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WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY JULY 21, 2021, 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, JUNE 16, 2021

ACTION ITEM: APPROVE minutes of June 16 Meeting

4. MONTHLY BILLS FOR JUNE 2021, **BILLS \$53,131.67, PERSONNEL \$46,074.26, Donation Expenditures \$16,770.62**

ACTION ITEM: APPROVE June bills with personnel costs

ACTION ITEM: APPROVE quarterly donation expenditures

5. LIBRARY EXHIBIT ROOM

A. Exhibit Coordinator's Report

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. Hotspot User Survey & Laptop Checkout Survey
 - b. 2022 Library Calendar

ACTION ITEM: APPROVE 2022 Library Calendar

- B. Adult Services Report
- C. Youth Services Report

D. Teen Services Report

8. COMMITTEE REPORTS

A. Library Finance Committee

- a. Schedule preliminary budget meeting for August 18 after Board Meeting

B. Library Planning Committee

- a. No Meeting

C. Library Policy Committee

- a. Minutes from June 16 Meeting

ACTION ITEM: APPROVE minutes from Policy Committee Meeting

ACTION ITEM: APPROVE Rules of Conduct Policy & Child Safety Policy

D. Personnel Committee

- a. Minutes from June 8 Meeting

ACTION ITEM: APPROVE minutes from June 8 Meeting

- b. Director's Goals

ACTION ITEM: APPROVE Director's Goals from 2020-2021 and Goals for 2021-2022

9. OLD BUSINESS

- a. Progress towards Strategic Goals (appointed staff member)

10. NEW BUSINESS

- a. Incident Report
- b. OWLS Automation Agreement

ACTION ITEM: APPROVE OWLS Automation Agreement

11. ANNOUNCEMENTS & CORRESPONDENCE

- A. Next meeting will be Wednesday, August 18, 2021 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

PLEASE CALL PEG BURINGTON (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 CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF
WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

Open Public Access to Meetings. All meetings will be virtual until further notice. We will broadcast all
city meetings on Facebook Live, FM96.3 and Win-TV 991. Public Input for any city meeting can be
submitted to publicinput@cityofwaupaca.org



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 Excused
- ☒ Gracie Liegl, Youth on Board
- ☒ Joyce Boyer
- ☒ Rebecca Thieme-Baeseman
- ☐ Ald. Scott Purchatzke, City Council Alternate (non-voting member)

Also Present:

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

2. APPROVAL OF AGENDA

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, May 19, 2021

Moved by

Ms. Boyer,

SECONDED by

Ms. Thieme-Baeseman,

to

APPROVE the amended minutes from the previous month.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

4. MONTHLY BILLS

Approve bills from

May 2021

in the amount of

\$52,982.22 (PERSONNEL \$45,518.80)

Moved by

Ms. Zimmerman,

SECONDED by

Ms. Chesnut,

to

APPROVE the bills from the previous month including personnel costs.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED ON A ROLL CALL VOTE.

ACTION ITEM:

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5. LIBRARY EXHIBIT ROOM

A. Charts of Visits

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

6. LIBRARY STATISTICS FOR

May 2021

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

Fine Income:	\$23.16
Copy Income:	\$341.64
Meeting Room Income:	\$75.00
Material Replacement:	\$147.45
Waived Amount:	\$1,505.79

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

Volunteer Hours:	20
Reference Transactions:	541
Library Visits:	3,633
Internet Use (wireless):	564
Internet Use (stations):	385
Curbside Pickups:	183

C. Interloan Chart

Items Loaned:	2,687
Items Borrowed:	3,094

D. Circulation Chart with Municipality Statistics

Total Circulation for past month	10,886
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7. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM:

APPROVE moving \$163.00 from Adult Books to Newspaper & Magazine line item. MOVED by Ms. Chesnut, SECONDED by Ms. Rhodes, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

ACTION ITEM:

APPROVE prioritized list of capital improvements and moving forward to get estimates for the work. MOVED by Ms. Thieme-Baeseman, SECONDED by Ms. Zimmerman, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

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 directly following this Library Board meeting

D. Library Personnel Committee:

Minutes from May 19 Meeting

APPROVE prioritized list of capital improvements and moving forward to get estimates for the work. MOVED by Ms. Chesnut, SECONDED by Ms. Thieme-Baeseman, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

9. OLD BUSINESS

Strategic Plan

10. NEW BUSINESS

No Incident Reports
Trustee Essentials #2- Who Runs the Library

11. ANNOUNCEMENTS & CORRESPONDENCE

Next meeting will be held:

Wednesday, July 21, 2021 in Council Chambers

12. ADJOURNMENT

MOVED by

Ms. Zimmerman,

SECONDED by

Ms. Thieme-Baeseman,

to

Adjourn

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

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

Meeting adjourned at

5:21

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

PS

Bills June 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
					447,890.94		
100 PERSONNEL					379,006.79		
102 FULL TIME WAGES & BENEFITS					281,865.82		
	FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR JUNE		-34,112.13	247,753.69		
Total 102 FULL TIME WAGES & BENEFITS			\$481,155.00	-34,112.13	247,753.69	51%	49%
104 PART TIME WAGES & BENEFITS					97,140.97		
	PART TIME WAGES & BENEFITS	PART TIME WAGES AND BENEFITS FOR JUNE		-11,962.13	85,178.84		
Total 104 PART TIME WAGES & BENEFITS			\$153,245.00	-11,962.13	85,178.84	56%	44%
Total 100 PERSONNEL			\$634,400.00	-46,074.26	332,932.53	52%	48%
200 OPERATIONS					32,590.10		
201 TRAVEL & TRAINING					2,107.94		
Total 201 TRAVEL & TRAINING			\$4,117.00		2,107.94	51%	49%
207 MAINT EQUIPMENT					4,000.00		
Total 207 MAINT EQUIPMENT			\$4,000.00		4,000.00	100%	0%
209 INSURANCE & BONDING					1,000.00		
Total 209 INSURANCE & BONDING			\$1,000.00		1,000.00	100%	0%
211 CONTRACT SERVICES					5,458.46		
	211 COLLECTIONS				464.20		
	UNIQUE MANAGEMENT SERVICES INC.	PAYMENT FOR 1 ACCOUNT SENT TO COLLECTIONS #602355		-8.95	455.25		
Total 211 COLLECTIONS			\$500.00	-8.95	455.25	91%	9%
211 COPIER SERVICES					4,994.26		
	US BANK	XEROX COPIER LEASE 444987887		-176.00	4,818.26		
	OFFICE TECHNOLOGY GROUP	LEASE FOR TWO COPIERS APRIL - JUNE PAYMENT(\$208.58 X 3)		-625.74	4,192.52		
Total 211 COPIER SERVICES			\$6,500.00	-801.74	4,192.52	65%	35%
211 CONTRACT SERVICES - Other					0.00		
	OFFICE TECHNOLOGY GROUP	COPIER MAINT JAN- JUNE (\$89.57+78.81+82.98+92.99+104+95.99)		-544.34	-544.34		
Total 211 CONTRACT SERVICES - Other				-544.34	-544.34		
Total 211 CONTRACT SERVICES			\$7,000.00	-1,355.03	4,103.43	59%	41%
215 MOVIE LICENSE					8.49		
Total 215 MOVIE LICENSE			\$100.00		8.49	8%	92%

Bills June 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
216 POSTAGE					1,406.94		
	POSTAGE METER	POSTAGE METER READING FOR MAY		-92.73	1,314.21		
Total 216 POSTAGE			\$1,700.00	-92.73	1,314.21	77%	23%
217 MEMBERSHIPS & DUES					1,737.00		
Total 217 MEMBERSHIPS & DUES			\$2,117.00		1,737.00	82%	18%
218 OWLS MEMBERSHIP					0.00		
Total 218 OWLS MEMBERSHIP			\$27,412.00		0.00	0%	100%
253 PROMOTIONAL MATERIALS					298.81		
	WAUPACA COMMUNITY ARTS BOARD	AD IN ARTS ON THE SQUARE BOOKLET		-25.00	273.81		
Total 253 PROMOTIONAL MATERIALS			\$650.00	-25.00	273.81	42%	58%
282 TECHNOLOGY					8,422.40		
	MAILCHIMP	VC - MONTHLY SUBSCRIPTION FOR EMAIL MESSAGING		-51.99	8,370.41		
	MOBILE BEACON	VC - ANNUAL FEE FOR SPRINT/T-MOBILE HOTSPOT - TRIAL		-129.00	8,241.41		
	TECHSOUP	VC - PURCHASE HOTSPOT DEVICE - TRIAL		-15.00	8,226.41		
Total 282 TECHNOLOGY			\$10,110.00	-195.99	8,226.41	81%	19%
301 SUPPLIES					8,150.06		
	OWLS OUTAGAMIE WAUPACA LIBRARY SYS	ITEM BARCODES I# 3700		-87.60	8,062.46		
	OWLS OUTAGAMIE WAUPACA LIBRARY SYS	SPINE LABELS I# 3705		-111.00	7,951.46		
	BUILDING SUPPLIES	VC - CHARGE TO LIBRARY SUPPLIES BUDGET		-31.15	7,920.31		
	AMAZON.COM	VC - TAPE DISPENSER, NOTES, LABELS (\$26.42+39.98+33.14)		-99.54	7,820.77		
	DEMCO	VC - BOOK COVER, LABEL PROTECTORS, NAME BADGES (\$370.66+28.63+535.21)		-934.50	6,886.27		
	AMAZON.COM	VC - TAPE, DESK CALENDAR, CABLE TIES, ID TAGS (\$7.03+21.98+8.99+14.99)		-52.99	6,833.28		
	OFFICE OUTFITTERS	VC - OFFICE SUPPLIES - CHILDREN'S		-4.79	6,828.49		
Total 301 SUPPLIES			\$10,000.00	-1,321.57	6,828.49	68%	32%
Total 200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS			\$67,789.00	-2,990.32	29,599.78	44%	56%
250 PRINT MATERIALS					23,629.49		
115 - ADULT BOOKS					11,095.89		
	AMAZON.COM	VC - ADULT BOOK REPLACEMENT		-9.99	11,085.90		

Bills June 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			BAKER & TAYLOR	VC - ADULT BOOKS (\$109.95+563.35+40.50+227.22+395.36+33.03+39.35)		-1,408.76	9,677.14		
			AMAZON.COM	VC - ADULT BOOKS (\$15.99+31.18+19.95+29.99)		-97.11	9,580.03		
			GENEALOGICAL.COM	VC - ADULT GENEALOGY BOOKS 183139		-94.40	9,485.63		
			AMAZON.COM	VC - ADUTL BOOKS (\$19.46+9.95+47.28)		-76.69	9,408.94		
			HARWOOD INSTITUTE	VC - ADULT BOOK COMMUNITY ENGAGEMENT		-24.20	9,384.74		
			AMAZON.COM	VC - ADULT BOOK REPLACEMENT 2612		-7.99	9,376.75		
			TO MAGAZINES AND NEWSPAPERS	TRANSFER TO MAGAZINES AND NEWSPAPERS AS AUTHORIZED BY LIRARY BOARD JUNE 16		-163.00	9,213.75		
Total 115 - ADULT BOOKS					\$18,330.00	-1,882.14	9,213.75	50%	50%
120 LARGE PRINT BOOKS							2,386.23		
			GALE THORNDIKE LARGE PRINT	VC - LARGE PRINT BOOKS (\$130.85+26.59+25.89+25.89+27.29+64.98+109.56+66.37)		-236.51	2,149.72		
			MICROMARKETING	VC - LARGE PRINT BOOKS I# 853352		-21.99	2,127.73		
			DISCOVER BOOKS	VC - LARGE PRINT BOOK REPLACEMENT		-8.37	2,119.36		
Total 120 LARGE PRINT BOOKS					\$3,850.00	-266.87	2,119.36	55%	45%
215 CHILDRENS BOOKS							7,403.25		
			AMAZON.COM	VC - CHILDREN'S BOOKS (\$7.99+4.99+5.99+14.99+64.25+45.95+9.78+11.84)		-165.78	7,237.47		
			AMAZON.COM	VC - CHILDREN'S BOOKS (\$13.49+9.12+4.74+47.46+72.93+14.37+55.74+10.85+9.64)		-238.34	6,999.13		
Total 215 CHILDRENS BOOKS					\$17,530.00	-404.12	6,999.13	40%	60%
315 TEEN BOOKS							2,906.20		
Total 315 TEEN BOOKS					\$3,550.00		2,906.20	82%	18%
410 MAGS & NEWSPAPERS							-162.08		
			FROM ADULT BOOKS	TRANSFER AS APPROVED BY LIBRARY BOARD JUNE 16		163.00	0.92		
Total 410 MAGS & NEWSPAPERS					\$4,745.00	163.00	0.92	0%	100%
Total 250 PRINT MATERIALS - Other							0.00		
Total 250 PRINT MATERIALS					\$48,005.00	-2,390.13	21,239.36	44%	56%
255 PROGRAMS							3,505.01		

Bills June 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
110 ADULT PROGRAMS					1,046.13		
	BOOKCELLAR	VC - DVDS FOR MOVIE SERIES		-103.00	943.13		
	AMAZON.COM	VC - EVENT BOOK, MARKERS, SPOONS (\$19.99+11.99+29.98)		-61.96	881.17		
Total 110 ADULT PROGRAMS			\$1,500.00	-164.96	881.17	59%	41%
210 CHILDREN'S PROGRAMS					1,734.75		
	OFFICE OUTFITTERS	VC - LAMINATING, POSTCARDS, PENS I# 450750		-40.18	1,694.57		
	DOLLAR TREE	VC - SUPPLIES FOR PARK PROGRAMS 26944403		-13.00	1,681.57		
	MICHAELS	VC - SUPPLIES FOR PARK PROGRAMS 1623-9275		-51.42	1,630.15		
	MYFONTS	VC - HOBO GRAFFITI FONT FOR FAMILY FUN DAY		-31.64	1,598.51		
	COLLABORATIVE SLP	VC - SLP T-SHIRTS (\$30.50+19.00)		-49.50	1,549.01		
	AMAZON.COM	VC - SUPPLIES FOR PARK PROGRAMS (\$23.97+42.89+44.97+18.99+25.82+64.97+37.93+8.09+106.81)		-374.44	1,174.57		
Total 210 CHILDREN'S PROGRAMS			\$3,000.00	-560.18	1,174.57	39%	61%
310 TEEN PROGRAMS					724.13		
	MOJANG STUDIOS	VC - MONTHLY GAMING SUBSCRIPTION FOR ONLINE PROGRAMMING		-7.99	716.14		
	AMAZON.COM	VC - SUPPLIES FOR TEEN PROGRAMS IN THE PARKS (\$15.99+58.96)		-74.95	641.19		
	TAYLOR WILCOX	VC - SUPPLIES FOR TEEN PROGRAMS (WALGREENS)		-3.15	638.04		
	ALEXANDRIA DESCHLER	VC - SUPPLIES FOR TEEN PROGRAMS (DOLLAR TREE)		-8.44	629.60		
Total 310 TEEN PROGRAMS			\$1,000.00	-94.53	629.60	63%	37%
Total 255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS			\$5,500.00	-819.67	2,685.34	49%	51%
290 AUDIO VISUAL					9,159.55		
125 ADULT MOVIES					2,584.21		
	AMAZON.COM	VC - ADULT MOVIES ON DVD (\$147.74+12.96+14.99+7.29)		-182.98	2,401.23		
Total 125 ADULT MOVIES			\$3,400.00	-182.98	2,401.23	71%	29%

Bills June 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
130 ADULT AUDIO BOOKS							1,184.78		
			MICROMARKETING	VC - ADULT AUDIO BOOKS (\$26.99+26.99) I#854887, 855118		-53.98	1,130.80		
Total 130 ADULT AUDIO BOOKS					\$2,270.00	-53.98	1,130.80	50%	50%
135 ADULT MUSIC							683.87		
Total 135 ADULT MUSIC					\$920.00		683.87	74%	26%
220 CHILDREN'S MOVIES							1,609.04		
			AMAZON.COM	CHILD MOVIES ON DVD (\$81.84+19.99+17.92+4.69+33.97)		-158.41	1,450.63		
Total 220 CHILDREN'S MOVIES					\$2,430.00	-158.41	1,450.63	60%	40%
225 CHILD AUDIO BOOKS							962.55		
			FINDAWAY	VC - PLAYAWAY AUDIO BOOKS (\$58.49+164.97+238.46)		-461.92	500.63		
Total 225 CHILD AUDIO BOOKS					\$1,220.00	-461.92	500.63	41%	59%
230 CHILD MUSIC							100.00		
Total 230 CHILD MUSIC					\$100.00		100.00	100%	0%
320 TEEN MOVIES							810.00		
Total 320 TEEN MOVIES					\$810.00		810.00	100%	0%
325 TEEN AUDIO BOOKS							500.00		
Total 325 TEEN AUDIO BOOKS					\$500.00		500.00	100%	0%
420 VIDEO GAMES							722.16		
Total 420 VIDEO GAMES					\$900.00		722.16	80%	20%
510 EBOOKS & EAUDIO BOOKS							2.94		
Total 510 EBOOKS & EAUDIO BOOKS					\$4,120.00		2.94	0%	100%
290 AUDIO VISUAL - Other							0.00		
Total 290 AUDIO VISUAL - Other							0.00		
Total 290 AUDIO VISUAL					\$16,670.00	-857.29	8,302.26	50%	50%
					\$775,918.00	-53,131.67	394,759.27	51%	49%
			TOTAL BUDGET		\$ 775,918.00				
			TOTAL PERSONNEL JUNE		\$ 46,074.26				
			TOTAL BILLS FOR JUNE (INCLUDING PERSONNEL)		\$ 53,131.67				
			YTD EXPENDITURES		\$ 381,158.73				
			REMANING BUDGET		\$ 394,759.27				

Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
250 DONATIONS PRINT MATERIALS					\$0.00
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 D SMITH DONATION		-\$60.00		\$3.30
CENTER POINT LARGE	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 LIE	DONATION REIMBURSEMENT FOR FANTASY BOOKS CHECK # 2209			\$60.00	-\$332.11
WAUPACA PUBLIC LIE	DONATION FOR BOOKS FOR EAST ASIAN (ACTUAL CHECK WRITTEN FOR \$1649.54)			\$200.00	-\$132.11
WAUPACA PUBLIC LIE	DONATION FOR LP BOOKS (ANTHONY DESIGNATION) CHECK # 2211			\$195.41	\$63.30
Total 250 DONATIONS PRINT MATERIALS		\$ 4,500.00	-\$493.11	\$556.41	\$63.30
255 DONATIONS PROGRAMS ADULT					
OWLS - OUTAGAMIE V	FILM LICENSING SWANK MOVIE LICENSING - COPYRIGHT COMPLIANCE SITE 2/1/2021-9/30/2021		-\$300.00		-\$300.00
WAUPACA PUBLIC LIE	DONATION FOR FILM LICENSING JORGENSEN DESIGNATED DONATION 2204 3/19/2021			\$300.00	\$0.00
255 DONATIONS PROGRAMS CHILD					
CSLP COLLABORATIVE	PROMOTIONAL SUPPLIES REIMBURSED BY OWLS		-\$28.85		-\$28.85
AMAZON.COM	VC- MICROSCOPES FOR OUTDOOR PROGRAMS DESIGNATED CHILD 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 LIE	DONATION FOR CHILD PROGRAM SUPPLIES ((\$359.80+167.32+71.11)			\$598.23	-\$312.27
FRIENDS OF THE WAU	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 WAU	DONATION FOR FIRST AID KITS FOR OUTDOOR PROGRAMS CHECK # 1597			\$52.65	-\$28.65
Total 255 DONATIONS PROGRAMS CHILD					-\$28.65

255 DONATIONS PROGRAMS EXHIBIT				\$0.00
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 LIB	DONATION FOR EXHIBIT ROOM SIFTWARE FOR YAM, TAKE & MAKE SUPPLIES 2205 3/19/23021		\$355.20	\$0.00
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 CHA	VC - AWARD CERTIFICATES FOR YOUTH ART MONTH	-\$160.00		-\$381.37
WAUPACA PUBLIC LIB	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 MI	VC - HMONG EXHIBIT LOAN	-\$125.00		-\$305.10
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 LIB	DONATION FOR EAST ASIAN EXHIBIT INCLUDING KITE EVENT CHECK # 2213 (MINUS BOOKS FOR EAST ASIAN E...		\$1,449.54	\$0.00
Total 255 DONATIONS PROGRAMS EXHIBIT		\$0.00		\$0.00
Total 255 DONATIONS PROGRAMS TEEN				\$0.00
TOTAL PROGRAMS		\$ 15,000.00	-\$3,435.96	\$3,407.31
282 DONATIONS TECHNOLOGY				\$0.00
MOLLY REINKE	DEVICE REIMBURSMENT 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 WAU	DONATION FOR DEVICE REIMBURSEMENT CHECK # 1591		\$100.00	-\$6,090.63
WAUPACA PUBLIC LIB	REIMBURSEMENT FOR HOTSPOTS INVOCIE WITH GRANT MONEY PROVIDED BY COMMUNITY FOUNDATIONS CHECK 2203...		\$6,090.63	\$0.00
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

DONATION FOR AV UPGRADES FOR MEETING AND CONFERENCE ROOMS				
WAUPACA PUBLIC LIB CHECK# 2210			\$4,691.18	\$4,498.22
AV UPGRADES VARIOU JW - AV UPGRADES FOR MEETING ROOMS AND CONFERENCE ROOM		-\$4,691.18		-\$192.96
DONATION FOR PATRON CHECKOUT DVD PLAYERS AND CASES CHECK #				
FRIENDS OF THE WAU 1592			\$192.96	\$0.00
JW - CORD AND SWITCH FOR AV UPGRADES FOR MEETING ROOMS AND				
AMAZON.COM EXHIBIT ROOM		-\$57.80		-\$57.80
WAUPACA PUBLIC LIB DONATION FOR AV UPGRDES SWITCH AND CORD CHECK # 2212			\$57.80	\$0.00
Total 282 DONATIONS TECHNO	TOTAL TECHNOLOGY	\$ 13,000.00	-\$11,132.57	\$11,132.57
301 DONATIONS RESALE				\$0.00
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 WAU REIMBURSMENT FOR SNACKS FOR RESALE CHECK # 1594			\$98.04	\$0.00
OFFICE OUTFITTERS VC - FLASH DRIVES FOR RESALE I# 448703			-\$249.50	-\$249.50
FRIENDS OF THE WAU REIMBURSEMENT FOR FLASH DRIVES FOR RESALE # 1596			\$249.50	\$0.00
Total 301 DONATIONS RESALE	TOTAL DONATIONS FOR RESALE	\$ -	-\$347.54	\$347.54
301 DONATIONS SUPPLY/FURNITURE				\$0.00
OFFICE OUTFITTERS VC - CHAIRS FOR CONFERENCE ROOM AS APPROVED ON APRIL 12			-\$1,652.00	-\$1,652.00
WAUPACA PUBLIC LIB DONATION FOR CHAIRS FOR CONFERENCE ROOM CHECK # 2207			\$1,652.00	\$0.00
Total 301 DONATIONS SUPPLY/	SUPPLIES/FURNITURE	\$ 2,000.00	-\$1,652.00	\$1,652.00
290 DONATIONS MATERIALS AV				\$0.00
Total 290 DONATIONS MATERIALS AV			\$0.00	\$0.00
510 DONATIONS EBOOKS EAUDIOS				\$0.00
EBOOKS TO FILL PATRON REQUESTS (DONATION FOR DIGITAL BOOKS FROM				
OWLS - OUTAGAMIE V.C. ANTHONY)			-\$56.98	-\$56.98
DONATION REIMBURSEMENT FROM FOUNDATION FOR EBOOKSCHECK #				
WAUPACA PUBLIC LIB 2209			\$56.98	\$0.00
Total 510 DONATIONS EBOOKS	TOTAL AV & EBOOKS	\$ 2,000.00	-\$56.98	\$56.98
Budgeted				
Donations Expenditures Deposits Balance				
TOTALS FOR ALL ACCOUNTS		\$ 36,500.00	-\$16,770.62	\$16,805.27
Budgeted Donations		\$ 36,500.00		
Expenditures		\$ 16,770.62		
Deposits		\$ 16,805.27		
Balance of Budgeted Donations		\$ \$19,694.73		

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda July 2021

Summer is quiet for the Exhibit Room Committee since the Exhibit Room is turned over to the Children's Department for the summer learning program. Furniture that was stored in the exhibit room for Covid restrictions is slowly being moved back into the library. We are excited to be working on details for our exhibit this fall and will meet in person August 4. At this meeting, we will also work to finalize our schedule for 2021/2022.

Preparations are under way for our exhibit this fall, *Beyond Borders: Indigenous Art of Latin America covering Guatemala, Ecuador, Peru and Bolivia*. This exhibit will feature Ruth Wydeven, an artist from Colorado. Ruth has ties to the Waupaca area, and is excited to bring her nationally awarded artwork to the Exhibit Room. <https://www.ruthwydevenart.com/> I am working with Ruth to coordinate shipping her artwork to the library and enrichment pieces to enhance her artwork and further tell her story. Ruth will be in Waupaca to install the exhibit on September 1 and stay for the opening on September 9. She is willing to host a few gallery talk programs; we are finalizing dates and times for these.

Winchester Academy reached out to let me know they are planning to reschedule their Roots of Jazz program for spring of 2022. We had planned an exhibit to accompany this program for fall 2020 but had to postpone due to Covid restrictions. I am delighted they were able to move ahead with the new date and look forward to collaborating with them.

2021 Schedule

- Cooking Themed Exhibit: December/early February **POSTPONED**
- *Youth Art Month*: February/March **VIRTUAL**
- *East Asia*: April/May **VIRTUAL**
- *Summer Reading Program*: June/July/August
- *Beyond Borders: Indigenous Art of Latin America covering Guatemala, Ecuador, Peru and Bolivia*: September/October/November
- *TBD*: November/December

2022 Schedule

- *TBD*: January
- *Youth Art Month*: February/March
- *Roots of Jazz*: April/May
- *Summer Reading Program*: June/July/August
- *TBD*: September/October
- *TBD*: November/December

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							\$107.10
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10							
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$653.81	\$653.81	\$653.81	\$653.81	\$653.81	\$653.81	\$653.81	\$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							\$ 1,713.17
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							\$155.00
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							\$1,469.75
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							\$35.42
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							\$12,268.36
					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							4,191
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							22,294
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							2,826
2021 stations	309	307	414	397	385	509							2,321
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							3,806
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

2021 Volunteer Hours

[illegible]

Jun 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	1,518	986	532	1.54
Appleton	10,311	9,734	577	1.06
Black Creek	1,457	802	655	1.82
Clintonville	2,639	876	1,763	3.01
Door County	4,773	4,897	(124)	0.97
Florence	450	283	167	1.59
Fremont	728	367	361	1.98
Gillett	361	450	(89)	0.80
Hortonville	1,129	2,055	(926)	0.55
Iola	994	765	229	1.30
Kaukauna	1,566	3,215	(1,649)	0.49
Kewaunee	1,538	738	800	2.08
Kimberly-Little Chute	3,485	5,223	(1,738)	0.67
Lakewood	1,002	917	85	1.09
Lena	395	320	75	1.23
Manawa	958	780	178	1.23
Marinette County	2,791	4,213	(1,422)	0.66
Marion	1,106	874	232	1.27
New London	1,336	1,400	(64)	0.95
NFLS	0	28	(28)	0.00
Oconto	831	650	181	1.28
Oconto Falls	1,130	612	518	1.85
Oneida Tribal	560	171	389	3.27
OWLS	0	40	(40)	0.00
Scandinavia	424	428	(4)	0.99
Seymour	1,556	1,212	344	1.28
Shawano County	2,702	3,369	(667)	0.80
Shiocton	374	244	130	1.53
Suring	400	518	(118)	0.77
Waupaca	2,569	3,696	(1,127)	0.70
Weyauwega	1,350	570	780	2.37

TOTAL	50,433	50,433	0	1.00
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<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	5,522	5,522	0	1.00
NFLS - Intersystem	5,338	2,063	3275	2.59
NFLS - Total	10,860	7,585	3275	1.43
OWLS - Intrasystem	2,266	2,266	0	1.00
OWLS - Intersystem	2,063	5,338	(3275)	0.39
OWLS - Total	4,329	7,604	(3275)	0.57

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
8,934	5,914	3,020	1.51
53,912	61,064	(7,152)	0.88
9,530	6,531	2,999	1.46
12,201	6,004	6,197	2.03
31,056	30,121	935	1.03
3,047	2,064	983	1.48
4,502	2,817	1,685	1.60
2,069	1,956	113	1.06
7,888	12,975	(5,087)	0.61
6,557	5,672	885	1.16
9,820	20,044	(10,224)	0.49
8,319	5,121	3,198	1.62
19,244	32,608	(13,364)	0.59
5,960	5,017	943	1.19
2,755	1,480	1,275	1.86
6,018	4,895	1,123	1.23
23,219	25,764	(2,545)	0.90
10,197	5,526	4,671	1.85
8,762	9,573	(811)	0.92
0	106	(106)	0.00
6,195	3,854	2,341	1.61
6,327	4,374	1,953	1.45
3,329	877	2,452	3.80
0	77	(77)	0.00
3,580	2,661	919	1.35
10,860	8,410	2,450	1.29
19,411	19,884	(473)	0.98
3,026	2,147	879	1.41
3,736	2,752	984	1.36
17,596	23,447	(5,851)	0.75
9,825	4,140	5,685	2.37

317,875	317,875	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
29,341	29,341	0	1.00
40,738	12,063	28675	3.38
70,079	41,404	28675	1.69
0	0		
19,475	19,475	0	1.00
12,063	40,738	(28675)	0.30
31,538	60,213	(28675)	0.52

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 - ebooks	1,182	1,057	1,130	1,102	1,073								5,544	
2020 Downloads - ebooks	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								4,439	
2020 Downloads - Audio	787	708	691	699	771	765	737	671	650	718	796	734	8,727	
2021 Downloads - Magazine	67	88	88	27	14								284	
2020 Downloads - Magazine	30	44	49	52	55	51	50	55	73	143	82	64	748	
	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							17,218	
Circulation	6,655	6,888	10,070	9,345	8,050	11,933							52,941	
Total Circulation w/renewal	9,022	9,378	13,370	12,438	10,886	15,065							70,159	
2021 Running Totals	9,022	18,400	31,770	44,208	55,094	70,159								
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	Jan		Feb		March		April		May		June	
Dayton	1,236	14%	1,150	12%	1,920	14%	2,086	17%	2,058	19%	2,490	17%
Farmington	1,692	19%	1,842	19%	2,170	16%	1,957	16%	1,675	15%	2,410	16%
Lind	326	4%	343	4%	561	4%	624	5%	443	4%	602	4%
Waupaca (Town)	576	6%	549	6%	681	5%	665	5%	555	5%	862	6%
Town Total	3,830	42%	3,884	40%	5,332	40%	5,332	43%	4,731	43%	6,364	42%
Waupaca (City)	3,357	37%	3,731	38%	5,251	39%	4,522	36%	3,834	35%	5,233	35%
Waushara County	426	5%	298	3%	318	2%	357	3%	512	5%	601	4%
Portage County	510	6%	608	6%	897	7%	844	7%	691	6%	936	6%
Other	899	10%	1,217	12%	1,572	12%	1,383	11%	1,118	10%	1,931	13%
Total	9,022		9,738		13,370		12,438		10,886		15,065	

Monthly/YTD Circs and Renewals - June 2021

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,184	571	2,755	11,203	3,330	14,533
Appleton	45,005	13,048	58,053	167,968	65,234	233,202
Black Creek	2,745	1,011	3,756	11,407	4,459	15,866
Clintonville	3,509	579	4,088	10,523	2,890	13,413
Door Cty - Baileys Harbor	1,617	251	1,868	5,082	1,204	6,286
Door Cty - Egg Harbor	1,551	273	1,824	5,007	1,290	6,297
Door Cty - Ephraim	452	71	523	1,784	432	2,216
Door Cty - Fish Creek	770	123	893	3,050	574	3,624
Door Cty - Forestville	1,051	156	1,207	4,436	1,809	6,245
Door Cty - Sister Bay	4,141	692	4,833	15,412	3,840	19,252
Door Cty - Sturgeon Bay	8,179	1,983	10,162	38,308	10,491	48,799
Door Cty - Washington Island	992	189	1,181	4,171	1,028	5,199
Florence	691	147	838	2,910	706	3,616
Fremont	1,271	456	1,727	5,422	2,078	7,500
Gillett	1,012	179	1,191	3,845	993	4,838
Hortonville	7,346	1,377	8,723	23,046	6,460	29,506
Iola	1,902	484	2,386	10,229	3,444	13,673
Kaukauna	12,644	2,448	15,092	48,604	13,988	62,592
Kewaunee	2,742	675	3,417	14,191	4,101	18,292
Kimberly	12,578	2,928	15,506	48,496	14,257	62,753
Lakewood	2,921	641	3,562	11,781	3,399	15,180
Lena	983	201	1,184	3,280	973	4,253
Little Chute	10,290	1,335	11,625	24,817	7,320	32,137
Manawa	2,537	585	3,122	9,705	3,115	12,820
Marinette Cty - Coleman	1,528	457	1,985	8,091	3,006	11,097
Marinette Cty - Crivitz	2,260	487	2,747	8,495	2,375	10,870
Marinette Cty - Goodman	206	63	269	1,563	458	2,021
Marinette Cty - Marinette	4,025	1,033	5,058	19,939	5,743	25,682
Marinette Cty - Niagara	784	333	1,117	4,335	1,676	6,011
Marinette Cty - Peshtigo	813	168	981	3,974	1,196	5,170
Marinette Cty - Wausaukee	851	279	1,130	5,147	1,350	6,497
Marion	3,303	685	3,988	15,759	4,087	19,846
New London	4,701	771	5,472	17,059	4,730	21,789
Oconto	1,852	719	2,571	10,019	4,049	14,068
Oconto Falls	2,594	586	3,180	13,234	3,559	16,793
Oneida Tribal - Green Earth	-	-	-	-	-	-
Oneida Tribal - Oneida	213	83	296	807	405	1,212
Scandinavia	619	163	782	2,654	1,001	3,655
Seymour	3,414	580	3,994	11,967	4,112	16,079
Shawano Cty - Birnamwood	281	104	385	9,540	816	10,356
Shawano Cty - Bonduel	942	353	1,295	4,428	1,835	6,263
Shawano Cty - Mattoon	106	42	148	494	116	610
Shawano Cty - Shawano	7,529	1,587	9,116	31,346	7,655	39,001
Shawano Cty - Tigerton	737	251	988	3,158	874	4,032
Shawano Cty - Wittenberg	577	171	748	2,117	813	2,930
Shiocton	752	148	900	3,884	832	4,716
Suring	908	277	1,185	4,614	1,336	5,950
Waupaca	11,933	3,132	15,065	52,941	17,218	70,159
Weyauwega	2,042	539	2,581	9,950	3,299	13,249
Total	182,111	43,453	225,564	730,254	229,997	960,251



Director's Report

June/July 2021

Patrons have, on occasion, asked why Waupaca did not allow downloads from **Hoopla**, since titles are visible in Infosoup, but Waupaca is not listed as one of the Libraries that participate in this service. About half of the Libraries in OWLS (Outagamie Waupaca Library System) provide Hoopla for their library patrons. Hoopla is a “pay-per-use” downloading application and is provided by Midwest Tape, a publisher and distributor. Hoopla provides video, audio book, ebooks, music and comics for download. The area libraries budget between \$1,000 (Manawa) and \$60,000 (Appleton) annually for this service. Patrons must have a Home Agency that subscribes to this pay-per-use service in order to use it.

Staff have noted a marked decrease in the circulation of DVDs, music CDs, audio books and Playaways in the past 8 years. After many discussions with librarians who are providing Hoopla we discovered that downloads are **predominately audio books**. Hoopla titles are offered as “always available” since the Library is billed based on downloads. There are titles and authors available on Hoopla that are not available through Overdrive. Librarians report their patrons claim Hoopla is more user friendly, perhaps because you never have to place a hold on an item you want to check out.

I contacted a Hoopla and asked for an estimate based on our service population and asked the Representative to answer some of our questions. This is what we found out:

- Rep provided an annual quote based on our service population and the number of cardholders \$4,340
- Libraries are required to start with a deposit (\$1,000) which is used for patron content - no platform fees, after that deposit is used up libraries are billed monthly for use.
- A library may control the number of downloads per patron
- If a library finds their budgeted amount is dwindling they can change the allowable download numbers
- Downloads range in price from \$1 to \$1.99 each.
- Right now the average price is \$1.77. This includes bonus borrows that are given to libraries every quarter.
- Titles are always available - no waiting
- The Rep was “pretty sure” we could limit by municipality but we are still waiting for a confirmation from TLC, our circulation software provider.
- You pay for content patrons check out even if they don’t use it.

Staff have had lots of discussions about this service and will be bringing forward as a recommendation for the Finance Committee next month.

The **Hotspots and Laptop** computers continue to see steady use. We allow renewal as long as no one is waiting for a device. The total laptop circulation is 56 (checkouts and/or renewals) and the hotspots have circulated 134 times. That averages about 10 checkouts for each device over a three month period. We have purchased another device that is offered through Techsoup and Mobile Beacon. The annual cost is \$129 a year as opposed to our current service

which is \$49/month. The service is provided through Sprint/T-Mobile, which does not have a great reputation for good coverage in our area. We are sending it home with staff to test out the coverage to see if it will work for our rural patrons. Patsy took the device to her home in the hills of Scandinavia and was unable to get a signal. Marcie tried the device at her home and her parent's home near the Chain and was able to stream content. What we are learning now may determine our recommendation to our library patrons who wish to check out a hotspot.

The City will be publishing a **2022 Calendar**. As we anticipate the new calendar I am asking that the Board consider approving next year's calendar this month so our closed dates may be included on the City calendar.

ACTION ITEM: APPROVE 2022 Library Calendar

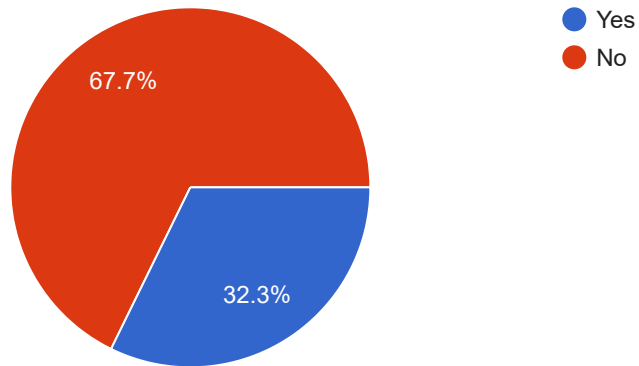
Respectfully Submitted by Peg Burington

Hotspot User Survey

31 responses

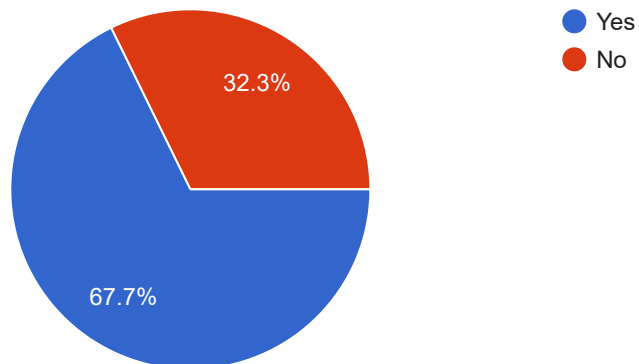
Do you have high speed Internet service at your home?

31 responses



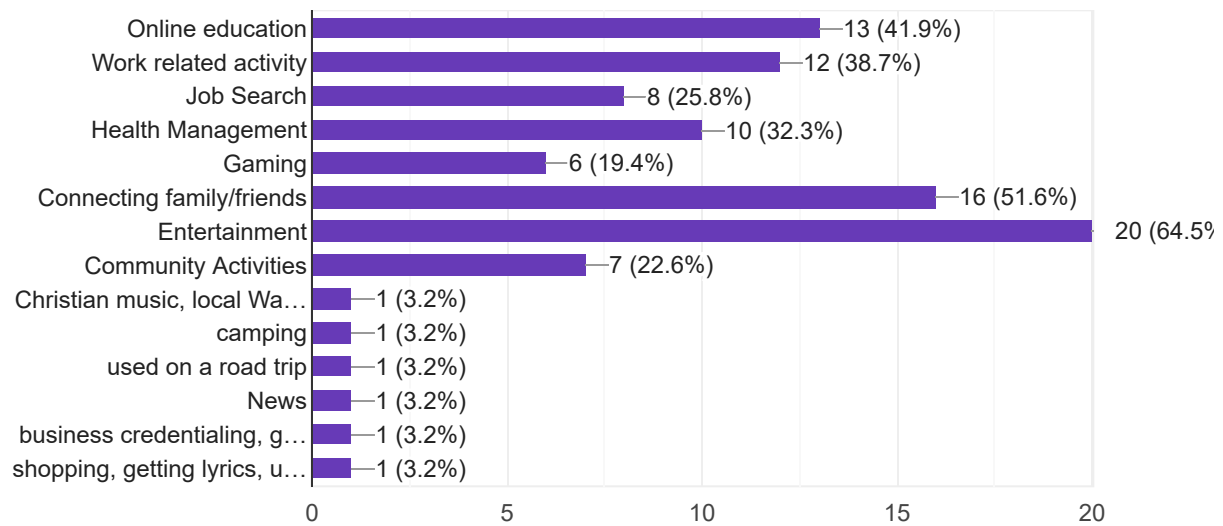
Do you own a desktop or a laptop computer?

31 responses



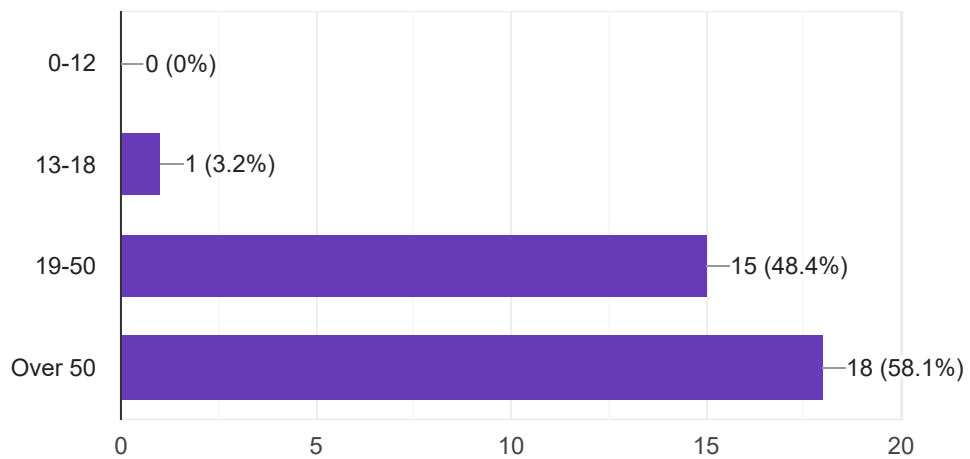
How did you use the hotspot that you checked out from the library?

31 responses



User's Age

31 responses



How has using this Hotspot helped you?
It was invaluable. We were having consistent internet issues and I wouldn't have been able to work!
I was able to attend meetings via Zoom and participate in online classes. Thank you!
Having cancer treatments, I often think of questions in the middle of the night. Before the hotspot, I would have to write them down and then go to the library the next day or a few days later. But now I can look things up right away. Plus i can take my mind off things by playing my online Hey Day game anytime instead of just at the library when I could go. I love (double underlined) the hotspot. (heart) IO have talked with Robin at the lola Library about the hoptspot. She had wondered if they would work by us in lola. I told her the hotspot worked really well. I really need the hotspot because I can't afford internet at home. It has really helped me a lot. (heart)
It has allowed me to work on schooling from home.
Without the hotspot I would not have been able to use the laptop which I also borrowed from the library.
It was great to have access to the internet while on a road trip. Worked great!
Allowed me to have internet when I was over my data limit on my personal plan.
Staying in touch with family, UI claim filing, security greater than public wifi.
For Waupaca news, obit, job search. But I'm limited because I have hardly any bars. Very frustrating. It works great in town! I am rural!!! So sometimes I have 1 bar if I'm lucky. It's great ! But when you have no bars in the country on phone it doesn't work at all:(! It would be absolutely great if there were more towers!!! We need them in this age!!So do the young families that are to school from home during this terrible virus!! Just a thought!!!! Thank you to whomever for this wonderful grant and how it being utilized. And for the library's participation. You are wonderful and I am thankful. I would be willing to have a tower here if they needed a place. (Big smiley sticker)
It allowed me to talk to out-of-state friends on video. My existing internet is too slow to support video.
Was able to watch tv that would not been able to watch otherwise. Edited several online documents.
It allowed me to update my cellphone
left blank
yes
to do online education and research
no answer
I have been able to do research my health as things have come up. I need the access.
I can watch tv shows
It gave me great access to the Internet
video conference to connect with distant friends - my home internet (satellite) can't do it.
Not having internet and limited data on phone. It helped when it worked.
I was able to participate in online Zoom meetings and educational classes.
saved data usage on our phones
great it's a good program

Helped get our work done

This has allowed me to stay connected when
I did not have access to public wifi.

Internet away from home

LEFT BLANK

Very helpful for school

I was able to attend a Zoom Meeting from my home. My current internet is not fast enough for Zoom.

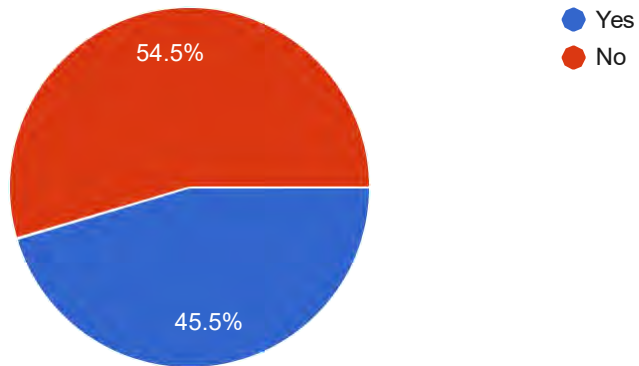
Has helped with health a great deal. I love the hotspot!

Laptop Checkout Survey (7/9/2021)

Do you have high speed internet service at your home?

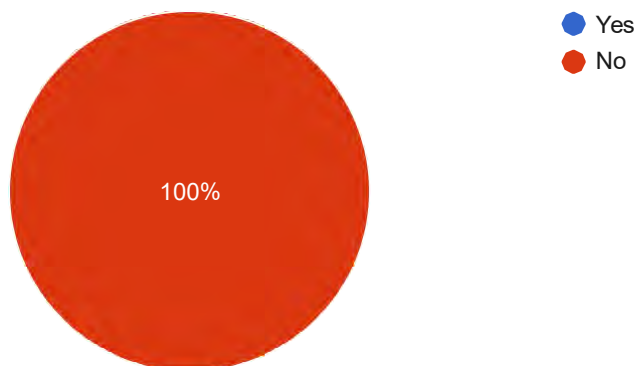


22 responses



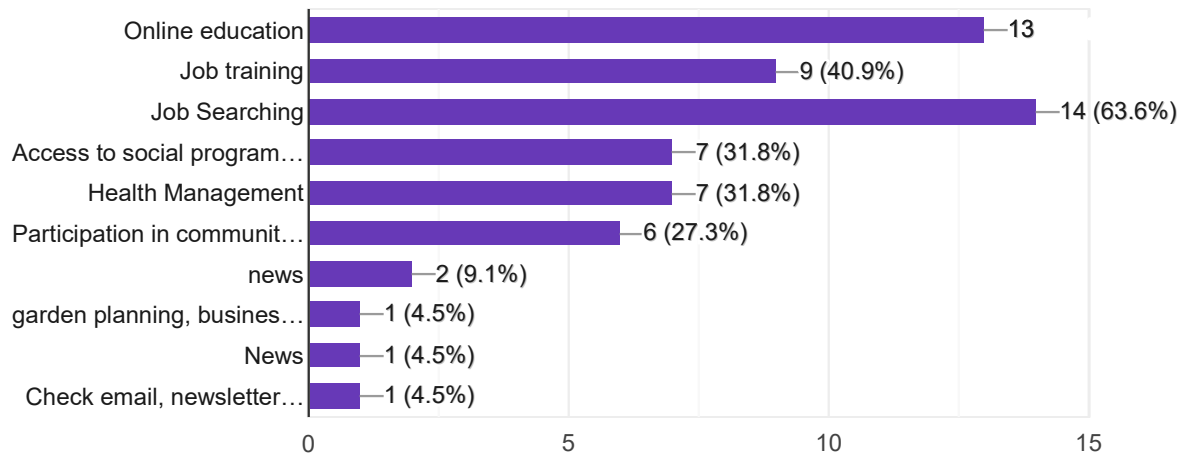
Do you own a desktop or laptop computer?

22 responses



How did you use the laptop you checked out from the library? Please check all that apply.

22 responses



Very convenient and easy to use.

I love this program and found it very helpful and convenient.

Very nice service

So necessary! Thank You

Thank you

Grateful for the opportunity to use this device. Thanks!

Worked great.

I have a computer but it is broken

I think it's a great program. It helps a lot of people, most of all kids

Very nice to be able to use. THANK YOU!

Thank you

I think it is a great program and I have referred parents for their kids

WAU-2022

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Notes:

Sat Jan 1 New Year's Day- closed

Mon Jan 3 New year's - closed

Fri April 15 Good Friday-closed at 1

Sat April 16 Spring Break - closed

Sat -Mon May 28-30 Memorial Day - closed

Sat June 18 Strawberry Fest - closed

Mon July 4 Independence Day - closed

Sat August 20 ARTS - closed

Sat-Mon Sept 3-5 Labor Day - closed

Thur-Fri Nov 24-25 Thanksgiving - closed

Sat-Mon Dec 24-26 Christmas - closed

Sat Jan 31 New Year's Eve - closed

Mon Jan 3 (2022)New Year's - closed

June 2021 Adult Services Report

Adult Programs

Joni Radley began training as the new Adult Programming Librarian this month. We are limiting our summer adult program offerings so that she can get up to speed and begin planning for fall events.

On June 26 we held our monthly Book Discussion event led by Patsy Servey. The group discussed *Emily & Einstein*, by Linda Francis Lee, a novel of second chances featuring a recently widowed woman and her scruffy dog Einstein. The dog Einstein pushes the widowed Emily to start walking and then jogging, which becomes therapeutic for her. 8 people attended the discussion. One participant shared their story of personal loss and how focusing on exercise helped them to cope with their tragedy. It was special to have the opportunity to share in this discussion and better understand what many of us must face. It is so special when our patrons make a personal connection with something the library provides and helps us to see the impact that we are having on individuals and our community. The next discussion will be on July 17th, discussing the book *Education of a Wandering Man* by Louis L'amour. Copies are available in the library.

Program Schedule

Virtual Book Discussion

- July 17 - *Education of a Wandering Man* by Louis L'amour led by Laura Jandacek. Book selected to coincide with the Family Fun Day at the Depot event planned at the Historic Waupaca Train Depot.

Adult Circulation & Information Report

In June Laura Jandacek and I started training Joni Radley as Adult Programming Librarian. Joni has a passion for serving our community and providing opportunities of patron engagement. Sue helped by giving us a training session on budgeting which included both planning and tracking your spending. I have also begun training our two new part time employees, Trace Holt and Mary Burns. Both Trace and Mary are exhibiting strong understanding of technology and customer service and are eager to learn. All three team members are progressing extremely well.

Steven Baumann, our IT Support staff member, and I have rearranged the internet computer stations to accomplish two goals. The first goal was to provide a more contained and protected cable system, the second goal is to create an environment for more updated furniture to match our library's design and patron needs. We are borrowing some high top long tables from the

Teen Room Makerspace area to see if having a bistro style setup would be beneficial for our current computer users. This trial period will give us the opportunity to gather important feedback. This means that our microfilm machine and our desktop catalog computer have new locations. Stop by upstairs and I would be happy to show you the new layout.

I have continued meeting monthly and working with the ThedaCare CHAT (Community Health Action Team) subcommittee on Social Connectedness as well as with the You Belong in Waupaca - Compassionate Community Initiative. These two groups share similar goals and are exploring the possibilities of working together. Shawna Hansen, from Waupaca County DHHS gave a You Belong presentation to the ThedaCare CHAT team about their purpose, how our groups can work together, and how ThedaCare and CHAT can support their community work. We are now planning a mini-plunge or community conversation style event to explore how to build a safe, vibrant, resilient and connected community.

Respectfully submitted by Patsy Servey

June 2021 – Children's Dept. Board Report

Welcome to summer 2021! We have been seeing a steady increase in the number of kids and families visiting the library. Many share with us their gratitude for being able to visit the library again and are happy to be choosing their books again. Some are mildly disappointed about us not having toys and games available for them to play with during their visit, but are understanding about it. It gives us an opportunity to share resources and information about outreach and virtual services with folks.

We are 1/3 of the way through summer, and coincidentally, 1/3 of our way to our **WEREAD10,000** goal. We have placed four promotional banners at city entrances and one at the library entrance. Our marketing team is busy inviting people to our outdoor programming with appealing photos. I send a weekly email to 537 families with information about the upcoming weekly activities and news from the library.

At the time of this report, Waupaca readers have recorded reading 3544 books. If we can keep up the pace we will certainly reach this lofty goal. Three hundred thirty-seven (337) people have accepted the challenge (131 kids, 35 teens, and 171 adults) so far. I caution us all not to get stuck on the numbers reported. While it is good to follow trends, our situation over the past few years with the pandemic and the street project, will make it more difficult to get a true picture. My observations can easily be summarized:

- A shift to more streamable formats is underway making our media (music, movies and audiobooks) less attractive to many. Management has been discussing and exploring more pay per view options, like Hoopla, for our patrons in the future to meet their needs and minimize the wait time for popular materials.
- We are meeting almost three times the number of people in our outreach programming than we did prior to the pandemic with in-library programs, and we are seeing some old faces, and many new faces who stumble upon us at the park.
- We may never stop virtual programming. We are hearing from many working parents about how they are enjoying "Baby Bear" online and sharing ideas for songs, games and activities with their neighbors and friends. We record the number of "views" when we take the virtual story time down from our website and we are seeing an average of about 150 views per 15 minute recording.
- Our relationship building with community partners like Sunny Day, City Park & Rec, Chamber of Commerce and Historical Society has allowed us to broaden our scope of influence.
- Simplifying the whole summer learning program process is a huge stress reducer for staff and requires fewer, but more dedicated, volunteers. Without the excess "busy-work" of a traditional summer library program, staff has been on the floor making book recommendations to young readers with lots of happy faces and increasing circulation.
- Offering the convenience of staff choosing materials in "book packs", while lessened, is still popular. In June we built 31 books packs (21 for kids and families, 1 for an adult, 2 for teens, and 7 for classes).

Waupaca is truly blessed to have such beautiful parks and we are delighted to be bringing our programs to three of these great venues this summer. We are seeing about 75 people each week in our park programs which include some craft or art, game and activity, science or physical project and time to explore something new. Tuesdays at Riverside Park (Royalton Street) is usually visited with a group from Sunny Day's after summer school program. Wednesdays at South Park is extra fun when the City's Park

& Rec's after summer school program joins in, too. I could not be prouder of our Children's Dept. team for being able to be creative in their planning these outdoor events. We always joked about what it would take to get us out of the basement..... now, I guess we know.

We are bringing a weekly Babygarten or Story Time to **Sunny Day Child Care Center** this summer. We alternate weeks providing programs for all of their preschoolers from babies to kindergarteners. We read to 70 preschoolers at each visit and the caregivers are so helpful and appreciative. They have a nice outdoor space for us to meet the children for stories, rhymes, songs and fingerplays. We always bring a tub of books to leave for their enjoyment after we leave.

I hope you all have seen "**Spoonville**" on your way to the library. While art may be being painted on the alleyways along Main Street, we have our own little art project springing up just outside the library entrance. People are invited to decorate a wooden spoon and add it to "Spoonville." Building community can happen in many varieties. We've even had to "annex" additional space as our Spoonville grows.

Finally, I am continuing to work on securing funding for the final requirement of our grant from the Wisconsin Dept. of Public Instruction for building our public library – school partnership in helping students and our community be better creators and consumers of social media. Dr. Joe Sanfelippo, Superintendent of the Fall Creek, WI School District, and nationally-known inspirational speaker on the topic, will be in Waupaca on September 22-23 to speak with teachers, administrators, the community and middle and high school students. Our project got a tad derailed with the pandemic and that our school partners had a whole new level of expectations this past year. We had a small group of virtual students participate with some difficulties, or shall I say learning opportunities, for us all. I find that our best learning happens when something doesn't go quite as planned, so we will be approaching this new school year with renewed excitement about the possibilities and opportunities we can create for more students. Teen Librarian, Taylor Wilcox, and teacher, Eric Conner, were advisors to the group last year. Future success in posting positive school and community opportunities will require more of "a whole village" approach. Taylor will be participating in the School District's Tech Days to spread the power of possibility to all teachers so that they can use this resource to showcase all the great learning that is happening in and outside the classroom. Thanks to Greg Grohmann, our joint grant writer, for helping me prospect for grants to supply us with the additional \$6500 we will need to complete this project and the grant requirements. Keep your fingers crossed that we hear something soon about this extra funding.

Respectfully submitted,
Sue Abrahamson

June 2021 Board Report Teen Department



(Above. Teens hanging out at a Teens Talk Thursday event in front of the Library.)

Our Teen Department Summer events have been a huge hit! Taylor, Lilly, and Alex have been bringing our programs to parks around Waupaca. We're still finding that the best way to connect and share our ideas with our teens is through word of mouth. More often than not, the new teens who show up to our programs tell us that they heard about us from a friend, or from one of our librarians.

Teens have been saying for a while that they missed having in-person Dungeons and Dragons, and it definitely showed at our Session 0 for Teen Dungeons and Dragons. They were so excited to sit down and build their characters together, and are all looking forward to playing in July. Our DIY Tie Dye was led by Alex and we had a great turn out for that program. We were able to provide the teens with totes and bandanas to dye, and our teen volunteers were more than happy to help out during the program. Lilly chose to do a hydro-dipping program and had 6 teens create some really amazing artwork! Taylor kicked the summer off by painting bookends, per the recommendation of one of our teen patrons. We started doing bookend painting 2 years ago, and found that it's a really incredible way for our teen patrons to leave their mark on the teen room, and encourages them to come back with their friends to see what they made. We had 6 teens attend this program.



Above. Teen D&D Club meeting in-person.

We have been seeing an increasing number of teens wanting to volunteer with our Teen Department, and thought it was time to repurpose our old Student Library Advisory Group into something new. We reached out and invited several teens to volunteer with us over the summer and at our park programs. 7 teens eagerly responded, and wanted to volunteer with us as much as they were able to. 4 of these teens have been coming to our park programs to help our library staff set up and run their programs, and always come back telling us about how much fun they had. In July, Taylor wants to have a meeting with all of them and let them come up with a new name for their group and offer them even more volunteering opportunities with the library.

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

- Painting Bookends, led by Taylor W., June 15-17 – 6 participants
- Hydro Dipping, led by Lilly, June 22-25 – 6 participants
- Tie Dye, led by Alex, June 29 – July 1 – 12 participants, 5 volunteers
- Teens Talk Thursdays – 19 participants
- Page Turners, Last Wednesday of the month – 5 participants
- Teen Dungeons & Dragons, Session 0 – 7 participants, 1 adult volunteer
- Minecraft Club, Wednesdays – 4 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

July 13, 2021

**Waupaca Area Public Library
Policy Committee Meeting
Council Chambers
Wednesday, June 16, 2021, 5:30 pm
(following the Library Board Meeting)**

1. Call meeting to order at 5:30 pm
Glenda Rhodes, Mary Zimmerman, Lori Chesnut, and Gracie Liegl. Meeting was led by Library Director, Peg Burington, Julie Eiden, Sue Abrahamson and Patsy Servey were also in attendance.

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 Existing Policies: Public Rules of Conduct – New Rules of Conduct including Rules of conduct for Virtual Programs, Unattended Minor Policy – New Safe Child Policy

Moved by L. Chesnut, **Seconded** by M. Zimmerman to APPROVE New Rules of Conduct including Rules of Conduct for Virtual Programs. Motion **Passed** on a voice vote.

Moved by M. Zimmerman, **Seconded** by L. Chesnut to APPROVE New Safe Child Policy. Motion **Passed** on a voice vote.

5. Consideration of New Policy: Pandemic Reopening Policy

6. Adjournment at 5:55 pm

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

Public Rules of Conduct Policy

Patrons and Library staff have the right to a secure and comfortable environment. Any behavior which interferes with another person's ability to use the Library is prohibited.

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- Seating at Library tables and chairs is limited to the number of persons for whom the furniture was designed.
- Consumption of alcoholic beverages or possession of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the Library Administration.
- Use of tobacco and vaping products is prohibited in the building or lobby. Per City Ordinance (02-17), smoking is not allowed within 50 feet of the East and West main entrances.
- ~~Roller skating, roller blading, bike riding, and skateboarding are not permitted in the Library or the lobby.~~
- Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in the racks outside the building. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits. Recreational wheeled devices are not permitted in the Library or Lobby
- Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.
- Animals, except those used to aid persons with disabilities, or as part of a Library-sponsored program, are not permitted in the Library. Animals may not be left unattended on Library property.
- The Teen Room has been set aside for use by teens (Grade 6 through Grade 12 or age 18). For safety purposes, persons not within this age range must restrict activity to browsing library materials.
- The Library is **not** responsible for personal belongings left unattended.

Patrons have the right to use library materials and services without being disturbed by others:

- Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.
- Courteous cell phone use only.
- Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.

- Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration. Panhandling is not permitted on Library property.
- Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
- Bathing or the washing of hair or clothes is not permitted. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.
- Sleeping is not allowed in the library.
- Staring at or following others with the intent to annoy or harass them is not permitted.
- Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.
- Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Refer to the [Safe Child](#) Policy.

Materials, policies, and laws are to be respected:

- Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. Library staff reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. Violators will be prosecuted.
- The violation of federal or state laws or local ordinances is not permitted on Library property.

Rules of Conduct for Virtual Programs

The Waupaca Area Public Library is committed to providing a safe, positive, and welcoming environment for its virtual program participants. All participants are expected to abide by this Virtual Program Code of Conduct.

Prohibited Behaviors

The following behaviors may result in being dismissed from the program.

- Engaging in or promoting any form of violence, harassment, or cyberbullying.
- Verbal abuse of any attendee, including but not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
- Any boisterous, lewd or offensive behavior, including but not limited to, obscene gestures, profanity or anything of a sexually explicit nature.
- Displaying or using inappropriate background images or pictures.
- Taking any recording or photographs of virtual programming without the prior written permission of the program director.

Any behavior which interferes with another person's ability to participate in a virtual program is prohibited.

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Failure to comply with these rules may result in the loss of Library privileges, as outlined in the Security Policy.

Revised by the Waupaca Area Library Board November, 2001.

Approved by the Waupaca Area Public Library Board of Trustees, March 2008

Approved by the Waupaca Area Public Library Board of Trustees, May 2009

Revised by the Waupaca Area Public Library Board of Trustees, February 2011

Revised by the Waupaca Area Public Library Board of Trustees, September 19, 2018

Unattended Minor

The Waupaca Area Public Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. Sharing this environment with other people requires that all follow the **Rules for Patron Responsibility and Conduct** that have been established by the Board of Library Trustees and are available by request or on the Library website.

The Waupaca Area Public Library wants children to use its facilities and services. Children **under the age of 8** must always be in close contact with a parent/guardian or assigned caregiver over the age of 12. The assigned caregiver must be a responsible person and must carry emergency contact information. An exception would be children attending a library program without a parent/caregiver in the room. However, the parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.

When children are left alone they may become frightened or anxious. If they wander through the building they may encounter hazards such as stairs, doors, furniture or electrical equipment. They may also become bored and restless and could disturb the enjoyment and work of others.

The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with the library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users.

If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the policy. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.

If a child in this age group violates the Rules for Patron Responsibility and Conduct, the child and the parent/caregiver will be informed of the policy. If inappropriate behavior continues, they may be asked to leave the library.

Patrons age 8 and older may use the library on their own. However, parents are still responsible for the actions of their minor child(ren). Minors using inappropriate behavior may be asked to leave the library. All minors should have the telephone number of someone who can assist them in an emergency.

Revised by the Waupaca Area Public Library Board of Trustees September 2007

Safe Child Policy

The Library strives to provide a safe environment for visitors of all ages. To ensure the safety and well-being of children and other library users, it is expected that a responsible adult or caregiver (over the age of 12) shall closely accompany and supervise children under the age of 8-years while they use the library.

Parents, guardians, or caregivers are responsible for the behavior and welfare of children visiting and using the library; this includes participation in library programs unless otherwise specified. The Library is not equipped, nor is it the Library's role, to provide long-term or short-term childcare.

Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended. Library staff will attempt to contact the parent or guardian of an unattended child. If the parent or guardian cannot be contacted, the child will be placed in the care of the Waupaca Police Department. Under no circumstances shall a child be taken out of the building by a staff person, nor will a child remain in the building with a single staff member.

See also the **Rules for Patron Responsibility and Conduct Policy**.



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING MINUTES
TUESDAY, JUNE 8, 2021, 4:30PM
LIBRARYCONFERENCE ROOM

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

1. 5:00 pm ROLL CALL :

COMMITTEE MEMBERS PRESENT: Lori Chesnut, Mary Zimmermann, Julie Eiden, Chris Jaenke

2. APPROVAL OF AGENDA Moved by L. Chesnut, Seconded by M. Zimmermann 4 Ayes, 0 Nays, Motion passed

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. Moved by M. Zimmermann, Seconded by C Jaenke to MOVE into closed session to discuss performance and compensation of the Library Director. The Personnel Committee may convene into closed session under exemption 19.85 (1) (c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility). Motion carried on roll call vote.

4. Moved by L. Chesnut, Seconded by M. Zimmermann to Move into open session. Motion carried on a roll call vote.

5. No action taken on items discussed in closed session

6. ADJOURNMENT Moved by M. Zimmermann, Seconded by C. Jaenke to Adjourn.

7. Meeting adjourned at 5:37



2020-2021 Goals

1. **Detailed work instructions for processes that are solely the responsibility of the Director.**
 - Started a folder on Computer addressed to the New Director
 - Documented City Financial access for successor – completed 7/15/2020
 - Step-by-step instructions on using Quick Books – completed May 2021
 - Detailed list of Director's duties – started March 2021 – will continue to add
 - Notebook with pertinent account information – will continue to update
 - Description of Library Teams – completed May 2021
 - Created a calendar of regular Board activities – completed May 2021
 - Documentation on the Library Foundation – completed May 2021
2. **Oversee staff training in new circulation platform – Completed August 2020**
3. **Provide leadership on the Community Compassion Project**
 - Worked on Life Class with Adult Programming Librarian
 - Turned over responsibilities for "You Belong" to Patsy Servey in March 2021
4. **Concentrate efforts on Strategic Plan initiatives: Access, Marketing, Connectedness and Inclusive Services**
 - Board agreed to allow movement forward based on goals rather than specific activities in 2021
 - Reconvened the Inclusive Services Team in May 2021
 - Working with staff on intention and impact – survey methods
 - Working with City Staff on Capital Project plan
5. **Communication among staff and colleagues**
 - Lead weekly Management Team Meetings
 - Hold monthly all staff meetings
 - Attend weekly Covid Meetings – suspended in late May
 - Attend twice monthly City Dept Head Meetings

- Working with City Administrator on a leadership book discussion based on Brene Brown's Dare to Lead
- Agreed to lead a discussion for the City Wellness Committee on Sanjay Gupta's book, "Keep Sharp"
- Working on relationship building with cleaning and maintenance staff

2021-2022 Goals

- 1. Complete detailed work instructions and documentation for processes that are solely the responsibility of the Director**
- 2. Train and prepare Team Members on Director responsibilities**
- 3. Work with Hiring Committee and Personnel Committee on job description, advertisement for new Director, and prep work for future interviews**
- 4. Concentrate efforts on Strategic Plan initiatives: Access, Marketing, Connectedness and Inclusive Services**

Automation Services Agreement
Outagamie Waupaca Library System
Waupaca Area Public Library

Article I: General

The Outagamie Waupaca Library System and the Waupaca Area Public Library do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in a library automation network providing, but not limited to, the following functions and services: resource sharing, circulation control, cataloging, online public access catalog, acquisitions, and Internet access.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, also referred to as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Waupaca Area Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Waupaca Area Public Library.
- (4) The Waupaca Area Public Library, also referred to as WAU, is the agency established under Section 43.57 of the *Wisconsin Statutes* by the City of Waupaca to provide municipal public library service.
- (5) The shared library automation network, also known as OWLSnet, is a program established by OWLS to provide an integrated library automation system and network services to OWLS, NFLS and other area libraries.

Article III: Outagamie Waupaca Library System Responsibilities

It is mutually agreed that OWLS shall:

- (1) Provide to WAU all of the automated library functions available from OWLSnet during all hours that WAU is regularly open. All reasonable efforts will be made to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.
- (2) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (3) Contribute financially to the operation of OWLSnet in accordance with the annual OWLSnet budget.
- (4) Acquire appropriate products from vendors as requested by WAU and deliver or install the products at the desired branch public library location according to a mutually agreed upon schedule.
- (5) Invoice WAU for any products ordered upon delivery of such orders. Any product ordered will become the property of WAU upon payment of the invoice.

- (6) Investigate the feasibility of providing additional products or services to OWLSnet members.
- (7) Provide staff services to support WAU's participation in OWLSnet.
- (8) Provide for ongoing training of WAU staff in the use of software and hardware.
- (9) Determine the annual membership fee for any given calendar year prior to July 1 of the preceding year.
- (10) Work with WAU to develop an efficient, effective, and equitable method for cataloging materials and adding records to the OWLSnet database.

Article IV: Waupaca Area Public Library Responsibilities

It is mutually agreed that the Waupaca Area Public Library shall:

- (1) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (2) Meet all applicable requirements for participation in the TEACH Wisconsin and federal E-rate programs and designate OWLS to be WAU's agent for TEACH Wisconsin and federal E-rate participation.
- (3) Place orders for appropriate products through OWLS and pay all invoices for such orders, including transportation and handling charges, within 60 days after the date of the invoice unless other arrangements have been made with OWLS.
- (4) Hold title to all items acquired upon payment of invoice for such items.
- (5) Be responsible for all internal cabling necessary to connect WAU equipment to the OWLSnet's telecommunication network, unless other arrangements have been agreed to by OWLS.
- (6) Attach only devices approved by OWLS to the OWLSnet network. WAU shall not inter-connect OWLSnet with any other network without the consent of OWLS. WAU shall be responsible for any costs resulting from an unauthorized connection to another network.
- (7) Be responsible for the maintenance or repair of all local equipment, including performing regular operating system software updates, unless other arrangements have been agreed to by OWLS.
- (8) Pay an annual membership fee, unless otherwise agreed upon by OWLS. The annual membership fee represents WAU's share of ongoing operational costs.
- (9) Retain ownership of all WAU bibliographic, item, and patron records held in the shared automation network database.
- (10) Send a representative to attend Administrative Advisory Committee meetings. Representatives are responsible for disseminating meeting information to other WAU staff.
- (11) Comply with all applicable federal and state laws regarding confidentiality and the privacy of public library records. WAU agrees to hold all library staff and volunteers accountable for complying with such laws.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) The OWLS Board has legal authority for the establishment, operation, and maintenance of OWLSnet. An Administrative Advisory Committee, including representation from all network participants, shall make recommendations to the OWLS Board or staff regarding the administration of the network in accordance with the procedures specified in the shared automation network bylaws.
- (2) Implementation of this agreement is consistent with the provisions of state and federal law. Should any part of this agreement that does not impede OWLSnet's ability to provide services and equitably recover costs become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, but the balance of this agreement shall remain in full force and effect. If such state or federal law impedes OWLSnet's ability to provide services or recover costs equitably, this agreement shall be void.
- (3) All libraries participating in OWLSnet have a responsibility to develop their local materials collections to support the basic needs of their patrons. It is unfair for libraries to rely primarily on other members of the network to meet their patrons' basic needs.
- (4) OWLS and WAU have a responsibility to monitor compliance of the parties with OWLSnet agreements, bylaws, policies, and procedures. The systems may take appropriate action in the case of WAU noncompliance with OWLSnet agreements, bylaws, or policies. WAU has the right to appeal to the OWLS Board if it believes that either system does not comply with OWLSnet agreements, bylaws, or policies.
- (5) This agreement shall become effective upon signing of the agreement by all parties. This agreement shall continue in force through December 31, 2024 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2024, the term of this agreement will be automatically extended through December 31, 2025.
- (6) This agreement may be terminated by any party, effective December 31 of the year, by notifying the other two parties in writing of intent to terminate, prior to July 1 of the same year.
- (7) This agreement may be amended at any time as is mutually agreeable to the parties.

For the Waupaca Area Public Library:

(President)

(Date)

For the Outagamie Waupaca Library System:

(President)

(Date)

Appendix
Outagamie Waupaca Library System
OWLSnet Shared Automation Network
Bylaws

Article I: Name and Authority

The shared automation network, to be known as OWLSnet, is a service program of the Outagamie Waupaca Library System (OWLS). As a program of OWLS, the shared automation network is established, operated, and maintained under the legal authority of the Outagamie Waupaca Library System Board of Trustees.

Article II: Purpose

OWLS shared automation network is established to provide a shared, integrated library automation system to OWLS member libraries, Nicolet Federated Library System (NFLS) member libraries, and such other area libraries as may participate, for the purposes of 1) facilitating resource sharing among network participants and 2) increasing the efficiency and effectiveness of participant library operations and services. The shared automation network shall provide functions to participating libraries including, but not limited to, circulation control, online public access catalog, cataloging, and acquisitions.

Article III: Participation

- (1) Any member library of OWLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. Any member library of NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the NFLS Board and the OWLS Board.
- (2) Any area library which is not a member of OWLS or NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. The OWLS Board reserves the right to refuse the participation of any library not a member of OWLS or NFLS.
- (3) Any participant in the shared automation network may elect to terminate participation.
 - (a) Participation may be terminated effective December 31 of the year, by giving notification writing of intent to terminate, prior to July 1 of the same year.
 - (b) Any library which has terminated its participation in the network shall have no claim to any assets of the network.
 - (c) Any library which has terminated its participation in the network shall retain ownership of its local hardware.

- (d) Any library which has terminated its participation in the network shall pay OWLS the cost of extracting a copy of the library's records from the database and purging the library's data from the library from the remaining database.
- (4) The Outagamie Waupaca Library System and the Nicolet Federated Library System shall also be deemed participants in the shared automation network.

Article IV: Participant Obligations

Participants in the shared automation network shall:

- (1) Abide by the policies of OWLSnet established by the Board of Trustees and the procedures of OWLSnet established by the Administrative Advisory Committee.
- (2) Comply with national standards for machine-readable cataloging and form of entry when entering bibliographic data into the OWLSnet database.
- (3) Agree to share machine-readable bibliographic records with other participants in OWLSnet.
- (4) Agree to lend circulating materials listed in the OWLSnet database to other participants in OWLSnet.
- (5) Comply with state and federal law regarding the privacy of and access to library records.
- (6) Attach only devices approved by OWLS or NFLS to OWLSnet. Participants may not inter-connect OWLSnet with any other network without the written consent of OWLS.
- (7) Designate an official contact person for OWLSnet participation to work with OWLS and NFLS staff, to serve on the Administrative Advisory Committee, and to vote at AAC meetings. Any participant may also choose to designate an alternate contact person.

Article V: OWLSnet Operation

The shared automation network shall:

- (1) Provide to any participating library all of the automated library functions available from OWLSnet during all hours that the participating library is regularly open.
- (2) Ensure that bibliographic data entered into OWLSnet complies with national standards for machine-readable cataloging and form of entry.
- (3) Provide daily backup of data, with one copy of all data files stored off-site each week.
- (4) Make all possible efforts to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.
- (5) Schedule the installation of vendor-provided software and hardware updates as agreed upon

by the Administrative Advisory Committee.

- (6) Comply with state and federal law regarding the privacy of and access to library records.
- (7) Provide to any participant, upon request, copies of any agreements in force between OWLS or NFLS and any automation vendors.

Article VI: Administration

The shared automation network, and all associated policies enacted by the Board of Trustees, shall be administered by OWLS director and staff. An Administrative Advisory Committee, including representation from all OWLSnet participants, shall make recommendations to the OWLS Board or staff regarding the administration of OWLSnet.

- (1) The Administrative Advisory Committee shall hold at least four regularly scheduled meetings per year.
 - (a) Any OWLSnet participant may submit items for inclusion in meeting agendas.
 - (b) Additional meetings will be called upon the request of the majority of participating libraries, and such meetings will be held within two weeks of the request.
 - (c) OWLS director or his designee shall preside over meetings of the Administrative Advisory Committee, and OWLS automation staff shall provide staff functions for the committee.
- (2) The Administrative Advisory Committee shall approve the establishment and constitution of ad hoc technical advisory committees for the purpose of considering technical operational issues and making recommendations to the Administrative Advisory Committee.
 - (a) An OWLS designated staff member shall be an ex officio member of all ad hoc technical advisory committees.
 - (b) OWLS automation staff shall provide staff functions for all ad hoc technical advisory committees.
- (3) The Administrative Advisory Committee shall attempt to arrive at its recommendations by consensus. When consensus cannot be achieved, action will be taken by vote.
 - (a) A roll call vote may be taken at any meeting of the Administrative Advisory Committee, providing that the vote is scheduled on the meeting agenda and announced at least one week prior to the meeting.

- (b) Any participating library unable to be present for a scheduled vote may submit its vote in writing prior to the meeting.
- (c) All actions shall require the affirmative vote of a two-thirds majority of participating libraries and a two-thirds majority of annual membership fee shares for approval. Each library's annual membership fee share is calculated by dividing its last annual membership fee payment by 1,000 and rounding up to the next whole number.
- (d) No action shall be approved if more than one-third of participating libraries or more than one-third of annual membership fee shares cast a negative vote.
- (e) When less than two-thirds of participating libraries and annual membership fee shares vote affirmative and less than one-third of participating libraries or annual membership fee shares vote negative, the vote shall be deemed inconclusive.
- (f) Whenever a vote is inconclusive, the official contacts, or alternates, from all participating libraries not in attendance when the vote is taken will be polled for their votes. The vote count will become final after the official contacts, or alternates, from all participating libraries have been polled.
- (g) At any meeting of the Administrative Advisory Committee, if there is a consensus that an issue not scheduled for a vote needs to be voted upon prior to the next regularly scheduled meeting, an emergency vote may be conducted via email one week following the meeting. Any action taken by emergency email vote shall be subject to the same requirements as actions taken by vote at meetings.

Article VII: Amendment

These bylaws may be amended at any time upon recommendation of the Administrative Advisory Committee and adoption by the OWLS Board.

Adopted 8/15/91

Revised 3/16/95

Revised 8/17/95

Revised 1/21/99

Revised 6/21/01

Revised 9/18/03

Revised 5/17/07