



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY NOVEMBER 17, 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, OCTOBER 20, 2021 & NOVEMBER 3, 2021

**ACTION ITEM: APPROVE** minutes of October 20 Meeting

**ACTION ITEM: APPROVE** minutes of November 3 Meeting

4. MONTHLY BILLS FOR OCTOBER 2021, **BILLS \$58,720.76, PERSONNEL \$48,269.80**

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

5. LIBRARY EXHIBIT ROOM

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

6. LIBRARY STATISTICS

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

7. DEPARTMENT REPORTS

- A. Director's Report
- B. Adult Services Report
- C. Youth Services Report (to be distributed)
- D. Teen Services Report

8. COMMITTEE REPORTS

- A. Library Finance Committee
  - a. Minutes of October 20 Finance Committee Meeting

**ACTION ITEM: APPROVE** minutes of October 20 Meeting

- B. Library Planning Committee
  - a. No Meeting
- C. Library Policy Committee
  - a. Schedule Policy Committee Meeting for December 15, 2021
- D. Personnel Committee
  - a. Schedule Personnel Committee Meeting for January 19, 2022
- E. Ad hoc Hiring Committee
  - a. Meeting scheduled for November 17 with OWLS Director

#### 9. OLD BUSINESS

- a. Progress towards Strategic Goals (appointed staff member)
- b. 2022 Budget

**ACTION ITEM: APPROVE** 2022 Budget

#### 10. NEW BUSINESS

- a. Incident Report
- b. Trustee Essentials Chapter 5 – Hiring a Director

#### 11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, December 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 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      Excused
- ☒ 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

Julie Eiden

## 3. APPROVAL OF MEETING MINUTES

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**FROM MEETING HELD**

Wednesday, September 15, 2021

**Moved by**

Glenda Rhodes,

**SECONDED by**

Gracie Liegl,

to

APPROVE the minutes from the previous month.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.

## 4. MONTHLY BILLS

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**Approve bills from**

SEPTEMBER 2021

**in the amount of**

\$41,438.10 (PERSONNEL \$35,258.98)

**Moved by**

Lori Chesnut,

**SECONDED by**

Rebecca Thieme-Baeseman,

to

APPROVE the bills from the previous month including personnel costs.

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED ON A ROLL CALL VOTE.

**ACTION ITEM:**

APPROVE Donation Expenditures. MOVED by R. Thieme-Baeseman, SECONDED by J. Boyer, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a Voice Vote.

## 5. LIBRARY EXHIBIT ROOM

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### A. Charts of Visits

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

## 6. LIBRARY STATISTICS FOR

September 2021

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

Fine Income:	\$6.97
Copy Income:	\$464.92
Meeting Room Income:	\$18.00
Material Replacement:	\$402.75
Waived Amount:	\$55.65

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

Volunteer Hours:	41.25
Reference Transactions:	615
Library Visits:	5,036
Internet Use (wireless):	621
Internet Use (stations):	475
Curbside Pickups:	63

### C. Interloan Chart

Items Loaned:	2,569
Items Borrowed:	3,177

### D. Circulation Chart with Municipality Statistics

Total Circulation for past month	12,541
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## 7. DEPARTMENT REPORTS

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

**ACTION ITEM:**

APPROVE Moving funds from Membership and Dues to Travel and Training (\$600) and from Supplies to Maintenance of Equipment (\$1,144). MOVED by G. Rhodes, SECONDED by G. Liegl, 8 Ayes, 0 Nays, 1 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

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### A. Library Finance Committee:

Minutes of September 29 meeting.  
APPROVE Corrected Minutes of September 29 Meeting. MOVED by G. Liegl, SECONDED by L. Chesnut, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a Voice Vote.  
Draft 2022 Budget - Removed by motion  
MOVED by H. Olsen, SECONDED by L. Chesnut, to remove the Draft 2022 from the agenda. 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a Voice Vote.

### B. Library Planning Committee:

No Meeting

### C. Library Policy Committee:

Minutes of September 15 meeting  
APPROVE Minutes of September 15 Meeting. MOVED by H. Olsen, SECONDED by R. Thieme-Baeseman, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a Voice Vote.  
APPROVE Staff Line of Responsibility & Library Organizational Chart. MOVED by H. Olsen, SECONDED by L. Chesnut, 8 Ayes, 0 Nays, 1 Absent, MOTION CARRIED on a Voice Vote.

### D. Library Personnel Committee:

No meeting  
Ad hoc Hiring Committee: Schedule meeting for November 17 with OWLS Director

## 9. OLD BUSINESS

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Progress Towards Strategic Plan Goals: Access - Sue Abrahamson  
Revisit the Determining Services During Pandemic Plan  
APPROVE Updated Determining Services During Pandemic Plan. MOVED  
by J. Boyer, SECONDED by L. Chesnut, 8 Ayes, 0 Nays, 1 Absent,  
MOTION CARRIED on a Voice Vote.

## 10. NEW BUSINESS

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Incident Report- Library closed to visitors, serving patrons strictly curbside  
for several weeks.

Trustee Training- Effective Board Meetings and Trustee Participation

## 11. ANNOUNCEMENTS & CORRESPONDENCE

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Next meeting will be held:

Wednesday, November 17, 2021 in Council Chambers

## 12. ADJOURNMENT

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**MOVED** by

Gracie Liegl,

**SECONDED** by

Rebecca Thieme-Baeseman,

to

Adjourn

Ayes:

8

Nays:

0

Absent:

1

MOTION CARRIED on a voice vote.



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

**Meeting adjourned at**

5:47

Julie Eiden, Chairman  
Waupaca Area Public Library Board

compiled by

PS

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### SPECIAL LIBRARY BOARD MEETING 2021

DATE:

TIME:

#### 1. ROLL CALL

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**Present:**

- ☒ Julie Eiden, President
- ☒ Ald. Lori Chesnut, Vice President
- ☒ Glenda Rhodes
- ☒ Mary Zimmerman
- ☐ Chris Jaenke                      excused
- ☐ Holly Olsen                      excused
- ☒ 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:

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### 3. OPEN MEETINGS LAW STATEMENT

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was stated by

Julie Eiden,

### 4. PANDEMIC SERVICES PLAN - SUBSTANTIAL/HIGH LEVEL

#### ACTION ITEM:

APPROVE Pandemic Services Plan Update to Substantial/High Level Programming allowing limited in person indoor programming and limited meeting room use. MOVED by Joyce Boyer, SECONDED by Lori Chesnut, 7 Ayes, 0 Nays, 2 Absent. MOTION CARRIED on a Voice Vote.

### 5. REVIEW BUDGET 2022 SCENARIOS

#### ACTION ITEM:

APPROVE Budget 2022 including an 11% cut in books with fundraising for materials intended and an August 1, 2022 new director hire date.

MOVED by

Mary Zimmerman,

SECONDED by to

Lori Chesnut,

Ayes:

7

Nays:

0

Absent:

2

MOTION CARRIED ON A ROLL CALL VOTE.

**Next meeting will be held:**

November 17, 2021

## **5. ADJOURNMENT**

**MOVED** by

Lori Chesnut,

**SECONDED** by

Gracie Liegl,

to

Adjourn

Ayes:

7

Nays:

0

Absent:

2

**MOTION CARRIED** on a voice vote.

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

**Meeting adjourned at**

6:35

Julie Eiden, Chairman  
Waupaca Area Public Library Board

compiled by

PS

Bills Octobr 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
							205,363.96		
100 PERSONNEL							171,642.12		
	102 FULL TIME WAGES & BENEFITS						124,123.96		
			FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR OCTOBER		-36,196.79	87,927.17		
	Total 102 FULL TIME WAGES & BENEFITS				\$ 480,938.00	-36,196.79	87,927.17	18%	82%
	104 PART TIME WAGES & BENEFITS						47,518.16		
			PART TIME WAGES & BENEFITS	PART TIME WAGES AND BENEFITS FOR OCTOBER		-12,073.01	35,445.15		
	Total 104 PART TIME WAGES & BENEFITS				\$ 154,599.00	-12,073.01	35,445.15	23%	77%
	Total 100 PERSONNEL - Other						0.00		
Total 100 PERSONNEL					\$ 636,537.00	-48,269.80	123,372.32	19%	81%
200 OPERATIONS							18,646.67		
	201 TRAVEL & TRAINING						1,162.94		
			MOVE FROM MEMBERSHIPS	MOVED FROM MEMBERSHIPS APPROVED BY BOARD 10/20/2021		600.00	1,762.94		
			WLA WISCONSIN LIBRARY ASSOCIATION	VC - REGISTRATION FOR CONFERENCE FOR CHILDREN'S STAFF		-170.00	1,592.94		
			WLA WISCONSIN LIBRARY ASSOCIATION	VC - REGISTRATION FOR WLA CONFERENCE FOR TEEN LIBRARIAN		-170.00	1,422.94		
	Total 201 TRAVEL & TRAINING				\$ 4,117.00	260.00	1,422.94	35%	65%
	207 MAINT EQUIPMENT						4,000.00		
			MOVED FROM SUPPLIES	MOVED FROM SUPPLIES APPROVED BY BOARD 10/20/2021		1,144.00	5,144.00		
	Total 207 MAINT EQUIPMENT				\$ 5,114.00	1,144.00	5,144.00	100%	0%
	209 INSURANCE & BONDING						0.00		
	Total 209 INSURANCE & BONDING						0.00	0%	100%
	211 CONTRACT SERVICES						3,498.10		
	211 COLLECTIONS						410.50		
	Total 211 COLLECTIONS				\$ 500.00		410.50	82%	18%
	211 COPIER SERVICES						3,087.60		
			US BANK	XEROX COPIER LEASE I#454893207		-176.00	2,911.60		
			OFFICE TECHNOLOGY GROUP	LEASE FOR TWO COPIERS FOR THREE MONTHS		-625.74	2,285.86		

Bills Octobr 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
				COST OF COPIES FEB - SEPT (89.57+78.81+82.98+92.99+95.99+104+77.16+71.46+75.49)		-768.45	1,517.41		
			US BANK COPIER COSTS FOR PRINTING						
			Total 211 COPIER SERVICES		\$ 6,500.00	-1,570.19	1,517.41	23%	77%
			211 CONTRACT SERVICES - Other				0.00		
			JOHNSON BLOCK & COMPANY	2020 AUDIT LIBRARY'S SHARE		-500.00	-500.00		
			Total 211 CONTRACT SERVICES - Other			-500.00	-500.00		
			Total 211 CONTRACT SERVICES		\$ 7,000.00	-2,070.19	1,427.91	20%	80%
			215 MOVIE LICENSE				8.49		
			Total 215 MOVIE LICENSE		\$ 100.00		8.49	8%	92%
			216 POSTAGE				743.61		
			Total 216 POSTAGE		\$ 1,700.00		743.61	44%	56%
			217 MEMBERSHIPS & DUES				1,151.25		
			MOVE TO TRAVLE AND TRAINING	MOVE TO TRAVEL AS APPROVED BY BOARD 10/20/2021		-600.00	551.25		
			AMAZON.COM	VC - REFUND FOR PRIME MEMBERSHIP SUE		108.29	659.54		
			Total 217 MEMBERSHIPS & DUES		\$ 1,100.00	-491.71	659.54	60%	40%
			218 OWLS MEMBERSHIP				0.00		
			Total 218 OWLS MEMBERSHIP		\$ 27,412.00		0.00	0%	100%
			253 PROMOTIONAL MATERIALS				249.00		
			LIQUIDATORS PLUS	VC - BANNERS FOR MAIN STREET CELEBRATION (TOTAL INVOICE=\$216) SPLIT BETWEEN FOUR DEPTS.		-54.00	195.00		
			Total 253 PROMOTIONAL MATERIALS		\$ 650.00	-54.00	195.00	30%	70%
			282 TECHNOLOGY				2,284.44		
			AMAZON.COM	VC - REFUND FOR RETURNED DOCKING STATION (SUE'S)		81.59	2,366.03		
			ZOOM	VC - ZOOM LICENSE FOR PROGRAMMING		-79.08	2,286.95		
			TECHSOUP	VC - DISCOUNT FOR ZOOM LICENSE		-57.00	2,229.95		
			AMAZON.COM	VC - TRIPOD FOR VIRTUAL PROGRAM RECORDING		-49.28	2,180.67		
			AMAZON.COM	VC - CABLES, CABLE LOCKS(\$10.99+17.57+26.96+8.59)		-64.11	2,116.56		

Bills Octobr 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
	Total 282 TECHNOLOGY				\$ 10,110.00	-167.88	2,116.56	21%	79%
	301 SUPPLIES						5,548.84		
			OWLS OUTAGAMIE WAUPACA LIBRARY S	SPINE LABELS (\$111.00) RECEIPT PAPER (\$122.00) I# 3706		-233.00	5,315.84		
			OFFICE OUTFITTERS	PAPER PURCAHSED THROUGH CITY HALL		-255.92	5,059.92		
			BIBLIOTHECA	VC - RFID TAGS (FREIGHT \$95, FULL DISK TAGS \$1558, SQUARE TAGS 1317)		-2,970.00	2,089.92		
			MOVE TO MAINT OF EQUIP	MOVE TO MAINT OF EQUIP AS APPROVED BY BOARD 10/20/2021		-1,144.00	945.92		
			AMAZON.COM	VC - COVID MITIGATION MASKS 8629		-59.97	885.95		
			DEMCO	VC - PROCESSING SUPPLIES I# 7028572		-387.75	498.20		
			OFFICE OUTFITTERS	VC - PLANNERS FOR STAFF I# 456708		-177.70	320.50		
			AMAZON.COM	VC - NOTES, LEGAL PADS, WIPES, CALENDAR (\$34.98+24.74+12.99+9.98)		-82.69	237.81		
			ULINE	VC - REPLACEMENT WHEELS FOR BOOK CART		-99.70	138.11		
			AMAZON.COM	VC - COVID KIDS MASKS 4282653		-32.70	105.41		
	Total 301 SUPPLIES				\$ 10,000.00	-5,443.43	105.41	1%	99%
	Total 200 OPERATIONS - Other						0.00		
Total 200 OPERATIONS					\$ 67,789.00	-6,823.21	11,823.46	17%	83%
250 PRINT MATERIALS							9,313.81		
	115 - ADULT BOOKS						3,681.20		
			AMAZON.COM	VC - ADULT BOOKS (\$18.20+49.71+30.72)		-98.63	3,582.57		
			AMAZON.COM	VC - ADULT BOOKS (\$14.42+27.84+46.99+12.89)		-102.14	3,480.43		
			AMAZON.COM	VC - ADULT BOOKS (\$16.99+40.67+13.99+33.97)		-105.62	3,374.81		
			AMAZON.COM	VC - ADULT BOOKS (\$56.99+9.78+118.98)		-184.98	3,189.83		
			BAKER & TAYLOR	VC - ADULT BOOKS (TOTAL INVOICE = \$675.78, \$49.80 LUCKY DAY)		-625.98	2,563.85		
			AMAZON.COM	VC - ADULT BOOKS FOR BOOK CLUB 6126602		-18.69	2,545.16		
	Total 115 - ADULT BOOKS				\$ 18,330.00	-1,136.04	2,545.16	14%	86%

Bills Octobr 2021		Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
		<b>120 LARGE PRINT BOOKS</b>				<b>602.97</b>		
		GALE THORNDIKE LARGE PRINT	VC - LARGE PRINT BOOKS (\$23.20+24.79) I# 75499758, 74824267		-47.99	554.98		
		CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOK REPLACEMENT I# 1891200		-24.02	530.96		
		MICROMARKETING	VC - LARGE PRINT BOOK I# 867073		-24.80	506.16		
		Total 120 LARGE PRINT BOOKS		<b>\$ 3,850.00</b>	-96.81	506.16	<b>13%</b>	<b>87%</b>
		<b>215 CHILDRENS BOOKS</b>				<b>2,569.07</b>		
		AMAZON.COM	VC - CHILDREN'S BOOKS (\$13.60+9.69+23.28+47.40+15.99)		-109.96	2,459.11		
		PENWORTHY COMPANY	VC - CHILDREN'S BOOKS I# 034-0101825816		-1,058.01	1,401.10		
		BAKER & TAYLOR	VC - CHILDREN'S BOOKS (\$538.84+116.99+140.40)		-796.23	604.87		
		AMAZON.COM	VC - CHILDREN'S BOOKS (\$12.64+45.53+11.99)		-70.16	534.71		
		Total 215 CHILDRENS BOOKS		<b>\$ 17,630.00</b>	-2,034.36	534.71	<b>3%</b>	<b>97%</b>
		<b>315 TEEN BOOKS</b>				<b>2,398.23</b>		
		BAKER & TAYLOR	VC - TEEN BOOKS (\$415.29+64.27+27.62+31.89)		-539.07	1,859.16		
		Total 315 TEEN BOOKS		<b>\$ 3,550.00</b>	-539.07	1,859.16	<b>52%</b>	<b>48%</b>
		<b>410 MAGS &amp; NEWSPAPERS</b>				<b>62.34</b>		
		Total 410 MAGS & NEWSPAPERS				62.34		
		<b>250 PRINT MATERIALS - Other</b>				<b>0.00</b>		
		Total 250 PRINT MATERIALS - Other				0.00		
		Total 250 PRINT MATERIALS		<b>\$ 48,005.00</b>	-3,806.28	5,507.53	<b>11%</b>	<b>89%</b>
		<b>255 PROGRAMS</b>				<b>1,023.26</b>		
		<b>110 ADULT PROGRAMS</b>				<b>434.19</b>		
		AMAZON.COM	VC - BOOKS FOR BOOK CLUB		-77.79	356.40		
		Total 110 ADULT PROGRAMS		<b>\$ 1,500.00</b>	-77.79	356.40	<b>24%</b>	<b>76%</b>
		<b>210 CHILDREN'S PROGRAMS</b>				<b>118.40</b>		
		Total 210 CHILDREN'S PROGRAMS		<b>\$ 3,000.00</b>		118.40	<b>4%</b>	<b>96%</b>
		<b>310 TEEN PROGRAMS</b>				<b>470.67</b>		
		TEAM OUTFITTERS	VC - SUPPLIES FOR TEEN PROGRAMS		-44.00	426.67		



Bills Octobr 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			WALGREENS	VC - SUPPLIES FOR TEEN PROGRAMS		-27.95	398.72		
			TAYLOR WILCOX	REIMBURSEMENT FOR TEEN PROGRAM SUPPLIES PURCHASED AT MENARDS		-31.00	367.72		
	Total 310 TEEN PROGRAMS				\$ 1,000.00	-102.95	367.72	37%	63%
	Total 255 PROGRAMS - Other						0.00		
Total 255 PROGRAMS					\$ 5,500.00	-180.74	842.52	15%	85%
290 AUDIO VISUAL							4,738.10		
	125 ADULT MOVIES						1,312.01		
			WALMART	VC - ADULT MOVIE SERIES 301050		-39.99	1,272.02		
			AMAZON.COM	VC - ADULT MOVIES (\$27.98+83.86+29.98+50.18+27.96- REFUNDS -\$2.03 -\$4.20)		-213.72	1,058.30		
	Total 125 ADULT MOVIES				\$ 3,016.00	-253.71	1,058.30	35%	65%
130 ADULT AUDIO BOOKS							320.19		
			MICROMARKETING	VC - ADULT AUDIO BOOKS ON CD I# 865633		-40.00	280.19		
	Total 130 ADULT AUDIO BOOKS				\$ 1,890.00	-40.00	280.19	15%	85%
135 ADULT MUSIC							234.05		
			AMAZON.COM	VC - ADULT MUSIC ON CD (\$101.91+12.99+12.79+11.99)		-139.68	94.37		
	Total 135 ADULT MUSIC				\$ 827.00	-139.68	94.37	11%	89%
220 CHILDREN'S MOVIES							792.82		
			AMAZON.COM	VC - CHILDREN'S MOVIES ON DVD (\$7.99+27.98+6.69+35.92+50.89)		-129.47	663.35		
	Total 220 CHILDREN'S MOVIES				\$ 2,092.00	-129.47	663.35	32%	68%
225 CHILD AUDIO BOOKS							48.21		
	Total 225 CHILD AUDIO BOOKS				\$ 1,220.00		48.21	4%	96%
230 CHILD MUSIC							0.00		
	Total 230 CHILD MUSIC				\$ -		0.00	0%	100%
320 TEEN MOVIES							317.19		
			AMAZON.COM	VC - TEEN MOVIES ON DV 4981054		-77.87	239.32		
	Total 320 TEEN MOVIES				\$ 405.00	-77.87	239.32	59%	41%
325 TEEN AUDIO BOOKS							188.53		
	Total 325 TEEN AUDIO BOOKS				\$ 400.00		188.53	47%	53%

Bills Octobr 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			<b>420 VIDEO GAMES</b>				<b>722.16</b>		
			Total 420 VIDEO GAMES		\$ 900.00		722.16	80%	20%
			<b>510 EBOOKS &amp; EAUDIO BOOKS</b>				<b>802.94</b>		
			Total 510 EBOOKS & EAUDIO BOOKS		\$ 5,920.00		802.94	14%	86%
			Total 290 AUDIO VISUAL - Other				0.00		
			Total 290 AUDIO VISUAL		\$ 16,670.00	-640.73	4,097.37	25%	75%
					\$ 775,918.00	-59,720.76	145,643.20	19%	81%
			TOTAL BUDGET		\$ 775,918.00				
			TOTAL PERSONNEL OCT		\$ 48,269.80				
			TOTAL BILLS FOR OCT (INCLUDING PERSONNEL)		\$ 59,720.76				
			YTD EXPENDITURES		\$ 630,274.80				
			REMANING BUDGET		\$ 145,643.20				

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda November 2021

The Exhibit Room was temporarily closed for the first half of October with in person visits suspended at the library, but we were pleased to reopen for the remainder of the month.

*Beyond Borders and Boundaries* closed on November 13, and will be packed up on November 16 to ship back to Ruth Wydeven in Colorado. The Exhibit Room Committee members are fantastic volunteers whose help and expertise make setting up and taking down these installations possible.

The next Exhibit Room Committee meeting is scheduled for December 1, 4p in the lower level meeting rooms at the library. We will discuss programming ideas for *The Art & Words of Missy Mittel* as well as *Youth Art Month*. I am working with Joni Radley to schedule an exhibit on musicals/plays in Waupaca, potentially fall 2022. Sue Abrahamson also let me know that 2022 is the 125th anniversary for Bethany; I am looking at ways to highlight their history and importance to our community. This summer marks the 50th anniversary of the Iola Car Show, another important asset to our community. Our committee will discuss these exhibit options, but all will draw a diverse cross section of patrons.

The Yuletide Trail is December 4th in downtown Waupaca, and I am attending weekly coordination meetings for the event. The library will again participate, including a hot chocolate stand (Teen Volunteer Agency/TVA), cookie stop (Adult Department), book distribution/virtual storytime (Exhibit Room), and clothing drive for the WLC. The Yuletide Trail is a great opportunity to connect with patrons that might not otherwise visit the library and strengthen relationships with area businesses and community groups.

<https://pixel.facebook.com/events/1050968525717881/>

Peg asked if I would take over the Waupaca Library Foundation administrative duties from Joleen Mullet. These responsibilities were originally part of the Exhibit Room Coordinator position, so starting with the annual campaign this fall, I will produce the mailing; track, report and deposit all donations; and send needed correspondence to donors. Joleen did a great job in this position and provided training so that I can take over her role.

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

We are so sad to see this exhibit close, but what a way to reopen the Exhibit Room! As mentioned the Exhibit Room Committee will start packing the exhibit on November 16; I allowed two weeks to take the exhibit down/install the next, knowing that additional time may be needed to carefully prepare Ruth's paintings for shipping.

If you didn't get a chance to visit *Beyond Borders & Boundaries* in person, links to the virtual tour and Ruth's travelog can be found here:

<https://www.youtube.com/watch?v=IbL8NEjvTrU>

<https://www.youtube.com/watch?v=V66BfhCxDkA>

### The Art & Words of Missy Mittel (November 29-January 29)

Our next exhibit with local author/illustrator, Missy Mittel will be installed on November 23. In addition to Missy's books and illustration, her current project is identification flashcards for animals native to our area. We will pair these graphics along with the taxidermied animal so that visitors can get an up close view of how to identify critters.

To further enhance the conservation aspect and love of the outdoors found in Missy's work, we are hosting *Wisconsin's John Muir* along with her illustrations. This pop-up panel exhibit will be on loan from the Wisconsin Historical Society for the duration of the exhibit.

### **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
- *The Art & Words of Missy Mittel*: November 29-January 29

### **2022 Schedule**

- *The Art & Words of Missy Mittel*: November 29-January 29
- *Youth Art Month*: February/March
- *Roots of Jazz*: April/May
- *Summer Reading Program*: June/July/August
- *Waupaca Musicals*: September/October
- *Cooking*: November/December

## OCTOBER 2021 EXHIBIT ROOM VISITS

10/1/2021	Friday	12
10/2/2021	Saturday	closed
10/3/2021	Sunday	closed
10/4/2021	Monday	*closed
10/5/2021	Tuesday	*closed
10/6/2021	Wednesday	*closed
10/7/2021	Thursday	*closed
10/8/2021	Friday	*closed
10/9/2021	Saturday	*closed
10/10/2021	Sunday	*closed
10/11/2021	Monday	*closed
10/12/2021	Tuesday	*closed
10/13/2021	Wednesday	*closed
10/14/2021	Thursday	*closed
10/15/2021	Friday	*closed
10/16/2021	Saturday	*closed
10/17/2021	Sunday	*closed
10/18/2021	Monday	-
10/19/2021	Tuesday	-
10/20/2021	Wednesday	116
10/21/2021	Thursday	-
10/22/2021	Friday	26
10/23/2021	Saturday	9
10/24/2021	Sunday	closed
10/25/2021	Monday	-
10/26/2021	Tuesday	16
10/27/2021	Wednesday	13
10/28/2021	Thursday	14
10/29/2021	Friday	13
10/30/2021	Saturday	-
10/30/2021	Sunday	closed

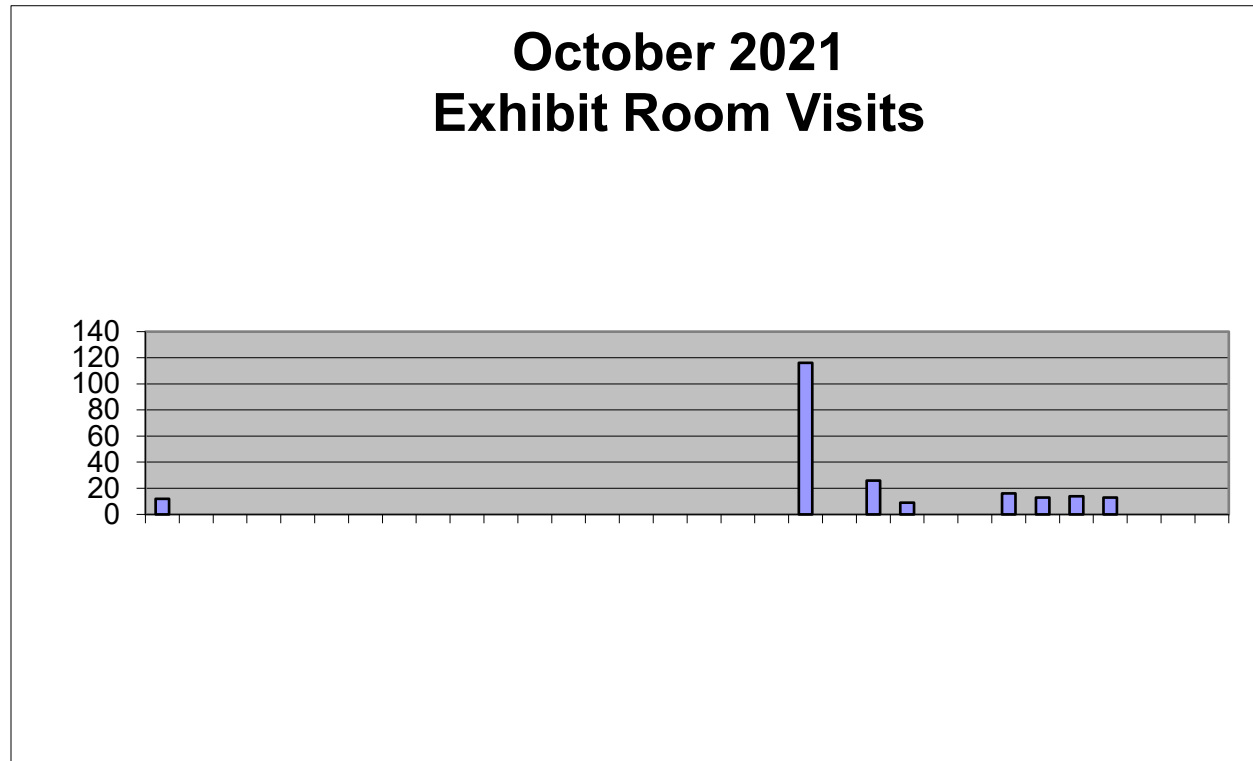
TOTAL 219

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

**Beyond Borders and Boundaries for September = 567**

**Beyond Borders and Boundaries for October = 219**

\*closed: Exhibit Room closed due to Covid-19 restrictions



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	\$6.97				\$114.19	
2021 Running Total													
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19				\$114.19	
2020 Running Total													
\$400.59	\$604.65	\$619.90	\$620.50	\$643.66	\$653.81	\$653.81	\$653.93	\$660.90	\$660.90	\$660.90	\$660.90	\$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	\$464.92				\$ 2,918.46	
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	\$18.00				\$263.00	
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	\$402.75				\$3,394.62	
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	\$78.27				\$205.31	
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	\$ 55.65				\$14,018.87	
					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	615	1,016			7,325
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	6,009	5,036	2,151			41,346
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	621	584			5,490
2021 stations	309	307	414	397	385	509	602	636	475	160			4,194
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	63	837			4,884
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	54.75	41.25	0			193
2020	40	41	0	0	0	0	0	0	0	0	0	0	81

## Oct 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	1,430	1,050	380	1.36
Appleton	10,163	9,752	411	1.04
Black Creek	1,514	833	681	1.82
Clintonville	2,418	769	1,649	3.14
Door County	4,572	4,551	21	1.00
Florence	378	468	(90)	0.81
Fremont	718	574	144	1.25
Gillett	476	428	48	1.11
Hortonville	1,214	1,968	(754)	0.62
Iola	916	931	(15)	0.98
Kaukauna	1,705	3,212	(1,507)	0.53
Kewaunee	1,401	896	505	1.56
Kimberly	2,563	3,507	(944)	0.73
Lakewood	948	814	134	1.16
Lena	409	272	137	1.50
Little Chute	1,810	2,319	(509)	0.78
Manawa	825	844	(19)	0.98
Marinette County	2,874	4,053	(1,179)	0.71
Marion	1,019	814	205	1.25
New London	1,403	1,261	142	1.11
NFLS	0	31	(31)	0.00
Oconto	1,028	866	162	1.19
Oconto Falls	1,125	601	524	1.87
Oneida Tribal	659	75	584	8.79
OWLS	2	4	(2)	0.50
Scandinavia	348	425	(77)	0.82
Seymour	1,451	1,203	248	1.21
Shawano County	2,631	3,207	(576)	0.82
Shiocton	355	341	14	1.04
Suring	395	522	(127)	0.76
Waupaca	2,579	3,250	(671)	0.79
Weyauwega	1,141	629	512	1.81

TOTAL	50,470	50,470	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	9,170	9,170	0	1.00
NFLS - Intersystem	9,156	8,660	496	1.06
NFLS - Total	18,326	17,830	496	1.03
OWLS - Intrasystem	23,484	23,484	0	1.00
OWLS - Intersystem	8,660	9,156	(496)	0.95
OWLS - Total	32,144	32,640	(496)	0.98

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
14,611	10,034	4,577	1.46
94,539	99,812	(5,273)	0.95
15,662	10,056	5,606	1.56
22,056	9,188	12,868	2.40
49,011	49,212	(201)	1.00
4,589	3,810	779	1.20
7,310	4,883	2,427	1.50
3,739	3,815	(76)	0.98
12,303	20,969	(8,666)	0.59
10,335	9,024	1,311	1.15
16,089	33,299	(17,210)	0.48
13,942	8,337	5,605	1.67
22,401	35,685	(13,284)	0.63
10,071	8,345	1,726	1.21
4,364	2,660	1,704	1.64
16,613	21,599	(4,986)	0.77
9,259	7,757	1,502	1.19
34,321	42,322	(8,001)	0.81
14,304	8,791	5,513	1.63
13,923	15,011	(1,088)	0.93
0	186	(186)	0.00
9,936	7,069	2,867	1.41
10,854	6,986	3,868	1.55
5,651	1,332	4,319	4.24
2	93	(91)	0.02
5,122	4,204	918	1.22
16,514	13,270	3,244	1.24
29,937	31,627	(1,690)	0.95
4,455	3,154	1,301	1.41
5,223	4,755	468	1.10
28,375	36,442	(8,067)	0.78
14,633	6,417	8,216	2.28

520,144	520,144	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
85,886	85,886	0	1.00
110,363	92,942	17,421	1.19
196,249	178,828	17,421	1.10
0	0		
230,953	230,953	0	1.00
92,942	110,363	(17,421)	0.84
323,895	341,316	(17,421)	0.95

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed



## Circulation Statistics 2021

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	1,012	959				9,499	
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	114	861				7,245	
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	33	31				509	
2020 Downloads - Magaz	30	44	49	52	55	51	50	55	73	143	82	64	748	
2021 Downloads - Hoopla									13	30			43	
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	2,813	2,788			29,605	
Checkouts	6,655	6,888	10,070	9,345	8,050	11,933	11,132	11,159	9,728	7,590			92,550	
Total Circulation w/renew	9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378			122,155	
2021 Running Totals	9,022	18,400	31,770	44,208	55,094	70,159	84,616	99,236	111,777	122,155			122,155	
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	April		May		June		July		August		September		October	
Dayton	2,086	17%	2,058	19%	2,490	17%	2,565	18%	2,555	17%	1,940	15%	1,519	15%
Farmington	1,957	16%	1,675	15%	2,410	16%	2,108	14%	1,977	14%	1,859	15%	1,687	16%
Lind	624	5%	443	4%	602	4%	600	4%	525	4%	566	5%	411	4%
Waupaca (Town)	665	5%	555	5%	862	6%	905	6%	1,013	7%	597	5%	587	6%
Town Total	5,332	43%	4,731	43%	6,364	42%	6,178	42%	6,070	42%	4,962	40%	4,204	41%
Waupaca (City)	4,522	36%	3,834	35%	5,233	35%	4,888	34%	5,109	35%	4,711	38%	4,000	39%
Waushara County	357	3%	512	5%	601	4%	679	5%	688	5%	466	4%	406	4%
Portage County	844	7%	691	6%	936	6%	527	4%	952	7%	837	7%	810	8%
Other	1,383	11%	1,118	10%	1,931	13%	2,275	16%	1,801	12%	1,950	16%	958	9%
Total	12,438		10,886		15,065		14,547		14,620		12,541		10,378	

## Monthly/YTD Circs and Renewals - October 2021

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,573	696	3,269	20,883	6,041	26,924
Appleton	37,689	12,638	50,327	325,256	118,908	444,164
Black Creek	1,791	628	2,419	19,755	8,027	27,782
Clintonville	3,233	755	3,988	23,137	5,865	29,002
Door Cty - Baileys Harbor	1,064	298	1,362	10,417	2,362	12,779
Door Cty - Egg Harbor	1,228	252	1,480	11,007	2,660	13,667
Door Cty - Ephraim	366	65	431	3,449	772	4,221
Door Cty - Fish Creek	534	100	634	5,940	1,043	6,983
Door Cty - Forestville	762	380	1,142	7,885	3,246	11,131
Door Cty - Sister Bay	2,985	751	3,736	31,164	7,481	38,645
Door Cty - Sturgeon Bay	6,627	1,780	8,407	69,025	18,666	87,691
Door Cty - Washington Island	870	196	1,066	8,501	1,926	10,427
Florence	782	191	973	6,240	1,431	7,671
Fremont	1,196	532	1,728	10,836	4,115	14,951
Gillett	699	144	843	6,732	2,080	8,812
Hortonville	4,475	1,382	5,857	43,687	12,911	56,598
Iola	2,034	542	2,576	17,662	5,568	23,230
Kaukauna	7,042	2,328	9,370	82,960	24,603	107,563
Kewaunee	2,189	636	2,825	23,443	6,696	30,139
Kimberly	8,136	2,658	10,794	86,382	26,116	112,498
Lakewood	2,185	632	2,817	22,168	5,783	27,951
Lena	860	155	1,015	6,595	1,885	8,480
Little Chute	7,893	1,859	9,752	56,675	15,131	71,806
Manawa	1,375	467	1,842	16,454	5,183	21,637
Marinette Cty - Coleman	1,463	427	1,890	14,023	4,450	18,473
Marinette Cty - Crivitz	1,729	487	2,216	15,973	4,479	20,452
Marinette Cty - Goodman	249	85	334	2,724	784	3,508
Marinette Cty - Marinette	3,319	894	4,213	35,185	9,893	45,078
Marinette Cty - Niagara	827	339	1,166	7,676	2,831	10,507
Marinette Cty - Peshtigo	741	155	896	6,827	1,970	8,797
Marinette Cty - Wausaukee	865	204	1,069	8,675	2,342	11,017
Marion	2,103	616	2,719	26,095	6,711	32,806
New London	3,256	782	4,038	32,317	8,105	40,422
Oconto	2,046	606	2,652	18,629	6,648	25,277
Oconto Falls	2,114	513	2,627	22,482	5,995	28,477
Oneida Tribal - Green Earth	1	-	1	4	-	4
Oneida Tribal - Oneida	93	36	129	1,394	690	2,084
Scandinavia	390	188	578	4,462	1,814	6,276
Seymour	2,317	704	3,021	22,943	7,441	30,384
Shawano Cty - Birnamwood	2,424	125	2,549	15,223	1,223	16,446
Shawano Cty - Bonduel	837	400	1,237	7,563	3,286	10,849
Shawano Cty - Mattoon	57	47	104	839	246	1,085
Shawano Cty - Shawano	6,233	1,591	7,824	58,077	14,095	72,172
Shawano Cty - Tigerton	533	85	618	5,220	1,471	6,691
Shawano Cty - Wittenberg	523	181	704	4,158	1,356	5,514
Shiocton	742	91	833	6,316	1,296	7,612
Suring	1,108	181	1,289	8,940	2,230	11,170
Waupaca	7,590	2,788	10,378	92,550	29,605	122,155
Weyauwega	1,142	520	1,662	16,090	5,310	21,400
<b>Total</b>	<b>141,290</b>	<b>42,110</b>	<b>183,400</b>	<b>1,350,638</b>	<b>412,770</b>	<b>1,763,408</b>

Posted 11/1/21



## Director's Report

October/November 2021

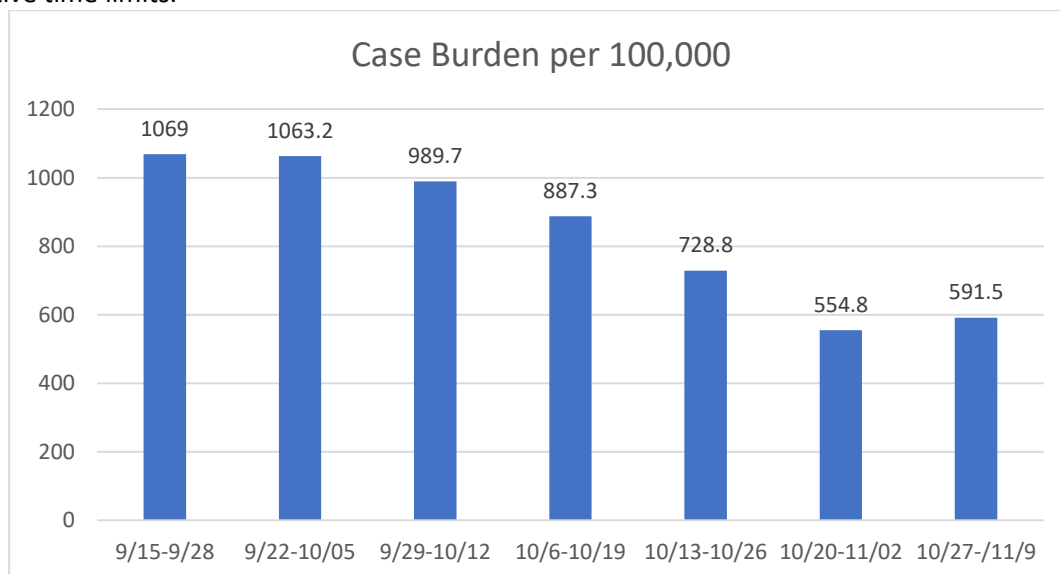
I spent much of October working on the **2022 Budget**. I want to thank the Board for their thoughtful consideration and patience during this process. A copy of the 2022 Budget as approved by the Board on November third is included in Old Business.

The reporting period for the Laptop Grant Program has ended. OWLS reported that the Waupaca Library's laptops circulated far more frequently than other libraries. There was speculation that being able to use a Hotspot with the borrowed laptop added value. I have included the statistics we collected at the end of this report.

In October, Greg Grohman assisted in writing a grant to the Wisconsin Humanities Council for microfilm digitization. We would be looking at digitizing the earliest years of our historic newspapers. If we do receive the grant we will be working with the Waupaca Historical Society on programs that promote the use of this Waupaca history tool.

The annual Foundation fund raising letter is currently being prepared for mailing and should be sent out by the end of next week. Liz Kneer has agreed to add this on to her Exhibit Coordinator's duties. It will free Joleen to carry on other duties.

Covid cases on our County have been on a steady decline the past six weeks with a slight uptick in cases the past two weeks. The data is shared on the Wisconsin Department of Health & Human Resources website on Wednesday afternoons. If we are able to reach the Substantial/ High Level for cases we will be looking at limited in-person programming, some meeting room and conference room use, and less restrictive time limits.



I have been working on documentation and training for the Interims and the new Director. Patsy is putting the packet together this month. I will be working with Sue on the financials starting in December. With only three months remaining in my tenure, retirement is starting to feel very real.

*Respectfully Submitted by Peg Burington*

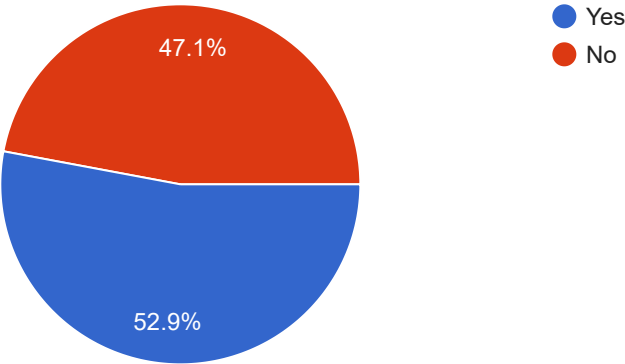
# Laptop checkout survey

34 responses

[Publish analytics](#)

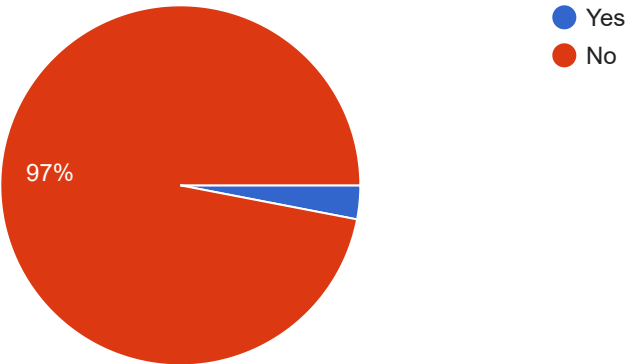
Do you have high speed internet service at your home?

34 responses



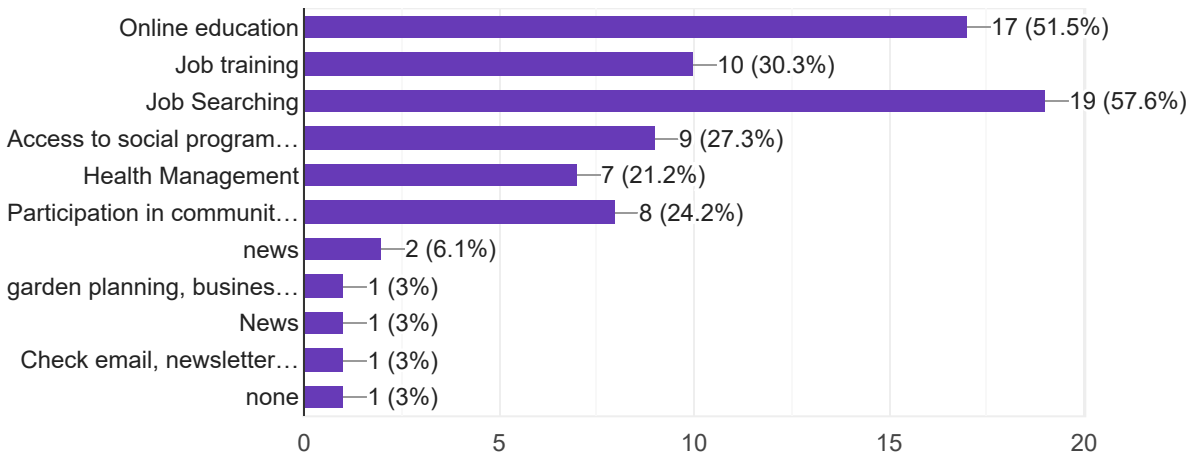
Do you own a desktop or laptop computer?

33 responses



How did you use the laptop you checked out from the library? Please check all that apply.

33 responses



Other comments?

19 responses

- I think it is a great program and I have referred parents for their kids
- Very nice to be able to use. THANK YOU!
- Great program
- Very convenient and easy to use.
- Very nice service
- no answer
- works great
- I love this program and found it very helpful and convenient.
- I have a computer but it is broken

none

Thank you

Very convenient and easy to use.

I love this program and found it very helpful and convenient.

Very nice service

So necessary! Thank You

Grateful for the opportunity to use this device. Thanks!

Worked great.

no answer

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## October 2021 Adult Services Report

### **Adult Programs**

On October 16, we had a book discussion featuring *The Authenticity Project* by Clare Pooley. Six people attended, led by staff member and Library Foundation member, Linda Hagen. Linda commented, *"It was a fun discussion with many different and many similar opinions on the story and the characters. Everyone enjoyed reading the book and agreed that the author left an opening for a potential sequel to the story. This was my second time leading the discussion and I am on board for leading the April book club in 2022."*

The 2021 Fall Film Series was cancelled for October. A decision on the December film will be made by November 18th.

The third session of the Fall Life Class Virtual Series took place on November 4, with 9 participants with the theme of Shame Resiliency. Liz and Michelle from the Waupaca County Department of Health and Human Services led this discussion, which was the final in the three-part series. The discussion focused on empowering individuals to withstand and learn from difficult and traumatic experiences. We want to thank the staff at Waupaca County DHHS for their work and their vulnerable sharing in leading this series.

Our first holiday cooking / baking videos are complete and have been uploaded to our YouTube channel. This video series is a gift from our staff to help everyone prepare for the holidays. Making special holiday treats from scratch may become necessary as supplies on store shelves are getting scarce.

Joni is working on partnering with the Exhibit Room on some writing and illustrating programs with local author Missy Mittel.

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

I was able to complete staff evaluations for Alex Deschler and Jan Popple, as well as a 4 month review with Trace Holdt and Mary Burns. Jan has been employed by our library for seventeen years and has been working full time as the Technical Services Librarian for the last two years. She also manages the music and movie collections, helps to train new staff, assists with technology training and job service and has recently been training Joleen in library acquisitions. Jan is supportive to all library staff and enjoys working with staff from all departments. Alex has been employed by our library for three years. She began as a Teen/Page employee and then added work in the Adult Department a year later. Alex is a valuable team member and supportive to both the Teen staff and Adult Department staff. Her youthful perspective is beneficial to our programming and marketing teams as well.

Greg Grohman from the Waupaca Chamber of Commerce joined me at the Community Feedback booth during the Main Street celebration on October 29. We had at least 150 participants of a variety of ages. You can view the results here [Survey Board Results](#)

This month we took steps to begin qualifying our Reference Transactions. By tracking the questions we answer in the categories of Job Services, Technology Help, Library Service and Reference-Research we will be able to share data that shows how our library is pivoting to address community needs.

I have recently begun training on Board Packet preparation and also attended the OWLS Director's Chat and AAC meetings.

Respectfully submitted by Patsy Servey



## October 2021 Board Report Teen Department

During the month of October, the Teen Department put together a month-long Teen Reading Challenge based on how much time they spent reading. For each hour read, the participant's name was entered into a prize drawing. We had seven teens participate in our reading challenge, and together they logged 3,670 minutes of reading!! The Teen Department is looking forward to creating another challenge for next October.



The Teen Volunteer Agents (T.V.A.) met on October 2<sup>nd</sup> to decorate the windows of the library for Halloween and for the Main Street Celebration. Staff and patrons reported loving having the windows decorated throughout the month.

T.V.A. met again on October 29<sup>th</sup> to volunteer at the Main Street Celebration at the Parks and Rec. Center's Craft Table. From 4:00-6:00 p.m. they helped kids put together Thumbprint Pumpkins, and assisted with cleaning up after the event. They were a huge help and worked hard!!



Taylor has been going to the Waupaca High School on October 20<sup>th</sup> and October 27<sup>th</sup> from 2:00-3:00 p.m. to meet with their Student Social Media Club and be a co-advisor alongside Stephanie Knuth. These weekly, in-person meetings at the High School will continue for the rest of the year.

Teen Fiction was weeded in order to maintain a current collection. The shelves in teen now look much more presentable.

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

- Teen Hallo-Read Challenge – 7 participants
- Teens Talk Thursdays – 11 participants
- T.V.A. Meeting – 4 participants
- T.V.A. Painting Project – 6 participants
- T.V.A. Main Street Project – 6 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

November 9, 2021

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**Waupaca Area Public Library  
Finance Committee Meeting  
Council Chambers  
Wednesday, October 20, 2021, 5:00 pm**

Call meeting to order at 5:53

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

Approval of the agenda Moved by J. Eiden, 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.

Review revised Budget 2022 with audited fund balance correction.

Finance Committee requested that staff bring several 2022 budget options to the full Board for consideration at a Special Library Board meeting, date and time to be determined.

Adjournment

**Moved** by J. Eiden, **Seconded** by R. Thieme-Baeseman to **Adjourn**. Motion **Passed** on a voice vote. 4-0-0

Meeting Adjourned at 6:48 pm

## 2022 BUDGET WORKSHEET

### LIBRARY FUND

LIBRARY BUDGET 2022		Budget	Increase	Increase
			from 2021	from 2021
		Request	(Decrease)	(Decrease)
Acct No	Account Description	2022	Budget	%
<b>REVENUES</b>				
<b>INTERGOVERNMENTAL</b>				
251-43215-000-000	FEDERAL: LIBRARY GRANTS			
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	378,743	(5,753)	(1.50%)
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,443	(2,365)	(14.07%)
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	980	(1,087)	0.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	-	0.00%
	<b>INTERGOVERNMENTAL</b>	<b>394,166</b>	<b>(9,205)</b>	<b>(2.28%)</b>
<b>PUBLIC CHARGES FOR SERVICE</b>				
251-46710-000-000	FEES: LIBRARY COPIES	4,000	1,000	33.33%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	-	-	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	100	-	0.00%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	3,500	(1,000)	(22.22%)
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>7,600</b>	<b>-</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>				
251-48215-000-000	RENT: MEETING ROOMS	500	-	0.00%
251-48451-000-000	INSURANCE CLAIMS LIBRARY	-	-	0.00%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	100	-	0.00%
251-48510-000-000	MISC REV: REBATES	3,000	-	0.00%
251-48550-000-000	DONATIONS: LIBRARY	36,500	-	0.00%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	0.00%
	<b>MISCELLANEOUS</b>	<b>386,654</b>	<b>-</b>	<b>0.00%</b>
	<b>TOTAL REVENUES</b>	<b>788,420</b>	<b>(9,205)</b>	<b>(1.15%)</b>
<b>EXPENDITURES</b>				
251-55111-102-000	LIBRARY: SALARIES	379,645	28,457	8.10%
251-55111-103-000	LIBRARY: OVERTIME	-	-	0.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	25,826	(1,040)	(3.87%)

## 2022 BUDGET WORKSHEET

### LIBRARY FUND

LIBRARY BUDGET 2022		Budget	Increase	Increase
			from 2021	from 2021
		Request	(Decrease)	(Decrease)
Acct No	Account Description	2022	Budget	%
251-55111-119-000	LIBRARY: RETIREMENT (R)	21,943	(1,762)	(7.43%)
251-55111-121-000	LIBRARY: GRP HLTH INS	56,232	(10,411)	(15.62%)
251-55111-122-000	LIBRARY: LIFE INS	2,554	875	52.11%
251-55111-123-000	LIBRARY: INC PROTECT	2,412	415	20.78%
251-55111-124-000	LIBRARY: WORK COMP	1,373	6	0.44%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	6,750	-	0.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT		-	0.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	714	(246)	(25.63%)
	<b>LIBRARY FULL-TIME</b>	<b>497,449</b>	<b>16,294</b>	<b>3.39%</b>

## 2022 BUDGET WORKSHEET

### LIBRARY FUND

LIBRARY BUDGET 2022		Budget	Increase	Increase
			from 2021	from 2021
		Request	(Decrease)	(Decrease)
Acct No	Account Description	2022	Budget	%
251-55112-104-000	LIBRARY: PT WAGES	138,692	1,791	1.31%
251-55112-110-000	LIBRARY: PTO	-	(1,500)	(100.00%)
251-55112-116-000	LIBRARY: PT RETIRE	5,343	1,112	26.28%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	10,610	137	1.31%
251-55112-122-000	LIBRARY: LIFE INS	297	157	112.14%
	<b>LIBRARY: PART-TIME</b>	<b>154,942</b>	<b>1,697</b>	<b>1.11%</b>
251-55115-201-000	LIBRARY: TRAINING	4,000	(117)	(2.84%)
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	2,296	57.40%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	(200)	(16.67%)
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,650	(350)	(5.00%)
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	(100)	(100.00%)
251-55115-216-000	LIBRARY: POSTAGE	1,000	(700)	(41.18%)
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,700	-	0.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,460	48	0.18%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	650	-	0.00%
251-55115-282-000	LIBRARY: TECHNOLOGY	9,900	(210)	(2.08%)
251-55115-301-000	LIBRARY: SUPPLIES	8,000	(2,000)	(20.00%)
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>66,656</b>	<b>(1,333)</b>	<b>(1.96%)</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	7,456	7,456	100.00%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	570	570	100.00%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,000	(2,500)	(55.56%)
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	12,473	(2,527)	(16.85%)
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	10,000	(3,000)	0.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	2,000	-	0.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	2,000	-	0.00%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>36,500</b>	<b>(0)</b>	<b>(0.00%)</b>

## 2022 BUDGET WORKSHEET

### LIBRARY FUND

LIBRARY BUDGET 2022		Budget	Increase	Increase
			from 2021	from 2021
		Request	(Decrease)	(Decrease)
Acct No	Account Description	2022	Budget	%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,500	-	0.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,000	-	0.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,000	-	0.00%
	<b>LIBRARY: PROGRAMS</b>	<b>5,500</b>	-	0.00%

## 2022 BUDGET WORKSHEET

### LIBRARY FUND

LIBRARY BUDGET 2022		Budget	Increase	Increase
			from 2021	from 2021
		Request	(Decrease)	(Decrease)
Acct No	Account Description	2022	Budget	%
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,330	(2,000)	(10.91%)
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,420	(430)	(11.17%)
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	15,523	(2,007)	(11.45%)
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,175	(375)	(10.56%)
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,205	(540)	(11.38%)
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL		-	0.00%
	<b>LIBRARY: BOOKS</b>	<b>42,653</b>	<b>(5,352)</b>	<b>(11.15%)</b>
			-	
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,380	(636)	(21.09%)
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	1,027	(863)	(45.66%)
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	552	(280)	(33.65%)
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,701	(391)	(18.69%)
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	(361)	(29.71%)
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC		-	0.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	468	63	15.56%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	250	(150)	(37.50%)
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	900	-	0.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	8,503	2,586	43.70%
	<b>LIBRARY: A/V</b>	<b>16,635</b>	<b>(32)</b>	<b>(0.19%)</b>
	<b>TOTAL EXPENDITURES</b>	<b>820,335</b>	<b>11,274</b>	<b>1.39%</b>
	REVENUES OVER(UNDER) EXPENDITURES	(31,915)		
	BEGINNING FUND BALANCE	42,289		
	ENDING FUND BALANCE	10,375		

# Hiring a Library Director

# 5

## Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

## ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website ([www.oed.wisc.edu/documents/job-interview-questions.pdf](http://www.oed.wisc.edu/documents/job-interview-questions.pdf)). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

### In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director



to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: [www.adawipartnership.org/FAQs.htm](http://www.adawipartnership.org/FAQs.htm).

## **The Long-Term Effects of this Decision**

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

## **What to Look for in a New Director**

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

## **Steps to Follow When Hiring a New Director**

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [\*Trustee Essential #27: Trustee Orientation and Continuing Education\*](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [\*Trustee Essential #6: Evaluating the Director\*](#).)

## Sources of Additional Information

- Your regional library system staff (See [\*Trustee Tool B: Library System Map and Contact Information\*](#).)
- Division for Libraries and Technology staff (See [\*Trustee Tool C: Division for Libraries and Technology Contact Information\*](#).)
- [\*Trustee Essential #19: Library Director Certification\*](#)
- [\*Certification Manual for Wisconsin Public Library Directors\*](#)
- [\*Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations\*](#)

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, [www.adagreatlakes.org](http://www.adagreatlakes.org)
- Your municipal or county personnel staff and attorney.

*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 Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

### I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

#### *Administrative Services*

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

#### *Collection Management*

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

#### *Service and Service Promotion*

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

#### *Facilities Management*

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

## **II. Essential Functions and Knowledge**

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

### III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

*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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**Outagamie Waupaca Library System**  
**Board of Trustees**  
September 16, 2021 Meeting Minutes

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

PRESENT: Tyler Baeten, Bobbie Buchholtz, Patricia Craig, Diane Forsythe, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Evan Bend, Liz Kauth, Bradley Shipps.

Excused: Michelle Frola, Mark Marnocha, Nate Wolff.

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

Hankins moved, seconded by Craig, to accept the August 19, 2021 meeting minutes as presented. Motion carried.

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

Trentlage moved, seconded by Girod, to approve the August/September checks numbered 32281- 32314 inclusive in the amount of \$35,993.73 and payroll-related expenditures in the amount of \$59,822.26. Motion carried.

**DIRECTOR'S REPORT**

The director's report was shared in writing prior to the meeting. Evan Bend demonstrated the new Bibliocommons discovery layer.

**BUSINESS**

Trentlage moved, seconded by Herman, to approve the 2022 personnel budget as recommended by the Personnel Committee with the addition of the employer health insurance contribution at 100% of legal maximum. Motion carried.

Girod moved, seconded by Thompson, to approve the 2022 budget. Motion carried.

Herman moved, seconded by Hankins, to approve the 2022 system plan. Motion carried.

Craig moved, seconded by Ver Voort, to enter closed session pursuant to section 19.85(1)(e) Stat.: Deliberating or negotiating the purchasing of public properties, the investing of public



funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The motion carried on a unanimous roll call vote.

Craig moved, seconded by Herman, to reconvene in open session. The motion carried on a unanimous roll call vote.

Craig moved, seconded by Trentlage, to direct the Facilities Committee and Shipps to proceed with negotiations on the preferred property and engage a real estate attorney to review any potential lease.

Trustees reviewed Trustee Essentials 11: Planning for the Library's Future.

Having completed the agenda, the meeting was adjourned by President Forsythe at 7:42 p.m.

Respectfully submitted,

Liz Kauth  
OWLS Secretary/Treasurer, *Pro Tem*