



107 South Main Street  
Waupaca, WI 54981

Phone (715) 258-4414  
Youth (715) 258-4417  
[www.waupacalibrary.org](http://www.waupacalibrary.org)

WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY JUNE 16, 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, MAY 19**

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

**4. MONTHLY BILLS FOR MAY 2021, BILLS \$52,982.22 , PERSONNEL \$45,518.80**

**ACTION ITEM: APPROVE** May bills with personnel costs

**5. LIBRARY EXHIBIT ROOM**

A. Exhibit Coordinator's Report

**6. LIBRARY STATISTICS**

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

**7. DEPARTMENT REPORTS**

A. Director's Report

**ACTION ITEM: APPROVE** moving \$163.00 from Adult Books to the Newspaper & Magazine line item.

**ACTION ITEM: APPROVE** prioritized list of capital improvements and moving forward to get estimates for work

- B. Adult Services Report (to be distributed)
- 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. Meeting scheduled for June 16 after the Board Meeting
- D. Personnel Committee
  - a. Minutes from May 19 Meeting

## 9. OLD BUSINESS

- a. Strategic Plan

## 10. NEW BUSINESS

- a. Incident Report
- b. Trustee Essentials #2 – Who Runs the Library
- c. Director's Assessment & Goals

Move into closed session to discuss performance of the Library Director. The Library Board 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).

Move into open session

**ACTION ITEM: APPROVE** Assessment and Goals for Library Director

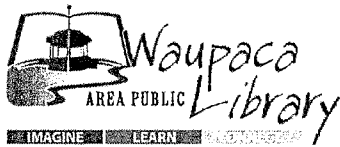
## 11. ANNOUNCEMENTS & CORRESPONDENCE

- A. Next meeting will be Wednesday, July 21, 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](mailto:publicinput@cityofwaupaca.org)



# CITY OF WAUPACA

## WAUPACA AREA PUBLIC LIBRARY BOARD

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### REGULAR MEETING 2021 WAUPACA

### CITY COUNCIL CHAMBERS OR VIRTUAL

DATE:

May 19, 2021

TIME:

4:33

### 1. ROLL CALL

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Present:

- ☒ Julie Eiden, President
- ☒ Ald. Lori Chesnut, Vice President
- ☒ Glenda Rhodes
- ☒ Mary Zimmerman
- ☐ Chris Jaenke Absent
- ☒ Holly Olsen, Treasurer
- ☒ Karyn Morrissey, 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
- ☒ Taylor Wilcox, Teen Librarian

### 2. APPROVAL OF AGENDA

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MOVED by

Ms. Chesnut,

SECONDED by

Ms. Olsen,

to

APPROVE amended agenda.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

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## OPEN MEETINGS LAW STATEMENT

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

was stated by

Julie Eiden

## 3. APPROVAL OF MEETING MINUTES

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FROM MEETING HELD

Wednesday, April 21, 2021

MOVED by

Ms. Boyer,

SECONDED by

Ms. Chesnut,

to

APPROVE the minutes from the previous month.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

## 4. MONTHLY BILLS

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Approve bills from

April 2021

in the amount of

\$42,520.52 (PERSONNEL \$36,043.16)

MOVED by

Ms. Olsen,

SECONDED by

Ms. Zimmerman,

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

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A. Charts of Visits

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

## 6. LIBRARY STATISTICS FOR

April 2021

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

Fine Income:	\$0.60
Copy Income:	\$346.43
Meeting Room Income:	\$10.00
Material Replacement:	\$290.01
Waived Amount:	\$1,335.03

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

Volunteer Hours:	
Reference Transactions:	537
Library Visits:	3,577
Internet Use (wireless):	483
Internet Use (stations):	397
Curbside Pickups:	252

### C. Interloan Chart

Items Loaned:	2,892
Items Borrowed:	3,912

### D. Circulation Chart with Municipality Statistics

Total Circulation for past month	12,438
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## 7. DEPARTMENT REPORTS

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

**ACTION ITEM:**

**ACTION ITEM:**

**ACTION ITEM:**

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

**ACTION ITEM:**

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

**ACTION ITEM:**

APPROVE Land Acknowledgment Statement to be included on website and at appropriate programs. MOVED by Ms. Olsen, SECONDED by Ms. Thieme-Baeseman, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

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

**ACTION ITEM:**

## 8. COMMITTEE REPORTS

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**A. Library Finance Committee:**

No Meeting

**B. Library Planning Committee:**

No Meeting

**C. Library Policy Committee:**

Schedule meeting for June 16 directly following Library Board meeting

**D. Library Personnel Committee:**

Meeting scheduled following Library Board meeting

1. Director's Job Description

2. Director's Assessment

## 9. OLD BUSINESS

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## New Business

APPROVE Ad Hoc Hiring Committee. MOVED by Ms. Olson, SECONDED by Ms. Thieme-Baeseman, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

APPROVE Review of Ethics and Fraud Policies, to be placed on file. MOVED by Ms. Rhodes, SECONDED by Ms. Chesnut, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

Discussion of Library Officer Elections & Committee Assignments: President Julie Eiden called for nominations for Library Board Officers.

Julie Eiden nominated by Holly Olsen for President, Holly Olsen nominated by Lori Chesnut for Vice President, Rebecca Theime-Baeseman nominated by Mary Zimmerman for Treasurer, there continued three calls for nominations,

APPROVE slate of Officers and Committee assignments. 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote. Julie Eiden called for nominations for Library Board Officers. Julie Eiden nominated by Holly Olsen for President, Holly Olsen nominated by Lori Chesnut for Vice President, Rebecca Theime-Baeseman nominated by Mary Zimmerman for Treasurer, there continued three calls for nominations, APPROVE slate of Officers and Committee assignments. 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

Committee Assignments were discussed.

Incident Report – nothing to report

Trustee Essentials #1- Who Runs the Library

Strategic Plan Implementation Update  
Discussion of CDC guidelines and City Policy on mask wearing in public buildings.

## 10. NEW BUSINESS

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APPROVE Ad Hoc Hiring Committee. MOVED by Ms. Olson, SECONDED by Ms. Thieme-Baeseman, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

APPROVE Review of Ethics and Fraud Policies, to be placed on file.  
MOVED by Ms. Rhodes, SECONDED by Ms. Chesnut, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

## 11. ANNOUNCEMENTS & CORRESPONDENCE

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Note from Senator Joan Ballweg

Next meeting will be held:

Wednesday, June 16, 2021 in Council Chambers

## 12. ADJOURNMENT

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MOVED by

Ms. Boyer,

SECONDED by

Ms. Chesnut,

to

Adjourn

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

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

**Meeting adjourned at**

5:53

Julie Eiden, Chairman

Waupaca Area Public Library Board

compiled by

PS

BILLS MAY 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
					499,959.64		
100 PERSONNEL					424,525.59		
102 FULL TIME WAGES & BENEFITS					317,146.58		
	FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR MAY		-35,280.76	281,865.82		
Total 102 FULL TIME WAGES & BENEFITS			\$ 481,155.00	-35,280.76	281,865.82	59%	41%
104 PART TIME WAGES & BENEFITS					107,379.01		
PART TIME WAGES & BENEFITS				PART TIME WAGES AND BENEFITS FOR MAY	-10,238.04	97,140.97	
Total 104 PART TIME WAGES & BENEFITS			\$ 153,245.00	-10,238.04	97,140.97	63%	37%
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 634,400.00	-45,518.80	379,006.79	60%	40%
200 OPERATIONS					33,256.69		
201 TRAVEL & TRAINING					2,119.65		
Total 201 TRAVEL & TRAINING			\$ 4,117.00		2,119.65	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					5,643.41		
211 COLLECTIONS					473.15		
	UNIQUE MANAGEMENT SERVICES INC.	PAYMENT FOR 1 ACCOUNT SENT TO COLLECTIONS #601547		-8.95	464.20		
Total 211 COLLECTIONS			\$ 500.00	-8.95	464.20	93%	7%
211 COPIER SERVICES					5,170.26		
US BANK				XEROX COPIER LEASE442723458	-176.00	4,994.26	
Total 211 COPIER SERVICES			\$ 6,500.00	-176.00	4,994.26	77%	23%
Total 211 CONTRACT SERVICES - Other					0.00		
Total 211 CONTRACT SERVICES			\$ 7,000.00	-184.95	5,458.46	78%	22%
215 MOVIE LICENSE					8.49		
Total 215 MOVIE LICENSE			\$ 100.00		8.49	8%	92%
216 POSTAGE					1,406.94		
Total 216 POSTAGE			\$ 1,700.00		1,406.94	83%	17%

BILLS MAY 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
<b>217 MEMBERSHIPS &amp; DUES</b>					<b>1,737.00</b>		
	Total 217 MEMBERSHIPS & DUES		\$ 2,117.00		1,737.00	82%	18%
<b>218 OWLS MEMBERSHIP</b>					<b>0.00</b>		
	Total 218 OWLS MEMBERSHIP		\$ 27,412.00		0.00	0%	100%
<b>253 PROMOTIONAL MATERIALS</b>					<b>578.00</b>		
	LIQUIDATORS PLUS	VC - SLP BANNERS		-320.00	258.00		
	FLEET FARM	VC - SUPPLIES TO HANG BANNERS (RM CARD)		-31.19	226.81		
	Total 253 PROMOTIONAL MATERIALS		\$ 650.00	-351.19	226.81	35%	65%
<b>282 TECHNOLOGY</b>					<b>8,699.15</b>		
	ZOOM	VC - ZOOM LICENSE FOR PROGRAMMING (\$158.15-8.25 REFUND FOR TAX)		-149.90	8,549.25		
	MAILCHIMP	MONTHLY SUBSCRIPTION FOR EMAIL MESSAGING		-51.99	8,497.26		
	AMAZON.COM	VC - CHARGING CABLES FOR APPLE PRODUCTS		-24.88	8,472.38		
	AMAZON.COM	VC - WASHABLE KEYBOARDS FOR TEEN ROOM - COVID EXPENSE		-49.98	8,422.40		
	Total 282 TECHNOLOGY		\$ 10,110.00	-276.75	8,422.40	83%	17%
<b>301 SUPPLIES</b>					<b>8,064.05</b>		
	MOBILITY FOR VETS WHEELCHAIR SHOP IN	VC - BATTERIES FOR DONATED SCOOTER		-176.00	7,888.05		
	AMAZON.COM	VC - MASKS FOR CHILDREN COVID EXPENSE		-19.98	7,868.07		
	AMAZON.COM	VC - LANYARDS FOR STAFF MASKS COVID EXPENSE		-9.99	7,858.08		
	AMAZON.COM	VC - FOLDERS FOR BOARD REPORTS		-38.97	7,819.11		
	OFFICE OUTFITTERS	VC - PRINTED ENVELOPES I# 448284		-146.00	7,673.11		
	Total 301 SUPPLIES		\$ 10,000.00	-390.94	7,673.11	77%	23%
	Total 200 OPERATIONS - Other				0.00		
Total 200 OPERATIONS			\$ 67,789.00	-1,203.83	32,052.86	47%	53%
<b>250 PRINT MATERIALS</b>					<b>28,308.78</b>		
<b>115 - ADULT BOOKS</b>					<b>13,405.49</b>		

BILLS MAY 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			AMAZON.COM	VC - ADULT BOOKS (\$54.07+8.99+5.40+7.13+19.20+35.98+79.39)		-210.16	13,195.33		
			AMAZON.COM	VC - ADULT BOOKS (\$19.39+113.53+6.99+16.98+16.12)		-173.01	13,022.32		
			BAKER & TAYLOR	VC - ADULT BOOKS (\$64.36+436.37+210.05+513.43+244.75)		-1,468.96	11,553.36		
			BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE TOTAL = \$411.38)		-389.39	11,163.97		
			AMAZON.COM	VC - ADULT BOOK PATRON REQUEST		-14.99	11,148.98		
Total 115 - ADULT BOOKS					\$ 18,330.00	-2,256.51	11,148.98	61%	39%
			120 LARGE PRINT BOOKS				2,653.70		
			CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS I# 1854523, 1853599 (\$244.75+25.32)		-270.07	2,383.63		
			Total 120 LARGE PRINT BOOKS		\$ 3,850.00	-270.07	2,383.63	62%	38%
215 CHILDRENS BOOKS							9,505.47		
			BAKER & TAYLOR	VC - CHILDREN'S BOOKS (\$136.25+175.93+87.85+792.09+24.06+166.43+410.64)		-1,793.25	7,712.22		
			AMAZON.COM	VC - CHILDREN'S BOOKS (\$135.41+5.40+35.91+19.95+60.43+8.99+13.11+14.48)		-293.68	7,418.54		
			AMAZON.COM	VC - CHILDREN'S BOOKS (SPLIT INVOICE)		-15.29	7,403.25		
Total 215 CHILDRENS BOOKS					\$ 17,530.00	-2,102.22	7,403.25	42%	58%
			315 TEEN BOOKS				2,906.20		
Total 315 TEEN BOOKS					\$ 3,550.00		2,906.20	82%	18%
			410 MAGS & NEWSPAPERS				-162.08		
Total 410 MAGS & NEWSPAPERS					\$ 4,745.00		-162.08	-3%	103%
			Total 250 PRINT MATERIALS - Other				0.00		
Total 250 PRINT MATERIALS					\$ 48,005.00	-4,628.80	23,679.98	49%	51%
255 PROGRAMS							4,072.03		
110 ADULT PROGRAMS							1,246.13		
			WAUPACA AREA CHMBER OF COMMERCE	VC - GIFT CERTIFICATES FOR PRIZES FOR SLP (TOTAL INVOICE \$600)		-200.00	1,046.13		

BILLS MAY 2021				Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
Total 110 ADULT PROGRAMS						\$ 1,500.00	-200.00	1,046.13	70%	30%
210 CHILDREN'S PROGRAMS								1,893.78		
AMAZON.COM					VC - SUPPLIES FOR OUTDOOR PROGRAMS (SPLIT INVOICE )		-75.67	1,818.11		
			AMAZON.COM	VC _SUPPLIES FOR OUTDOOR PROGRAMS (\$47.67+14.99)			-68.25	1,749.86		
WAUPACA AREA CHMBER OF COMMERCE					VC - GIFT CERTIFICATES FOR PRIZES FOR SLP (TOTAL INVOICE \$600)		-200.00	1,549.86		
			OWLS OUTAGAMIE WAUPACA LIBRARY SYS	VC - REFUND FOR ITEMS PURCHASED FOR VIRTUAL PROGRAMS CHCK #32162			184.89	1,734.75		
Total 210 CHILDREN'S PROGRAMS						\$ 3,000.00	-159.03	1,734.75	58%	42%
310 TEEN PROGRAMS								932.12		
WAUPACA AREA CHMBER OF COMMERCE					VC - GIFT CERTIFICATES FOR PRIZES FOR SLP (TOTAL INVOICE \$600)		-200.00	732.12		
			MOJANG STUDIOS	VC - MONTHLY GAMING SUBSCRIPTION FOR ONLINE PROGRAMMING			-7.99	724.13		
Total 310 TEEN PROGRAMS						\$ 1,000.00	-207.99	724.13	72%	28%
	Total 255 PROGRAMS - Other							0.00		
Total 255 PROGRAMS						\$ 5,500.00	-567.02	3,505.01		
290 AUDIO VISUAL								9,796.55		
125 ADULT MOVIES								2,784.46		
			AMAZON.COM	VC - ADULT MOVIES ON DVD (\$14.99+144.36+22.99+17.96)			-200.30	2,584.16		
Total 125 ADULT MOVIES						\$ 3,400.00	-200.30	2,584.16	76%	24%
130 ADULT AUDIO BOOKS								1,206.77		
FINDAWAY					VC - ADULT AUDIO BOOKS ON PLAYAWAY 19100		-458.93	747.84		
			BAKER & TAYLOR	VC - ADULT AUDIO BOOK ON CD (SPLIT INVOICE TOTAL = \$411.38)			-21.99	725.85		
Total 130 ADULT AUDIO BOOKS						\$ 2,270.00	-480.92	725.85	32%	68%
135 ADULT MUSIC								758.69		
AMAZON.COM					VC - ADULT MUSIC ON CD (\$32.47+10.39+10.99+20.98)		-74.82	683.87		

BILLS MAY 2021		Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
	Total 135 ADULT MUSIC			\$ 920.00	-74.82	683.87	74%	26%
	220 CHILDREN'S MOVIES					1,771.14		
		MIDWEST TAPE	CHILD MOVIES ON DVD I# 500457429		-41.98	1,729.16		
		MIDWEST TAPE	CHILD MOVIES ON DVD I#500486651		-11.24	1,717.92		
		AMAZON.COM	CHILD MOVIES ON DVD (\$17.96+9.99+14.99)		-42.94	1,674.98		
		WALMART	VC - CHILD MOVIES 5075342824477		-33.73	1,641.25		
	Total 220 CHILDREN'S MOVIES			\$ 2,430.00	-129.89	1,641.25	68%	32%
	225 CHILD AUDIO BOOKS					962.55		
	Total 225 CHILD AUDIO BOOKS			\$ 1,220.00		962.55	79%	21%
	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					900.00		
		AMAZON.COM	VC - VIDEO GAMES (\$29.88+147.96)		-177.84	722.16		
	Total 420 VIDEO GAMES			\$ 900.00	-177.84	722.16	80%	20%
	510 EBOOKS & EAUDIO BOOKS					2.94		
	Total 510 EBOOKS & EAUDIO BOOKS			\$ 4,120.00		2.94	0%	100%
	Total 290 AUDIO VISUAL - Other					0.00		
	Total 290 AUDIO VISUAL			\$ 16,670.00	-1,063.77	8,732.78	52%	48%
				\$ 775,918.00	-52,982.22	446,977.42	58%	42%
		TOTAL BUDGET		\$ 775,918.00				
		TOTAL PERSONNEL MAY		\$ 45,518.80				
		TOTAL BILLS FOR MAY (INCLUDING PERSONNEL)		\$ 52,982.22				
		YTD EXPENDITURES		\$ 328,940.58				
		REMANING BUDGET		\$ 446,977.42				



# WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

WAUPACA AREA PUBLIC LIBRARY

715-258-4414

wau@waupacalibrary.org

www.waupacalibrary.org

Dear Laurie-

Thank you for your generous support of our library through the East Asia in Wisconsin Library Program. Your funding allowed us to engage our patrons with in-person and virtual programming, install an exhibit, and enhance our East Asia materials collection.

Programming efforts were a collaboration across our library departments. Our Adult Department distributed 75 Asian Spice Kits and hosted a [virtual cooking demonstration](#) to explore new ways to cook ramen and make Asian spiced nuts. Additionally, our Adult Department hosts a monthly book club and read [Pachinko](#) by Min Jin Lee for the May selection. We were delighted to have Patty Lan join us for this discussion; her insights on the book and perspective as an Asian American added a layer of richness that was much appreciated by those who participated.

Our Children's Department hosted a Kite Field Day, attended by the Wisconsin Kiteers and our local EAA Chapter. This fun filled day at our Waupaca Municipal Airport drew hundreds of people and grant funding allowed us to distribute 200 kite kits to children. The Waupaca County post published a [detailed article](#) on this great event.



Working with the Chippewa Valley Museum, we installed their exhibit, [Hmong in America](#), throughout our library along with Chinese artwork and items from our sister city, Mitoyo City, Japan. These exhibits educated our patrons on cultures that are present in our community and highlighted our relationship with Mitoyo City. Additionally, we created a ['virtual' exhibit](#) to provide information on East Asian cultures.



Partnering with the Center for East Asian studies on this grant allowed us to meet many important goals in our Strategic Plan. We strive to provide inclusive services that are welcoming to all. Educating our patrons on diverse cultures and highlighting the importance of these ethnic groups shows that we invite all to be part of our community. Collaborations with the University, Wisconsin Kilters, EAA, and our local airport supported our efforts as a community connector and enhanced engagement opportunities with populations that don't normally visit our library. Coming off the pandemic, we were thrilled to safely host in-person programming and exhibits; this grant allowed us the opportunity to have engagements with patrons on a variety of levels, which increases access to our library. We generated excitement for upcoming programs at a time when it is critical to have patrons return to our library.

The East Asia in Wisconsin Library Program was an amazing opportunity to collaborate with the university. I thoroughly appreciate the support and resources you provided to make this grant a success.

Sincerely-

Liz Kneer  
Exhibit Room Coordinator  
Waupaca Area Public Library

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								\$96.95
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95								
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$643.66	\$643.66	\$643.66	\$643.66	\$643.66	\$643.66	\$643.66	\$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								\$1,359.74
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								\$85.00
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								\$1,134.46
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								\$5.57
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								\$11,755.36
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								3,462
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
2018	809	1,145	1,320	1,211	1,039	1,163	1,077	835	933	1,107	991	865	12,495
2017	957	969	1,028	895	936	1,050	976	1,182	935	923	815	725	11,391
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								17,015
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
2017	9,544	10,560	11,717	10,404	10,142	13,528	18,349	13,530	9,482	10,622	9,070	8,330	135,278
2021 Internet Use													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 wireless	326	306	398	483	564								2,077
2021 stations	309	307	414	397	385								1,812
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								3,690
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,398	1,014	384	1.38
Appleton	8,157	9,091	(934)	0.90
Black Creek	1,493	934	559	1.60
Clintonville	1,765	856	909	2.06
Door County	4,855	4,640	215	1.05
Florence	464	333	131	1.39
Fremont	612	272	340	2.25
Gillett	304	335	(31)	0.91
Hortonville	1,223	1,813	(590)	0.67
Iola	979	756	223	1.29
Kaukauna	1,424	2,775	(1,351)	0.51
Kewaunee	1,289	825	464	1.56
Kimberly-Little Chute	2,376	5,040	(2,664)	0.47
Lakewood	968	705	263	1.37
Lena	405	222	183	1.82
Manawa	906	719	187	1.26
Marinette County	3,323	4,062	(739)	0.82
Marion	1,452	798	654	1.82
New London	1,357	1,325	32	1.02
NFLS	0	15	(15)	0.00
Oconto	896	625	271	1.43
Oconto Falls	1,018	762	256	1.34
Oneida Tribal	631	152	479	4.15
OWLS	0	0	0	#DIV/0!
Scandinavia	565	424	141	1.33
Seymour	1,575	1,114	461	1.41
Shawano County	2,807	3,299	(492)	0.85
Shiocton	469	303	166	1.55
Suring	559	527	32	1.06
Waupaca	2,687	3,094	(407)	0.87
Weyauwega	1,455	582	873	2.50

TOTAL	47,412	47,412	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	4,676	4,676	0	1.00
NFLS - Intersystem	6,191	1,893	4298	3.27
NFLS - Total	10,867	6,569	4298	1.65
OWLS - Intrasystem	2,719	2,719	0	1.00
OWLS - Intersystem	1,893	6,191	(4298)	0.31
OWLS - Total	4,612	8,910	(4298)	0.52

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
7,416	4,928	2,488	1.50
43,601	51,330	(7,729)	0.85
8,073	5,729	2,344	1.41
9,562	5,128	4,434	1.86
26,283	25,224	1,059	1.04
2,597	1,781	816	1.46
3,774	2,450	1,324	1.54
1,708	1,506	202	1.13
6,759	10,920	(4,161)	0.62
5,563	4,907	656	1.13
8,254	16,829	(8,575)	0.49
6,781	4,383	2,398	1.55
15,759	27,385	(11,626)	0.58
4,958	4,100	858	1.21
2,360	1,160	1,200	2.03
5,060	4,115	945	1.23
20,428	21,551	(1,123)	0.95
9,091	4,652	4,439	1.95
7,426	8,173	(747)	0.91
0	78	(78)	0.00
5,364	3,204	2,160	1.67
5,197	3,762	1,435	1.38
2,769	706	2,063	3.92
0	37	(37)	0.00
3,156	2,233	923	1.41
9,304	7,198	2,106	1.29
16,709	16,515	194	1.01
2,652	1,903	749	1.39
3,336	2,234	1,102	1.49
15,027	19,751	(4,724)	0.76
8,475	3,570	4,905	2.37

267,442	267,442	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
4,676	9,340	(4664)	0.50
6,191	8,962	(2771)	0.69
10,867	18,302	(7435)	0.59
0	0		
2,719	6,071	(3352)	0.45
1,893	8,082	(6189)	0.23
4,612	14,153	(9541)	0.33

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										4,471
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										3,464
2020 Downloads - Audio	787	708	691	699	771	765	737	671	650	718	796	734		8,727
2021 Downloads - Magazine	67	88	88	27										270
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									14,086
Circulation	6,655	6,888	10,070	9,345	8,050									41,008
Total Circulation w/renewal	9,022	9,378	13,370	12,438	10,886									55,094
2021 Running Totals	9,022	18,400	31,770	44,208	55,094									
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	
Dayton	1,236	14%	1,150	12%	1,920	14%	2,086	17%	2,058	19%
Farmington	1,692	19%	1,842	19%	2,170	16%	1,957	16%	1,675	15%
Lind	326	4%	343	4%	561	4%	624	5%	443	4%
Waupaca (Town)	576	6%	549	6%	681	5%	665	5%	555	5%
Town Total	3,830	42%	3,884	40%	5,332	40%	5,332	43%	4,731	43%
Waupaca (City)	3,357	37%	3,731	38%	5,251	39%	4,522	36%	3,834	35%
Waushara County	426	5%	298	3%	318	2%	357	3%	512	5%
Portage County	510	6%	608	6%	897	7%	844	7%	691	6%
Other	899	10%	1,217	12%	1,572	12%	1,383	11%	1,118	10%
Total	9,022		9,738		13,370		12,438		10,886	

# Monthly/YTD Circs and Renewals - May 2021

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	1,748	706	2,454	9,019	2,759	11,778
Appleton	30,945	12,432	43,377	122,963	52,186	175,149
Black Creek	1,881	813	2,694	8,662	3,448	12,110
Clintonville	1,467	505	1,972	7,014	2,311	9,325
Door Cty - Baileys Harbor	936	138	1074	3,465	953	4,418
Door Cty - Egg Harbor	836	241	1077	3,456	1,017	4,473
Door Cty - Ephraim	281	57	338	1,332	361	1,693
Door Cty - Fish Creek	499	142	641	2,280	451	2,731
Door Cty - Forestville	546	245	791	3,385	1,653	5,038
Door Cty - Sister Bay	2,447	567	3,014	11,271	3,148	14,419
Door Cty - Sturgeon Bay	6,216	1,945	8,161	30,129	8,508	38,637
Door Cty - Washington Island	653	161	814	3,179	839	4,018
Florence	457	118	575	2,219	559	2,778
Fremont	456	221	677	4,151	1,622	5,773
Gillett	566	176	742	2,833	814	3,647
Hortonville	3,630	1,192	4,822	15,700	5,083	20,783
Iola	1,423	416	1,839	8,327	2,960	11,287
Kaukauna	7,181	2,432	9,613	35,960	11,540	47,500
Kewaunee	2,226	720	2,946	11,449	3,426	14,875
Kimberly	7,800	2,536	10,336	35,918	11,329	47,247
Lakewood	1,787	474	2,261	8,860	2,758	11,618
Lena	482	116	598	2,297	772	3,069
Little Chute	2,072	1,120	3,192	14,527	5,985	20,512
Manawa	1,421	457	1,878	7,168	2,530	9,698
Marinette Cty - Coleman	1,004	395	1,399	6,563	2,549	9,112
Marinette Cty - Crivitz	1,205	372	1,577	6,235	1,888	8,123
Marinette Cty - Goodman	210	50	260	1,357	395	1,752
Marinette Cty - Marinette	2,907	972	3,879	15,914	4,710	20,624
Marinette Cty - Niagara	695	194	889	3,551	1,343	4,894
Marinette Cty - Peshtigo	514	187	701	3,161	1,028	4,189
Marinette Cty - Wausaukee	992	256	1,248	4,296	1,071	5,367
Marion	2,026	666	2,692	12,456	3,402	15,858
New London	2,656	842	3,498	12,358	3,959	16,317
Oconto	1,457	658	2,115	8,167	3,330	11,497
Oconto Falls	1,974	600	2,574	10,640	2,973	13,613
Oneida Tribal - Green Earth	0	0	0	0	0	0
Oneida Tribal - Oneida	130	97	227	594	322	916
Scandinavia	362	173	535	2,035	838	2,873
Seymour	1,294	648	1,942	8,553	3,532	12,085
Shawano Cty - Birnamwood	1,294	76	1,370	9,259	712	9,971
Shawano Cty - Bonduel	767	227	994	3,486	1,482	4,968
Shawano Cty - Mattoon	96	12	108	388	74	462
Shawano Cty - Shawano	5,779	1,330	7,109	23,817	6,068	29,885
Shawano Cty - Tigerton	645	175	820	2,421	623	3,044
Shawano Cty - Wittenberg	388	171	559	1,540	642	2,182
Shiocton	567	96	663	3,132	684	3,816
Suring	830	267	1097	3,706	1,059	4,765
Waupaca	8,050	2,836	10,886	41,008	14,086	55,094
Weyauwega	1,431	546	1,977	7,908	2,760	10,668
<b>Total</b>	<b>115,242</b>	<b>39,778</b>	<b>155,020</b>	<b>548,143</b>	<b>186,544</b>	<b>734,687</b>



## Director's Report

May/June 2021

A new and much improved **Infosoup** will go live in early July. The consortium invested in software that will enhance the patron experience. The new software, Bibliocommons, is based on a social media model, similar to Goodreads. Patrons may rate and write reviews and they are shared with the larger Bibliocommons community. The search has been improved with spell check and title results which include all formats.

On Friday, May 21, the Administrative Advisory Committee met virtually. There were several items on the agenda that directly affects services to libraries. AAC attendees voted to base

OWLSNET fees on the average of the last five years instead of using the last three years as had been established previously. The three year average negatively affected many of the 49 libraries and OWLS staff was trying to find a compromise that would allow fees to stay fairly level. Our fees would increase slightly from \$27,412 to \$27,460.

The other item was to consider becoming CIPA (Child Internet Protection Act) compliant to be eligible for federal funds for infrastructure. The money available to libraries who are building a new facility may be worth the expense of filtering software and the administration of the paperwork required for available grants. While filtering software has been improved the software is really designed for schools that wish to control the sites available to students. After weighing the work involved, recording requirements (10 years of data including dates of checkout and who checked items out) and restricting access, I am determined to find another way to fund hotspots for our community.

The **Friends of the Library** met in person in the Library Meeting Rooms on May 11. Staff had asked that they support a new service, DVD players for patron checkout. Outdoor Library programming required additional equipment: first aids kits, wagons and chairs. They agreed to purchase flash drives with the new library logo that can be offered for sale to the public. They will continue to support the purchase of **BookPage**, a publication given away at the desk that contains book reviews. Friends agreed to finance a Lucky Day Collection of popular books (about \$60/month). All told they voted to spend \$1,534 to support library programs and initiatives, not including the flash drives that will be sold to the public.

### **Budget 2021**

We have exceeded the budget line item: Newspapers and Magazines by \$162.08. In 2019 we had funds available so we paid ahead on the batch magazine subscription. In 2020 since we had already paid for the largest portion of the line item, the Board approved moving funds to the ebook and eaudio book line item to purchase more advantage titles to help with patron wait times on popular materials. This year we find ourselves over budget. There has been an increase in the cost of newspapers and the magazine batch payment (3,025.47 in 2020) increased to \$3,159.31 in 2021. We are still receiving 4 copies of the Waupaca County Post to make several copies available to patrons who wish to take it home to read. That subscription is up for renewal this summer (cost= \$210). We are polling our newspaper readers to see if there are papers we could discontinue if that is the direction we decide to go. I propose moving funds from the Adult Books line item to cover the shortage in Newspapers and Magazines.

**ACTION ITEM: APPROVE** moving \$163.00 from Adult Books to the Newspaper & Magazine line item.

### **Capital Improvements**

On May 14 the Management Team met with Justin Berrens and Aaron Jenson to talk about future capital improvement projects. We discussed four major projects. Aaron asked that we prioritize the projects. I have included the prioritized list for your review.

**ACTION ITEM: APPROVE** prioritized list of capital improvements and moving forward to get estimates for work

*Respectfully Submitted by Peg Burington*



## Proposal for Capital Improvements – May 2021

### 1. Outdoor space – The Lawn – objective – create a space conducive to gathering

- Paved areas under shade structure allow for flexible seating options
- Improved signage on building – paint lettering on brick and add wayfinding signage toward front of sidewalk- medallions with Library and City Logos on front and rear awning structures
- Improved Library sign at corner
- Paint posts on shade structure to match branding colors and create visual interest – modernize building –
- Add lighting to shade structure and possibly trees
- Better maintain lawn but leave it open for flexible seating and use for festivals & events
- Relocate reader sculpture and memorials to signify importance
- Turquoise tables at entry signify welcoming environment – you belong
- Consider adding poetry to under shade structure
- Could add donor pavers or stamped donor recognition
- Relocate benches to face each other – expand concrete slab
- Signage near street - include benches for people watching
- Flexible creative play space draws families and generates interest

For the play area, Liz provided these links:

<https://www.parks-supplies.com/sculptural-playful-art-piece-south-park-san-francisco/>  
<https://thecoolhunter.net/sculptural-playground-wiesbaden-germany/>  
[https://recmanagement.com/feature\\_print.php?fid=201603gc03](https://recmanagement.com/feature_print.php?fid=201603gc03)  
<https://www.burri.world/en/furniture/climbslide-8/moveart-play-sculpture>

Turquoise table possibilities

<https://www.landscapeforms.com/en-us/site-furniture/pages/all-tables.aspx>

#### • Parking lot options

- One way
- Relocated book drop and water bill drop box

### 2. Meeting Room Storage

- Allows increased storage for programming materials
- Creates storage for maker-space materials

- Provides meeting room users with usable counter space
  - Sink would be ideal

### **3. Gender neutral single stall Adult restroom on the Main Level**

- [Inclusive Services Assessment](#) provided by the Department of Public Instruction
  - Add an adult gender neutral restroom
  - Include an Adult changing Table

### **4. Drive up window for library pick-up and return**

- Currently no ADA accessible book drop
- Patron and staff liability in inclement weather
- Curbside patrons survey indicated that one third of users were likely to use curbside services post-Pandemic
- Many new builds include a drive-up option
- Improvements to the parking lot could be incorporated into the design





## Children's Department Board Report – May 2021

We are experiencing **an increase in family visits** this month and it is good to see kids still excited about coming to the library to choose materials for checkout. Most kiddos are still disappointed with the lack of toys and games available, but parents are very understanding. With the “masks optional” status of all city facilities, the Children's staff is voluntarily continuing to mask in support those we serve, the zero to 11-year-olds, who do not yet have the option of a vaccination. Especially now with more people visiting without masks, we continue to adhere to the short 30-minute visit restriction.

We filled **20 book packs** for curbside pick-up this month. Three were requests for classrooms, and the remainder were family requests. I expect we will continue to offer this service to those who find it more convenient. It really is a favorite task for each of us as we get to share great books that might get overlooked. Feedback has only been positive.

Molly Reinke and Taylor Wilcox completed their six week UW-Madison iSchool course, **Building Your Management Toolkit**. I think both Molly and Taylor will agree that the course offered a good overview of the challenges of managing library services, but also a better understanding of the dynamics of being a team leader.

Our **Tall & Small Book Club** is small but mighty! This group meets once a month. It is made up of young readers and the grown-ups that share the love of reading with them. The current group participates from multiple states, includes first and second cousins, grandparents, aunts, and mothers. In May they met to discuss The War I Finally Won by Kimberly Brubaker Bradley. When given the option to take a break or continue over the summer, it was a unanimous vote to continue. Check out our webpage for the most current meeting date and book selection.

I was delighted to assist both Taylor Wilcox, our Teen Librarian, and Patsy Servey, our Adult Services Librarians, in **conducting interviews** for a Summer Teen Program Intern and the Adult Programming Librarian. We met some great candidates and are excited to announce that Lilly Sommer will be our new Teen Program Intern this summer (20 hours/week), and that Joni Radley, accepted the full-time position of Adult Programming Librarian. I look forward to working closely with both of these enthusiastic new hires this summer.

Jan Rademacher and Paula Reedy worked together with Monica from the Waupaca Humane Society to put together a virtual story time/field trip to the humane society in promotion of their annual event, **Cinco de Meow**. Check it out on our Kids and Families page of our website.  
<https://www.youtube.com/watch?v=oclpAX3cwGU&feature=youtu.be>

We continue to support the **Little Free Libraries** around our community. We have noticed that people who use them regularly have taken up the crusade of sharing by bringing a book when they take a book. We still make sure we are adding kids' books when we can.

Thanks again to **the Friends of the Library** who at their May 11<sup>th</sup> meeting supported us with supplies we will need to take the library into the neighborhoods this summer. Their support continues to make us a world-class, top-notch, library in a small town. We now have a means to transport materials to programs in the park, first aid kits, and folding chairs help us provide this service.

We all recorded video clips (even Baby Bear) that later created a fun [promotional video](#) that teachers could share with students at school, and families could watch to learn about all the fun things we have planned this summer. Getting the word out to families about what is being offered where and when

continues to be a challenge. We are asking folks to sign up for our newsletter, which this summer will be weekly. You can add your own email address to this newsletter list from our homepage.

### **May 14-15 – Grow Potatoes in a Bag Event**

In partnership with the Waupaca Historical Society, families were invited to join a fun evening/morning at the Hutchinson House at South Park. There Anita Olson shared her now famous Potato Poem, I read a short picture book, Tracy Behrendt spoke of Waupaca's rich potato heritage, and families took a short scavenger hunt on the grounds to learn more. The evening culminated in every family starting a grow bag with seed potatoes. A companion event will take place on Saturday, August 7<sup>th</sup>, when these filled grow bags will be harvested and prizes awarded. More information on this event to follow. Thanks to our community sponsors, Turner's Farm Market, De-Lish-Us Potato Chips, Silver Mist Nursery, Wisconsin Potato and Vegetable Growers.

- 125 people attended our two-day event (80 on Friday evening, 45 on rainy Saturday morning)
- 80 grow bags have been distributed through the events and for two days curbside @ library
- 46 response cards were completed and returned to us:
  - 61% of respondent reported never having grown potatoes before - *Trying something new, learning through doing*
  - 76% marked that they strongly agreed that they learned something new about Waupaca's potato history - *connecting to our past*
  - 99% are planning to or considering returning for the Aug 7th harvest event at the depot - *looking to our future anticipating bumper crops*

Clearly, we met our desired outcomes of access to information and resources, trying something new, promoting lifelong learning and curiosity, and connecting people to each other, our community, and our history.

### **May 22 – Kite Field Day @ the Waupaca Municipal Airport with the Wisconsin Kites Club**

Talk about a lucky day.... The weather was perfect, the wind was blowing, kites from all around the state (and even some from out-of-state) came excited to share their beautiful kites, and this was a premier opportunity for Waupaca to come out of a pandemic quarantine in a safe, fun, free, family event. This event was planned as a companion program to the Exhibit Room's East Asia Exhibit. Thanks to Liz Kneer and Beth Christensen from the airport in helping to pull this big event off. Angie Landsverk did a nice job capturing the event in her article in the Waupaca County Post. When I'm having a grumpy moment I just watch this video from the event and cheer right up. <https://youtu.be/HESuhIX6eZY> I hope you can watch it and tell me what you think about ever doing it again.

It is hard to estimate how many attended. We're guessing between 800-1000. Children could make a kite at the event. We went through 225 kite kits. Thanks to the local EAA Chapter for supplying food options for attending families.

Now on to summer..... Stay tuned for more learning fun!

Respectfully submitted,  
Sue Abrahamson, Children's Librarian

## **May 2021 Board Report**

### **Teen Department**

Teen Librarian Taylor has been working hard to set up Summer Programming for our teens once school is out and summer break begins. We've been able to hire Lillian Sommers, one of our current pages, as a Teen Intern for the summer. With this new title, Lilly will be taking on some of the teen programming this summer. Alongside Lilly and Taylor, we've asked both Jane Ryder and Alex Deschler to be a part of our Summer Teen Crew and together they will be bringing fun and engaging programs to the teens in our community in the parks around Waupaca.

Starting the week of August 14<sup>th</sup>, the Teen Department will be hosting teen programs from 1:00-3:00 p.m. On Tuesdays they'll be at Rotary/Riverview Park, on Wednesdays will be at Brainard's Bridge, and on Thursdays they'll be at Riverside Park. Jane and Lilly will also be helping us to keep some of our virtual programs, like Kahoots and Minecraft, running throughout the summer. Page Turners will also continue to meet once a month on the last Wednesday. In July we will be working with a volunteer (and previous library employee) Jeremy Reedy to host a month-long Dungeons and Dragons game for any interested teens. Our first meeting will be on June 25<sup>th</sup> where they can learn about D&D basics and create their characters, then they'll be meeting every Friday in the library's front yard to put their characters to the test of an actual month-long campaign.

We also reached out to Sarah Hanneman at the Waupaca Middle School and she was such a huge part in helping us advertise our goals for the Summer Library Program, helping kids to sign up, and showing them this epic video from our Summer Teen Crew about the programs we're running throughout the summer: <https://youtu.be/qcelRaPF0yl> .

We are all so excited to see the teens again and cannot wait for the fun times that are just around the corner.

#### **May Teen Programs and Events Included:**

- Teen Dungeons & Dragons: 3 teens attended.
- Page Turners: Teen Book Club: 2 teens attended our meeting this month.
- Teen Talk Thursdays (Every Thursday): 16 teens attended.
- Minecraft Club (Every Wednesday): 8 teens attended.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

June 10, 2021



**Waupaca Area Public Library  
Personnel Committee and Ad Hoc Hiring Committee Meeting Minutes  
Lower Level Library Meeting Rooms  
Wednesday, May 19, 2021**

1. Meeting was called to order at 6:00 pm.
2. Present: Peg Burington, Glenda Rhodes (left the meeting at 6:15), Mary Zimmermann, Julie Eiden, Lori Chesnut. Chris Jaenke arrived at the meeting at 6:30.
3. Ms. Chesnut moved to approve the agenda. Seconded by Ms. Zimmerman. Passed unanimously on a voice vote.
4. Ms. Burington read the Open Meeting 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 press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

5. The Ad hoc hiring Committee looked at the current and proposed Library Director's Job Description. Will come forward with a recommendation at the Ad Hoc Committee Meeting.
6. Set up Director Assessment Process – there was general discussion about how the Director was to be assessed this year. The Committee decided the traditional forms would not be helpful in light of the Director's upcoming retirement. The Director will provide:
  - a. SWOT Analysis of current Director
  - b. SWOT Analysis for the Library
  - c. Summary of progress on past year's goals
  - d. Goals for the upcoming months.
7. The Committee decided to meet to discuss the SWOT Analysis and goals on Tuesday, June 8 at 4:30 in the Library Conference Room
8. Ms. Chesnut moved to adjourn at 6:40. Seconded by Ms. Zimmerman. Passed unanimously on a voice vote.

PB

# Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

## Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

# 2

## In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

## Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

## The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

## Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

## Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

## Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* ([pld.dpi.wi.gov/pld\\_trustee](http://pld.dpi.wi.gov/pld_trustee))
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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