicate that 32,777.92 of the budget was left over after personnel costs and final bills. Keeping in mind that the 2021 Budget was to utilize \$9,298 from fund balance we will still add approximately \$23,000 to the fund balance as long as the revenues are close to the budgeted amount. The bills include the reimbursement from the Library Foundation for the Exhibit Room Coordinator's 2021 wages.

The Federal Government allocated **ARPA funds to library systems** to be distributed to local libraries for items identified as "space needs." Each library was allocated \$3,000 and was directed to look through a menu of items prepared by System Staff. We identified the need for charging stations for each department so patrons can charge phones or other devices while using the facility. We were also able to order another display fixture which will allow us to highlight the collection. It is on casters so it can be moved to areas of the Library where it is needed.

A year ago the Library was **granted funds for hotspots to be circulated to Library patrons** to help bridge the gap for families who were without internet service. The Bright Ideas Grant for the Community Foundation of the Fox Valley and the Waupaca Area Community Foundation supported 13 hotspots with service provided by U. S. Cellular. The Library chose to use this provider based on recommendations from Waupaca School IT staff. The program has been extremely popular with 61 unique users (through November 2021) and 205 total checkouts. You can see the results of the user survey [here](#).

With remaining grant funds and a generous donor, **we will be able to provide 10 hotspots for patron checkout** this year. The new provider, Mobile Beacon is significantly more affordable (\$24 per device and shipping and \$120 annually for service = total \$144) than US Cellular (\$469 each for device and annual service). The device is very similar the MiFi units that patrons have become accustomed to. The service coverage is not as far reaching as that provided by US Cellular but it does provide a strong signal to most of our service area. We should have the new hotspots ready for checkout March 1.

The **Library Foundation** met on January 10th. I have included the memo I shared with the Foundation Board. The Board elected new Officers and Jim Olsen who has been Treasurer for 33 years resigned. They approved allocations of up to \$5,000 for the meeting rooms storage, increased the Exhibit Room Coordinator's hours from 6.5 per week to 7.5 per week and authorized the 2% raise received by other City Staff. There was discussion about allocating funds for print materials since the 2022 budget included cuts of over \$5,000. Jim Olsen said that the Foundation savings account has been set aside for books. The Board agreed that the funds should come from that account. The result of fundraising efforts this year have been phenomenal with undesignated donations in excess of \$12,400 and designated donations just shy of \$14,000.

The City Council approved a **Covid 19 Vaccination Incentive Resolution** on January 4, 2022 which provides gift cards for eligible employees who have been vaccinated and/or have received a booster. I have included this Resolution at the end of my report.

OWLS will be moving from the Appleton Public Library to a County owned building in Grand Chute. It is on the corner of Wisconsin Avenue and Brewster Street. They are not yet sure of a moving date but have started to give away furniture and fixtures that will not be needed in the new location.



Respectfully Submitted by Peg Burington



To: Waupaca Library Foundation
From: Peg Burington, Library Director
Subject: Library report and requests
Date: January 10, 2022

Staff Expenses

In years past the Exhibit Room Coordinator was responsible for the clerical duties. The change to having other Library staff perform clerical duties happened when Tracy Behrendt was hired at the Historical Society and we lessened her load. She agreed to continue as Exhibit Room Coordinator without the added clerical responsibility.

Joleen continued to do the clerical work even after we hired Brigid Ferkett and Liz Kneer. Joleen did a fine job but it added to her work burden and she recently asked to be relieved. In October Joleen Mullet trained Liz to take care of the Foundation mailer and the recording methods used for tracking donations. Liz has been working and tracking her extra hours this year. The extra hours are reflected in the invoice dated 12.22.202.

The estimated invoice shared with the Foundation at the October meeting did not include the increase in workload for the Exhibit Room Coordinator or the added expense. As a result, the invoice is \$437.22 more than the estimate that the Foundation voted on at the October Meeting. The Library has been reimbursed based on the original estimate but am asking that \$437.22 also be reimbursed. Moving forward the invoice for wages and benefits will be less complicated and the estimate will be more accurate.

The Exhibit Room Coordinator's duties have been increased and I am asking that the Foundation consider allocating another hour per week (from 6.5 to 7.5) to allow for the clerical work. The other option would be for Liz to track the clerical hours spent. For the 2022 Budget year the City allocated a 2% cost of living increase. I would ask that the Exhibit Room Coordinator receive that wage increase. (\$22.50/hour, \$24.39 with benefits)

If members of the Foundation wish to take a more active role and assist with the mailing and/or the recording process the expense to the Foundation would be less.

Projects

I shared with you that the Library received the grant for digitization from the Wisconsin Humanities Council and the grant covered half the cost of the first 90 reels. Donations received more than cover the other half. You will see the donations in the itemized list I am providing. The Wisconsin Historical Society will be ready to start the digitization process this month.

The Meeting Room Storage project is included in the City's Capital Improvement Plan for 2022. It is listed as a shared cost (\$5,000 City and \$5,000 grants or donations). The project includes a bank of cabinets with deep lower cabinets and uppers that can be used for storage. To the right of the cabinets is a full height cupboard which can be used to store a vacuum cleaner and other supplies. The countertop will provide space for handouts and refreshments as needed. There is some electrical work. The current outlets would need to be moved so they are positioned between the uppers and lowers. The telephone will also need to be repositioned. I am asking that the Foundation consider funding this project at an amount not to exceed \$5,000. With the funding in place Library staff can move forward to obtain quotes and schedule the work to be completed.

Community Foundation

The 2022 Library Budget includes a cut to print materials. The Board approved the budget with the intention that the shortfall could be made up through donations. I am asking that the funds that are made available as part of the Community Foundation investment be used for print materials in 2022.

Finally, I want to thank the Foundation for their support over the last thirty years. One of the goals of the Library Foundation was to move the Waupaca Library "from good to great." I believe that together we have accomplished that goal. I expect to see this organization move forward to serve our community where it is most needed.

Many thanks!

Peg Burington

RESOLUTION NO. 1502 (2022)
COVID 19 VACCINATION INCENTIVE

WHEREAS, the City Council (“Council”) of the City of Waupaca (“City”) has determined it is in the best interest of the City to encourage the vaccination of its employees against the COVID 19 virus and any of its derivatives, and

WHEREAS, the Council recognizes it is an individual’s choice to become vaccinated and therefore does not want to institute a mandatory program, and

WHEREAS, the Council in cooperation with the City Administration has adopted other incentive programs to facilitate the health and wellness of its employees and the City as a whole,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Waupaca will institute an incentive program to encourage the vaccination of its City employees against the COVID 19 virus, and its derivatives.
2. This incentive program shall continue for a period of 24 months (ending December 31, 2024).
3. The incentive to be offered to all City employees shall be the issuance of gift cards obtained from local businesses that can be used by City employees for their personal benefit and to assist the economics of the City of Waupaca.
4. The gift cards will be in the amount of \$50 for each individual who provides proof from a pharmacy, medical clinic or other reliable source that said individual has been fully vaccinated. An additional \$50 will be given each time an individual provides proof of a booster shot that align with CDC recommended time periods.
5. This program is established as an incentive program to encourage a healthy and safe work environment for the city employees. All full time employees and permanent part time employees will be eligible.
6. The incentive program is also being implemented to encourage City employees to shop locally and support the local community.
7. The City Administrator, Finance Director and their staff shall be responsible for implementing and carry out this incentive program.
8. The program will be funded through budgeted Health Reimbursement Account (HRA) funds.

December 2021 Adult Services Report

Adult Programs

On December 18, we had a book discussion featuring *The Christmas Wedding* by James Patterson. Eight people attended, led by adult programming librarian, Joni Radley. I think it was evident that this was not the favorite book choice the group has read, although it did spark some great discussion about why in the world the main character would choose to plan and execute her Christmas wedding as she did. It has become very evident to me that the members of this group are not afraid to share their opinions on any book that we read, and I'm glad that they feel comfortable enough to do so. We also then discussed some favorite holiday recipes, some tips and some things definitely not to do when baking your favorite Christmas cookies. The Adult Book Group line up is coming together nicely for this year, with a great variety of book selections.

We are hoping to launch the Thursday Film Series in February, depending on the status of COVID cases and our ability to have in-person programming. In lieu of in person film programming, we did use some Adult Programming Funds from 2021 to purchase 15 films and some "binge boxes" - to put into circulation as "Classic Films - as recommended by Dr. Jack Rhodes" in the subjects of Westerns, War movies and a Variety Pack. Binge boxes are a recently popular item in the OWLS system, and combine 5-6 movies based around a similar theme. Jack has graciously provided me with a short synopsis of each film that we will laminate and put in the binge box with the movies. These binge boxes will go into circulation, hopefully within the next several weeks.

Our spring Life Class series will start on Thursday, February 3, whether it be in person or virtually, "Positivity and Rebounding in Tough Times." The first session will be presented by Liz Kneer, with a theme of "The Benefits of Nature on Mental Health."

The holiday baking videos on our website and our YouTube channel have been so popular that we will continue them. Laura Jandacek will be putting together a video on making healthy dog biscuits - watch for it soon.

As we move into 2022, we will identify more opportunities for virtual and/or in-person programming for our adult patrons.

Adult Circulation & Information Report

This month we worked more towards a 'One Desk' model by moving our Information Desk workstation to be side-by-side with the Circulation Desk workstation. We also changed our language to be more unified: all staff now work at a Service Desk, which included renaming the shifts on the staff scheduling calendar. We are working towards a unified Competencies Checklist and Training Manual. The goal is for everyone to view themselves at a point along a continuous scale of skill level and learning.

Peg has been training me on collection development so that I can manage the Adult Department's print and audiobook collections during the interim period. I will be assisted by Jan Popple who currently manages the Adult Department music and movie collections, and Joleen Mullet who currently manages the magazine and newspaper collections as well as Interlibrary Loan materials.

Respectfully submitted by Joni Radley and Patsy Servey

December 2021 – Children’s Board Report

Some great numbers to report for 2021:

- **69** children enrolled in our Beanstack 1000 Books Before Kindergarten Challenge (1 finished)
- **4430** children viewed one or more of our 41 pre-recorded virtual story times/field trips/book talks (Average of **108 viewers per recording**)
- **3332** children attended one or more of our 52 outdoor outreach programs (summer park programs, Sunny Day, front lawn early dismissal day, kite day, celebration on Main) – Average of **64 people per program**
- **886** people took part in one or more of the 8 DIY, or passive programs we offered (Average of **111 participants per project**) – includes growing potatoes in a bag, STEM activities, art projects
- **581** people joined us for live virtual events – book clubs, live read alouds, etc. Twenty-two live virtual events were offered in 2021.
- **155** young summer readers joined our Beanstack summer challenge to help the community read 10,000 books this past summer.

Children’s Dept. staff are fueled by this data. Knowing that we are reaching so many more kiddos and families by taking our programming out to where they are (neighborhoods, gathering areas, day cares) not only adds to our numbers, it allows us to extend early literacy and school readiness opportunities to a larger segment of our service population.

The month started with another great community celebration of the Yuletide Trail. The library was an active participant from all departments. During winter break we offered STEM kits for a take home science experiment. Families shared great photos of their kiddos enjoying the exploration of carbon dioxide on raisins.

Staff participated in a City luncheon and were pleasantly surprised by a gift from the City in recognition of their hard work this year. It was also a chance to unveil plans for the new employee rewards program in which each employee will be setting some growth goals for possible future incentive rewards. I look forward to meeting with each of my employees and helping them find ways to move our library services forward while helping them reach their personal professional goals.

It is absolutely true that Summer Starts in the Fall..... planning that is. All library programmers met in December to make preliminary plans for 2022 with the goal of working better together. We have opted to follow a theme of “World of Possibilities” which is perfect for the time we are in right now trying to figure our way out of a pandemic.

School partnerships continue to be strong. We were invited by Melanie Eskildsen, Title I Reading Teacher at the Waupaca Learning Center, about working together on a family reading activity with funds provided by the Waupaca Rotary Club. Six Reading Adventure Backpacks are being created for circulation to families to encourage family reading. The public library will assist with supplementary materials for each backpack. We delivered three fifth-grade book talks to students at the Waupaca Middle School in December. It’s always a treat to share great books with students and to see the excitement of wanting to check it out after we do. We have needed to adjust our selections just a bit with an ever-growing learning gap in student performance due to the pandemic.

Looking forward to an even more impactful 2022. Happy New Year!
Sue Abrahamson, Children’s Librarian

December 2021 Board Report Teen Department

In December, the Teen Department was able to provide a plethora of new programs for our teen patrons. During their first teen staff meeting of the month, they agreed that, with cold weather blowing in, they should focus on providing weekly afterschool programs on Wednesday. That being said, they designated different teen staff members as program planners and leaders for each week. Most of the programs provided were either virtual, take-and-makes, or a combination of the two. Teen staff also went to our Teen Volunteer Agents and asked them what they would like to see us do for our December Programs, and they had many wonderful ideas. We were so glad to incorporate three of them into our Winter Break schedule, including: Building Snowmen, playing Winter-Themed Gartic Phone, and showing off our favorite Ugly Sweaters during the week.

The Teen Department also noticed a growing number of teen patrons looking to start utilizing the space again. Some needed it as a safe place to wait out of the cold until their parents could pick them up, others wanted to be able to meet and do programs in-person like what was offered during the summer. After much discussion, and asking Management, they were given permission to include in-person programming during their Winter Break schedule under the following parameters: Masks would be required for all in-person programs, participants will safely distance from one another, programs would take place in Meeting Rooms A and B, and there would be a limit of 20-people in that space at one time. During their Winter Break programs, they provided a mixture of in-person, virtual, and hybrid (in-person and virtual) events for teens to participate in depending on their comfort levels.

Looking towards the future, the Teen Department has starting looking into changing the “look” of the Teen Room. This may include changing the layout, the furniture, the style of the room, whatever needs to happen in order to make it into a welcoming, safe, and useful space for new teen library users. The first step of this process, will be reaching out to the library’s Teen Volunteer Agents and asking them their opinion of the space, and what wishes they have for it. We’re excited to see what they have to say.

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

- Teens Talk Thursdays – 5 participants
- T.V.A. Meeting – 6 participants
- Harry Potter Escape Room – 4 participants
- Social Media Club at High School – 8
- DIY Ornament (Take & Make/Instagram Live): 3 participants
- DIY Teen Sewing (In-Person) – 0 participants
- Building Snowmen (In-Person) – 2 participants
- Food Science (In-Person) - 2 participants
- Gartic Phone/Virtual Games (In-person and virtual) – 6 total participants (3 in-person, 3 virtual)

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

January 11th, 2022

**Waupaca Area Public Library
Policy Committee Meeting
Council Chambers
Wednesday, December 15, 2021, 5:30
(following the Library Board Meeting)**

1. Call meeting to order at 5:38
Glenda Rhodes, Lori Chesnut, and Gracie Liegl. Meeting was led by Library Director, Peg Burington, Julie Eiden, Sue Abrahamson and Patsy Servey were also in attendance. Mary Zimmerman was excused.

2. Approval of the agenda Moved by G. Rhodes, seconded by L. Chesnut.
Passed by voice vote.

3. Open Meeting Law:

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 press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review of Printing Costs

Moved by L. Chesnut, **Seconded** by G. Rhodes to APPROVE Increase of black and white copies from 10 cents to 15 cents per printed side. Motion **Passed** on a voice vote.

5. Review Succession Plan (new policy)

Moved by L. Chesnut, **Seconded** by G. Liegl to APPROVE Succession Plan Policy. Motion **Passed** on a voice vote.

6. Review the Material Selection Policy and the Material Review Policy and form.

Moved by G. Rhodes, **Seconded** by G. Liegl to APPROVE the Amended Material Selection Policy. Motion **Passed** on a voice vote.

Moved by L. Chesnut, **Seconded** by G. Liegl to APPROVE the Material Review Policy and form as presented. Motion **Passed** on a voice vote.

7. Adjournment

Moved by G. Liegl, **Seconded** by L. Chesnut to **Adjourn**. Motion **Passed** on a voice vote.

Meeting Adjourned at 6:05 pm
PS

Copying, Printing, and Faxing

Charges for copying/printing

- \$.10 for 8 ½ by 11 inch black & white (each printed side) **Proposed change \$.15 per side**
- \$.50 for 8 ½ by 11 inch color
- \$.15 for 8 ½ by 14 inch black & white
- \$.75 for 8 ½ by 14 inch color
- \$.50 for 11 by 17 inch black & white
- \$1.00 for 11 by 17 inch color

Charges for Faxing

- \$2.00 for the first page
- \$1.00 for every additional page

No charge for cover sheet or confirmation page (provided by the Library). No international faxing. No faxes received.

Library Name	B&W 8x10	Color 8x10	B&W 11x17	Color 11x17	Outgoing Fax	Notes	Incoming Fax
Black Creek	\$0.25	\$0.50	-----	-----	\$1.00	total for first 3 pgs+ .50 each additional	
Clintonville	\$0.15	\$0.25	-----	-----	\$1.00	in or out	
Hortonville	\$0.25	\$0.50	-----	-----	\$1.00	first page+ .75 each additional	\$1.00
Iola	\$0.15	\$0.30	\$0.30	\$0.60	\$1.00	in or out	
Manawa	\$0.15	\$0.25	-----	-----	\$3.00	total for first 5 pgs+ .50 each additional	\$1.00
Marion	\$0.20	\$0.30	-----	-----	\$0.50	in or out	
Scandinavia	\$0.15	-----	-----	-----	\$1.00	in or out	
Waupaca	\$0.10	\$0.50	\$0.50	\$1.00	\$2.00	first page+ 1.00 each additional	-----
Weyauwega	\$0.10	-----	-----	-----	\$2.00	first page+ 1.00 each additional	\$1.00
Average	\$0.17	\$0.37		\$0.80	\$1.39		\$1.00

Waupaca Area Public Library Director Succession Plan

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the Director (or member of the Management Team, in the event of the unavailability of the Director), will inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

The Board will decide who will serve as the Interim Library Director. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Interim Library Director

The person appointed as Interim Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Interim Library Director may be offered *one* of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Interim Library Director period; or
- No additional compensation

Board Oversight

The Board President will be responsible for monitoring the work of the Interim Library Director during the leave of absence period and will be sensitive to the special support needs of the Interim Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Interim Library Director, the Board President will notify staff and Board Members of the delegation of authority.

As soon as possible after the Interim Library Director has begun covering the unplanned absence, Board members and the Interim Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

- City Administrative Staff & Mayor
- OWLS System Director and Staff

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Interim Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Interim Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Interim Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Interim Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of a similar type of library
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Interim Library Director determine that an Interim Library Director (or consultant to the Interim Library Director) is needed, a representative from the Board should contact the library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to the City Finance Director or City Administrator.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Hiring Committee to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Hiring Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's calendar of duties shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

A copy of this Succession Plan will be housed in the binder with Original Policies. A digital copy for editing shall be kept in the Library Director's computer.

Signatures of Approval for Waupaca Area Public Library.

Board President: _____ Date: _____

Board Vice President: _____ Date: _____

Library Director: _____ Date: _____

Approved by the Waupaca Area Public Library Board Date: _____

Key Information Waupaca Area Public Library

Having access to the organization's key information is imperative for any succession plan. Below is the location and or information necessary to ensure the organization can continue to operate in the absence of the library director.

Board By-Laws, Minutes, Approved Actions and Documents: Physical copies in binders marked Board Reports, organized by years in Director's Office; Digital copies in computer file in Board Reports and on Library website, organized by years and months and with City Clerk.

Strategic Plan: Physical copy: booklet on shelf in Directors Office. Digital copy on website and on Directors Computer under Planning and New Director

Financial Information – filed on Director's computer

- Employer Identification Number:
- State Tax Exempt Number: CES #
- DUNS #

Current & previous audited financial statements: housed in city Hall with the Finance Director

Payroll

- City Finance Director

Calendar of Annual Deadlines/Events

Month	Annually
January	<ul style="list-style-type: none">• Planning Committee meets to approve Progress Towards Goals and Working Plan• Foundation Meeting (2nd Monday)
February	<ul style="list-style-type: none">• Annual Report due March 1• Personnel Committee meets to approve supervisor assessments• Library Legislative Day
March	<ul style="list-style-type: none">• County Advocacy for library funding• Policy Committee meets to review policies
April	<ul style="list-style-type: none">• Orientation of new Library Board Members appointed by Mayor• Welcome to new Council Members and elected officials• Annual Report presentation to Council• Purge personnel files and paper financial records in accord with Record Retention Schedule• Foundation Meeting
May	<ul style="list-style-type: none">• Annual review of City Ethics and Fraud Policies• Annual review of Library Board By-Laws• Library Board Officer elections• Committee appointments
June	<ul style="list-style-type: none">• Policy Committee meets to review policies
July	<ul style="list-style-type: none">• Foundation Meeting
August	<ul style="list-style-type: none">• Finance Committee meets to work on preliminary budget• Upcoming annual calendar approved
September	<ul style="list-style-type: none">• Library Report on SLP• Wish List Creation for Annual Fundraiser Mailing
October	<ul style="list-style-type: none">• Budget approval• Policy Committee meets to review policies• Foundation Meeting
November	<ul style="list-style-type: none">• City Council approves annual budget• Library Director Assessment• Staff Goal Setting and Assessments

Material Selection Policy

Purpose

The Waupaca Area Public Library selects materials and develops collections in many different formats to provide Waupaca area residents with a wide range of informational, recreational and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Waupaca area residents.

Policy

- A.** An objective of the Waupaca Area Public Library is to select, organize, preserve and make freely available materials that help individuals and groups in the community to:
 - 1. pursue continuing education
 - 2. develop their creative capacities
 - 3. become more responsible members of the community
 - 4. understand their cultural heritage and that of others
 - 5. become more capable in their occupations
 - 6. use their leisure time creatively and enjoyably
 - 7. obtain needed information
- B.** To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
- C.** In its selection of materials, the Waupaca Area Public Library endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association.
- D.** The final responsibility for material selection lies with the Library Director. The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
- E.** The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
- F.** Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.
- G.** Selection of materials may be influenced by many factors, including but not limited to the following:
 - 1. budgetary considerations
 - 2. physical limitations of the library building
 - 3. suitability of the format and construction
 - 4. **quality of material based on professional reviews**
 - 5. availability of specialized materials in other local libraries

6. availability of material through interlibrary loan
7. the need for added materials in subject areas
8. the special needs of library patrons for materials in accessible formats
9. age appropriateness for the intended collection

H. Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Titles that are self-published are not added to the regular collection unless there is a compelling reason to do so; i.e. valuable local content, high local interest. Print on demand titles that are self-published, even though available via mainstream distributors, will not be added unless they meet the library's collection criteria.

I. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gifts Policy.

J. The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn and outdated materials.

K. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy.

L. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

M. Challenges regarding specific materials will be reviewed upon written request. Such requests will be referred to the Library Director. See "Materials Review Policy."

Adopted 3/1994 Revised 7/2007, 5/2012, 7/2018
Revisions recommended by Policy Committee 12/15/2021

Amended Library Budget Request	Original	Amended	Increase	
	Budget	Budget	(Decrease)	
<u>Account Description</u>	<u>2022</u>	<u>2022</u>	<u>Budget</u>	
REVENUES				
INTERGOVERNMENTAL	394,166	394,166	-	
PUBLIC CHARGES FOR SERVICE	7,600	7,600	-	
MISCELLANEOUS	386,654	386,814	(160)	
TOTAL REVENUES	788,420	788,580	(160)	
EXPENDITURES				
LIBRARY FULL-TIME	497,449	498,136	(687)	
LIBRARY: PART-TIME	154,942	154,942	-	
LIBRARY: OPERATING EXPENSES	66,656	66,656	-	
LIBRARY: DONATION EXPENSES	36,500	36,500	-	
LIBRARY: PROGRAMS	5,500	5,500	-	
LIBRARY: BOOKS	42,653	42,653	-	
LIBRARY: A/V	16,635	16,635	-	
TOTAL EXPENDITURES	820,335	821,182	847	

Dealing with Challenges to Materials and Policies

23

One of the most difficult tasks you may face as a public library trustee is that of dealing with an objection to materials in the library's collection, or an objection to library policies.⁵ This is why it is essential for every library to have a written policy in place that specifies how complaints will be handled, including a procedure to be used by concerned citizens.

The Challenge Policy

The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly. Again, what is most important is for the board to have a policy and a corresponding procedure for dealing with either circumstance.

Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information. Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the *Intellectual Freedom Manual* published by the Office for Intellectual Freedom of the American Library Association. The manual is updated frequently, and your library should have a copy of the latest edition. Other resources are listed at the end of this *Trustee Essential*. (See also [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

In This Trustee Essential

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

⁵ While this *Trustee Essential* focuses primarily on complaints or challenges to materials, a similar procedure can be used for objections to library policies such as those governing use of meeting rooms, the Internet, etc.

The Trustee Role in Dealing with Challenges

So what is your role when a complaint against a specific book, music CD, DVD, or policy is made? In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.

An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly. Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process. See the attached *Sample Complaint/Concern Form*, which includes a sample policy for dealing with complaints.

In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

Public Hearings

Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism. (The *Intellectual Freedom Manual* has an excellent section on planning a public hearing.) While the steps of this process need not be spelled out in your library's policy, there should be a statement that refers to the process.

If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting. This meeting should be scheduled fairly soon after the hearing but allow enough time for trustees to consider the issues that have been raised in a less emotional atmosphere.

Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

A formal challenge can be an opportunity for growth for all parties: the challenger, the library director and staff, and perhaps most of all for trustees. Having a policy in place that describes the process to be followed and the responsibilities of the various participants in a challenge will make it much easier for you and your fellow board members to deal with attempts at censorship.

Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

Sources of Additional Information

- Attached [Sample Complaint/Concern Form](#)
- Intellectual Freedom Manual, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Children's Cooperative Book Center Intellectual Freedom Information Services, University of Wisconsin-Madison (for challenged children's materials) at <http://ccbc.education.wisc.edu/freedom/ifservices.asp>
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boar-ds-directors/trustee-essentials-handbook>

Sample Complaint / Concern Form *

Your complaint or concern is about (please check):

- ☐ Book
- ☐ Audio item
- ☐ Video item
- ☐ Internet website
- ☐ Library policy
- ☐ Other, please explain:

Please indicate (if relevant):

Title:

Author/Producer/URL:

What is your concern about this material, resource, or policy? (Please tell us all you can to help us understand your concerns.)

Please print your name and address:

Signature: _____

[On the back of the form, include the board-approved policy for dealing with written complaints about materials. See the next page for an example.]

* Sometimes called a material reconsideration or challenge policy.

Sample Board Policy for Handling Material Complaints / Concerns

The library director (or staff responsible for selecting materials in this area) will:

1. Examine the material, reviews, and other information about this title or similar titles.
2. Decide whether the item should be kept, moved to another section of the library, or withdrawn.*
3. Write the person who filed the complaint with a decision and explanation within ____ days of receiving the complaint.

If the person who filed the complaint is not satisfied with the decision, he/she can appeal to the library board. Upon receiving an appeal, the board will:

1. Set up a committee with board members, library staff, and/or community members to examine the material.
2. Consider the committee's recommendation to the board.
3. Hold a public hearing if deemed desirable by the board.
4. Make a final decision on the material.*

*The U.S. Supreme Court has ruled that officials may not legally remove materials from a library collection "simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion or other matters of opinion."

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Outagamie Waupaca Library System
Board of Trustees
November 18, 2021 Meeting Minutes

The meeting was called to order at 6:02 p.m. by President Forsythe online via GoToMeeting.

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

OTHERS PRESENT: Liz Kauth, Bradley Shipps, Ned Johnson (Alliance Insurance.)

Excused: Michelle Frola, Nate Wolff.

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

Ned Johnson, of Alliance Insurance introduced himself as our new agent, and presented two new types of coverage to consider: Employment Practices Liability and Employee Benefits Liability.

Hankins moved, seconded by Thompson, to approve the October 21, 2021 meeting minutes as presented. Motion carried.

Gilbert moved, seconded by Herman, to accept the October 31, 2021 financial report and file for audit. Motion carried.

Hankins moved, seconded by Marnocha, to approve the October/November checks numbered 32342-32373 inclusive in the amount of \$35,442.85 and payroll-related expenditures in the amount of \$61,163.91. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Marnocha moved, seconded by Girod, to authorize donation of equipment and furnishings to local charities after the other options listed in the disposal policy were attempted. Motion carried.

The Personnel Committee moved to approve the Telecommuting Policy. Motion carried.

The Personnel Committee moved to approve the revised Employee Handbook. Motion carried.

The Personnel Committee moved to approve the revised table of organization. Motion carried.

The Personnel Committee moved to approve the revised wage scale. Motion carried.

The Personnel Committee moved to approve seven revised job descriptions; Director, Web and Marketing Coordinator, OWLSnet Manager, Circulation Specialist, Technology Coordinator, Administrative Assistant, and Office Assistant. Motion carried.

The Personnel Committee moved to approve both new positions of Consulting & Outreach Librarian and Computer Technician. Motion carried.

Thompson moved, seconded by Girod, to convene into closed session to discuss lease negotiation, Director's performance evaluation, and employee hours and compensation, pursuant to section 19.85(1)(e) Stat.: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, AND pursuant to section 19.85(1)(c) Stat. for the purpose of considering specific employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried by unanimous roll call vote at 6:56 pm.

Thompson moved, seconded by Ver Voort, to reconvene in open session at 7:20 pm. Motion carried.

The personnel committee moved to approve the Director's performance evaluation and raise. Motion carried.

The personnel committee moved to approve 2021 bonuses and 2022 compensation as presented. Motion carried.

Hankins moved, seconded by Thompson, to approve the 2021 revised budget. Motion carried.

A board meeting was scheduled for Thursday, December 9th at 6:00 pm via GoToMeeting. Board members will hold Thursday, December 16th as a back-up date in case lease negotiations require more time.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:42pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*