



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY AUGUST 17, 2022, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. Roll call
2. Approval of agenda

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

3. Minutes from July 20, 2022 Board Meeting.
ACTION ITEM: APPROVE minutes of July 20, 2022 Board Meeting.
4. Monthly bills for July 2022, **BILLS \$63,924.54, PERSONNEL \$59,031.01, DONATIONS EXPENDITURES \$2,241.82**
ACTION ITEM: APPROVE July 2022 bills with personnel costs and Donation Expenditures
5. OWLS Updates
 - A. OWLSnet Fees for 2023 with 2% increase
 - B. OWLS Membership Agreement 2023-2025**ACTION ITEM: APPROVE** OWLS Membership Agreement 2023-2025 to be signed by Library Board President
6. Library Exhibit Room report
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
7. 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

8. Department Reports
 - A. Interim Director's Report
 - B. Adult Services Report
 - C. Youth Services Report
 - D. Teen Services Report
9. Committee Reports
 - A. Library Finance Committee
 - a. No Meeting
 - B. Library Planning Committee
 - a. No Meeting
 - C. Library Policy Committee
 - a. Meeting scheduled for August 17, 2022
 - D. Personnel Committee
 - a. Schedule meeting
10. Old Business
11. New Business
 - a. Incident Report
 - b. 2023 Library Calendar

ACTION ITEM: APPROVE 2023 Library Calendar
12. Announcements & Correspondence
 - a. OWLS Minutes May 2022
 - b. Next meeting will be Wednesday, September 21, 2022 at 4:30 pm in-person in the Council Chambers
13. Adjournment

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

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

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



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY JULY 20, 2022, 4:30PM

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

Meeting was called to order by Glenda Rhodes at 4:31 pm

Glenda Rhodes, Lori Chesnut, Mary Zimmerman, Gracie Liegl, Julie Eiden, John Miller and John Turner present. Chris Jaenke, Holly Olsen, absent. Patsy Servey, Interim Library Director, Joni Radley, Adult Programming Librarian, Liz Kneer, Exhibit Room Coordinator, and Eric Bailey, New Library Director were also present.

Approval of agenda as presented.

MOTION by J. Eiden, SECOND by J. Turner, to approve the agenda. 7 ayes, 0 nays, 2 absent. Motion Passed on a voice vote.

Open meeting statement was read Glenda Rhodes.

New Library Director was introduced.

Minutes from June 15 Library Board meeting and June 29 Special Library Board meeting.

MOTION by M. Zimmerman, SECOND by J. Turner, to approve the minutes of June 15 and June 29 meetings. 7 ayes, 0 nays, 2 absent. Motion Passed

Monthly bills and donations for June 2022, **BILLS \$50,153.56, PERSONNEL \$39,321.36, Donations Expenditures \$2,455.18**

MOTION by J. Miller, SECOND by J. Eiden, to approve June BILLS \$50,153.56, with personnel cost \$39,321.36, and donations expenditures \$2,455.18. 7 ayes, 0 nays, 2 absent. Motion Passed on a roll call vote.

LIBRARY EXHIBIT ROOM

Exhibit Coordinator's Report was shared with the June Chart of Visits

LIBRARY STATISTICS

Copy Income **\$6.9.97** and Meeting Room Income **\$125.00**

Volunteer Hours **26**, Reference Transactions **740**, Library Visits **6,641** , Internet Use Wireless **731**, Stations **504**, Curbside Service **61**

Interloan Chart: **2,628** items loaned, **2,654** items borrowed

Circulation Charts

Circulation & Renewals with Municipality Chart showed a total circulation of **13,708**. Consortium Circulation Chart presented

DEPARTMENT REPORTS

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

COMMITTEE REPORTS

Library Finance Committee, Library Planning Committee, and Library Policy Committee did not meet. Next Policy Committee meeting will be June 15 following the Library Board Meeting. Next Ad hoc Hiring Committee meeting will be June 8, 4:30pm

Personnel Committee- Ad hoc Hiring Committee

Meeting scheduled for August 17 following Library Board meeting

OLD BUSINESS- none

NEW BUSINESS

Incident Report was presented

ANNOUNCEMENTS & CORRESPONDENCE

OWLS Minutes May 2022 were presented

Next meeting will be Wednesday, June 15, 2022 at 4:30 pm in-person in the Council Chambers

ADJOURNMENT

MOTION by J. Turner, SECOND by G. Liegl, to adjourn. 7 ayes, 0 nays, 2 absent. Motion Passed on a voice vote.

Meeting adjourned at 5:11pm

Chaired by Glenda Rhodes, Library Board Vice President

Compiled by Patsy Servey & Joni Radley

			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
100 PERSONNEL							328,843.24		
	102 FULL TIME WAGES & BENEFITS						241,009.56		
FULL TIME WAGES AND BENEFITS			JULY FULL TIME WAGES & BENEFITS			-40,115.68	200,893.88		
	Total 102 FULL TIME WAGES & BENEFITS				\$ 498,136.00	-40,115.68	200,893.88	40%	60%
104 PART TIME WAGES & BENEFITS							87,833.68		
		PART TIME WAGES AND BENEFITS	JULY PART TIME WAGES & BENEFITS			-18,915.33	68,918.35		
Total 104 PART TIME WAGES & BENEFITS					\$ 154,942.00	-18,915.33	68,918.35	44%	56%
100 PERSONNEL - Other							0.00		
Total 100 PERSONNEL - Other							0.00		
Total 100 PERSONNEL					\$ 653,078.00	-59,031.01	269,812.23	41%	59%
200 OPERATIONS							25,165.17		
	201 TRAVEL & TRAINING						3,095.60		
AMERICAN LIBRARY ASSOCIATION			VC - ALSC NAT INSTITUTE SPEAKER REGISTRATION SUE			-350.00	2,745.60		
	Total 201 TRAVEL & TRAINING				\$ 4,000.00	-350.00	2,745.60	69%	31%
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							3,406.85		
	211 COLLECTIONS						213.05		
UNIQUE MANAGEMENT SERVICES INC			2 ACCOUNTS SENT TO COLLECTIONS I#6102535			-19.70	193.35		
	Total 211 COLLECTIONS				\$ 350.00	-19.70	193.35	55%	45%
211 COPIER SERVICES							3,193.80		
		US BANK	XEROX COPIER LEASE JULY 2022 I#476696752			-176.00	3,017.80		
Total 211 COPIER SERVICES					\$ 6,300.00	-176.00	3,017.80	48%	52%
	211 CONTRACT SERVICES - Other						0.00		
Total 211 CONTRACT SERVICES - Other							0.00		
	Total 211 CONTRACT SERVICES				\$ 6,650.00	-195.70	3,211.15	48%	52%
216 POSTAGE							472.21		
		USPS	VC - POSTAGE I#183			-3.95	468.26		

		Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
		POSTAGE METER	POSTAGE METER READING JULY 2022		-118.20	350.06		
	Total 216 POSTAGE			\$ 1,000.00	-122.15	350.06	35%	65%
	217 MEMBERSHIPS & DUES					1,159.82		
		WISCONSIN LIBRARY ASSOCIATION	VC - MEMBERSHIP RENEWAL PATSY SERVEY I#14972		-101.88	1,057.94		
	Total 217 MEMBERSHIPS & DUES			\$ 1,700.00	-101.88	1,057.94	62%	38%
	218 OWLS MEMBERSHIP					0.00		
	Total 218 OWLS MEMBERSHIP			\$ 27,460.00		0.00	0%	100%
	253 PROMOTIONAL MATERIALS					573.50		
	Total 253 PROMOTIONAL MATERIALS			\$ 650.00		573.50	88%	12%
	282 TECHNOLOGY					4,662.83		
	Total 282 TECHNOLOGY			\$ 9,900.00		4,662.83	47%	53%
	301 SUPPLIES					4,498.36		
		AMAZON.COM	VC - BATTERIES, FLASH DRIVES (23.98+47.67)		-71.65	4,426.71		
		AMAZON.COM	VC - OFFICE SUPPLIES (20.99+15.99)		-36.98	4,389.73		
	Total 301 SUPPLIES			\$ 8,000.00	-108.63	4,389.73	55%	45%
	200 OPERATIONS - Other					0.00		
	Total 200 OPERATIONS - Other					0.00		
	Total 200 OPERATIONS			\$ 65,917.03	-878.36	24,286.81	37%	63%
	251 PRINT MATERIALS					18,018.72		
	115 ADULT BOOKS					9,961.21		
		AMAZON.COM	VC - ADULT BOOKS (37.94+19.97+55.92+14.58)		-128.41	9,832.80		
		AMAZON.COM	VC - ADULT BOOKS I#1821817		-35.19	9,797.61		
		BAKER & TAYLOR	VC - ADULT BOOKS (26.61+644.00)		-670.61	9,127.00		
	Total 115 ADULT BOOKS			\$ 16,330.00	-834.21	9,127.00	56%	44%
	120 ADULT LARGE PRINT					1,338.33		
		CENGAGE GALE	VC - LARGE PRINT BOOKS (98.4+31.19+57.78+26.39+30.39+24.79+26.35)		-295.29	1,043.04		
		CENGAGE GALE	VC - LARGE PRINT BOOKS (24.80+28.79+84.77+52.78+171.64)		-362.78	680.26		
	Total 120 ADULT LARGE PRINT			\$ 3,420.00	-658.07	680.26	20%	80%
	215 CHILDRENS BOOKS					4,652.22		

			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			AMAZON.COM	VC - CHILD BOOKS (18.95+9.49)		-28.44	4,623.78		
			BAKER & TAYLOR	VC - CHILD BOOKS (352.34+50.35+46.62)		-449.31	4,174.47		
		Total 215 CHILDRENS BOOKS			\$ 15,523.00	-477.75	4,174.47	27%	73%
		315 TEEN BOOKS					1,950.94		
			BAKER & TAYLOR	VC - TEEN BOOKS (573.98+44.34)		-618.32	1,332.62		
			BARNES & NOBLE	VC - TEEN BOOK MANGA		-13.71	1,318.91		
		Total 315 TEEN BOOKS			\$ 3,175.00	-632.03	1,318.91	42%	58%
		410 MAG & NEWSPAPERS					116.02		
			MULTI MEDIA CHANNELS	VC - 2 SUBSCRIPTION RENEWALS FOR WAUPACA COUNTY POST I#10314		-118.00	-1.98		
			JOURNAL SENTINEL	VC - WISCONSIN STATE FARMER RENEWAL I#SR8744575		-45.00	-46.98		
		Total 410 MAG & NEWSPAPERS			\$ 4,205.00	-163.00	-46.98	-1%	101%
		251 PRINT MATERIALS - Other					0.00		
		Total 251 PRINT MATERIALS - Other					0.00		
		Total 251 PRINT MATERIALS			\$ 42,653.00	-2,765.06	15,253.66	36%	64%
		255 PROGRAMS					2,881.76		
		110 ADULT PROGRAMS					919.89		
			AMAZON.COM	VC - MONOPOLY DAY SUPPLIES I#8499435		-24.99	894.90		
			AMAZON.COM	VC - MONOPOLY DAY SUPPLIES I#5058664		-57.96	836.94		
		Total 110 ADULT PROGRAMS			\$ 1,500.00	-82.95	836.94	56%	44%
		210 CHILD PROGRAMS					1,234.62		
			AMAZON.COM	VC - WORLD MAP I#2459471		-21.49	1,213.13		
			PICK N SAVE	VC - GREGS SPEED SHOP EVENT EXP I#000367		-62.94	1,150.19		
			DOLLAR TREE	VC - PROGRAM SUPPLIES (16.25+45.00)		-61.25	1,088.94		
			PIGGLY WIGGLY	VC - PROGRAM SUPPLIES (43.38+124.84)		-168.22	920.72		
			OFFICE OUTFITTERS	CARDSTOCK PRESENTATION BOARD I#470601		-52.98	867.74		
			THREE ANGELS DESSERT SHOP	VC - NAILED IT CAKES I#V2K5		-45.00	822.74		
			PIGGLY WIGGLY	VC - NAILED IT PROGRAM SUPPLIES I#222208		-21.18	801.56		
		Total 210 CHILD PROGRAMS			\$ 3,000.00	-433.06	801.56	27%	73%

		Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
	310 TEEN PROGRAMS					727.25		
		DOLLAR GENERAL	VC - PROGRAM SUPPLIES (9.50+2.11)		-11.61	715.64		
		THREE ANGELS DESSERT SHOP	VC - NAILED IT CAKES I#V2K5		-45.00	670.64		
		PIGGLY WIGGLY	VC - NAILED IT PROGRAM SUPPLIES I#222208		-21.19	649.45		
		AMAZON.COM	VC - DISC GOLF AND WANDMAKING SUPPLIES I#0351433		-49.99	599.46		
	Total 310 TEEN PROGRAMS			\$ 1,000.00	-127.79	599.46	60%	40%
	255 PROGRAMS - Other					0.00		
	Total 255 PROGRAMS - Other					0.00		
	Total 255 PROGRAMS			\$ 5,500.00	-643.80	2,237.96	41%	59%
	290 AV MATERIALS					9,196.62		
	125 ADULT MOVIES					1,277.22		
		AMAZON.COM	VC - ADULT MOVIES (14.99+19.96+37.95+58.88)		-131.78	1,145.44		
	Total 125 ADULT MOVIES			\$ 2,380.00	-131.78	1,145.44	48%	52%
	130 ADULT AUDIO BOOKS					693.55		
		FINDAWAY	VC - 4 ADULT PLAYAWAY AUDIOBOOKS I#656531452		-286.46	407.09		
		BAKER & TAYLOR	VC - ADULT AUDIOBOOKS I#2036863734		-63.24	343.85		
	Total 130 ADULT AUDIO BOOKS			\$ 1,027.00	-349.70	343.85	33%	67%
	135 ADULT MUSIC					197.21		
		AMAZON.COM	VC - ADULT MUSIC (11.99+9.99)		-21.98	175.23		
	Total 135 ADULT MUSIC			\$ 552.00	-21.98	175.23	32%	68%
	220 CHILDRENS MOVIES					1,079.19		
		AMAZON.COM	VC - CHILDRENS MOVIES (9.96+9.99+19.99+14.99)		-54.93	1,024.26		
	Total 220 CHILDRENS MOVIES			\$ 1,701.00	-54.93	1,024.26	60%	40%
	225 CHILD AUDIO BOOKS					594.04		
	Total 225 CHILD AUDIO BOOKS			\$ 854.00		594.04	70%	30%
	320 TEEN MOVIES					304.32		
		AMAZON.COM	VC - TEEN MOVIES I#1470668		-47.92	256.40		
	Total 320 TEEN MOVIES			\$ 468.00	-47.92	256.40	55%	45%
	325 TEEN AUDIO BOOKS					250.00		

		Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
		Total 325 TEEN AUDIO BOOKS		\$ 250.00		250.00	100%	0%
		420 VIDEO GAMES				401.38		
		Total 420 VIDEO GAMES		\$ 900.00		401.38	45%	55%
		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	-606.31	8,590.31	52%	48%
				\$ 784,522.00	-63,924.54	320,180.97	41%	59%
		TOTAL BUDGET		\$784,522.00				
		TOTAL PERSONNEL JULY		\$59,031.01				
		TOTAL BILLS FOR JULY (INCLUDING PERSONNEL)		\$63,924.54				
		YTD EXPENDITURES		\$464,341.03				
		REMAINING BUDGET		\$320,180.97				

	Name	Memo	Amount	Balance
104 DONATIONS WAGES AND BENEFIT				-712.44
	LIBRARY FOUNDATION	FOUNDATION CK 2240	712.44	0.00
	DONATION PART TIME WAGES AND BENEFITS	JULY DONATION PART TIME WAGES BENEFITS	-1,068.66	-1,068.66
Total 104 DONATIONS WAGES AND BENEFIT			-356.22	-1,068.66
250 DONATIONS MATERIALS				-399.26
	250 PRINT MATERIALS			0.00
	EDWARD P MC SWEENEY	DONATION IN MEM OF GLORIA GRUER CHECK 1902	500.00	500.00
	Total 250 PRINT MATERIALS		500.00	500.00
290 AV MATERIALS				-399.26
	FINDAWAY	VC - CHILD WONDERBOOKS I#20820 FRIENDS	-212.96	-612.22
	FRIENDS OF THE WAUPACA LIBRARY	CHECK 1611	399.26	-212.96
	Total 290 AV MATERIALS		186.30	-212.96
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			686.30	287.04
255 DONATIONS PROGRAMS				-343.48
255 ADULT PROGRAMS				0.00
	AMAZON.COM	VC - 3 CHESS SETS I#1518614 FRIENDS	-106.01	-106.01
	4 IMPRINT	VC - RAZOR SAIL SIGNS & BASES I#23242492 FOUNDATION	-728.57	-834.58
	Total 255 ADULT PROGRAMS		-834.58	-834.58
255 CHILD PROGRAMS				-50.97
	FRIENDS OF THE WAUPACA LIBRARY	CHECK 1611	50.97	0.00
	OFFICE OUTFITTERS	I#471618 STAFF NAMETAG FRIENDS	-16.99	-16.99
	Total 255 CHILD PROGRAMS		33.98	-16.99
255 EXHIBITS PROGRAMS				-262.13
	LIBRARY FOUNDATION	CHECK 2240	262.13	0.00
Total 255 EXHIBITS PROGRAMS			262.13	0.00
255 SUMMER LEARNING PROGRAM				-30.38
	FRIENDS OF THE WAUPACA LIBRARY	CHECK 1611	30.38	0.00
	Total 255 SUMMER LEARNING PROGRAM		30.38	0.00
255 TEEN PROGRAMS				0.00

	Name	Memo	Amount	Balance
	Total 255 TEEN PROGRAMS			0.00
	255 TEEN TVA			0.00
	PIGGLY WIGGLY	VC - ROOT BEER FLOAT SUPPLIES I#279642 TVA	-74.63	-74.63
	Total 255 TEEN TVA		-74.63	-74.63
	255 DONATIONS PROGRAMS - Other			0.00
	Total 255 DONATIONS PROGRAMS - Other			0.00
	Total 255 DONATIONS PROGRAMS		-582.72	-926.20
	255 GRANTS			0.00
	Total 255 GRANTS			0.00
	282 DONATIONS TECHNOLOGY			0.00
	Total 282 DONATIONS TECHNOLOGY			0.00
	301 DONATIONS SUPPLIES			0.00
	301 FURNITURE FIXTURES			0.00
	BIG SHOT PRODUCTIONS LLC	I#22-3152 LIBRARY SIGNAGE FRIENDS	-334.00	-334.00
	Total 301 FURNITURE FIXTURES		-334.00	-334.00
	301 SUPPLIES			0.00
	Total 301 SUPPLIES			0.00
	301 SUPPLIES RESALE			0.00
	BIG SHOT PRODUCTIONS LLC	I#22-3194 BOOK BAGS FOR RESALE FRIENDS	-200.00	-200.00
	Total 301 SUPPLIES RESALE		-200.00	-200.00
	301 DONATIONS SUPPLIES - Other			0.00
	Total 301 DONATIONS SUPPLIES - Other			0.00
	Total 301 DONATIONS SUPPLIES		-534.00	-534.00
			-786.64	-2,241.82

OWLSnet Fees for 2023 with 2% increase

Recommended by AAC 5/20/2022

Approved by OWLS Board 6/16/2022

Library	Fees			Credits	2023 FEE	2022 FEE	Difference
	Base Fee	School library	Circ/Items/Pop	Cataloging			
Algoma	\$3,600	\$0	\$7,421	\$0	\$11,021	\$11,050	-\$29
Appleton	\$3,600	\$0	\$83,793	-\$25,000	\$62,393	\$61,206	\$1,187
Black Creek	\$3,600	\$0	\$8,234	\$0	\$11,834	\$11,396	\$438
Clintonville	\$3,600	\$0	\$12,775	\$0	\$16,375	\$16,792	-\$417
Door	\$28,800	\$0	\$40,653	\$0	\$69,453	\$67,688	\$1,765
Florence	\$3,600	\$4,100	\$3,703	\$0	\$11,403	\$11,844	-\$440
Fremont	\$3,600	\$0	\$4,111	\$0	\$7,711	\$7,822	-\$111
Gillett	\$3,600	\$0	\$2,900	\$0	\$6,500	\$6,651	-\$151
Hortonville	\$3,600	\$0	\$11,887	\$0	\$15,487	\$14,776	\$711
Iola	\$3,600	\$0	\$5,776	\$0	\$9,376	\$9,197	\$179
Kaukauna	\$3,600	\$0	\$24,876	\$0	\$28,476	\$27,601	\$875
Kewaunee	\$3,600	\$0	\$8,105	\$0	\$11,705	\$11,291	\$414
Kimberly	\$3,600	\$0	\$23,077	\$0	\$26,677	\$25,262	\$1,414
Lakewood	\$3,600	\$0	\$5,691	\$0	\$9,291	\$9,101	\$190
Lena	\$3,600	\$0	\$1,958	\$0	\$5,558	\$5,643	-\$85
Little Chute	\$3,600	\$0	\$22,329	\$0	\$25,929	\$24,014	\$1,915
Manawa	\$3,600	\$0	\$5,734	\$0	\$9,334	\$9,125	\$209
Marinette	\$23,400	\$0	\$35,837	\$0	\$59,237	\$58,464	\$773
Marion	\$3,600	\$0	\$5,546	\$0	\$9,146	\$8,525	\$621
New London	\$3,600	\$0	\$13,939	\$0	\$17,539	\$17,543	-\$4
Oconto	\$3,600	\$0	\$7,883	\$0	\$11,483	\$11,524	-\$41
Oconto Falls	\$3,600	\$0	\$8,855	\$0	\$12,455	\$12,246	\$208
Oneida	\$7,200	\$0	\$5,986	\$0	\$13,186	\$13,402	-\$215
Scandinavia	\$3,600	\$0	\$2,102	\$0	\$5,702	\$5,438	\$263
Seymour	\$3,600	\$0	\$9,433	\$0	\$13,033	\$12,867	\$166
Shawano	\$19,800	\$4,100	\$35,208	\$0	\$59,108	\$57,913	\$1,195
Shiocton	\$3,600	\$0	\$2,670	\$0	\$6,270	\$6,208	\$62
Suring	\$3,600	\$0	\$3,613	\$0	\$7,213	\$7,031	\$182
Waupaca	\$3,600	\$0	\$23,991	\$0	\$27,591	\$27,460	\$131
Weyauwega	\$3,600	\$0	\$6,453	\$0	\$10,053	\$9,878	\$175

Considerations for Increasing OWLSnet Fee in 2023

- We have not increased OWLSnet fees in over five years.
- OWLS and NFLS allocated an additional \$50,000 in system funds to the OWLSnet budget in 2022
- Costs are increasing in general. In particular, we have been warned by other systems to expect a steep increase in our cyber security insurance.
- A 2% fee increase likely will cover only part of the annual cost of a catalog app.
- We would likely need another modest fee increase in 2024.

MEMBERSHIP AGREEMENT
Waupaca Area Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Waupaca Area Public Library, located in the City of Waupaca, County of Waupaca, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Waupaca Area Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Waupaca Area Public Library.
- (4) The Waupaca Area Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Waupaca to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Waupaca Area Public Library Board certifies that the Waupaca Area Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Waupaca County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Waupaca in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The Waupaca Area Public Library Board agrees that the Waupaca Area Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each Waupaca Area Public Library Board meeting;
 - (b) Minutes of each Waupaca Area Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Waupaca Area Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of inclusive services;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the Waupaca Area Public Library for providing library service to residents of Waupaca County living outside of municipalities with public libraries in accordance with the Library Service Plan for Waupaca County;
 - (3) Annually coordinate requests for reimbursement for providing library service to residents of adjacent counties living outside of municipalities with public libraries in accordance with Section 43.12 of the *Wisconsin Statutes* and relevant intersystem and intrasystem agreements.
 - (4) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
 - (5) Provide to the Waupaca Area Public Library:
 - (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
 - (6) Provide to the Waupaca Area Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Waupaca Area Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.
- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes* s. 43.18, the Waupaca Area Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2025 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2025, the term of this agreement shall be automatically extended through December 31, 2026.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Waupaca Area Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda August 2022

Our Exhibit Room Committee met on August 2 at 11a, after we installed the Waupaca Community Arts Hub Exhibit. We discussed upcoming events for the Hub exhibit as well as the exhibit schedule.

ON EXHIBIT:

50 Years of the Iola Car Show (June 11-July 30, 2022)

50 Years of the Iola Car Show is uninstalled and ready to head back to those who graciously loaned their items for the exhibit. Library Day at Greg's Speedshop (July 12) was a great success. I helped serve food to those that visited, and it was wonderful to see this unique multigenerational event take place with a new collaborative partner. The Library Car Show on the Square (July 21) was also a big hit, with 25+ cars on and around Main Street, and over 150 visitors. This was an effort across departments to provide another multigenerational event for our community.

In total, 3428 people visited the exhibit. While many visitors were local to the area, we had people from Texas, Utah, New Jersey, Arizona, Colorado, Illinois, Alaska and even Australia visit the Exhibit Room! Some of the feedback from patrons include "very neat & informative", "love the old pictures", "cool local history" and many "greats", "awesomes", and "thank yous".



UPCOMING EXHIBITS:

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

The Waupaca Community Arts Hub exhibit is installed, and thanks to our great Exhibit Room Committee members, we were able to open it four days ahead of schedule! Laura Reynolds, from the Hub, has been a wonderful partner for this exhibit which will highlight student artwork and the variety of classes offered at the Hub. I created a video to showcase their music program on the TV. We will host a reception on August 17 at 6p to coincide with Articipation Week and Arts on the Square.

I will coordinate additional programming with our Children's, Teen's and Adult's Departments, along with Laura Reynolds.

Working with the Hub, WCAB and Arts on the Square gives us visibility to another unique demographic in our community.

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

I am excited to work with another important community partner to educate our patrons on the history and services of Bethany Home, as well as healthcare history in Waupaca. I met with Casey Brown from Bethany

Home and they have a large collection of photographs and memorabilia for display, and are excited to provide a series of programs for our Adult Programs during the exhibit. This exhibit will additionally give patrons the opportunity to utilize our newly digitized historic newspapers to search for family members, events, buildings, or addresses. We will provide computers/printers for patron use, and have an area to post these findings.

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

This exhibit will tell the story of women's rights through Smithsonian poster exhibits on women's voting rights and female inventors, *"We Stand on Their Shoulders": A History of Wisconsin Women and Voting* from the Wisconsin Historical Society, and *I Am Not Invisible (IANI)*, an exhibit from the Wisconsin Veterans Museum. The IANI campaign strives to increase awareness and generate dialogue about the role of women veterans.

2022 Schedule

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

2023 Schedule

- *Women*: December 10-January 28
- *Youth Art Month*: February 4-March 31
- *Rotary Youth Exchange*: April 8-June 3
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science*: June 10-late August
- *Drake Hokanson photography*-Late August/September

JULY 2022 EXHIBIT ROOM VISITS

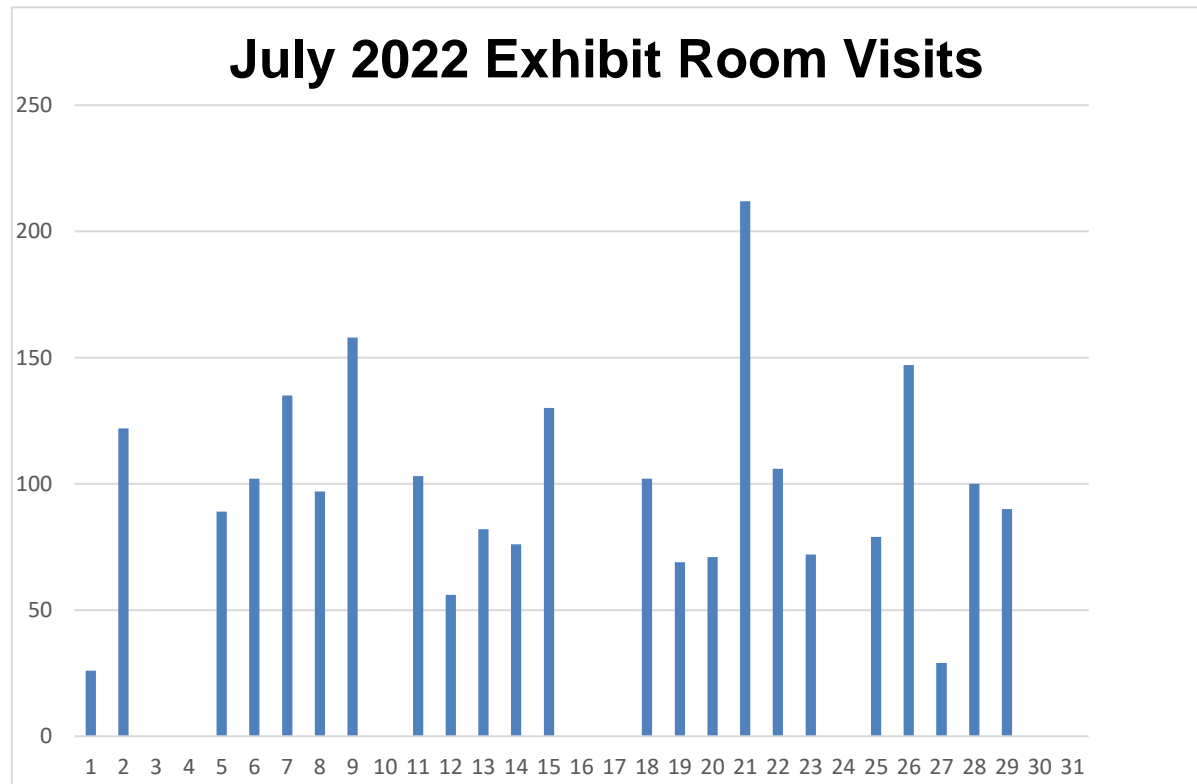
07/1/2022	Friday	26
07/2/2022	Saturday	122
07/3/2022	Sunday	closed
07/4/2022	Monday	-
07/5/2022	Tuesday	89
7/6/2022	Wednesday	102
07/7/2022	Thursday	135
07/8/2022	Friday	97
07/9/2022	Saturday	158
07/10/2022	Sunday	closed
07/11/2022	Monday	103
07/12/2022	Tuesday	56
07/13/2022	Wednesday	82
07/14/2022	Thursday	76
07/15/2022	Friday	130
07/16/2022	Saturday	-
07/17/2022	Sunday	closed
07/18/2022	Monday	102
07/19/2022	Tuesday	69
07/20/2022	Wednesday	71
07/21/2022	Thursday	212
07/22/2022	Friday	106
07/23/2022	Saturday	72
07/24/2022	Sunday	closed
07/25/2022	Monday	79
07/26/2022	Tuesday	147
07/27/2022	Wednesday	29
07/28/2022	Thursday	100
07/29/2022	Friday	90
07/30/2022	Saturday	-
07/31/2022	Sunday	closed
TOTAL		2253

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

50 Years of the Iola Car Show for June = 1175

50 Years of the Iola Car Show for July = 2253

TOTAL for 50 Years of the Iola Car Show = 3428



2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24	\$22.84	\$0.00	\$0.00	\$15.26	\$0.10	\$3.30						\$45.74
2022 Running Total												
\$4.24	\$27.08	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74						\$45.74
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05						\$3,527.85
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44	\$220.49	\$3,694.25
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00						\$655.00
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	\$196.92	\$179.27	\$250.94	\$247.77	\$467.35						
-\$43.95	-\$6.99	-\$62.00	-\$41.00	-\$85.00	-\$10.00	-\$33.99						
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,337.20
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28						\$390.05
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18	\$25.48	\$268.94
					2022 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$3,709.30	\$2,089.40	\$53.15	\$75.22	\$464.30	\$53.50						\$6,637.52
					2021 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$313.83	\$1,592.04	\$7,008.67	\$1,335.03	\$1,505.79	\$513.00	\$1,452.61	\$242.25	\$55.65	\$84.60	\$116.15	\$186.85	\$14,406.47

2022 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	704	696	822	594	591	740	672						4,865
2021	1,117	586	681	537	541	729	732	771	615	1,016	702	667	8,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859

2022 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903						35,398
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052	4,378	49,776
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528

2022 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 wireless	441	443	493	516	576	731	813						4,013
2022 stations	350	519	623	508	409	504	484						3,397
2021 wireless	326	306	398	483	564	749	776	683	621	584	522	538	6,550
2021 stations	309	307	414	397	385	509	602	636	475	160	387	310	4,891
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901

2022 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	174	128	105	82	54	61	53						778
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

2022 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	11	14	25	25	26	26	19						138
2021					20	32	45	54.75	41.25	0	14	10	217

Jul 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	1,386	960	426	1.44
Appleton	8,576	8,030	546	1.07
Black Creek	1,725	714	1,011	2.42
Clintonville	2,387	888	1,499	2.69
Door County	4,610	4,380	230	1.05
Florence	489	317	172	1.54
Fremont	656	385	271	1.70
Gillett	429	348	81	1.23
Hortonville	1,203	2,181	(978)	0.55
Iola	995	793	202	1.25
Kaukauna	1,917	3,143	(1,226)	0.61
Kewaunee	1,379	784	595	1.76
Kimberly	2,322	3,803	(1,481)	0.61
Lakewood	888	791	97	1.12
Lena	394	271	123	1.45
Little Chute	1,960	3,495	(1,535)	0.56
Manawa	863	726	137	1.19
Marinette County	2,772	4,142	(1,370)	0.67
Marion	973	705	268	1.38
New London	1,374	1,230	144	1.12
NFLS	0	13	(13)	0.00
Oconto	887	523	364	1.70
Oconto Falls	1,028	785	243	1.31
Oneida Tribal	598	170	428	3.52
OWLS	1	3	(2)	0.33
Scandinavia	418	324	94	1.29
Seymour	1,523	1,094	429	1.39
Shawano County	2,303	3,076	(773)	0.75
Shiocton	390	617	(227)	0.63
Suring	424	495	(71)	0.86
Waupaca	2,579	2,611	(32)	0.99
Weyauwega	1,002	654	348	1.53

TOTAL	48,451	48,451	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	8,890	8,890	0	1.00
NFLS - Intersystem	8,697	8,162	535	1.07
NFLS - Total	17,587	17,052	535	1.03
OWLS - Intrasystem	22,702	22,702	0	1.00
OWLS - Intersystem	8,162	8,697	(535)	0.94
OWLS - Total	30,864	31,399	(535)	0.98

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
9,612	7,336	2,276	1.31
59,949	48,058	11,891	1.25
11,808	5,458	6,350	2.16
17,802	6,669	11,133	2.67
31,066	29,829	1,237	1.04
3,102	2,551	551	1.22
4,650	3,384	1,266	1.37
2,917	2,229	688	1.31
8,602	13,741	(5,139)	0.63
7,278	6,709	569	1.08
13,035	23,168	(10,133)	0.56
9,861	6,215	3,646	1.59
15,783	26,617	(10,834)	0.59
6,306	5,447	859	1.16
2,748	1,407	1,341	1.95
12,354	22,999	(10,645)	0.54
6,116	5,340	776	1.15
18,517	29,177	(10,660)	0.63
7,201	5,244	1,957	1.37
9,718	9,693	25	1.00
0	65	(65)	0.00
6,277	5,372	905	1.17
7,112	5,289	1,823	1.34
4,399	969	3,430	4.54
54	37	17	1.46
2,874	2,749	125	1.05
10,002	8,296	1,706	1.21
18,451	22,120	(3,669)	0.83
2,782	2,753	29	1.01
2,877	3,644	(767)	0.79
18,458	21,028	(2,570)	0.88
6,734	4,852	1,882	1.39

338,445	338,445	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
63,798	63,798	0	1.00
59,447	57,815	1632	1.03
123,245	121,613	1632	1.01
157,385	157,385	0	1.00
57,815	59,447	(1632)	0.97
215,200	216,832	(1632)	0.99

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2022

Circulation Statistics 2022														
Waupaca 2021 Circulation		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2202 Downloads - ebooks		1,294	1,051	1,140	1,083	972	928	1,048						7,516
2021 Downloads - ebooks		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Audio		947	825	958	925	1,000	938	959						6,552
2021 Downloads - Audio		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Magazine		54	66	65	73	46	44	40						388
2021 Downloads - Magazine		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoopla		100	97	97	126	122	140	137						819
2021 Downloads - Hoopla										13	30	48	65	156
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		3,025	2,654	3,179	2,695	2,873	2,273	2,319						19,018
Checkouts		9,266	8,798	10,720	9,161	8,677	11,435	10,358						68,415
Total Circulation w/renewals		12,291	11,452	13,899	11,856	11,550	13,708	12,677	0	0	0	0	0	87,433
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	February	2022	March	2022	April	2022	May	2022	June	2022	July	2022
Dayton	1,569	14%	1,915	14%	1,674	14%	1,419	12%	1,503	11%	1,731	14%
Farmington	1,779	16%	2,035	15%	1,837	15%	1,635	14%	2,169	16%	2,088	16%
Lind	469	4%	552	4%	373	3%	317	3%	575	4%	572	5%
Waupaca (Town)	570	5%	969	7%	756	6%	635	5%	877	6%	766	6%
Town Total	4,387	38%	5,471	39%	4,640	39%	4,006	35%	5,124	37%	5,157	41%
Waupaca (City)	4,363	38%	4,960	36%	4,179	35%	4,476	39%	4,954	36%	4,091	32%
Waushara County	431	4%	507	4%	517	4%	507	4%	865	6%	857	7%
Portage County	1,020	9%	1,324	10%	1,072	9%	950	8%	888	6%	795	6%
Other	1,251	11%	1,637	12%	1,448	12%	1,611	14%	1,877	14%	1,777	14%
Total	11,452		13,899		11,856		11,550		13,708		12,677	

Monthly/YTD Circs and Renewals - July 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	2,344	499	2,843	17,346	4,564	21,910
Appleton	40,334	11,258	51,592	227,482	70,254	297,736
Black Creek	2,605	742	3,347	15,394	4,840	20,234
Clintonville	3,455	649	4,104	23,875	5,069	28,944
Door Cty - Baileys Harbor	1,423	237	1,660	7,328	1626	8,954
Door Cty - Egg Harbor	2,204	325	2,529	8,644	2000	10,644
Door Cty - Ephraim	434	65	499	1843	436	2279
Door Cty - Fish Creek	890	161	1,051	3987	726	4,713
Door Cty - Forestville	774	231	1,005	4,962	2073	7,035
Door Cty - Sister Bay	4,542	848	5,390	22,834	5,599	28,433
Door Cty - Sturgeon Bay	8,614	1,883	10,497	48,984	12,708	61,692
Door Cty - Washington Island	1303	90	1,393	5,677	1133	6,810
Florence	1145	73	1218	5,320	1090	6,410
Fremont	1,690	245	1,935	7,952	2735	10,687
Gillett	643	168	811	4,634	1014	5,648
Hortonville	6,307	1,778	8,085	36,562	10,069	46,631
Iola	1,478	470	1,948	12,449	3,852	16,301
Kaukauna	11,271	2,674	13,945	65,911	17,418	83,329
Kewaunee	2,562	528	3,090	17,011	5127	22,138
Kimberly	11,558	3,259	14,817	74,401	21,173	95,574
Lakewood	2,971	386	3,357	17,099	3233	20,332
Lena	799	118	917	4,513	911	5,424
Little Chute	10,280	3,024	13,304	66,600	19,836	86,436
Manawa	2,361	432	2,793	13,049	3644	16,693
Marinette Cty - Coleman	1,736	296	2,032	10,145	2761	12,906
Marinette Cty - Crivitz	2,266	517	2,783	15,016	3,895	18,911
Marinette Cty - Goodman	248	69	317	2017	495	2512
Marinette Cty - Marinette	3,954	817	4,771	26,192	6,404	32,596
Marinette Cty - Niagara	871	319	1,190	5,980	1845	7,825
Marinette Cty - Peshtigo	1125	177	1,302	5,549	1422	6,971
Marinette Cty - Wausaukee	1,283	245	1,528	6013	1406	7419
Marion	2,907	488	3,395	17,116	3983	21,099
New London	5,040	724	5,764	28,641	5,592	34,233
Oconto	2,153	401	2,554	15,264	4,461	19,725
Oconto Falls	3,087	450	3,537	18,851	3,981	22,832
Oneida Tribal - Green Earth	11	1	12	28	3	31
Oneida Tribal - Oneida	274	100	374	1230	494	1724
Scandinavia	423	134	557	2826	1290	4116
Seymour	2,998	744	3,742	18,701	5,599	24,300
Shawano Cty - Birnamwood	2	63	65	10,853	799	11,652
Shawano Cty - Bonduel	812	344	1,156	5,656	2266	7,922
Shawano Cty - Mattoon	57	16	73	515	233	748
Shawano Cty - Shawano	7,646	1,431	9,077	50,947	10,581	61,528
Shawano Cty - Tigerton	767	196	963	5,081	1277	6,358
Shawano Cty - Wittenberg	671	137	808	3199	1074	4,273
Shiocton	837	156	993	5,009	706	5,715
Suring	1,094	235	1,329	8,360	1985	10,345
Waupaca	10,358	2,319	12,677	68,415	19,018	87,433
Weyauwega	1,970	657	2,627	12,797	4,428	17,225
Total	174,577	41,179	215,756	1,058,258	287,128	1,345,386

Posted 8/1/22

From the new Library Director Eric Bailey:

It has been an exciting week and a half on the job at WAPL, following my first day on August 1st to the time of my writing. Head of Adult Services, Patsy Servey, and Head of Youth Services, Sue Abrahamson, have been incredible in getting me up to speed on essential procedures and responsibilities, and the entire staff has been helpful and welcoming. In addition to training, I've been reaching out to stakeholders at the school district, City Hall, Chamber of Commerce, OWLS and Park and Rec Department to meet our central partners in service to the community. Having missed July at the Library, this month's report is from Interim Co-Directors Patsy and Sue, for which I am happy and grateful to provide this introduction! Please stop by my office and say hello when you are in the Library next, I look forward to getting to know all of our trustees.

Interim Directors' Report - July 2022

A Library Foundation meeting was held on July 11th. Updates were given on the hiring of a new Library Director. A sizable bequest was donated to the Library Foundation and discussion centered around how best to utilize these funds. It was unanimously decided to hold the money until the new Library Director starts and that the funds should be spent toward events and programming that will bring people into the library. A request for \$800 for the purchase of promotional signage was approved.

New Director, Eric Bailey, joined our weekly management team meetings virtually in July. It was a good way to introduce him to the workings of our library and give him a head start. This early introduction allowed us to share supervisory challenges that have recently arisen, namely the resignation of our Adult Programming Librarian and their wish to move to a part-time role.

July was a challenging month in regard to staffing. Vacations, covid, and injuries forced us to be creative in getting all service points covered. The public did not realize any reduction in service and our library team stepped up to cover for their colleagues.

Work anniversaries: Joleen Mullet (12 years), Linda Hagen (8 years) & Molly Reinke (5 years).

This is our final Interim Director report. It has been a pleasure and a learning experience for us both. We have faced new challenges, coached and supported each other and staff, and strengthened relationships in both city departments and the community. We have kept a 16-page log of our work which has been shared with the new Director and is a part of our 2022 SMART Goals set under the City Administrator's guidance. Thank you for your support and grace during this interim period. It was great to know we had a team of advocates in our corner.

Respectfully submitted by Sue Abrahamson and Patsy Servey

July, 2022 Adult Services Report

Adult Programs

On July 16, our adult book discussion group read the book "Maid" by Stephanie Land. Once again, this discussion branched off onto other very meaningful topics. We had our usual 3 Zoom attendees (members of the same family not living in Waupaca), but we continue to see more people attend in person. Happily, a lot of these are people who have not attended book discussion groups previously. We had 10 people attend this meeting.

The Synergy monthly lifelong learning program for July also brought in new attendees - we learned about Qigong with Suzann Cook. One attendee was new to the area and did have a library card, but was also going right to the Senior Center after our program to get signed up there. This program is continuing to reach out to community members with interesting topics. Seven people attended this program.

The Life Class program for July with Dr. Ivan Wayne had four people attend, but he had their attention. He continues to bring very interesting topics, and is a very engaging speaker.

Refugee Book Discussions: 4 completed, 3 remaining. The attendance continues to grow at each, and the discussions at each are powerful. In addition, the books at the Library continue to circulate at a rapid rate.

Library Car Show on the Square - awesome turnout - approximately 25 old cars - all makes and models - were parked along Main Street and East Union Street. We estimate that approximately 150 visitors came to see the cars, enjoy root beer floats provided as a fundraiser by the Teen Volunteer Agency, and just visit on a very beautiful, sunny summer evening. We had many comments about wishing this event would be held more often.

Other: it is with regret that I am stepping away from the position of Adult Programming Librarian. I have very much enjoyed my time working with the Library Board and thank you for all of your support. You'll still see me at the Service Desk!

Respectfully submitted,

Joni Radley

July 2022 – Children’s Dept. Board Report

Mid-summer is a great time for staff family vacations. It is also a great time for us to ramp up our outreach programming. The two often create some scheduling challenges, but this year we have had the addition of staff injuries and covid. Many thanks to our dedicated team that recognized the crunch we were experiencing and stepped up to help. I’m happy to report that children’s staff is almost back to full strength and excited to be planning for a fun filled fall. We did need to cancel a few weeks of library programming at Sunny Day but are back to weekly visits now.

Molly Reinke and Paula Reedy are two youth dept. staff members who volunteered to lead a community book discussion of our community read title, *Refugee*, by Alan Gratz. Both were excited to engage with adult readers of a book written for middle grades and came away from each of their discussions with stories of participants with their own refugee stories.

Outreach programming in July was fast and furious! Fast with the Old Car Show programs planned in connection with the Old Car Show Exhibit, and furious in that some weeks we had an outreach program every day of the week!

- Greg’s Speed Shop (across from the Waupaca Airport) hosted our library group. They were very gracious and opened their entire facility so that families could watch their mechanics at work, see the paint shop and metal fabricating process. They even provided hot dogs! Thanks to the Friends of the Library and staff members for rounding out the event with sweets. The Boy Scouts shared their Pinewood Derby track and all sorts of cars were racing that night.
- In collaboration with Living the Waupaca Way and the Chain Exploration Center’s Community Garden, we did a story time (with chickens) at the garden. Families learn about ways in which we use all parts of the plant as food.
- Our Family Fun Day at the Historic Train Depot took on an educational theme of asking families about how everyday items get to their house. A world map helped them find countries where things were made and imagine what sorts of transportation was needed for them to have that item in hand. Tracy and Mike from the Waupaca Historical Society always are great partners.
- The Waupaca Foundry crew was on hand at Brainards Bridge Park to show library program attendees how their process of casting iron into usable products in their Foundry in a Box program. Each person could build their mold using sand and watch the molten iron poured into the mold and finished. Understanding the important work of our local manufacturing helped families was fun.
- Watch for challenging and fun math problems to appear on the sidewalks around the library. Every Friday, Jan Rademacher puts out a new one.

Babygarten, held every other Friday morning, has been drawing big crowds. We are also hearing families requesting Babygarten sessions weekly. Staff will be taking these requests under consideration as we look toward finding a hybrid solution to our future programs.

Waupaca County WIC, Healthy Beginnings and UW-Extension Foodwise staff joined with Farmers Market to host their families at the library for a story time, and food activity that culminated with a \$10 coupon for use at the market.

Whew! Respectfully submitted,
Sue Abrahamson, Children’s Librarian

July 2022 Board Report Teen Department

July was the Teen Department's big month for Teen Dungeons and Dragons. While the Teen Department occasionally runs games throughout the school year, July is a chance to play in an actual campaign session. A campaign is a series of game sessions that feature the same plotline and characters. Teens were able to meet every Friday in July, from 1:00 PM - 4:00 PM and play Dungeons & Dragons. Last year, the Teen Department saw almost twice the amount of teens than they expected showing up for games. This year, they made adjustments and hosted two simultaneous games each Friday. One, the "Campaign Group" that was led by one of our library volunteers, Jeremy, and the other, the "One-Shot Group" that was led by a different staff member or library volunteer each week. This allowed more participants at our programs, and gave local Game Masters a chance to play a game they love. Additionally, many of the local Game Masters who came back to help were old Teen Room and library users who wanted to give back to the Teen Room.

Our Teen Volunteer Agents (TVA) had a meeting on July 6th and planned to set up a Root Beer Floats table at the Library Car show to raise money for their group. They were able to raise \$318 at the event, removing the amount spent on ingredients (\$74.63), this still left them with a total of \$243.37. This money will be put towards their goals to add new furniture and liven up the Teen Room's decor. Their next big volunteering event will be at Life-Sized Monopoly Day where they will be helping with chalking and manning squares. Businesses interested in having a teen volunteer chalk their square may donate \$20 to the TVA for their help. (Picture, right. 3 TVA members assembling Root Beer Floats.)



Teen staff member, Tyler, hosted an Indie/Retro Game program during the week of July 19-22. During this program, he gave teens a chance to try a variety of games that they normally wouldn't have a chance to experience, while also talking with them about what makes those games Indie or Retro. July 12-15 our Teen Intern, Alayna, hosted an Earthquake Simulation where teens put their building skills to the test. We also hosted an Anime/Manga Contest, a Teen Writing Club, and more.

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

- Teen Dungeons & Dragons: 48 participants
- TVA: 9 participants
- Indie/Retro Games: 4 participants
- Anime/Manga Club: 6
- Writing Club: 6
- Origami: 3 participants
- Super Smash Bros Tournament: 4 participants
- MarioKart Tournament: 2 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

August 8th, 2022

WAU -2023

January						
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Notes:
Mon. Jan. 02 New Year's Day – Closed
Fri. April 07 Good Friday – Close at 1
Sat. April 08 Spring Break – Closed
Sat.–Mon. May 27-29 Memorial Day - Closed
Sat. June 17 Strawberry Fest - Closed
Tue. July 4 Independence Day -
Sat. Aug. 19 ARTS - Closed
Sat.–Mon. Sept. 2-4 Labor Day - Closed
Wed. Nov. 22 Day Before Thanksgiving – Close at 1
Thu.–Fri. Nov. 23-24 Thanksgiving - Closed
Sat.-Mon. Dec. 23-25 Christmas - Closed
Sat. Dec. 30 New Year's Eve - Closed
Mon. Jan. 1, 2024 New Year's Day - Closed

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Outagamie Waupaca Library System
Board of Trustees
May 19, 2022 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Frola at the OWLS office and online via GoToMeeting.

PRESENT: Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Liz Kauth, Bradley Shipps.

Excused: Mitesh Ajmera, Tyler Baeten.

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

Trentlage moved, seconded by Forsythe, to approve the April 21, 2022 meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Marnocha, to accept the April 30, 2022 financial report and file for audit. Motion carried.

Hankins moved, seconded by Forsythe, to approve the April/May bills, checks numbered 32579–32682, inclusive in the amount of \$210,221.79 and payroll-related expenditures in the amount of \$64,338.29. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Herman moved, seconded by Gilbert, to approve the final 2021 financial statement. Motion carried, with one abstention. (Forsythe)

Girod moved, seconded by Buchholtz, to approve the fund balance designation. Motion carried.

Hankins moved, seconded by Forsythe, to increase the threshold for capital assets to \$5,000. Motion carried.

Forsythe moved, seconded by Ver Voort, to approve MOU for joint strategic planning with NFLS. Motion carried.

Forsythe moved, seconded by Ver Voort, to approve the listed expenses for the Marketing Coordinator's travel to LMCC. Motion carried.

Herman moved, seconded by Forsythe, to approve 2023 county budget funding requests. Motion carried.

Trustees reviewed the Continuing Education Policy. No action taken.

Trustees reviewed Trustee Essentials 19: Library Director Certification.

Having completed the agenda, the meeting was adjourned by President Frola at 7:27 pm.

Respectfully submitted,

Liz Kauth
OWLS Secretary/Treasurer, *Pro Tem*