



# WAUPACA AREA PUBLIC LIBRARY

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107 South Main Street  
Waupaca, WI 54981

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WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY SEPTEMBER 15, 2021, 4:30PM

**IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE**

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. MINUTES FROM MEETING HELD WEDNESDAY, AUGUST 18, 2021

**ACTION ITEM: APPROVE** minutes of August 18 Meeting

4. MONTHLY BILLS FOR AUGUST 2021, **BILLS \$92,913.67, PERSONNEL \$78,117.43**

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

5. LIBRARY EXHIBIT ROOM

A. Exhibit Coordinator's Report

6. LIBRARY STATISTICS

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

7. DEPARTMENT REPORTS

A. Director's Report

**ACTION ITEM: APPROVE** mask mitigation procedures, "Masks required for anyone over the age of 2. If you can't wear a mask you must limit your time to 10 minutes."

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

## 8. COMMITTEE REPORTS

### A. Library Finance Committee

- a. Minutes of August 18 Meeting

**ACTION ITEM: APPROVE** minutes of August 18 Meeting

- b. Minutes of September 8 Meeting

**ACTION ITEM: APPROVE** minutes of September 8 Meeting

- c. Meeting scheduled for September 15 after Board Meeting

### B. Library Planning Committee

- a. No Meeting

### C. Library Policy Committee

- a. Meeting scheduled for September 15 after Policy Committee Meeting

### D. Personnel Committee

- a. Minutes of September 8 Meeting

**ACTION ITEM: APPROVE** minutes of August 18 Meeting

## 9. OLD BUSINESS

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

## 10. NEW BUSINESS

- a. Incident Report

## 11. ANNOUNCEMENTS & CORRESPONDENCE

- A. Next meeting will be Wednesday, October 20, 2021 at 4:30 pm in-person in the Council Chambers

## 12. ADJOURNMENT

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

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



# CITY OF WAUPACA

## WAUPACA AREA PUBLIC LIBRARY BOARD

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**REGULAR MEETING 2021 WAUPACA**

**CITY COUNCIL CHAMBERS OR VIRTUAL**

**DATE:**

**TIME:**

**1. ROLL CALL**

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**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**

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**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

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## OPEN MEETINGS LAW STATEMENT

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

was stated by

## 3. APPROVAL OF MEETING MINUTES

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### FROM MEETING HELD

**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

## 4. MONTHLY BILLS

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**Approve bills from**

**in the amount of**

**MOVED** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

**ACTION ITEM:**

## 5. LIBRARY EXHIBIT ROOM

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### A. Charts of Visits

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

## 6. LIBRARY STATISTICS FOR

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### 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

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ACTION ITEM: APPROVE Plan Determining Service Levels during Pandemic/Epidemic.

MOVED by Rebecca Thieme-Baeseman, SECONDED by Holly Olsen, 6 Ayes, 0 Nays, 1 Absent, 2 Abstain

Ms. Boyer requested a roll call vote

MOTION CARRIED on a Roll Call vote: Chesnut Abstain, Rhodes Aye, Zimmerman Aye, Olsen Aye, Liegl Aye, Boyer Abstain, Thieme-Baeseman Aye, Eiden Aye

ACTION ITEM: APPROVE Investing in the Hoopla download service by moving \$1,800 from the AV physical items to the Ebooks/Eaudio line item.

MOVED by Lori Chesnut, SECONDED by Holly Olsen, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a voice vote.

ACTION ITEM: APPROVE Allowing Waupaca and Waushara County patrons to access Hoopla Services and prevent other Library patrons from counties who do not support our library with tax dollars from accessing Hoopla for the remainder of 2021.

MOVED by Mary Zimmerman, SECONDED by Rebecca Thieme-Baeseman, 7 Ayes, 1 Nays, 1 Absent, MOTION CARRIED on a voice vote.

**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**

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**A. Library Finance Committee:**

**B. Library Planning Committee:**

**C. Library Policy Committee:**

**D. Library Personnel Committee:**

## **9. OLD BUSINESS**

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## 10. NEW BUSINESS

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## 11. ANNOUNCEMENTS & CORRESPONDENCE

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Next meeting will be held:

## 12. ADJOURNMENT

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**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

A handwritten signature in black ink, consisting of the letters 'MJB' in a cursive, stylized script.

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda September 2021

We FINALLY installed our exhibit! There was great help from the exhibit room committee members to unpack, hang Ruth's paintings, and arrange the jewelry, photos, and cultural items that were shipped to the library. We were fortunate to have Ruth there to help lay out the exhibit, and it was wonderful to see how excited she was to have her artwork and travels displayed in the Exhibit Room.

Since our September meeting was scheduled for the same day we installed *Beyond Borders*, our next meeting is scheduled for October 6.

I was contacted by Laurie Dennis at the University of Wisconsin Center for East Asian Studies to use a quote for their next grant cycle. The Waupaca Library is directly mentioned in communications that will go out to the media:

"The Waupaca Area Public Library used its grant to host a children's kite event with an East Asian theme, hold exhibits with East Asian artwork, and add an East Asian title to an existing adult book club.

"We generated excitement for upcoming programs at a time when it is critical to have patrons return to our library," said Waupaca's Liz Kneer."

Below is a link to the article:

<https://eastasia.wisc.edu/2021/08/30/east-asia-in-wisconsin-library-program-now-accepting-applications-through-1-october/>

### Beyond Borders and Boundaries: Indigenous Art of Latin America (September 8-November 13)

*Beyond Borders and Boundaries* is installed and open! It is wonderful to have such a colorful, dynamic, and meaningful exhibit to reopen the Exhibit Room.

In addition to the wall and case displays, I put together an adult's book display and the Children's Department put together a book display featuring Latin American nonfiction and fiction titles.

Ruth sent videos of her travels to me, and I compiled them with descriptive text to feature on the TV in the exhibit room. This will further enhance the exhibit and give visitors a better feel for Ruth's travels and inspiration.

We put an additional display case upstairs near the main circulation desk to let visitors know the Exhibit Room is open and draw them downstairs.

The exhibit was featured on the front page of the Waupaca County Post:

<https://waupacanow.com/2021/09/01/library-hosts-indigenous-art-show/>

Ruth and I are meeting with Josh Werner on September 10 to record a segment for the City of Waupaca TV station/social media. We will also record a virtual 'tour' of the exhibit that will be available online.

*Beyond Borders and Boundaries* is a great opportunity for the library to meet strategic goals. We are providing inclusive services by exposing our patrons to cultures they may not otherwise experience. Through our Meet and Greet program with Ruth, we are creating opportunities for connectedness and personally engaging with our community.

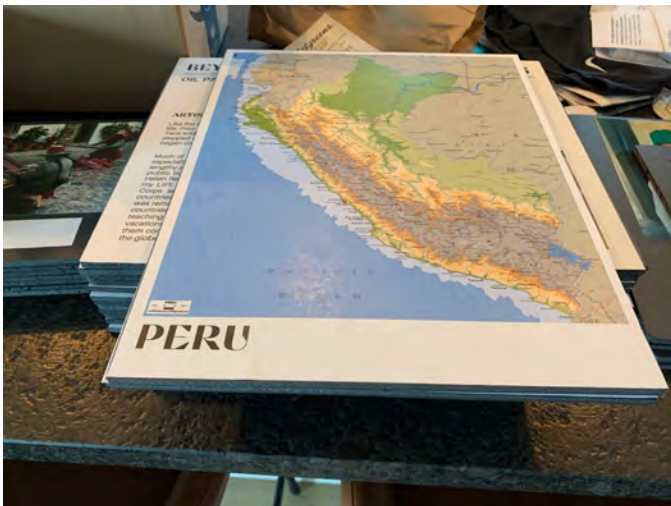
## 2021 Schedule

- Cooking Themed Exhibit: December/early February **POSTPONED**
- Youth Art Month: February/March **VIRTUAL**
- East Asia: April/May **VIRTUAL**
- Summer Reading Program: June/July/August
- Beyond Borders: Indigenous Art of Latin America: September/October/November
- Missy Mittel/Taxidermy: November/December

## 2022 Schedule

- Missy Mittel/Taxidermy: January
- Youth Art Month: February/March
- Roots of Jazz: April/May
- Summer Reading Program: June/July/August
- Waupaca Musicals: September/October
- Cooking: November/December

Ready for installing *Beyond Borders*!



Promo for *Beyond Borders*

**BEYOND BORDERS &  
BOUNDARIES** Indigenous Art of  
Latin America

SEPTEMBER 8-NOVEMBER 12, 2021





Indigenous Art of Latin America

**BEYOND  
BORDERS &  
BOUNDARIES**



**MEET THE ARTIST!**

**RUTH  
WYDEVEN**

2021 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$38.99	\$18.95	\$15.25	\$0.60	\$23.16	\$10.15	\$0.00	\$0.12					\$107.22
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22					
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$653.81	\$653.81	\$653.93	\$653.93	\$653.93	\$653.93	\$653.93	\$1,143.03
2019 Running Total												
\$603.58	\$1,281.18	\$2,134.87	\$2,847.27	\$3,559.81	\$3,895.29	\$4,651.91	\$5,443.14	\$6,137.81	\$6,823.87	\$7,330.03	\$7,955.38	\$7,955.38
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36					\$2,453.54
2020 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$600.59	\$579.41	\$284.54	\$2.27	\$3.32	\$65.39	\$170.19	\$266.18	\$297.25	\$215.93	\$164.75	\$204.28	\$2,854.10
2021 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00					\$245.00
2020 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$493.50	\$254.00	\$370.50	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$18.00	\$10.00	\$0.00	\$0.00	\$1,156.00
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10					\$2,991.87
2020 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$247.50	\$360.99	\$182.55	\$246.54	\$17.00	\$78.00	\$89.00	\$316.00	\$107.00	\$301.00	\$77.00	\$43.00	\$2,065.58
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74					\$127.04
2020 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$72.78	\$75.83	\$11.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.30
2021 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$313.83	\$1,592.04	\$7,008.67	\$1,335.03	\$1,505.79	\$513.00	\$1,452.61	\$242.25					\$13,963.22
2020 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$-	\$-	\$-	\$268.40	\$308.87	\$1,057.46	\$2,268.41	\$4,538.41	\$154.45	\$252.19	\$194.39	\$67.95	\$9,110.53

## 2021 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	1,117	586	681	537	541	729	732	771					5,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

## 2021 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856						28,150
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140
2018	10,359	8,925	10,051	9,107	8,817	12,306	13,803	10,359	8,641	9,908	8,983	7,634	118,893

## 2021 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 wireless	326	306	398	483	564	749	776	683					4,285
2021 stations	309	307	414	397	385	509	602	636					3,559
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901
2019 Wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 Stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

## 2021 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021	1,412	1,355	488	252	183	116	90	88					3,984
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

## 2021 Volunteer Hours

[illegible]

Aug 2021 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

<u>Library</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,408	1,031	377	1.37
Appleton	10,001	9,570	431	1.05
Black Creek	1,571	900	671	1.75
Clintonville	2,341	787	1,554	2.97
Door County	4,347	4,848	(501)	0.90
Florence	376	408	(32)	0.92
Fremont	620	484	136	1.28
Gillett	386	520	(134)	0.74
Hortonville	1,053	2,084	(1,031)	0.51
Iola	921	740	181	1.24
Kaukauna	1,398	3,405	(2,007)	0.41
Kewaunee	1,415	753	662	1.88
Kimberly	2,382	3,247	(865)	0.73
Lakewood	1,076	795	281	1.35
Lena	388	313	75	1.24
Little Chute	1,937	1,878	59	1.03
Manawa	768	662	106	1.16
Marinette County	2,671	4,088	(1,417)	0.65
Marion	1,011	799	212	1.27
New London	1,242	1,255	(13)	0.99
NFLS	0	18	(18)	0.00
Oconto	887	839	48	1.06
Oconto Falls	1,101	615	486	1.79
Oneida Tribal	553	145	408	3.81
OWLS	0	6	(6)	0.00
Scandinavia	411	359	52	1.14
Seymour	1,417	1,229	188	1.15
Shawano County	2,611	2,722	(111)	0.96
Shiocton	353	237	116	1.49
Suring	347	540	(193)	0.64
Waupaca	2,788	3,147	(359)	0.89
Weyauwega	1,231	587	644	2.10

TOTAL	49,011	49,011	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	9,070	9,070	0	1.00
NFLS - Intersystem	8,496	8,559	(63)	0.99
NFLS - Total	17,566	17,629	(63)	1.00
OWLS - Intrasystem	22,886	22,886	0	1.00
OWLS - Intersystem	8,559	8,496	63	1.01
OWLS - Total	31,445	31,382	63	1.00

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
11,801	7,874	3,927	1.50
74,520	80,618	(6,098)	0.92
12,621	8,347	4,274	1.51
17,173	7,704	9,469	2.23
39,967	39,939	28	1.00
3,817	2,888	929	1.32
5,831	3,730	2,101	1.56
2,851	3,006	(155)	0.95
10,004	17,164	(7,160)	0.58
8,417	7,236	1,181	1.16
12,865	26,847	(13,982)	0.48
11,145	6,506	4,639	1.71
17,506	28,853	(11,347)	0.61
8,160	6,756	1,404	1.21
3,554	2,067	1,487	1.72
12,867	17,228	(4,361)	0.75
7,631	6,342	1,289	1.20
28,749	34,181	(5,432)	0.84
12,321	7,117	5,204	1.73
11,307	12,358	(1,051)	0.91
0	145	(145)	0.00
7,978	5,411	2,567	1.47
8,619	5,681	2,938	1.52
4,444	1,180	3,264	3.77
0	85	(85)	0.00
4,389	3,493	896	1.26
13,807	10,889	2,918	1.27
24,824	25,636	(812)	0.97
3,765	2,584	1,181	1.46
4,472	3,792	680	1.18
23,227	30,015	(6,788)	0.77
12,388	5,348	7,040	2.32

421,020	421,020	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
67,769	67,769	0	1.00
92,612	75,639	16,973	1.22
160,381	143,408	16,973	1.12
0	0		
185,000	185,000	0	1.00
75,639	92,612	(16,973)	0.82
260,639	277,612	(16,973)	0.94

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed



## Circulation Statistics 2021

Waupaca 2021 Circulation														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2021 Downloads - ebook		1,182	1,057	1,130	1,102	1,073	1,012	972						7,528
2020 Downloads - ebook		1,105	1,061	1,245	1,396	1,384	1,476	1,322	1,149	1,133	1,151	1,134	1,083	14,639
2021 Downloads - Audio		734	821	948	961	975	932	899						6,270
2020 Downloads - Audio		787	708	691	699	771	765	737	671	650	718	796	734	8,727
2021 Downloads - Magaz		67	88	88	27	14	95	66						445
2020 Downloads - Magaz		30	44	49	52	55	51	50	55	73	143	82	64	748
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		2,367	2,490	3,300	3,093	2,836	3,132	3,325	3,461					24,004
Checkouts		6,655	6,888	10,070	9,345	8,050	11,933	11,132	11,159					75,232
Total Circulation w/renev		9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620					99,236
2021 Running Totals		9,022	18,400	31,770	44,208	55,094	70,159	84,616	99,236					99,236
2020 Totals		18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983
2020 Running Totals		18,596	36,572	48,997	49,918	52,830	58,401	67,557	77,797	89,139	99,178	107,950	116,983	116,983
2019 Totals		20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

### Circ by Municipality

Town/City/County	Feb		March		April		May		June		July		August	
Dayton	1,150	12%	1,920	14%	2,086	17%	2,058	19%	2,490	17%	2,565	18%	2,555	17%
Farmington	1,842	19%	2,170	16%	1,957	16%	1,675	15%	2,410	16%	2,108	14%	1,977	14%
Lind	343	4%	561	4%	624	5%	443	4%	602	4%	600	4%	525	4%
Waupaca (Town)	549	6%	681	5%	665	5%	555	5%	862	6%	905	6%	1,013	7%
Town Total	3,884	40%	5,332	40%	5,332	43%	4,731	43%	6,364	42%	6,178	42%	6,070	42%
Waupaca (City)	3,731	38%	5,251	39%	4,522	36%	3,834	35%	5,233	35%	4,888	34%	5,109	35%
Wausara County	298	3%	318	2%	357	3%	512	5%	601	4%	679	5%	688	5%
Portage County	608	6%	897	7%	844	7%	691	6%	936	6%	527	4%	952	7%
Other	1,217	12%	1,572	12%	1,383	11%	1,118	10%	1,931	13%	2,275	16%	1,801	12%
Total	9,738		13,370		12,438		10,886		15,065		14,547		14,620	

# Monthly/YTD Circs and Renewals - August 2021

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,122	639	2,761	15,539	4,633	20,172
Appleton	40,542	14,038	54,580	251,742	93,817	345,559
Black Creek	2,226	1,074	3,300	16,505	6,733	23,238
Clintonville	3,318	733	4,051	17,188	4,374	21,562
Door Cty - Baileys Harbor	1,489	307	1,796	8,223	1,771	9,994
Door Cty - Egg Harbor	1,512	405	1,917	8,394	2,029	10,423
Door Cty - Ephraim	428	87	515	2,748	612	3,360
Door Cty - Fish Creek	791	157	948	4,848	885	5,733
Door Cty - Forestville	823	366	1,189	6,205	2,549	8,754
Door Cty - Sister Bay	4,269	958	5,227	24,686	5,862	30,548
Door Cty - Sturgeon Bay	8,340	2,128	10,468	55,566	14,861	70,427
Door Cty - Washington Island	1,017	252	1,269	6,670	1,485	8,155
Florence	894	152	1,046	4,638	1,063	5,701
Fremont	1,473	444	1,917	8,467	3,018	11,485
Gillett	646	381	1,027	5,366	1,757	7,123
Hortonville	5,499	1,789	7,288	35,155	9,985	45,140
Iola	1,885	468	2,353	14,052	4,442	18,494
Kaukauna	9,461	2,922	12,383	68,920	20,021	88,941
Kewaunee	2,404	592	2,996	18,960	5,334	24,294
Kimberly	10,155	3,101	13,256	70,268	20,800	91,068
Lakewood	2,801	511	3,312	17,677	4,610	22,287
Lena	892	249	1,141	4,990	1,470	6,460
Little Chute	7,744	2,035	9,779	41,577	11,464	53,041
Manawa	1,880	586	2,466	13,639	4,242	17,881
Marinette Cty - Coleman	1,546	341	1,887	11,215	3,659	14,874
Marinette Cty - Crivitz	2,084	537	2,621	12,538	3,407	15,945
Marinette Cty - Goodman	218	52	270	2,149	627	2,776
Marinette Cty - Marinette	4,175	1,132	5,307	28,275	7,966	36,241
Marinette Cty - Niagara	1,025	303	1,328	6,018	2,195	8,213
Marinette Cty - Peshtigo	667	219	886	5,468	1,654	7,122
Marinette Cty - Wausaukee	826	296	1,122	6,898	1,951	8,849
Marion	2,810	720	3,530	21,644	5,525	27,169
New London	3,832	875	4,707	25,601	6,545	32,146
Oconto	2,314	749	3,063	14,477	5,336	19,813
Oconto Falls	2,432	696	3,128	18,295	4,956	23,251
Oneida Tribal - Green Earth	-	-	-	-	-	-
Oneida Tribal - Oneida	128	120	248	1,194	613	1,807
Scandinavia	488	212	700	3,753	1,455	5,208
Seymour	2,993	840	3,833	18,118	5,866	23,984
Shawano Cty - Birnamwood	242	105	347	10,078	1,011	11,089
Shawano Cty - Bonduel	848	271	1,119	5,930	2,564	8,494
Shawano Cty - Mattoon	68	28	96	626	178	804
Shawano Cty - Shawano	6,612	1,741	8,353	45,535	11,105	56,640
Shawano Cty - Tigerton	517	188	705	4,224	1,248	5,472
Shawano Cty - Wittenberg	492	109	601	3,166	1,068	4,234
Shiocton	574	145	719	4,923	1,132	6,055
Suring	1,224	231	1,455	6,779	1,848	8,627
Waupaca	11,159	3,461	14,620	75,232	24,004	99,236
Weyauwega	1,705	545	2,250	13,496	4,361	17,857
<b>Total</b>	<b>161,590</b>	<b>48,290</b>	<b>209,880</b>	<b>1,067,655</b>	<b>328,091</b>	<b>1,395,746</b>

Posted 9/1/21



## Director's Report

August/September 2021

The week of September 6 the County reached a new level of Covid cases moving from high to very high cases and transmission with a growing trajectory. It is our goal to continue to offer access so the Management Team agreed that a reduction in service was not the direction we wished to move. I consulted with Jed Wohlt at Waupaca County and he pointed to the [CDC guidance](#) that is available for workplaces. The Executive Summary includes guidelines to prevent the spread.

“Preliminary evidence suggests that fully vaccinated people who do become infected with the Delta variant can be infectious and can spread the virus to others. This evidence has led CDC to update recommendations for fully vaccinated people to reduce their risk of becoming infected with the Delta variant and potentially spreading it to others, including by:

- wearing a mask<sup>1</sup> in public indoor settings in areas of substantial or high transmission;
- choosing to wear a mask regardless of level of transmission, particularly if individuals are at risk or have someone in their household who is at increased risk of severe disease or not fully vaccinated; and
- getting tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wearing a mask in public indoor settings for 14 days after exposure or until a negative test result.”

The Management Team looked at increased cases and the Schools moving to masks for all students and teachers; information from Thedacare asking leaders to encourage vaccination and use masks to protect vaccinated and unvaccinated individuals from infection; and CDC guidelines. Rather than reduce services we decided to require masks for all visitors with unmasked patrons limited to a 10 minute visit.. Patsy and I discussed the options with Mayor Smith and City Administrator Aaron Jenson on September 10<sup>th</sup>. The plan is to put up news signs stating, “Mask required for all patrons over the age of 2. If you cannot wear a mask limit your time to 10 minutes.”

**ACTION ITEM: APPROVE** mask mitigation procedures, “Masks required for anyone over the age of 2. If you can't wear a mask you must limit your time to 10 minutes.”

Our computer tables have been delivered and put in place. We ordered some plexiglass guards to put between computers to provide safety and privacy. The patrons really like being able to choose between sitting and standing and the view they have out the windows. The only negative comment we received was about the room for the keyboard with the computer seated behind the monitor. The new tables will be 24 inches deep and the CPU will be mounted below. We are confident that that will take care of the issue. Since the tall table trial had gone extremely well, I asked the Foundation President Vance Linden's permission to send out an email vote for the tall tables and padded stools. Quoted price from Office outfitters is \$4,723 including installation. The Foundation voted in favor of the purchase.

A preliminary Budget for 2022 was shared with the Finance Committee based on recommendations from the Personnel Committee. We do not yet know if the City Council will move forward with a wage increase or it here will be an increase in Health Insurance costs. The Finance Committee will meet after the Board Meeting to look at another draft. The City's Budget timeline may require a special meeting before we meet again in October.

I hope you had a chance to tune into the Trustee Training that was offered in August. I was able to attend several and found the Succession Planning session particularly valuable to our current situation. As you know I have been documenting procedures and processes for the next Director. I was pleased to hear that I am on the right track. They did share a succession planning document that may prove valuable in our current situation and on into the future. I'll be bringing a plan forward to the Policy Committee in the near future.

*Respectfully Submitted by Peg Burington*

## August 2021 Adult Services Report

### **Adult Programs**

On August 28, we had a book discussion featuring *The Ride of Her Life* by Elizabeth Letts. 10 people attended, led by Joni Radley. We had one new attendee who had never done a Zoom interaction before, and she's still talking about the book!

Please stop in to see the 9/11 Memorial Exhibit dispersed throughout the library. It's a very moving tribute to many of the lives that were lost that day, and the heroes who emerged. There is also an accompanying book display that has generated a lot of attention.

2021 Fall Film Series begins September 9 with a virtual lecture by Jack Rhodes featuring Sherlock Holmes In The Spider Woman. Copies of the film are available for checkout, and this particular film is available for viewing on YouTube.

Fall Life Class Virtual Series also on September 9, The focus of this three-part series is to build resiliency using the following core components: CONNECTION, WELLNESS, HEALTHY THINKING, AND MEANING. This discussion will help empower you to withstand and learn from difficult and traumatic experiences. Denise from the Waupaca County Department of Health and Human Services will facilitate this session.

### **Adult Circulation & Information Report**

In August I was able to complete three staff evaluations. Joni Radley has successfully completed her first 3 months as the Adult Programming Librarian. She has been working to implement the fall movie series with Jack Rhodes which had to be converted to a virtual platform. Joni is showing flexibility and a willingness to learn new things which is invaluable in this current climate. Linda Hagen and Laura Clark also had their yearly evaluation.

I continue my work with the ThedaCare CHAT (Community Health Action Team) subcommittee on Social Connectedness as well as with the You Belong in Waupaca - Compassionate Community Initiative. We will be meeting to evaluate our community conversation questions which explore Waupaca as a safe, vibrant, resilient and connected community. This work meets the library's strategic plan goal of being a community connector through collaboration and engagement and the goal of increasing inclusive services.

August was my month to renew my ALA- American Library Association membership and I also signed up for the PLA- Public Library Association and WLA- Wisconsin Library Association upon recommendation from the Management Team. I am connected to discussion groups with library support staff and community building themes.

Steven Baumann, Peg and I got the new computer tables installed with the help of Harold from Office Outfitters. We also ordered and installed privacy dividers between the side-by-side computer stations. I am thankful to the Waupaca Library Foundation for this new furniture with computer tower brackets and cable management systems. It makes an incredible difference both aesthetically and in the safety of our power and internet connection ports. The new furniture layout also allows for better social distancing between computer users.

I was lucky enough to go with 8 family members on a cruise of Alaska's Inside Passage at the end of August. Thank you to my supervisor and coworkers who covered my shifts and duties to make this possible.

Respectfully submitted by Joni Radley and Patsy Servey

## **Children's Dept. – August 2021 Board Report**

### **Potato Weigh-In Day – August 7 – Historic Waupaca Train Depot**

- 31 of 80 grow bags were returned for weigh in at the event.
- 1017 potatoes were harvested totaling a little over 36 lbs.
- The largest crop by weight was 4 lbs., 2.1 oz.
- Two people harvested 52 potatoes which was the most potatoes.

Almost everyone wants to do it again..... We all agreed that we need a longer growing time. Plant in April, harvest in late Aug/early Sept. The Spudmobile was a great visual draw. Rainy weather did not dampen any enthusiasm for growing your own food!

### **Waupaca Playground Program – Lower South Park – Partnership with Waupaca Park & Rec**

We offered two afternoon programs for the youth participating in the summer playground program. Program supervisors Nichole and Jordon Williams were delightful to work with. Kids were excited to hear a story and participate in learning activities in the summer.

### **New Teacher Welcome Event – August 13 – Partnership with School District/Chamber of Commerce**

This year's welcome event for new teachers to our school district actually covered last year and this year. Taylor and I each sponsored a new educator and took part in the bus tour of Waupaca, the luncheon, and the afternoon scavenger hunt. We want to make sure that all new teachers get a feel for the strong relationship the public library has with the school. We're all in this together!

### **Fairest of the Fair – Waupaca County Fair Story Time at Riverside Park – August 17**

Makya Schroeder, the 2021 Waupaca County Fairest of the Fair, and Penny Tank, Waupaca County 4-H Youth Development Coordinator, were on hand for our last summer program in the park. They shared stories and activities highlighting the fun of 4-H and the Waupaca County Fair.

### **Waupaca School District Tech Camp – Telling Your Classroom Story Presentation – August 24**

Taylor Wilcox and I partnered with Art Schultz from the Waupaca Middle School to give a presentation on how the new Social Media Club was formed with a grant from the Wisconsin Dept. of Public Instruction and how they can take better photos to share all the amazing and awesome learning that is happening in our district every day.

The three-year grant to create a **digital toolbox for assessing youth and maker programming**, spearheaded by the Madison Public Library's Bubbler, and in partnership with the Skokie Public Library, has been rolled out to our library stakeholders. We are excited to be a part of this ambitious project that could have the outcome of making lasting changes to library programming and librarianship across the nation.

**Book pack requests** continue to decline in August. We received 15 requests for book packs, three from day care classrooms. No requests for adult or teen materials were received.

### **Summer Learning Program Wrap-Up/Highlights/Data collection –**

We did it! Beanstack's final report shows us collectively recording 10,206 books! (I do have to admit we were sweating it the last few days.) Here is the skinny on our impact from the Children's Dept. this summer:

43 Programs for Children and Families

25 - In-person outdoors – reaching 772 people

5 - Pre-recorded virtual

2 – Live virtual –reaching 8 people

11 – Outreach to Sunny Day – reaching 687 people

408 Beanstack Participants

155 – Children

46 – Teens

207 – Adults

33 – Prize-winning Readers – Totaling \$750

10 - \$20 Chamber Gift Certificates to Children

1 - \$50 Grand Prize Basket to 11-year old

10 - \$20 Chamber Gift Certificates to Teens

1 - \$50 Grand Prize Basket to a Teen

10 - \$20 Chamber Gift Certificates to Adults

1 - \$50 Grand Prize Basket to an Adult

Respectfully submitted,

Sue Abrahamson

Children's Librarian



## **August 2021 Board Report Teen Department**

The last week of in-park teen programming involved teens making their very own Bee Hydrators with the library's Teen Intern, Lilly! The craft itself was easy enough to put together, and consisted of some paint, a ceramic dish, and some glass marbles. The teens mentioned having a lot of fun during this last week, and were happy to go home with this eco-friendly craft.

We had 46 teens participate in the We Read 10,000 summer challenge! In August, we decided it would be fun if we could celebrate their reading and their time spent connecting with one another and learning with the library. But first, we needed a way to do it.

In the past, we held Teen Lock-Ins to celebrate the awesome summer challenge, but we couldn't hold an in-person lock-in this year like we have in the past. So, Teen Librarian Taylor and Teen Intern Lilly started brainstorming. They decided that they could still have a lock-in, but it would need to happen virtually. Thus, the Teen Log-In was created! We came up with a variety of hands-on and virtual activities for teens to participate in including origami bookmarks, trivia, team games, etc. In order to receive an invite to this celebration, you had to log at least 2 books you read over the summer. We sent out about 26 invitations and had 13 teens RSVP. During the week of, Teens stopped in to collect their Log-In Goody bags which included snacks, origami paper, special event buttons, and more. On Friday, August 13<sup>th</sup>, Taylor and Lilly hosted a Zoom meeting from 6:30-10:00 p.m. where they had 13 teens log-in and play games, hang out, and celebrate their summer together. To wrap up the event, Taylor and Lilly offered two separate book talks, one aimed more at Middle School students, and one aimed more at High School students. Once they decided, the teens were placed into breakout rooms, and received some short, sweet book talks. The books discussed were *Mosquitoland* by David Arnold and *Small Spaces* by Katherine Arden. All the teens who attended the Log-In said they had an AMAZING time and that they can't wait to do it again next year.

The Teens Talk Thursday program and Book Club continued to meet throughout August. The Teen Volunteer Agent group agreed to meet up again in September.

### **August Teen Programs and Events Included (Participants counted for the whole month):**

- Bee Hydrators, led by Lilly, 10 participants
- Teen Log-In, led by Taylor W. and Lilly, 13 participants
- Teens Talk Thursdays – 20 participants
- Page Turners, Last Wednesday of the month – 3 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

September 9, 2021

**Waupaca Area Public Library  
Finance Committee Meeting  
Council Chambers  
Wednesday, August 18, 2021, 5:30  
(or following the Library Board Meeting)**

1. Call meeting to order at 6:15 pm  
Lori Chesnut, Julie Eiden, and Holly Olsen. Meeting was led by Library Director, Peg Burington; Sue Abrahamson and Patsy Servey were also in attendance.
2. Approval of the agenda Moved by L. Chesnut, seconded by J. Eiden. Passed by voice vote.
3. Open Meeting Law:  
  
This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.
4. Review Preliminary Budget 2022
5. Adjournment  
  
**Moved** by J. Eiden, **Seconded** by H. Olsen to **Adjourn**. Motion **Passed** on a voice vote.

Meeting Adjourned at 6:40 pm

**Waupaca Area Public Library  
Finance Committee Meeting  
Council Chambers  
Wednesday, September 8, 2021, 7:00 pm**

Call meeting to order at 7:05

Present: Julie Eiden, Lori Chesnut, Holly Olsen, Rebecca Thieme-Baeseman (virtually). Meeting was led by Library Director, Peg Burington. Sue Abrahamson and Patsy Servey were also in attendance.

Approval of the agenda Moved by L. Chesnut, seconded by H. Olsen. Passed by voice vote. 4-0-0

Open Meeting Law:

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

Review preliminary budget 2022 and recommendations made by Personnel Committee: 2% Wage Increase based on City Council Decision and Flat fee of \$150 per week to both Patsy and Sue for their extra time and effort, not dependent on extra hours worked in the absence of the Director.

Provide direction for the 2022 Budget and advise staff on changes to be made before it is brought to the Board: Use 100% of Fund Balance and rebuild it as able, subtract Director's Wage during interim months, add in interim director pay, calculate 6 months probationary period for new director's wage.

Adjournment

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

Meeting Adjourned at 7:40 pm

Next meeting August 15 following Library Board meeting and Policy Committee meeting.

**Waupaca Area Public Library  
Personnel Committee Meeting  
Council Chambers  
Wednesday, September 8, 2021, 6:15 pm**

Call meeting to order at 6:15

Julie Eiden, Lori Chesnut, Mary Zimmernan, Chris Jaenke. Meeting was led by Library Director, Peg Burlington, Sue Abrahamson and Patsy Servey were also in attendance.

Approval of the agenda Moved by M. Zimmerman, seconded by L. Chesnut.  
Passed by voice vote. 4-0-0

Open Meeting Law:

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

Discuss Personnel issues that may affect the 2022 Budget: Possible timeline for hiring new Director Feb 17 last day of work for current Director, Apr 8 remaining vacation completed, Aug 1 anticipated hiring date for new director.

2% Wage Increase based on City Council Decision. Interim compensation to both Patsy and Sue for their extra time and effort, not dependent on extra hours worked in the absence of the Director.

**Moved** by L. Chesnut, **Seconded** by C. Jaenke to **Move into closed session to discuss compensation of individual employees**. Motion **Passed** on a Roll Call vote. 4-0-0 Those present in closed session: Julie Eiden, Lori Chesnut, Mary Zimmernan, Chris Jaenke, Peg Burlington, Sue Abrahamson and Patsy Servey

**Moved** by J. Eiden, **Seconded** by M. Zimmerman to **Move into open session**. Motion **Passed** on a Roll Call vote. 4-0-0

**Moved** by J. Eiden, **Seconded** by L. Chesnut to **Pay a flat fee of \$150/week to both P. Servey and S. Abrahamson for their extra time and effort, not dependent on extra hours worked in the absence of the Director**. Motion **Passed** on a voice vote. 4-0-0

Adjournment

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

Meeting Adjourned at 7:05 pm