

WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY AUGUST 18, 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, JULY 21, 2021

ACTION ITEM: APPROVE minutes of July 21 Meeting

4. MONTHLY BILLS FOR JULY 2021, **BILLS \$54,632.04, PERSONNEL \$47,914.00,**

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

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

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

8. COMMITTEE REPORTS

- A. Library Finance Committee
 - a. Meeting scheduled for August 18 after Board Meeting
- B. Library Planning Committee
 - a. No Meeting
- C. Library Policy Committee
 - a. Schedule Meeting for September 15 after Board Meeting
- D. Personnel Committee
 - a. No Meeting

9. OLD BUSINESS

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

10. NEW BUSINESS

- a. Incident Report
- b. Trustee Training

11. ANNOUNCEMENTS & CORRESPONDENCE

- A. Next meeting will be Wednesday, September 15, 2021 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

PLEASE CALL PEG BURINGTON (715-467-1599) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL
CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.
PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF
WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

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

CITY OF WAUPACA

WAUPACA AREA PUBLIC LIBRARY BOARD

REGULAR MEETING 2021 WAUPACA

CITY COUNCIL CHAMBERS OR VIRTUAL

DATE:

TIME:

1. ROLL CALL

Present:

- ☒ Julie Eiden, President
- ☒ Ald. Lori Chesnut, Vice President
- ☒ Glenda Rhodes
- ☐ Mary Zimmerman Excused
- ☐ Chris Jaenke Excused
- ☒ Holly Olsen, Treasurer
- ☒ Gracie Liegl, Youth on Board
- ☒ Joyce Boyer
- ☒ Rebecca Thieme-Baeseman
- ☐ Ald. Scott Purchatzke, City Council Alternate (non-voting member)

Also Present:

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

2. APPROVAL OF AGENDA

MOVED by

SECONDED by

to

Ayes:

Nays:

Absent:

OPEN MEETINGS LAW STATEMENT

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

was stated by

Julie Eiden

3. APPROVAL OF MEETING MINUTES

FROM MEETING HELD

Wednesday, June 16, 2021

MOVED by

Joyce Boyer,

SECONDED by

Lori Chesnut,

to

APPROVE the amended minutes from the previous month.

Ayes:

7

Nays:

0

Absent:

2

MOTION CARRIED on a voice vote.

4. MONTHLY BILLS

Approve bills from

June 2021

in the amount of

\$53,131.67 (PERSONNEL \$46,074.26)

MOVED by

Julie Eiden,

SECONDED by

Glenda Rhodes,

to

APPROVE the bills from the previous month including personnel costs.

Ayes:

7

Nays:

0

Absent:

2

MOTION CARRIED ON A ROLL CALL VOTE.

ACTION ITEM:

APPROVE quarterly donation expenditures. MOVED by Rebecca Thieme-Baeseman, SECONDED by Holly Olsen, 7 Ayes, 0 Nays, 2 Absent, MOTION CARRIED on a voice vote.

5. LIBRARY EXHIBIT ROOM

A. Charts of Visits

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

6. LIBRARY STATISTICS FOR

June 2021

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

Fine Income:	\$10.15
Copy Income:	\$353.43
Meeting Room Income:	\$70.00
Material Replacement:	\$335.29
Waived Amount:	\$513.00

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

Volunteer Hours:	32
Reference Transactions:	729
Library Visits:	5,279
Internet Use (wireless):	749
Internet Use (stations):	509
Curbside Pickups:	116

C. Interloan Chart

Items Loaned:	2,569
Items Borrowed:	3,696

D. Circulation Chart with Municipality Statistics

Total Circulation for past month	15,065
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7. DEPARTMENT REPORTS

A. Director's Report (report attached)

ACTION ITEM:

APPROVE 2022 Library Calendar. MOVED by Holly Olsen, SECONDED by Gracie Liegl, 7 Ayes, 0 Nays, 2 Absent, MOTION CARRIED on a voice vote.

ACTION ITEM:

ACTION ITEM:

B. Adult Services Report (report attached)

ACTION ITEM:

D. Children's Department Report (report attached)

ACTION ITEM:

E. Teen Department Report (report attached)

ACTION ITEM:

8. COMMITTEE REPORTS

A. Library Finance Committee:

Preliminary budget meeting Aug 18 after Library Board Meeting.

B. Library Planning Committee:

No Meeting

C. Library Policy Committee:

Minutes from June 16 Meeting

APPROVE minutes from June 16, 2021 Policy Committee Meeting. MOVED by Lori Chesnut, SECONDED by Glenda Rhodes, 7 Ayes, 0 Nays, 2 Absent, MOTION CARRIED on a voice vote.

APPROVE Rules of Conduct Policy & Child Safety Policy. MOVED by Holly Olsen, SECONDED by Lori Chesnut, 7 Ayes, 0 Nays, 2 Absent, MOTION CARRIED on a voice vote.

D. Library Personnel Committee:

Minutes from June 8 Meeting & Director's Goals

Gracie Liegl left at 5:38

APPROVE minutes from June 8, 2021 Personnel Committee Meeting. MOVED by Lori Chesnut, SECONDED by Glenda Rhodes, 7 Ayes, 0 Nays, 2 Absent, MOTION CARRIED on a voice vote.

APPROVE Director's Goals from 2020-2021 and Goals for 2021-2022. MOVED by Lori Chesnut, SECONDED by Holly Olsen, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

9. OLD BUSINESS

Progress Towards Strategic Plan Goals - Sue Abrahamson

10. NEW BUSINESS

No Incident Reports
OWLS Automation Services Agreement

APPROVE OWLS Automation Services Agreement. MOVED by Lori Chesnut, SECONDED by Rebecca Thieme-Baeseman, 6 Ayes, 0 Nays, 3 Absent, MOTION CARRIED on a voice vote.

11. ANNOUNCEMENTS & CORRESPONDENCE

Next meeting will be held:

Wednesday, August 18, 2021 in Council Chambers

12. ADJOURNMENT

MOVED by

Holly Olsen,

SECONDED by

Lori Chesnut,

to

Adjourn

Ayes:

6

Nays:

0

Absent:

3

MOTION CARRIED on a voice vote.

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

Meeting adjourned at

5:54

Julie Eiden, Chairman
Waupaca Area Public Library Board

compiled by

PS

MJB

Bills July		Name	Memo	Budget	Amount	Balance	%Unexpnded	%Expended
						394,551.63		
100 PERSONNEL						332,932.53		
	102 FULL TIME WAGES & BENEFITS					247,753.69		
		FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR JULY		-36,040.79	211,712.90		
	Total 102 FULL TIME WAGES & BENEFITS			\$ 480,938.00	-36,040.79	211,712.90	44%	56%
	104 PART TIME WAGES & BENEFITS					85,178.84		
		PART TIME WAGES & BENEFITS	PART TIME WAGES AND BENEFITS FOR JULY		-11,873.21	73,305.63		
	Total 104 PART TIME WAGES & BENEFITS			\$ 154,599.00	-11,873.21	73,305.63	47%	53%
	Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL				\$ 635,537.00	-47,914.00	285,018.53	45%	55%
200 OPERATIONS						29,392.14		
	201 TRAVEL & TRAINING					1,977.94		
	Total 201 TRAVEL & TRAINING			\$ 4,117.00		1,977.94	48%	52%
	207 MAINT EQUIPMENT					4,000.00		
	Total 207 MAINT EQUIPMENT			\$ 4,000.00		4,000.00	100%	0%
	209 INSURANCE & BONDING					1,000.00		
	Total 209 INSURANCE & BONDING			\$ 1,000.00		1,000.00	100%	0%
	211 CONTRACT SERVICES					4,103.43		
	211 COLLECTIONS					455.25		
		UNIQUE MANAGEMENT SERVICES INC.	VC - PAYMENT FOR 4 ACCOUNTS SENT TO COLLECTIONS I# 604119		-35.80	419.45		
	Total 211 COLLECTIONS			\$ 500.00	-35.80	419.45	84%	16%
	211 COPIER SERVICES					4,192.52		
		US BANK	XEROX COPIER LEASE 44759507		-176.00	4,016.52		
	Total 211 COPIER SERVICES			\$ 6,500.00	-176.00	4,016.52	62%	38%
	Total 211 CONTRACT SERVICES - Other					-544.34		
	Total 211 CONTRACT SERVICES			\$ 7,000.00	-211.80	3,891.63	56%	44%
	215 MOVIE LICENSE					8.49		
	Total 215 MOVIE LICENSE			\$ 100.00		8.49	8%	92%
	216 POSTAGE					1,236.57		
		POSTAGE METER	POSTAGE METER READING FOR JULY		-91.32	1,145.25		

Bills July			Name	Memo	Budget	Amount	Balance	%Unexpnded	%Expended
			USPS UNITED STATES POST OFFICE	POSTAL SUPPLIES FOR CHIDREN'S DEPT		-39.60	1,105.65		
	Total 216 POSTAGE				\$ 1,700.00	-130.92	1,105.65	65%	35%
217 MEMBERSHIPS & DUES							1,737.00		
			ROTARY CLUB OF WAUPACA	QUARTERLY DUES FOR EXHIBIT DIRECTOR I# 2151A		-130.00	1,607.00		
Total 217 MEMBERSHIPS & DUES					\$ 1,700.00	-130.00	1,607.00	95%	5%
218 OWLS MEMBERSHIP							0.00		
Total 218 OWLS MEMBERSHIP					\$ 27,412.00		0.00	0%	100%
253 PROMOTIONAL MATERIALS							273.81		
Total 253 PROMOTIONAL MATERIALS					\$ 650.00		273.81	42%	58%
282 TECHNOLOGY							8,226.41		
			AMAZON.COM	VC - HMDI CORD FOR DIRECTOR (TOTAL INVOICE = \$54.97)		-7.99	8,218.42		
			MAILCHIMP	VC - MONTHLY SUBSCRIPTION FOR EMAIL MESSAGING		-51.99	8,166.43		
Total 282 TECHNOLOGY					\$ 10,110.00	-59.98	8,166.43	81%	19%
301 SUPPLIES							6,828.49		
			FLEET FARM	VC - SUPPLIES FOR CHILDREN'S DEPT. CLAMPS (\$9.95-1.99)		-7.96	6,820.53		
			AMAZON.COM	VC - SUPPLIES RUBBER BANDS SPLIT INVOICE = \$30.56		-12.58	6,807.95		
			OFFICE OUTFITTERS	VC - SUPPLIES INK PAD I# 451094		-6.40	6,801.55		
			AMAZON.COM	VC - SUPPLIES CURRENCY PEN, MARKERS (\$8.88+20.98)		-29.86	6,771.69		
Total 301 SUPPLIES					\$ 10,000.00	-56.80	6,771.69	68%	32%
200 OPERATIONS - Other							0.00		
Total 200 OPERATIONS - Other							0.00		
Total 200 OPERATIONS					\$ 67,789.00	-589.50	28,802.64	42%	58%
250 PRINT MATERIALS							21,239.36		
	115 - ADULT BOOKS						9,213.75		
			AMAZON.COM	VC - ADULT BOOKS 41858660 (TOTAL INVOCIE =\$54.97)		-46.98	9,166.77		
			AMAZON.COM	VC - ADULT BOOKS GRAPHIC NOVELS & FICTIONS (\$5.98+103.55+102.51+25.19+80.92)		-318.15	8,848.62		

Bills July		Name	Memo	Budget	Amount	Balance	%Unexpnded	%Expended
		AMAZON.COM	VC - ADULT BOOKS INCLUDING PURCHASE REQUESTS (\$61.91+16.98+38.06+13.49+5.98+6.74+5.98+9.16)		-146.34	8,702.28		
		AMAZON.COM	VC - ADULT BOOKS (\$13.95+7.63+22.34+8.87+14.58+6.23+48.83+25.78)		-148.21	8,554.07		
		BAKER & TAYLOR	VC - ADULT BOOKS (\$303.26+155.64)		-458.90	8,095.17		
		BAKER & TAYLOR	VC - ADULT BOOKS SPLIT INVOICE TOTAL = \$1,941.62)		-1,639.99	6,455.18		
		AMAZON.COM	VC - ADULT BOOKS SPLIT INVOICE = \$30.56		-17.98	6,437.20		
Total 115 - ADULT BOOKS				\$ 18,330.00	-2,776.55	6,437.20	35%	65%
120 LARGE PRINT BOOKS						2,119.36		
		MICROMARKETING	VC - ADULT LARGE PRNT BOOKS I# 858622, 857756 (\$47.98+35.18)		-83.16	2,036.20		
		CENTER POINT LARGE PRINT	VC - ADULT LARGE PRINT BOOKS I# 1871445, 1871149 (175.94+24.67)		-200.61	1,835.59		
		BAKER & TAYLOR	VC - ADULT LARGE PRINT BOOKS - SPLIT INVOICE TOTAL = \$1,941.62)		-158.43	1,677.16		
Total 120 LARGE PRINT BOOKS				\$ 3,850.00	-442.20	1,677.16	44%	56%
215 CHILDRENS BOOKS						6,999.13		
		AMAZON.COM	VC - CHILDREN'S BOOKS SPILT INVOICE TOTAL = 79.26		-30.94	6,968.19		
		AMAZON.COM	VC - CHILDREN'S BOOKS (\$47.86+5.99+14.89+48.58+8.49+10.19+10.95+26.93+40.65)		-214.53	6,753.66		
		AMAZON.COM	VC - CHILDREN'S BOOKS (\$14.99+7.99+33.99+11.99+7.99+8.99)		-85.94	6,667.72		
		BAKER & TAYLOR	VC - CHILDREN'S BOOKS (\$45.32+134.20+757.19+106.33+46.51)		-1,089.55	5,578.17		
Total 215 CHILDRENS BOOKS				\$ 17,530.00	-1,420.96	5,578.17	32%	68%
315 TEEN BOOKS						2,906.20		
		BAKER & TAYLOR	VC - TEEN BOOKS (\$10.07+467.45)		-477.52	2,428.68		
Total 315 TEEN BOOKS				\$ 3,550.00	-477.52	2,428.68	68%	32%
410 MAGS & NEWSPAPERS						0.92		
		MILWAUKEE JOURNAL SENTINEL	CREDIT FOR NEWSPAPER CANCELATION		319.53	320.45		

Bills July			Name	Memo	Budget	Amount	Balance	%Unexpnded	%Expended
			WISCONSIN STATE FARMER	VC - ANNUAL RENEWAL FOR WEEKLY NEWSPAPER		-42.11	278.34		
	Total 410 MAGS & NEWSPAPERS				\$ 4,745.00	277.42	278.34	6%	94%
	250 PRINT MATERIALS - Other						0.00		
	Total 250 PRINT MATERIALS - Other						0.00		
Total 250 PRINT MATERIALS					\$ 48,005.00	-4,839.81	16,399.55	34%	66%
255 PROGRAMS							2,685.34		
	110 ADULT PROGRAMS						881.17		
			ROWMAN LITTLEFIELD PUB	VC - CHASE'S CALENDAR OF EVENTS FOR PROGRAMMING AND SOCIAL MEDIA		-93.20	787.97		
			BAKER & TAYLOR	VC - BOOKS FOR BOOK CLUB - SPLIT INVOICE TOTAL = \$1,941.62)		-143.20	644.77		
			AMAZON.COM	VC - SPOONS FOR SPOONVILLE 9200253		-28.97	615.80		
	Total 110 ADULT PROGRAMS				\$ 1,500.00	-265.37	615.80	41%	59%
210 CHILDREN'S PROGRAMS							1,174.57		
			AMAZON.COM	VC - CHILDREN'S PROGRAMMING SUPPLIES (\$77.52+9.98+6.95)		-94.45	1,080.12		
			PIGGLY WIGGLY	VC - CHILDREN'S PROGRAMMING SUPPLIES 066369		-25.04	1,055.08		
			LUCKY TREE	VC - CHILDRENS PROGRAMMING SUPPLIES 52204		-161.59	893.49		
			AMAZON.COM	VC - CHILDREN'S PROGRAMMING SUPPLIES SPILT INVOICE TOTAL = 79.26		-48.32	845.17		
	Total 210 CHILDREN'S PROGRAMS				\$ 3,000.00	-329.40	845.17	28%	72%
310 TEEN PROGRAMS							629.60		
			AMAZON.COM	VC - SUPPLIES FOR TEEN PROGRAMS (\$37.98+15.76+33.99+29.98)		-117.71	511.89		
	Total 310 TEEN PROGRAMS				\$ 1,000.00	-117.71	511.89	51%	49%
	Total 255 PROGRAMS - Other						0.00		
Total 255 PROGRAMS					\$ 5,500.00	-712.48	1,972.86	36%	64%
290 AUDIO VISUAL							8,302.26		
	125 ADULT MOVIES						2,401.23		
			AMAZON.COM	VC - ADULT MOVIES ON DVD (\$23.98+9.99+55.91+29.92+42.98+19.99+35.95+62.93)		-281.65	2,119.58		

Bills July		Name	Memo	Budget	Amount	Balance	%Unexpnded	%Expended
		Total 125 ADULT MOVIES		\$ 3,400.00	-281.65	2,119.58	62%	38%
		130 ADULT AUDIO BOOKS				1,130.80		
		MICROMARKETING	VC - ADULT AUDIO BOOKS I# 856466		-39.99	1,090.81		
		Total 130 ADULT AUDIO BOOKS		\$ 2,270.00	-39.99	1,090.81	48%	52%
		135 ADULT MUSIC				683.87		
		AMAZON.COM	VC - ADULT MUSIC ON CD (\$145.43+13.98+60.29)		-219.70	464.17		
		Total 135 ADULT MUSIC		\$ 920.00	-219.70	464.17	50%	50%
		220 CHILDREN'S MOVIES				1,450.63		
		AMAZON.COM	VC - CHILD MOVIES ON DVD 1463440		-19.95	1,430.68		
		WALMART	VC - CHILD MOVIES ON DVD 517226820086		-14.96	1,415.72		
		Total 220 CHILDREN'S MOVIES		\$ 2,430.00	-34.91	1,415.72	58%	42%
		225 CHILD AUDIO BOOKS				500.63		
		Total 225 CHILD AUDIO BOOKS		\$ 1,220.00		500.63	41%	59%
		230 CHILD MUSIC				100.00		
		Total 230 CHILD MUSIC				100.00		
		320 TEEN MOVIES		\$ 810.00		810.00	100%	0%
		Total 320 TEEN MOVIES				810.00		
		325 TEEN AUDIO BOOKS		\$ 500.00		500.00	100%	0%
		Total 325 TEEN AUDIO BOOKS				500.00		
		420 VIDEO GAMES		\$ 900.00		722.16	80%	20%
		Total 420 VIDEO GAMES				722.16		
		510 EBOOKS & EAUDIO BOOKS		\$ 4,120.00		2.94	0%	100%
		Total 510 EBOOKS & EAUDIO BOOKS				2.94		
		Total 290 AUDIO VISUAL - Other				0.00		
		Total 290 AUDIO VISUAL		\$ 16,670.00	-576.25	7,726.01	46%	54%
				\$ 775,918.00	-54,632.04	339,919.59	44%	56%
		TOTAL BUDGET		\$ 775,918.00				
		TOTAL PERSONNEL JULY		\$ 47,914.00				
		TOTAL BILLS FOR JULY (INCLUDING PERSONNEL)		\$ 54,632.04				
		YTD EXPENDITURES		\$ 435,998.41				
		REMANING BUDGET		\$ 339,919.59				

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda August 2021

We were excited to have our first in person exhibit room committee meeting since February 2020! We used the lower level meeting rooms to allow for social distancing and it was wonderful to be able to discuss upcoming exhibits in person. Nancy Miller retired this spring from the library, but volunteered to be part of our committee; she will be a great addition. The committee members helped finalize our schedule for 2021-2022 and had good feedback and ideas for our upcoming *Beyond Borders* exhibit. Our next meeting is scheduled for September 1, which is the same day we install *Beyond Borders*. We will likely discuss any upcoming agenda items while installing the exhibit and have our next meeting on October 6.

Ruth Wydeven and I have been working to finalize details for her exhibit, *Beyond Borders: Indigenous Art of Latin America*. Ruth lives in Colorado but has ties to the Waupaca area; she is excited to bring her nationally awarded artwork to the Exhibit Room. <https://www.ruthwydevenart.com/>

With Covid numbers rising in our county, I talked with Peg and agreed that the exhibit should move ahead but that any in person programming will be cancelled. I discussed this with Ruth, and she would like to go ahead with the exhibit, without the programming. We had always planned to have a 'virtual' walk through of the exhibit with Ruth, and we will use this in place of the in person programming. Ruth will be in Waupaca to install the exhibit on September 1 and stay to record our virtual programs.

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

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						\$107.10
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10						
2020 Running Total												
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$653.81	\$653.81	\$653.81	\$653.81	\$653.81	\$653.81	\$653.81	\$1,143.03
2019 Running Total												
\$603.58	\$1,281.18	\$2,134.87	\$2,847.27	\$3,559.81	\$3,895.29	\$4,651.91	\$5,443.14	\$6,137.81	\$6,823.87	\$7,330.03	\$7,955.38	\$7,955.38
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01						\$2,101.18
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						\$225.00
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						\$1,942.77
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						\$79.30
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						\$13,720.97
					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						4,923
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						3,602
2021 stations	309	307	414	397	385	509	602						2,923
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						3,896
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461
2021 Volunteer Hours													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021					20	32	45						97
2020	40	41	0	0	0	0	0	0	0	0	0	0	81

Jul 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	1,459	929	530	1.57
Appleton	10,607	9,984	623	1.06
Black Creek	1,520	916	604	1.66
Clintonville	2,631	913	1,718	2.88
Door County	4,564	4,970	(406)	0.92
Florence	394	416	(22)	0.95
Fremont	709	429	280	1.65
Gillett	396	530	(134)	0.75
Hortonville	1,063	2,105	(1,042)	0.50
Iola	939	824	115	1.14
Kaukauna	1,647	3,398	(1,751)	0.48
Kewaunee	1,411	632	779	2.23
Kimberly	2,382	3,578	(1,196)	0.67
Lakewood	1,124	944	180	1.19
Lena	411	274	137	1.50
Little Chute	2,015	2,357	(342)	0.85
Manawa	845	785	60	1.08
Marinette County	2,859	4,329	(1,470)	0.66
Marion	1,113	792	321	1.41
New London	1,303	1,530	(227)	0.85
NFLS	0	21	(21)	0.00
Oconto	896	718	178	1.25
Oconto Falls	1,191	692	499	1.72
Oneida Tribal	562	158	404	3.56
OWLS	0	2	(2)	0.00
Scandinavia	398	473	(75)	0.84
Seymour	1,530	1,250	280	1.22
Shawano County	2,802	3,030	(228)	0.92
Shiocton	386	200	186	1.93
Suring	389	500	(111)	0.78
Waupaca	2,843	3,421	(578)	0.83
Weyauwega	1,332	621	711	2.14

TOTAL	51,721	51,721	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	9,114	9,114	0	1.00
NFLS - Intersystem	9,344	9,027	317	1.04
NFLS - Total	18,458	18,141	317	1.02
OWLS - Intrasystem	24,236	24,236	0	1.00
OWLS - Intersystem	9,027	9,344	(317)	0.97
OWLS - Total	33,263	33,580	(317)	0.99

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
10,393	6,843	3,550	1.52
64,519	71,048	(6,529)	0.91
11,050	7,447	3,603	1.48
14,832	6,917	7,915	2.14
35,620	35,091	529	1.02
3,441	2,480	961	1.39
5,211	3,246	1,965	1.61
2,465	2,486	(21)	0.99
8,951	15,080	(6,129)	0.59
7,496	6,496	1,000	1.15
11,467	23,442	(11,975)	0.49
9,730	5,753	3,977	1.69
15,124	25,606	(10,482)	0.59
7,084	5,961	1,123	1.19
3,166	1,754	1,412	1.81
10,930	15,350	(4,420)	0.71
6,863	5,680	1,183	1.21
26,078	30,093	(4,015)	0.87
11,310	6,318	4,992	1.79
10,065	11,103	(1,038)	0.91
0	127	(127)	0.00
7,091	4,572	2,519	1.55
7,518	5,066	2,452	1.48
3,891	1,035	2,856	3.76
0	79	(79)	0.00
3,978	3,134	844	1.27
12,390	9,660	2,730	1.28
22,213	22,914	(701)	0.97
3,412	2,347	1,065	1.45
4,125	3,252	873	1.27
20,439	26,868	(6,429)	0.76
11,157	4,761	6,396	2.34

372,009	372,009	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
58,699	58,699	0	1.00
84,116	67,080	17036	1.25
142,815	125,779	17036	1.14
0	0		
162,114	162,114	0	1.00
67,080	84,116	(17036)	0.80
229,194	246,230	(17036)	0.93

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							6,556	
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							5,371	
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							379	
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						20,543	
Checkouts	6,655	6,888	10,070	9,345	8,050	11,933	11,132						64,073	
Total Circulation w/renew	9,022	9,378	13,370	12,438	10,886	15,065	14,457						84,616	
2021 Running Totals	9,022	18,400	31,770	44,208	55,094	70,159	84,616						84,616	
2020 Totals	18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983	
2020 Running Totals	18,596	36,572	48,997	49,918	52,830	58,401	67,557	77,797	89,139	99,178	107,950	116,983	116,983	
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281	

Circ by Municipality

Town/City/County	Jan	Feb	March	April	May	June	July							
Dayton	1,236	1,150	1,920	2,086	2,058	2,490	2,565	14%	12%	17%	19%	17%	18%	
Farmington	1,692	1,842	2,170	1,957	1,675	2,410	2,108	19%	19%	16%	15%	16%	14%	
Lind	326	343	561	624	443	602	600	4%	4%	5%	4%	4%	4%	
Waupaca (Town)	576	549	681	665	555	862	905	6%	6%	5%	5%	6%	6%	
Town Total	3,830	3,884	5,332	5,332	4,731	6,364	6,178	42%	40%	43%	43%	42%	42%	
Waupaca (City)	3,357	3,731	5,251	4,522	3,834	5,233	4,888	37%	38%	36%	35%	35%	34%	
Waushara County	426	298	318	357	512	601	679	5%	3%	3%	5%	4%	5%	
Portage County	510	608	897	844	691	936	527	6%	7%	6%	6%	6%	4%	
Other	899	1,217	1,572	1,383	1,118	1,931	2,275	10%	12%	11%	10%	13%	16%	
Total	9,022	9,738	13,370	12,438	10,886	15,065	14,547							

Monthly/YTD Circs and Renewals - July 2021

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,214	664	2,878	13,417	3,994	17,411
Appleton	43,232	14,545	57,777	211,200	79,779	290,979
Black Creek	2,872	1,200	4,072	14,279	5,659	19,938
Clintonville	3,347	751	4,098	13,870	3,641	17,511
Door Cty - Baileys Harbor	1,652	260	1,912	6,734	1,464	8,198
Door Cty - Egg Harbor	1,875	334	2,209	6,882	1,624	8,506
Door Cty - Ephraim	536	93	629	2,320	525	2,845
Door Cty - Fish Creek	1,007	154	1,161	4,057	728	4,785
Door Cty - Forestville	946	374	1,320	5,382	2,183	7,565
Door Cty - Sister Bay	5,005	1,064	6,069	20,417	4,904	25,321
Door Cty - Sturgeon Bay	8,918	2,242	11,160	47,226	12,733	59,959
Door Cty - Washington Island	1,482	205	1,687	5,653	1,233	6,886
Florence	834	205	1,039	3,744	911	4,655
Fremont	1,572	496	2,068	6,994	2,574	9,568
Gillett	875	383	1,258	4,720	1,376	6,096
Hortonville	6,610	1,736	8,346	29,656	8,196	37,852
Iola	1,938	530	2,468	12,167	3,974	16,141
Kaukauna	10,855	3,111	13,966	59,459	17,099	76,558
Kewaunee	2,365	641	3,006	16,556	4,742	21,298
Kimberly	11,617	3,442	15,059	60,113	17,699	77,812
Lakewood	3,095	700	3,795	14,876	4,099	18,975
Lena	818	248	1,066	4,098	1,221	5,319
Little Chute	9,016	2,109	11,125	33,833	9,429	43,262
Manawa	2,054	541	2,595	11,759	3,656	15,415
Marinette Cty - Coleman	1,578	312	1,890	9,669	3,318	12,987
Marinette Cty - Crivitz	1,959	495	2,454	10,454	2,870	13,324
Marinette Cty - Goodman	368	117	485	1,931	575	2,506
Marinette Cty - Marinette	4,161	1,091	5,252	24,100	6,834	30,934
Marinette Cty - Niagara	658	216	874	4,993	1,892	6,885
Marinette Cty - Peshtigo	827	239	1,066	4,801	1,435	6,236
Marinette Cty - Wausaukee	925	305	1,230	6,072	1,655	7,727
Marion	3,075	718	3,793	18,834	4,805	23,639
New London	4,710	940	5,650	21,769	5,670	27,439
Oconto	2,144	538	2,682	12,163	4,587	16,750
Oconto Falls	2,629	701	3,330	15,863	4,260	20,123
Oneida Tribal - Green Earth	-	-	-	-	-	-
Oneida Tribal - Oneida	259	88	347	1,066	493	1,559
Scandinavia	611	242	853	3,265	1,243	4,508
Seymour	3,158	914	4,072	15,125	5,026	20,151
Shawano Cty - Birnamwood	296	90	386	9,836	906	10,742
Shawano Cty - Bonduel	654	458	1,112	5,082	2,293	7,375
Shawano Cty - Mattoon	64	34	98	558	150	708
Shawano Cty - Shawano	7,577	1,709	9,286	38,923	9,364	48,287
Shawano Cty - Tigerton	549	186	735	3,707	1,060	4,767
Shawano Cty - Wittenberg	557	146	703	2,674	959	3,633
Shiocton	465	155	620	4,349	987	5,336
Suring	941	281	1,222	5,555	1,617	7,172
Waupaca	11,132	3,325	14,457	64,073	20,543	84,616
Weyauwega	1,841	517	2,358	11,791	3,816	15,607
Total	175,873	49,845	225,718²⁰	906,065	279,801	1,185,866



Director's Report

July/August 2021

When I returned from my vacation in early August, the Pandemic metrics for our area had changed significantly in the wrong direction. On August 6 Patsy Servey attended a CHAT (Community Health Action Team) Meeting where Jed Wohlt, County Health Officer, reported some grim statistics and projections. He said that our area has clearly started moving backwards. He stated that by next week the CDC will move our county from Substantial to High transmission rate. The County officially moved from an area of substantial to high transmission on August 9. Jed Wohlt shared statistics for Waupaca County (as of July 6):

- 5 weeks ago we were at less than 1 new case per week
- Last week we were at 4 new cases per day
- Yesterday there were 15 new cases
- We have moved from 0 hospitalizations in the county to 12 hospitalizations currently

Thedacare shared that their researchers are predicting a significant spike. On August 5th, ThedaCare hospitals had 6 Covid-based hospitalizations.

To get up-to-date information use the Wisconsin Department of Health Services <https://www.dhs.wisconsin.gov/covid-19/local.htm#activity> or the Center for Disease Information Tracker <https://covid.cdc.gov/covid-data-tracker/#county-view>.

There is some good news, the vaccination rate is picking up both through ThedaCare and through Waupaca County Public Health.

The Management Team has been working on a Pandemic Response Plan based on the one created by Ellen Connor at the Manawa Public Library. I have attached it to my report and would ask that the Board discuss and consider adopting it.

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

Staff in charge of AV budget line items met to discuss getting started with **Hoopla**, the streaming service we have been discussing the last few months. We worked together to find a way to pay for the service this fall. We all agreed to take 30% of our remaining funds in physical AV line items to invest in Hoopla for our library patrons. The amount of the investment is \$1,800 which allows for about \$450 per month for the four months left in the year. We talked about limits per patron and would like to start with 3 downloads per month. We also talked about whether we should consider blocking patrons that do not support our library with their taxes. Hoopla has the ability to block patrons based on zip code, county or municipality. Our discussion did not come to a clear conclusion and we agreed to let the Board decide if patrons should be blocked.

Our plan for sustainability for 2022 is to use \$4,400 which is 35% of the total (physical) AV Line Items. If we find that the service is too popular and we are unable to pay for the full year at the rate it is being used we will ask our local funding agencies for funds to cover the costs.

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

The **Foundation** met on July 12. They agreed to fund a new computer table. The new table will work with an existing table we had for the microfilm machines. The newly configured tables will be outfitted with shelf/cages that house the CPUs, freeing up space on the table top for personal belongings. The microfilm machines have been consolidated and shifted to the area across from the Main Desk, next to the copy machine. The new configuration will allow for social distancing and comfort for the user. We have had a really good response the tall tables and stools located near the windows. The cost of the stools and tall tables is \$4,411.00 but we were able to get a credit (\$660) from Office Outfitters for chairs that were purchased for this area but are no longer needed. That brings the total to \$3,751. Because of the positive response to the tall tables, I will be bringing that forward to the Foundation in October.

In early August I entered the **capital projects** into the Plan-It software used by the City to track and vet improvements to City facilities. Right now the City Hall/Library lawn (estimate \$100,000) and cupboards for meeting rooms (\$10,000) have been placed in the schedule for 2022 with 50% of the cost to be provided by private donors. The other two projects, gender neutral restroom (\$20,000 estimate) and drive-up window (\$100,000 estimate) have been put in the schedule for 2027 and 2030 respectively. The projects will go to the Council on August 17. I received assistance from Josh Werner on the technology and from Aaron Jenson on the project timeline.

Joleen Mullet, who is in charge of ordering **newspapers** and magazines, under my direction, created a survey for newspaper readers. We had a few people who responded. After looking at the responses and talking about the timeline for purchases yet this year we decided to cancel the Milwaukee paper which comes by mail, sometimes as much as a week late. It is almost \$500 a year. With the credit we will be able to pay for the Waupaca County Post and the Wisconsin State Farmer which come due this summer and fall. By the time we are making budget decisions we will have a pretty good idea if anyone is really missing the Milwaukee paper.

This year we have made a concentrated effort to **weed the Adult Collection**. Jan Popple has been working on the movies and music. I started with large print and fiction and have now progressed to non-fiction areas. Many of the travel guides are pretty old with low circulation rates. We are not looking to replace many of them since even the 2021 guides will be out of date as soon as they are published. Attractions and restaurants have closed or changed their policies or hours. The discarded items have been made available through the Friends' Book Sale. Book sales have been steady with Friends' Treasurer, Joann Fulcher, reporting \$700 in revenue in June and July.

Respectfully Submitted by Peg Burington

Determining level of service during Pandemic/Epidemic

Pandemics are unpredictable and geographical areas can see fluctuations in cases through the duration of the event. Having the flexibility to move back and forth to different service levels allows the Library respond to orders and alerts issued by the state or county and to respond to conditions within the community and library. Service levels could change due to any of the following:

- Orders/advisories/alerts from state and/or county health departments
- CDC recommendations and advisories ([cdc.gov](https://www.cdc.gov))
- Disease Activity per Wisconsin Department of Health Services (dhs.wisconsin.gov)
- School district decisions about protocols and learning models
- Other county libraries moving to a different level putting strain on those libraries operating at a more open level
- Area healthcare systems under strain
- Availability and health of staff
- Current levels of library use and vulnerability of staff and patrons
- Vaccination rates
- Other Pandemic information as it becomes available

As long as cases are present some mitigation that may affect service levels will be in place. Possible mitigation protocols may include: requiring face coverings, (while making service accommodations); protective barriers; requiring social distancing; regular disinfecting of high touch areas; frequent handwashing or sanitizing.

The Library Board recognizes that the decision of moving to different levels of service may have to be made quickly as conditions during the Pandemic can change rapidly. The Library Director may make the decision to move back and forth in phases and at the next scheduled board meeting any changes in service phases will be reviewed.

Case activity level

The case activity level is a summary indicator combining burden and trajectory. The case activity level is either low, medium, high, or very high.

Burden	Trajectory	Activity level
Low	Shrinking	Low
Low	No Significant Change	Low

Burden	Trajectory	Activity level
Low	Growing	Medium
Moderate	Shrinking	Medium
Moderate	No Significant Change	Medium
Moderately High	Shrinking	Medium

Burden	Trajectory	Activity level
Moderate	Growing	High
Moderately High	No Significant Change	High
Moderately High	Growing	High
High	Shrinking	High
High	No Significant Change	High
High	Growing	High

Burden	Trajectory	Activity level
Very High	Shrinking	Very High
Very High	No Significant Change	Very High
Very High	Growing	Very High

The Library will close when instructed by county or state orders or there are not enough staff to stay open due to disease/quarantine. Library Director may amend hours temporarily if this can ease staff burden and keep the doors open for a significant number of hours. Meeting room availability may depend on quarantine protocols and storage needs.

The following are various levels of service during the pandemic based on CDC case numbers and trajectory (transmission rates).

Cases & Trajectory	Low	Moderate/Medium	Substantial/High	Very High	Critically High
Library Services and Use					
Time limits in place (browsing/reading/using)	No limits	No limits	Restricted time limits may be enforced or encouraged	Restricted time limits enforced	No browsing/reading/using
Computer use	Pre-pandemic use in place	Pre-pandemic use in place	Limited computer use	Strictly limited computer use/no computer use	No computer use
Occupancy Limits	No occupancy limits	Occupancy limits may be in place in certain areas	Occupancy limits may be in place in certain areas	Occupancy limits may be in place in certain areas	No patrons in library
Programming	Limited in-person programming - outdoor and virtual programs	Limited in-person programming - outdoor and virtual programs	No in-person indoor programming - virtual and outdoor programs	Outdoor and virtual programming only	Virtual Programming only
Study Room Use	Limited to one person daily (no time limits)	Limited to one person daily (no time limits)	Limited to one person daily (time limits may be in place)	No Study room use/limited use	No Study Room Use
Meeting Room Use	Meeting Room use (audience may be limited)	Meeting Room Use (audience may be limited)	No Meeting Room use	No Meeting Room use	No Meeting Room use
Library Open/Closed	Open	Open	Open	Library closed for browsing	Library closed
Staff Work	Employees working in building	Employees working in building	Employees working in building	Some employees working from home	Only essential staff working in building
Curbside service	Curbside service	Curbside service	Curbside service	Only curbside	No Curbside

July 2021 Adult Services Report

Adult Programs

I have continued my training as the new Adult Programming Librarian this month. We've continued the book discussions, and have been getting the Thursday Film Series with Dr. Jack Rhodes ready to return in September. On Wednesday, August 4, when the Management Team made the decision to have no in-person programming for the immediate future (as long as our County is still in the "substantial" category of COVID cases) we revised the plan for the film series to return to a "Film Lecture Series" with Dr. Rhodes, at least for the month of September. This can be changed back to the in-person film viewing if/when the situation warrants.

We will potentially start the "Tablet Time" program soon with the help of Information staff; and have discussed other programs throughout the Fall that could be presented as either a virtual or in-person format. We are also making plans for a library-wide exhibit that will memorialize the 20th anniversary of the events of 9/11.

On July 17 we held our monthly Book Discussion event led by Laura Jandacek. The group discussed *Education of a Wandering Man*, by Louis L'Amour. The majority in attendance did not like the book; however, there was a wonderful discussion as they discussed L'Amour's beliefs about writing, education and life in general.

Louis L'Amour was a prolific writer and shared many of his life experiences as well a bibliography of everything he read during his traveling days in this book. The latter wasn't well received by our readers, most were distracted by his book list. They also were not fans of the literary device used in this book, stream of his consciousness. 5 patrons attended virtually.

The next book discussion will take place on Saturday, August 28, with the book being *The Ride of Her Life* by Elizabeth Letts.

Upcoming Adult Program Schedule

Virtual Book Discussion

- August 28 - *The Ride of Her Life* by Elizabeth Letts led by Joni Radley.

Adult Circulation & Information Report

In July, Jan Popple completed a large weeding project in the Adult DVD collection. Weeding, or removing older materials that no longer circulate frequently, is a regular part of managing the library's resource collection. Jan was able to create space by withdrawing 453 movies/tv series which will be sold in the Friends of the Library book sale room. Additional space is still needed for the ever growing movie collection so Jan is now looking at sets and collections to find duplicates that can be withdrawn.

Joni Radley and I trained two new volunteers this month, Teresa McCausland and retired staff member Kathleen Daley. Both volunteers will be working weekly on preparing new books for circulation. Currently this is our greatest need and we are thankful to have two experienced book handlers.

I was able to take a two week vacation this month. I would like to thank my fellow library staff members for helping to cover my desk shifts, Peg Burington and Sue Abrahamson for covering my other duties.

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. 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. I hope to have a community asset survey to share in the coming months and would greatly appreciate your input for our community asset mapping project. I will also be inviting you to participate in a community conversation event to explore Waupaca as a safe, vibrant, resilient and connected community.

Respectfully submitted by Joni Radley and Patsy Servey

Children's Dept. Board Report – July 2021

We have brought back some furniture that we had in storage during the first part of the pandemic. We are also seeing more families visiting to choose their items themselves. There are still no toys/games out with the idea that we can limit families with small children from being in close proximity outside their safety bubbles. We continue to wish for a speedy vaccination option for those youngest of our book lovers (0- to 11-year-olds). We have also made our two department internet computers available again. There is still little or no usage.

Our curbside book packs slipped to only 15 in July – 11 for kids/families, 3 for classrooms/day care centers, and 1 teen request.

While attending a local City Band concert at South Park, I was reminded of the fun Children's March and that one child's name is drawn from the hat to lead the march. After the march that child is gifted with a small prize from the band. I immediately thought of all the neat music themed picture books and knew immediately that this was a partnership in the making! The band was excited to receive picture books for the weekly prize and announced the Library as a sponsor. Already looking forward to next summer's City Band concerts and a treasured collaboration.

We held our fourth annual Family Fun Day at the Historic Train Depot. This year's theme was learning about the special graffiti created by travelers after the Great Depression. Thousands of displaced people, many teenagers, rode the rails from town to town looking for work, a hand out for chores, or a safe place to sleep. About 80 folks took part in a hobo symbol scavenger hunt around the property having to look inside and out for the secret symbols.

We continue to post two virtual story times each month. These recordings are fun to make and we have heard many appreciative comments from parents. Molly has continued our interactive website (bitmoji) into the summer as well. It is a nice way to be able to share book titles virtually with our followers. We had an Olympic book display to help families learn more about the summer Olympic sports and Japan.

Outreach programming continued at three City Parks (Riverside, South Park, and Brainard's Bridge). Every day we are there, staff returns with stories of gratitude by parents and caregivers (many grandparents). We even were successful, after three days of trying, in getting a kid in a bubble! I hope you are following us on Facebook to get to see some of the fun photos of our summer outreach. In July, we provided programs in the park for 188 people in 8 programs, an average of 24 people attending each session.

Sunny Day teachers and administrators have been so welcoming and accommodating to our outreach story time and babygarten programming at their site. They bring the children outdoors and we share many early literacy activities with them, complete with natural distractions like frogs and planes. We provided programming to 267 people at Sunny Day in July, an average of 67 people at each program. We have plans to continue to visit their site for these programs until the weather makes it too difficult.

Respectfully submitted,

Sue Abrahamson, Children's Librarian

July 2021 Board Report Teen Department



(Above. Teens at their final Dungeons & Dragons event of the summer.)

We met with our Teen Volunteer Agents twice in July, and would like to meet again in August to repair the Historical Center's Little Free Library. Dates are still being determined, but we'll be sure to take pictures of the final project!

Our park and front yard programs had some wonderful turn outs throughout July. The first week we had 15 teens attend and create survival bracelets and receive some awesome survival book recommendations. Our second week, Lilly used her personal experience with game design and coding to teach teens about binary codes and bracelet making. Our third week mainly consisted of playing different yard games with our teens.

Our most popular program, and possibly one of the best stories from July was our Teen Dungeons & Dragons program led by our library volunteer and epic Game Master, Jeremy. We met every Friday and had, throughout the whole month, 40 teens participate. Most game sessions will have about 4-5 players, and ours would usually have 7-12 depending on their availabilities during the summer. After our final session on July 31st, we asked our players to fill out a short survey. 62.5% reported hearing about the event via word-of-mouth. We asked teens about what they thought went well, and what they think we should change. One reported, "It was great. I just hope that if we do it again it won't be a cliffhanger." And another reported, "I really liked it. I got to meet lots of new people." Taylor knows that two teens had just moved here from out-of-state, and by their second week they had become friends with a different player. After the final session wrapped up, these teens decided to continue the adventure on their own so they could continue to hang out with the people they'd met through this program. Taylor is excited to bring Teen Dungeons & Dragons back in some shape or form in September.



Above. Teen creating his survival bracelet.

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

- Survival Bracelets, led by Taylor W., July 11-17 – 15 participants, 3 volunteers
- Binary Code Bracelets, led by Lilly, July 18-24 – 8 participants
- Yard Games, led by Taylor W., July 25-31 – 7 participants
- Teen Dungeons & Dragons, every Friday in July – 40 participants, 1 returning volunteer
- Teens Talk Thursdays – 27 participants
- Page Turners, Last Wednesday of the month – 1 participants
- Teen Volunteer Agents (TVA), met twice, once virtual and once in-person – 6 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

August 11, 2021

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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