



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY March 16, 2022, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. MINUTES FROM MEETING HELD WEDNESDAY, February 16, 2022

ACTION ITEM: APPROVE minutes of February 16 Meeting

4. MONTHLY BILLS FOR February 2022, **BILLS \$58,062.92, PERSONNEL \$49,842.67, and Donations Expenditures \$712.44** **ACTION ITEM: APPROVE** February bills with personnel costs and Donation Expenditures

5. LIBRARY EXHIBIT ROOM

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

6. LIBRARY STATISTICS

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

7. DEPARTMENT REPORTS

- A. Interim Director's Report
- B. Adult Services Report
- C. Youth Services Report
- D. Teen Services Report

8. COMMITTEE REPORTS

- A. Library Finance Committee
 - a. No Meeting
- B. Library Planning Committee
 - a. No Meeting
- C. Library Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. No Meeting
- E. Ad hoc Hiring Committee

- a. Minutes from February 16 meeting

ACTION ITEM: APPROVE the Minutes from the February 16 Ad hoc Hiring Committee Meeting

9. OLD BUSINESS

10. NEW BUSINESS

- a. Incident Report

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes January 2022
- b. Next meeting will be Wednesday, April 20, 2022 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

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

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

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

REGULAR MEETING 2022 WAUPACA

CITY COUNCIL CHAMBERS OR VIRTUAL

DATE:

TIME:

1. ROLL CALL

Present:

Julie Eiden, President
Ald. Lori Chesnut, Vice President
Glenda Rhodes
Mary Zimmerman
Chris Jaenke
Holly Olsen, Treasurer
Gracie Liegl, Youth on Board
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

3. APPROVAL OF MEETING MINUTES

FROM MEETING HELD

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

4. MONTHLY BILLS

Approve bills from

in the amount of

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

ACTION ITEM:

5. LIBRARY EXHIBIT ROOM

A. Charts of Visits

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

6. LIBRARY STATISTICS FOR

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

Fine Income:

Copy Income:

Meeting Room Income:

Material Replacement:

Waived Amount:

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

Volunteer Hours:

Reference Transactions:

Library Visits:

Internet Use (wireless):

Internet Use (stations):

Curbside Pickups:

C. Interloan Chart

Items Loaned:

Items Borrowed:

D. Circulation Chart with Municipality Statistics

Total Circulation for past month

7. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM:

ACTION ITEM:

ACTION ITEM:

B. Adult Services Report (report attached)

ACTION ITEM:

D. Children's Department Report (report attached)

ACTION ITEM:

E. Teen Department Report (report attached)

ACTION ITEM:

8. COMMITTEE REPORTS

A. Library Finance Committee:

B. Library Planning Committee:

C. Library Policy Committee:

D. Library Personnel Committee:

9. OLD BUSINESS

10. NEW BUSINESS

11. ANNOUNCEMENTS & CORRESPONDENCE

Next meeting will be held:

12. ADJOURNMENT

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

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

Meeting adjourned at

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
100 PERSONNEL						592,077.44		
	102 FULL TIME WAGES & BENEFITS					449,916.73		
		FULL TIME WAGES AND BENEFITS	FEBRUARY FULL TIME WAGES AND BENEFITS		-38,998.85	410,917.88		
	Total 102 FULL TIME WAGES & BENEFITS			\$498,136.00	-38,998.85	410,917.88	82%	18%
104 PART TIME WAGES & BENEFITS						142,160.71		
		PART TIME WAGES AND BENEFITS	FEBRUARY PART TIME WAGES AND BENEFITS		-10,843.82	131,316.89		
	Total 104 PART TIME WAGES & BENEFITS			\$154,942.00	-10,843.82	131,316.89	85%	15%
	100 PERSONNEL - Other					0.00		
	Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL				\$653,078.00	-49,842.67	542,234.77	83%	17%
200 OPERATIONS						64,859.68		
	201 TRAVEL & TRAINING					3,902.00		
	Total 201 TRAVEL & TRAINING			\$ 4,000.00		3,902.00	98%	2%
	207 MAINTENANCE OF EQUIPMENT					6,296.00		
	Total 207 MAINTENANCE OF EQUIPMENT			\$ 6,296.00		6,296.00	100%	0%
	209 INS & BONDING					1,000.00		
	Total 209 INS & BONDING			\$ 1,000.00		1,000.00	100%	0%
	211 CONTRACT SERVICES					6,247.52		
	211 COLLECTIONS					332.10		
	Total 211 COLLECTIONS			\$ 350.00		332.10	95%	5%
	211 COPIER SERVICES					5,915.42		
		OFFICE TECHNOLOGY GROUP	2 COPIERS LEASE AGREEMENT FEB 2022 I#5019118077		-208.58	5,706.84		
		US BANK	XEROX COPIER LEASE FEB 2022 I#020722-JWERN		-98.72	5,608.12		
	Total 211 COPIER SERVICES			\$ 6,300.00	-307.30	5,608.12	89%	11%
	211 CONTRACT SERVICES - Other					0.00		
	Total 211 CONTRACT SERVICES - Other					0.00		
	Total 211 CONTRACT SERVICES			\$ 6,650.00	-307.30	5,940.22	89%	11%
	216 POSTAGE					920.59		
	Total 216 POSTAGE			\$ 1,000.00		920.59	92%	8%
	217 MEMBERSHIPS & DUES					1,700.00		

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
			VC - MEMBERSHIP RENEWAL TAYLOR I#13991		-93.60	1,606.40		
		WISCONSIN LIBRARY ASSOCIATION						
	Total 217 MEMBERSHIPS & DUES			\$ 1,700.00	-93.60	1,606.40	94%	6%
	218 OWLS MEMBERSHIP					27,460.00		
	Total 218 OWLS MEMBERSHIP			\$ 27,460.00		27,460.00	100%	0%
	253 PROMOTIONAL MATERIALS					650.00		
	Total 253 PROMOTIONAL MATERIALS			\$ 650.00		650.00	100%	0%
	282 TECHNOLOGY					9,754.61		
	Total 282 TECHNOLOGY			\$ 9,900.00		9,754.61	99%	1%
	301 SUPPLIES					6,928.96		
		OFFICE OUTFITTERS	VC - FOLDERS, CARDSTOCK, BOXES (49.97+59.99)		-109.96	6,819.00		
		AMAZON.COM	VC - MASK LANYARDS I#5667428		-9.59	6,809.41		
		OFFICE OUTFITTERS	VC - PAPER I#463474		-37.47	6,771.94		
		DEMCO	SUPPLIES, NAMETAG (403.44+22.29)		-425.73	6,346.21		
		AMAZON.COM	VC - EASEL PADS, MISC SUPPLIES I#4989820		-122.00	6,224.21		
		OFFICE OUTFITTERS	15 CASES OF PAPER - CITY HALL BULK ORDER I#463363		-569.85	5,654.36		
	Total 301 SUPPLIES			\$ 8,000.00	-1,274.60	5,654.36	71%	29%
	200 OPERATIONS - Other					0.00		
	Total 200 OPERATIONS - Other					0.00		
	Total 200 OPERATIONS			\$ 65,917.03	-1,675.50	63,184.18	96%	4%
	251 PRINT MATERIALS					36,403.34		
	115 ADULT BOOKS					15,560.59		
		AMAZON.COM	(17.06+14.99+139.31+15.99+35.93+2 7.91)		-251.19	15,309.40		
		AMAZON.COM	VC-ADULT BOOK I#1685005		-12.99	15,296.41		
		BAKER & TAYLOR	VC-ADULT BOOKS (57.17+265.75+226.49+304.7+140.93 +40.94+106.29)		-1,142.27	14,154.14		
	Total 115 ADULT BOOKS			\$ 16,330.00	-1,406.45	14,154.14	87%	13%
	120 ADULT LARGE PRINT					3,311.04		
		CENTER POINT LARGE PRINT	I#1913202		-24.67	3,286.37		

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
		THORNDIKE PRESS	(247.02+125.57)		-372.59	2,913.78		
		MICROMARKETING	VC - LARGE PRINT BOOK I#879933		-36.39	2,877.39		
	Total 120 ADULT LARGE PRINT			\$ 3,420.00	-433.65	2,877.39	84%	16%
	215 CHILDRENS BOOKS					13,393.18		
		AMAZON.COM	(17.84+5.49)		-23.33	13,369.85		
		PENWORTHY COMPANY	VC - CHILDRENS BOOKS I#0579085		-1,568.42	11,801.43		
		BAKER & TAYLOR	VC - CHILDRENS BOOKS (1607.93+118.10+135.26)		-1,861.29	9,940.14		
	Total 215 CHILDRENS BOOKS			\$ 15,523.00	-3,453.04	9,940.14	64%	36%
	315 TEEN BOOKS					2,609.46		
		BARNES & NOBLE	VC - TEEN BOOK I#4124761582		-13.72	2,595.74		
		BAKER & TAYLOR	VC - TEEN BOOKS (209.87+8.18)		-218.05	2,377.69		
		AMAZON.COM	VC - TEEN BOOKS I#2417845		-36.88	2,340.81		
	Total 315 TEEN BOOKS			\$ 3,175.00	-268.65	2,340.81	74%	26%
	410 MAG & NEWSPAPERS					1,529.07		
	Total 410 MAG & NEWSPAPERS			\$ 4,205.00		1,529.07	36%	64%
	251 PRINT MATERIALS - Other					0.00		
	Total 251 PRINT MATERIALS - Other					0.00		
	Total 251 PRINT MATERIALS			\$ 42,653.00	-5,561.79	30,841.55	72%	28%
	255 PROGRAMS					5,184.78		
	110 ADULT PROGRAMS					1,412.15		
		AMAZON.COM	VC - ART KITS I#7428228		-14.28	1,397.87		
		AMAZON.COM	VC - GROW BAGS I#3749804		-100.00	1,297.87		
	Total 110 ADULT PROGRAMS			\$ 1,500.00	-114.28	1,297.87	87%	13%
	210 CHILD PROGRAMS					2,772.63		
		AMAZON.COM	VC - LABELS I#0232216		-11.79	2,760.84		
		AMAZON.COM	I#3749804		-159.88	2,600.96		
	Total 210 CHILD PROGRAMS			\$ 3,000.00	-171.67	2,600.96	87%	13%
	310 TEEN PROGRAMS					1,000.00		
		AMAZON.COM	VC- ART KITS I#7428228		-51.06	948.94		
		AMAZON.COM	I#6236258		-25.78	923.16		
	Total 310 TEEN PROGRAMS			\$ 1,000.00	-76.84	923.16	92%	8%
	255 PROGRAMS - Other					0.00		

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
	Total 255 PROGRAMS - Other					0.00		
	Total 255 PROGRAMS			\$ 5,500.00	-362.79	4,821.99	88%	12%
	290 AV MATERIALS					12,048.77		
	125 ADULT MOVIES					2,197.29		
		AMAZON.COM	VC-ADULT MOVIES (19.96+35.95+9.56+24.96+27.99+11.99+17.96+31.95-3.03)		-177.29	2,020.00		
	Total 125 ADULT MOVIES			\$ 2,380.00	-177.29	2,020.00	85%	15%
	130 ADULT AUDIO BOOKS					938.45		
		AMAZON.COM	I#2380207		-25.33	913.12		
	Total 130 ADULT AUDIO BOOKS			\$ 1,027.00	-25.33	913.12	89%	11%
	135 ADULT MUSIC					541.01		
		AMAZON.COM	VC - ADULT MUSIC (13.98+15.99)		-29.97	511.04		
	Total 135 ADULT MUSIC			\$ 552.00	-29.97	511.04	93%	7%
	220 CHILDRENS MOVIES					1,555.30		
		AMAZON.COM	VC - CHILDRENS MOVIES (24.68+9.96+17.99)		-52.63	1,502.67		
	Total 220 CHILDRENS MOVIES			1,701.00	-52.63	1,502.67	88%	12%
	225 CHILD AUDIO BOOKS					854.00		
		FINDAWAY	VC - CHILDRENS AUDIOBOOKS (64.99+64.99+74.99)		-204.97	649.03		
	Total 225 CHILD AUDIO BOOKS			854.00	-204.97	649.03	76%	24%
	320 TEEN MOVIES					468.00		
	Total 320 TEEN MOVIES			468.00		468.00	100%	0%
	325 TEEN AUDIO BOOKS					250.00		
	Total 325 TEEN AUDIO BOOKS			250.00		250.00	100%	0%
	420 VIDEO GAMES					845.01		
		AMAZON.COM	VC - VIDEOGAMES I#7299444		-129.98	715.03		
	Total 420 VIDEO GAMES			900.00	-129.98	715.03	79%	21%
	510 EBOOKS & EAUDIO BOOKS					4,399.71		
	Total 510 EBOOKS & EAUDIO BOOKS			8,503.00		4,399.71	52%	48%
	290 AV MATERIALS - Other					0.00		
	Total 290 AV MATERIALS - Other					0.00		
	Total 290 AV MATERIALS			16,635.00	-620.17	11,428.60	69%	31%

		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
				\$784,522.00	-58,062.92	652,511.09	83%	17%
		TOTAL BUDGET	\$784,522.00					
		TOTAL PERSONNEL FEB	\$49,842.67					
		TOTAL BILLS FOR FEB (INCLUDING PERSONNEL)	\$58,062.92					
		YTD EXPENDITURES	\$132,010.91					
		REMANING BUDGET	\$652,511.09					

	Name	Memo	Amount	Balance
104 DONATIONS WAGES AND BENEFIT				-877.77
	LIBRARY FOUNDATION	FOUNDATION CK 2233	877.77	0.00
	DONATION PART TIME WAGES AND BENEFITS	FEBRUARY DONATION PART TIME WAGES AND BENEFITS	-712.44	-712.44
Total 104 DONATIONS WAGES AND BENEFIT			165.33	-712.44
250 DONATIONS MATERIALS				-870.45
250 PRINT MATERIALS				-650.93
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR BOOKPAGE FOR PATRONS CHECK # 1606	375.00	-275.93
	LIBRARY FOUNDATION	REIMBURSEMENT CHECK #2233	275.92	-0.01
Total 250 PRINT MATERIALS			650.92	-0.01
290 AV MATERIALS				-219.52
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR CHILDREN'S VIDEO GAMES CHECK # 1606	219.52	0.00
Total 290 AV MATERIALS			219.52	0.00
510 - EBOOKS EAUDIO				0.00
Total 510 - EBOOKS EAUDIO				0.00
250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS			870.44	-0.01
255 DONATIONS PROGRAMS				-634.06
255 ADULT PROGRAMS				-107.98
	LIBRARY FOUNDATION	REIMBURSEMENT CK 2233	107.98	0.00
Total 255 ADULT PROGRAMS			107.98	0.00
255 CHILD PROGRAMS				-57.35
	LIBRARY FOUNDATION	REIMBURSEMENT CK 2233	57.35	0.00
Total 255 CHILD PROGRAMS			57.35	0.00
255 EXHIBITS PROGRAMS				-464.21
	LIBRARY FOUNDATION	REIMBURSEMENT CK 2233	464.21	0.00
Total 255 EXHIBITS PROGRAMS			464.21	0.00
255 SUMMER LEARNING PROGRAM				0.00
Total 255 SUMMER LEARNING PROGRAM				0.00
255 TEEN PROGRAMS				0.00
Total 255 TEEN PROGRAMS				0.00

	Name	Memo	Amount	Balance
255 TEEN TVA				-4.52
	LIBRARY FOUNDATION	REIMBURSEMENT CK#2233	4.52	0.00
Total 255 TEEN TVA			4.52	0.00
255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS			634.06	0.00
255 GRANTS				0.00
Total 255 GRANTS				0.00
282 DONATIONS TECHNOLOGY				-1,296.00
	LIBRARY FOUNDATION	REIMBURSEMENT CK #2233	1,296.00	0.00
Total 282 DONATIONS TECHNOLOGY			1,296.00	0.00
301 DONATIONS SUPPLIES				-164.83
301 FURNITURE FIXTURES				0.00
Total 301 FURNITURE FIXTURES				0.00
301 SUPPLIES				-100.00
	LIBRARY FOUNDATION	REIMBURSEMENT CK #2233	100.00	0.00
Total 301 SUPPLIES			100.00	0.00
301 SUPPLIES RESALE				-64.83
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT FOR STAFF SNACKS & STYLUSES	64.83	0.00
Total 301 SUPPLIES RESALE			64.83	0.00
301 DONATIONS SUPPLIES - Other				0.00
Total 301 DONATIONS SUPPLIES - Other				0.00
Total 301 DONATIONS SUPPLIES			164.83	0.00
			3,130.66	-712.45



Interim Directors' Report - February 2022

In the month of February we completed our final training and celebrated the successful retirement of Library Director, Peg Burington.

We completed Management Training for the new Employee Rewards Program implemented by the City of Waupaca. This program is designed to recognize and reward employees who perform job duties to desired standards, and to further recognize/reward employees who are actively improving and meeting individual growth plans. Other goals of this program are to create a system where managers actively work with their direct reports on continuous growth and to foster leadership principles within all management positions. In her last act as Library Director, Peg worked with us to review our 2021 goals and to set S.M.A.R.T. growth goals for 2022. Our goals are the same:

1. Perform the shared listed duties of Library Director until a new director is hired.
2. Implement the City of Waupaca Employee Reward Program with assessment & goal setting for all supervised employees including check-ins in June & September.
3. Develop an Orientation Plan for the new Library Director with specific tasks for days 1-20 and intentionally set aside time for implementation.

We will be working with all Library staff throughout the month of March to set individual growth goals for each employee. Timeline: March- set goal, June- first progress check-in, September- second progress check-in, November- evaluate success.

Due to the welcome decrease in the number of COVID cases and the shrinking trajectory of new cases, our county has moved out of the high caseload. This allowed us to move to a "masks optional" protocol as of February 28th. This protocol is for public and staff. Staff has been instructed to keep a face mask with them at all times so that they are prepared to work safely in close proximity if someone needs help.

City Administrator Aaron Jenson approached us with the opportunity for Library staff to assist in filling a temporary employment gap at City Hall front desk. He identified that library staff have the necessary customer service skills and can be easily cross trained to help. We are excited to report that three of our part time employees immediately responded and have been trained. You might see them working in both departments.

The total amount of bills waived as a result of Library Board Action in January was \$3,280.95 and collection fees were \$320.00. This allows 67 patrons to have access to library services again. These are patrons who had bills on their accounts prior to 2018.



OWLS and Appleton Public Library will be moving to new locations soon. Library staff have made the necessary adjustments to delivery procedures and ordered supplies to get us through the time that they will be closed. The move for OWLS headquarters will affect the availability of our online library catalog over the weekend of March 13-14 when the network will be shut down for relocating the servers. The move for Appleton Public Library will mean that their on-shelf materials are not available from April 11- May 23.

We continue to work with City Staff on the Front Lawn project. At our February 25 meeting we were able to identify which project parts would be most appropriate for the City's allocated funds and for the grant that is being applied for. Liz Kneer will be updating the plan to include in the grant submission and to present to the City Council in April. We are trying to think forward and anticipate the challenges and responsibilities that will come with having a more usable front lawn that includes moveable furniture.

As a reminder, all of our staff will be attending a day-long training conference provided by OWLS staff through a continuing education grant in late April. The conference, titled Hoot-Con, will include a presentation by Megan Zimmerman of NAMI Fox Valley on 'Promoting Mental Wellness in the Workplace', a nature walk at Mosquito Hill, breakout sessions focused on department specific topics, and a team building activity. The library will be closed on Friday, April 22, for this training.

Respectfully submitted by Sue Abrahamson and Patsy Servey

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda March 2022

Due to a scheduling conflict, our March Exhibit Room Committee meeting was canceled, but I emailed volunteers to have them keep generating ideas for our upcoming *Roots of Jazz* exhibit.

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

I presented our Life Class: 'Positivity and Rebounding in Tough Times *The Benefits of Nature on Mental Health* to Rotary on February 23. This was a great opportunity to give visibility to programs at the library, strengthen community ties, and reach an audience that might not typically use our services. Patsy and Joni will also present the other two Life Class programs at meetings in March and April. Sue Abrahamson has been working hard to see how the library can assist with closing learning gaps and is partnering with the School District of Waupaca on tutoring at the elementary and middle schools. While presenting at Rotary, I used the opportunity to present Sue's video and recruit volunteers to help with this important initiative.

The door counter at the entry to the Exhibit Room died in February. I am working with Sue and Patsy, as well as Russ Montgomery from the City of Waupaca to get it repaired or replaced. Unfortunately we will not have an accurate count for visitors until this is fixed.

Youth Art Month (February 5-April 9)

Youth Art Month is off to a great start! It is wonderful to have the exhibit back IN PERSON after being (primarily) virtual for the last two years.

The online gallery/website, which has over 200 hits, allows visitors to see the exhibit virtually, as well as sharing it with interested family and friends across the globe. <https://lizkneer.wixsite.com/yam2022>

Awards were announced on March 1 through a virtual ceremony: <https://www.youtube.com/watch?v=gcmlujhD310&t=10s>

Elementary/K-5th grade award winners:

1st Place: Mason Korth (4th Grade)

2nd Place: Ayra Anderson (2nd Grade)

3rd Place: Rory McPeak (3rd Grade)

Honorable Mention: Annika Melk (2nd Grade)

Honorable Mention: Landon Whitaker (Kindergarten)

Honorable Mention: 4th Grade Collaboration (Kaylee Tesch, Taylor Hafferman, Audrey McAlister, Natalie Adriaenssens, Nicholas Anderson, Piper Vergauwen, Emily Johnson, Felicity Brown, Chase Fisher, Owen Gabrielson, Marley Thornell, Avaya Allhands, Rayana Herrera, Noah Warpinski, Easton Bechard, Katia Peterson, Zayda Royer, Katelyn Kling, Fischer Fritz, Ben Behrendt)

Middle School/6th-8th grade award winners:

1st Place: Leo Chouinard (6th Grade)

2nd Place: Breanna Buckholz (8th Grade)

3rd Place: Oliver Funk-Rusch (8th Grade)

Honorable Mention: Jenna Rice (8th Grade)

Honorable Mention: Madison Dey (8th Grade)

High School/9th-12th grade award winners:

Best in Show: Karyn Morrissey (12th Grade)

1st Place: Leila Ferkett (11th Grade)

2nd Place: Josie Peterson (10th Grade)

3rd Place: Elly Maxham (11th Grade)

February 2022 – Children’s Board Report

Kudos to all Youth Services staff for their attentiveness in seeing where they can assist both their teammates and the public as we enter into this staffing crunch time. I’ve been called away to more meetings and this sometimes leaves desk shifts uncovered. Others on our team just casually step in and make sure we are offering our best service to the public.

We are seeing a steady increase in the number of people visiting the library. It’s good to put out some games and toys again and as a result being a good option for a playdate meet up location. We have been getting more requests for resuming in-person programming. On February 28th, we comfortably moved to a “masks option” protocol which has been met favorably with our families.

We celebrated World Read Aloud Day with two virtual live sessions (one was recorded) of our reading Mo Willems’s *That is NOT a Good Idea!*. Our school partners have been a welcome audience and have shared it during snack time with their students. Later in February we featured the works of 5 authors and illustrators that we have recently lost during Read Across America Week (Feb. 28-Mar 3). These short read aloud sessions of picture books are available on demand on our website.

Keeping the growing number of families busy when they come to the library has been a lot of fun. We had a Heart Scavenger Hunt, and gave out DIY Watercolor Paint kits to coincide with the Youth Art Month exhibit. Our hope is that the young people’s watercolors will make their way back to us and we can add a Little Art Show to the larger one in the exhibit room.

Park & Recreation was kind enough to share space in their spring/summer activity guide for library program information. As programmers, from all three departments, we have been regularly getting together to plan multigenerational programs and activities. This booklet is widely read and distributed through schools. Partnership with the Arts Hub has also been a focus in February. They are offering to conduct an art activity a month at our summer programming in the park.

As an effort to keep a vibrant and current nonfiction collection, I have been visiting with salesmen and purchasing materials that we have seen of interest to our patrons. We are noticing the average price of a children’s book is increasing with inflation... like everything else. Previously the average cost was about \$17/book. That has now been elevated to about \$20/book. With a decreased book budget and this increase in cost, we must be more selective and intentional in our purchasing.

Finally, our work to organize the community to be ready to help students who are experiencing a learning gap has finally been tapped. John Meyer, Principal at the Waupaca Middle School, is planning on starting an afterschool tutoring program three days each week for students in Grades 5-8 and contacted me to help him find volunteers. Having coffee with several WLC elementary teachers, I also became aware of the challenges they are facing with their students. We are also finding volunteers to help with a library afterschool program here at the public library for Grades 3-4 students. WLC administration has been helpful in getting transportation to the library figured out. We hope to begin both programs the week of March 14.

Sue Abrahamson, Children’s Librarian

Honorable Mention: Brett Strohbusch (9th Grade)
Honorable Mention: Charlie Hansen (11th Grade)
Honorable Mention: Alivia Degen (12th Grade)
Honorable Mention: Emma Much (12th Grade)

The Tiny Canvas Art Show kits have been very successful-we have a nice gallery in the Exhibit Room! This kit has been a great collaboration across departments, as well as with our important community partner, the Arts Hub. These kits additionally help us fulfill the strategic plan goal of creating inclusive programming that is free and available to all ages and abilities. Laura Reynolds from the Waupaca Community Arts Hub created the video/instructions, which already has 24 views. <https://youtu.be/djBtC1PvD0c>

Roots of Jazz (April 17-June 4)

I met with Mike Koehler (Danes Home) and Tracy Berhendt (Waupaca Historical Society) to look over Mike's collection of Eddy Hanson items. He is an amazing resource of knowledge, which will enrich the exhibit. I'm also continuing to work with Tracy to find additional items for the exhibit, from local museums and national archives. Tracy reached out to the Waupaca High School band instructor, and some of his students are going to record Eddy Hanson's music, which we will feature with the exhibit. I am also working on an interactive website that will give visitors access to audio recordings and links to online resources.

This exhibit, a collaboration with Winchester Academy and the Waupaca Historical Society, will educate patrons on the roots of jazz (African drumming, ragtime and blues) and highlight Eddie Hanson, a noted Jazz player that performed in Waupaca. The exhibit will feature records, sheet music, record players, music recordings, interviews, instruments and interactive elements (bucket drums and other instruments). Winchester has a wonderful line up of programs for Roots of Jazz, and we are planning to partner with the Arts Hub on an instrument zoo this spring.

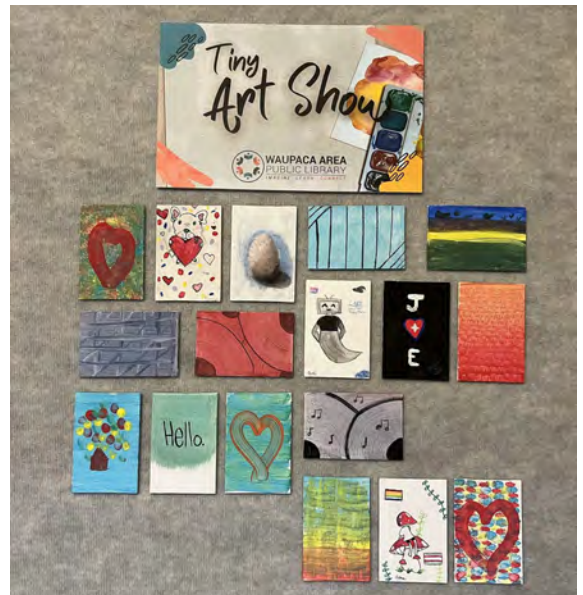
2022 Schedule

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

Youth Art Month in the Exhibit Room!



Tiny Art Show Canvases

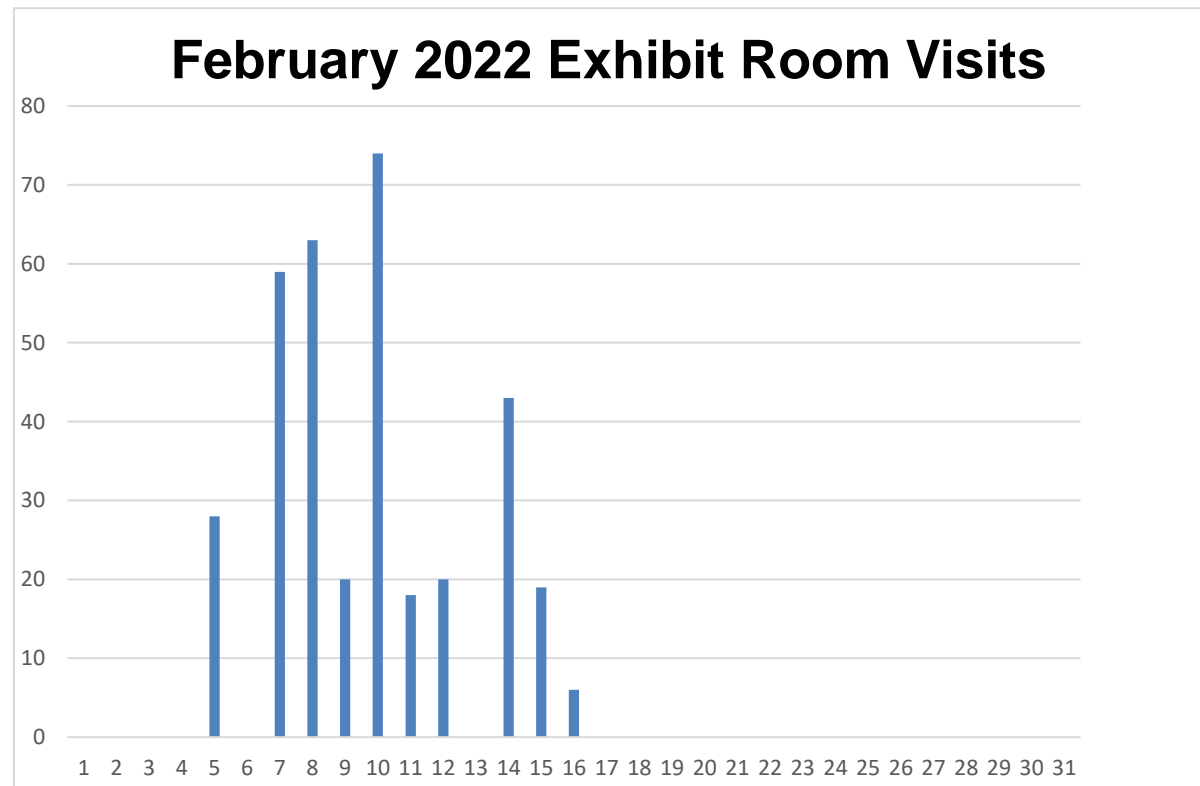


FEBRUARY 2022 EXHIBIT ROOM VISITS

02/1/2022	Tuesday	closed
02/2/2022	Wednesday	closed
02/3/2022	Thursday	closed
02/4/2022	Friday	closed
02/5/2022	Saturday	28
02/6/2022	Sunday	-
02/7/2022	Monday	59
02/8/2022	Tuesday	63
02/9/2022	Wednesday	20
02/10/2022	Thursday	74
02/11/2022	Friday	18
02/12/2022	Saturday	20
02/13/2022	Sunday	-
02/14/2022	Monday	43
02/15/2022	Tuesday	19
02/16/2022	Wednesday	6
02/17/2022	Thursday	*
02/18/2022	Friday	*
02/19/2022	Saturday	*
02/20/2022	Sunday	-
02/21/2022	Monday	*
02/22/2022	Tuesday	*
02/23/2022	Wednesday	*
02/24/2022	Thursday	*
02/25/2022	Friday	*
02/26/2022	Saturday	*
02/27/2022	Sunday	-
02/28/2022	Monday	*

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

Youth Art Month for February = 350



TOTAL 350

* = door counter not working for these days

2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24	\$22.84											\$27.08
2022 Running Total												
\$4.24	\$27.08											\$27.08
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91											\$790.12
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44	\$220.49	\$3,694.25
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00											\$0.00
2021 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00	\$0.00	\$283.00
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$138.95	\$138.93											
-\$43.95	-\$6.99											
\$95.00	\$131.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226.94
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70											\$94.89
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18	\$25.48	\$268.94
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$3,709.30											\$3,901.95
2021 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$313.83	\$1,592.04	\$7,008.67	\$1,335.03	\$1,505.79	\$513.00	\$1,452.61	\$242.25	\$55.65	\$84.60	\$116.15	\$186.85	\$14,406.47

2022 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	704	696											1,400
2021	1,117	586	681	537	541	729	732	771	615	1,016	702	667	8,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859

2022 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	3,854	4,690											8,544
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052	4,378	49,776
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528

2022 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 wireless	441	443											884
2022 stations	350	519											869
2021 wireless	326	306	398	483	564	749	776	683	621	584	522	538	6,550
2021 stations	309	307	414	397	385	509	602	636	475	160	387	310	4,891
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901

2022 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	174	128											302
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

2022 Volunteer Hours

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

Feb 2022 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,283	998	285	1.29
Appleton	9,493	9,010	483	1.05
Black Creek	1,574	760	814	2.07
Clintonville	2,550	1,006	1,544	2.53
Door County	4,112	3,820	292	1.08
Florence	362	380	(18)	0.95
Fremont	631	535	96	1.18
Gillett	380	280	100	1.36
Hortonville	1,159	1,701	(542)	0.68
Iola	970	1,035	(65)	0.94
Kaukauna	1,798	3,211	(1,413)	0.56
Kewaunee	1,289	934	355	1.38
Kimberly	2,387	3,104	(717)	0.77
Lakewood	877	706	171	1.24
Lena	346	218	128	1.59
Little Chute	1,710	2,205	(495)	0.78
Manawa	761	732	29	1.04
Marinette County	2,341	3,732	(1,391)	0.63
Marion	999	735	264	1.36
New London	1,370	1,370	0	1.00
NFLS	0	12	(12)	0.00
Oconto	799	912	(113)	0.88
Oconto Falls	973	632	341	1.54
Oneida Tribal	602	75	527	8.03
OWLS	2	8	(6)	0.25
Scandinavia	388	485	(97)	0.80
Seymour	1,362	1,005	357	1.36
Shawano County	2,415	3,030	(615)	0.80
Shiocton	332	234	98	1.42
Suring	391	496	(105)	0.79
Waupaca	2,564	3,101	(537)	0.83
Weyauwega	920	678	242	1.36

TOTAL	47,140	47,140	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	8,209	8,209	0	1.00
NFLS - Intersystem	7,961	8,008	(47)	0.99
NFLS - Total	16,170	16,217	(47)	1.00
OWLS - Intrasystem	22,962	22,962	0	1.00
OWLS - Intersystem	8,008	7,961	47	1.01
OWLS - Total	30,970	30,923	47	1.00

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
2,607	2,078	529	1.25
19,946	18,314	1,632	1.09
3,160	1,599	1,561	1.98
5,007	1,956	3,051	2.56
8,674	8,380	294	1.04
729	714	15	1.02
1,371	1,191	180	1.15
796	590	206	1.35
2,429	3,520	(1,091)	0.69
2,008	1,982	26	1.01
3,532	6,430	(2,898)	0.55
2,690	1,904	786	1.41
4,893	6,295	(1,402)	0.78
1,768	1,455	313	1.22
767	438	329	1.75
3,392	4,882	(1,490)	0.69
1,735	1,503	232	1.15
4,789	7,848	(3,059)	0.61
2,115	1,527	588	1.39
2,820	2,864	(44)	0.98
0	19	(19)	0.00
1,701	1,614	87	1.05
2,055	1,434	621	1.43
1,248	267	981	4.67
2	19	(17)	0.11
837	970	(133)	0.86
2,872	2,193	679	1.31
5,317	6,241	(924)	0.85
752	479	273	1.57
838	1,047	(209)	0.80
5,122	6,735	(1,613)	0.76
1,963	1,447	516	1.36

97,935	97,935	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
17,183	17,183	0	1.00
16,796	16,827	(31)	1.00
33,979	34,010	(31)	1.00
47,129	47,129	0	1.00
16,827	16,796	31	1.00
63,956	63,925	31	1.00

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2022

Waupaca 2021 Circulation														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2022 Downloads - ebo		1,294	1,051											2,345
2021 Downloads - ebo		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Aud		947	825											1,772
2021 Downloads - Aud		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Mag		54	66											120
2021 Downloads - Mag		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoo		100	97											197
2021 Downloads - Hoopla										13	30	48	65	156
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		3,025	2,654											5,679
Checkouts		9,266	8,798											18,064
Total Circulation w/ren		12,291	11,452	0	0	0	0	0	0	0	0	0	0	23,743
2021 Totals		9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788
2020 Totals		18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983
2019 Totals		20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality

Town/City/County	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022
Dayton	1,940 15%	1,519 15%	1,434 13%	1,691 15%	1,603 13%	1,569 14%
Farmington	1,859 15%	1,687 16%	1,833 16%	1,636 15%	2,112 17%	1,779 16%
Lind	566 5%	411 4%	428 4%	543 5%	450 4%	469 4%
Waupaca (Town)	597 5%	587 6%	685 6%	648 6%	743 6%	570 5%
Town Total	4,962 40%	4,204 41%	4,380 38%	4,518 40%	4,908 40%	4,387 38%
Waupaca (City)	4,711 38%	4,000 39%	4,304 38%	4,373 39%	4,715 38%	4,363 38%
Waushara County	466 4%	406 4%	512 4%	317 3%	442 4%	431 4%
Portage County	837 7%	810 8%	1019 9%	821 7%	1,018 8%	1,020 9%
Other	1,950 16%	958 9%	1,173 10%	1,216 11%	1,208 10%	1,251 11%
Total	12,541	10,378	11,388	11,245	12,291	11,452

Monthly/YTD Cisc and Renewals - February 2022

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,391	696	3,087	4,924	1,349	6,273
Appleton	36,695	12,111	48,806	73,989	23,187	97,176
Black Creek	1,821	605	2,426	3,674	1,282	4,956
Clintonville	3,003	744	3,747	6,007	1,424	7,431
Door Cty - Baileys Harbor	831	220	1,051	1,865	441	2,306
Door Cty - Egg Harbor	824	248	1,072	1,724	521	2,245
Door Cty - Ephraim	192	36	228	382	105	487
Door Cty - Fish Creek	404	81	485	885	150	1,035
Door Cty - Forestville	576	253	829	1,280	640	1,920
Door Cty - Sister Bay	2,795	779	3,574	5,797	1,628	7,425
Door Cty - Sturgeon Bay	5,843	1,685	7,528	12,390	3,608	15,998
Door Cty - Washington Island	626	139	765	1,301	376	1,677
Florence	668	181	849	1,355	322	1,677
Fremont	761	421	1,182	1,829	846	2,675
Gillett	622	130	752	1,239	258	1,497
Hortonville	4,026	1,128	5,154	8,004	2,417	10,421
Iola	1,926	630	2,556	3,812	1,207	5,019
Kaukauna	6,793	2,323	9,116	13,700	4,465	18,165
Kewaunee	2,359	770	3,129	4,806	1,590	6,396
Kimberly	8,497	2,475	10,972	17,070	4,881	21,951
Lakewood	2,104	449	2,553	4,447	967	5,414
Lena	627	148	775	1,276	326	1,602
Little Chute	7,633	2,406	10,039	15,594	4,769	20,363
Manawa	1,823	457	2,280	3,468	996	4,464
Marinette Cty - Coleman	1,390	361	1,751	2,708	743	3,451
Marinette Cty - Crivitz	1,995	521	2,516	4,128	1,103	5,231
Marinette Cty - Goodman	358	91	449	588	141	729
Marinette Cty - Marinette	3,734	888	4,622	7,223	1,746	8,969
Marinette Cty - Niagara	696	231	927	1,415	510	1,925
Marinette Cty - Peshtigo	583	161	744	1,390	360	1,750
Marinette Cty - Wausaukee	426	96	522	450	251	701
Marion	2,600	401	3,001	4,688	983	5,671
New London	3,592	791	4,383	7,267	1,631	8,898
Oconto	2,117	738	2,855	4,295	1,375	5,670
Oconto Falls	2,403	562	2,965	4,978	1,154	6,132
Oneida Tribal - Green Earth	3	0	3	5	0	5
Oneida Tribal - Oneida	86	43	129	235	132	367
Scandinavia	451	190	641	854	392	1,246
Seymour	1,974	741	2,715	4,105	1,568	5,673
Shawano Cty - Birnamwood	2,334	99	2,433	4,602	360	4,962
Shawano Cty - Bonduel	714	315	1,029	1,611	744	2,355
Shawano Cty - Mattoon	80	31	111	169	60	229
Shawano Cty - Shawano	6,586	1,426	8,012	13,161	2,836	15,997
Shawano Cty - Tigerton	613	161	774	1,203	251	1,454
Shawano Cty - Wittenberg	356	166	522	749	311	1,060
Shiocton	542	53	595	1,077	140	1,217
Suring	1,247	302	1,549	2,348	537	2,885
Waupaca	8,798	2,654	11,452	18,064	5,679	23,743
Weyauwega	1,506	637	2,143	3,227	1,268	4,495
Total	139,024	40,774	179,798	281,358	82,030	363,388

Posted 3/1/22

February 2022 Adult Services Report

Adult Programs

On February 19, our adult book discussion group read the book *Olive Kitteridge* by Elizabeth Strout. Five people attended, led by adult exhibit coordinator Liz Kneer. As always, there was good discussion. The book group discussion attendees are anxiously choosing books for the rest of the year - many of them like to get the books and read ahead. For the March book discussion, we will invite those who have already signed up, to attend in person if they want to.

We are now planning for the return of the Thursday Film Series in May for the Roots of Jazz movie, "Alexander's Ragtime Band," with Dr. Jack Rhodes. We will then make our plans for the Fall return with films beginning in September.

The Life Class series for the spring, "Positivity & Rebounding in Tough Times" has had two sessions, focusing on the effects of nature, in February, and the calming effects of water, in March. The attendance at both sessions has been limited. I will be sending an email reminder / invitation to all who have participated in previous Life Class sessions, along with the slide presentations from the first two classes, for the third and final installment set for April 7, focusing on Love, Caring and Compassion. We will now be able to have people attend that session in person or virtually. After that session, depending on attendance and other feedback, we will re-evaluate the future of Life Class going forward.

We continue to add more baking / cooking videos to our website - if you have not already done so, please take a look at them. And if any of you wish to do a video, we'd love to have your input and will certainly help with any video needs.

We've had success with our Tiny Art Show, to coincide with the Youth Art Month Exhibit. Approximately 75-80 art kits were distributed with a return deadline of March 26 to have the tiny art canvases displayed. Again, stop in to view them in the exhibit room if you have not done so yet.

We are starting to look at ideas for in person programming. We will be working on ideas for the Summer Reading Program, to coincide with the exhibits downstairs. This will include MONOPOLY DAY!!!! Stay tuned for more details in the coming months.

I have been involved in two recent, specific training / outreach opportunities. I received facilitator training, organized through the South Central Library System. This is designed to lead other librarians through discussions after webinar presentations (this particular training was geared toward discussions about race). It will also help me feel more comfortable as we open up to in-person programming, and I interact with and lead larger groups.

Another opportunity I've had is working with the Wisconsin Library Association Mentor Program. I applied for and was assigned to a mentor who works in the Beloit Public Library. I made it clear to Patsy, Peg and Sue that I was not at all unhappy with my training here, but was anxious to get another perspective on programming especially, but also on just how other libraries work in general. This program consists of monthly Zoom calls, and this summer will involve in person visits by both of us to the other participant's library.

Respectfully submitted by Joni Radley

February 2022 Board Report Teen Department

The Teen Volunteer Agents met on February 2nd to discuss the design and layout of the Teen Room, as well as go over future volunteer opportunities that they would like to be involved in. They decided to help the library create Valentines to send to Bethany. They met up on February 9th and crafted nearly 100 Valentines in the span of an hour. Way to go, agents!! Teen Volunteer Agents will meet again on March 2nd.

The Waupaca High School Social Media Club is doing great! Teen Librarian Taylor has been going to the Waupaca High School to meet with their Social Media Club each Wednesday to help advise their members. Not only have the students been doing a great job with creating vibrant posts and sharing the stories delivered to them, they've also been excited to go out and start collecting stories of their own. At their meeting on February 16th they used their meeting time to explore and experiment with the equipment they had stored in their Maker Lab. They were thrilled to have a chance to get out of their lab and try their hands at being photographers for the group. One of the members suggested that they should attend their All-School Assembly on February 25th as members of the Social Media Club, and not just as students. After receiving permission, the club worked together to designate members to specific roles (i.e. photographers, videographers, editors, and more!), created special Press Passes that they could use for future events, and helped pick a meeting place and time. The event was a huge success for the club, and provided a lot of wonderful real-life learning experiences for everyone involved.

Teen programs have been doing very well through the month of February. The Teen Anime/Manga Club is thriving and creates an amazing space for teens to connect with one another over a subject that isn't often discussed openly in school. Teen Librarian Taylor has also seen a decrease in participation on Teen Talk Thursdays. Originally, Teen Talk Thursdays started as a program to re-connect teens during the earlier years of the pandemic. Since January, however, the Teen Room has started providing in-person programs that natural assist with connecting teens with one another, and normalizing the use of the Teen Room for afterschool activities. That being said, the Teen Department will be discontinuing Teen Talk Thursdays in March and focusing on providing self-directed and engaging programs for teens to participate in.

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

- Teens Talk Thursdays – 2 participants (Will not continue after this month)
- T.V.A. Meeting – 6 participants
- Social Media Club at High School – 14
- Anime/Manga Club – 6 participants
- Teen Writing Club – 0 Participants
- LED Valentines Cards – 9 participants
- T.V.A. Volunteering Event – 4 participants
- Super Smash Bros Tournament – 5 participants
- WHS Social Media Club – All School Assembly for Ag. Olympics - 5

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

March 8th, 2022



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
AD HOC HIRING COMMITTEE MINUTES FEBRUARY 16, 2022
COUNCIL CHAMBERS

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

1. ROLL CALL : 5:52

AD HOC COMMITTEE MEMBERS: Lori Chesnut, Julie Eiden, Glenda Rhodes, Mary Zimmermann (left at 6:15pm), also present Peg Burington, Sue Abrahamson and Patsy Servey

2. APPROVAL OF AGENDA: MOVED by M. Zimmerman, SECONDED by L. Chesnut, 4 Ayes, 0 Nays, 0 Absent. MOTION PASSED on a Voice Vote.

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. Library Director salary comparables from OWLS

4. City Compensation Plan updated February 2022 was distributed
Goal: to set range for hiring, Staff will bring forward budget implications of identified salary ranges including the reduction in current Director's vacation time, six months probationary period of 90%, and cost of benefits: reflect the idea of benefits as part of compensation.

5. Library Director's Job Description with suggested changes/additions from staff & Personnel Committee
Staff will make recommended changes to current job description and bring forward to Library Board at March 16 meeting.

6. Staff input- recommendations for a new director from Library Staff and City of Waupaca Department Heads was distributed

7. ADJOURNMENT: MOVED by L. Chesnut, SECONDED by J. Eiden, 3 Ayes, 0 Nays, 1 Absent. MOTION PASSED on a Voice Vote.

Outagamie Waupaca Library System
Board of Trustees
January 20, 2022 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Forsythe online via GoToMeeting.

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

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Mike Hankins, Angela Ver Voort.

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

Gilbert moved, seconded by Looker, to approve the December 16, 2021 meeting minutes as presented. Motion carried.

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

Buchholtz moved, seconded by Marnocha, to approve the December/January checks numbered 32407– 32457 and ACH payments inclusive in the amount of \$167,769.01 and payroll-related expenditures in the amount of \$84,832.70. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees voted to elect 2022 officers as nominated: Michelle Frola as President, Brian Looker as Vice President, and Angela Ver Voort as Secretary/Treasurer. Motion carried.

President Frola appointed Forsythe, Girod, and Looker as Facilities Committee members. Herman, Thompson, and Ajmera as Personnel Committee members.

Forsythe moved, seconded by Trentlage, to approve the 2022 Facilities Transition Agreement between OWLS and APL. Motion carried.

Gilbert moved, seconded by Girod, to authorize the director to make proposed additions/changes to OWLS insurance coverage. Motion carried.

Forsythe moved, seconded by Trentlage, to approve the Director's telecommuting agreement. Motion carried.

Trustees reviewed the Policy for Creating and Revising Policies.

Trustees reviewed Trustee Essential 26: The Public Library System Board.

Having completed the agenda, the meeting was adjourned by President Frola at 7:20pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*