



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY OCTOBER 20, 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, SEPTEMBER 15, 2021

**ACTION ITEM: APPROVE** minutes of September 14 Meeting

4. MONTHLY BILLS FOR SEPTEMBER 2021, **BILLS \$41,438.10, PERSONNEL \$35,258.98, DONATION EXPENDITURES for the full year \$24,730.82**

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

**ACTION ITEM: APPROVE** Donation Expenditures

5. LIBRARY EXHIBIT ROOM

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

6. LIBRARY STATISTICS

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

7. DEPARTMENT REPORTS

- A. Director's Report

**ACTION ITEM: APPROVE** Moving funds from Membership and Dues to Travel and Training (\$600) and from Supplies to Maintenance of Equipment (\$1,144)

- a. Unique Management Report
- C. Adult Services Report
- D. Youth Services Report

- E. Teen Services Report

## 8. COMMITTEE REPORTS

### A. Library Finance Committee

- a. Minutes of September 29 Finance Committee Meeting

**ACTION ITEM: APPROVE** minutes of September 29 Meeting

- b. Draft 2022 Budget

**ACTION ITEM: APPROVE** 2022 Budget

### B. Library Planning Committee

- a. No Meeting

### C. Library Policy Committee

- a. Minutes of September 15 Policy Committee Meeting

**ACTION ITEM: APPROVE** minutes of September 29 Meeting

**ACTION ITEM: APPROVE** Staff Line of Responsibility & Library Organizational Chart

### D. Personnel Committee

- a. No Meeting

### E. Ad hoc Hiring Committee

- a. Schedule meeting for November 17 with OWLS Director

## 9. OLD BUSINESS

- a. Progress towards Strategic Goals (appointed staff member)
- b. Revisit the Determining Services During Pandemic Plan

## 10. NEW BUSINESS

- a. Incident Report
- b. Trustee Essentials Chapter 4 – Effective Board Meetings and Trustee Participation

## 11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, November 17, 2021 at 4:30 pm in-person in the Council Chambers

## 12. ADJOURNMENT

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

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



# CITY OF WAUPACA

## WAUPACA AREA PUBLIC LIBRARY BOARD

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### REGULAR MEETING 2021 WAUPACA

### CITY COUNCIL CHAMBERS OR VIRTUAL

DATE:

TIME:

### 1. ROLL CALL

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**Present:**

- ☒ Julie Eiden, President
- ☒ Ald. Lori Chesnut, Vice President
- ☒ Glenda Rhodes
- ☒ Mary Zimmerman
- ☒ Chris Jaenke
- ☒ Holly Olsen
- ☒ Gracie Liegl, Youth on Board
- ☒ Joyce Boyer
- ☒ Rebecca Thieme-Baeseman, Treasurer
- ☐ 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:

**OPEN MEETINGS LAW STATEMENT**

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

was stated by

**3. APPROVAL OF MEETING MINUTES**

**FROM MEETING HELD**

**Moved** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

**4. MONTHLY BILLS**

**Approve bills from**

**in the amount of**

**Moved** by

**SECONDED** by

to

Ayes:

Nays:

Absent:

**ACTION ITEM:**

## 5. LIBRARY EXHIBIT ROOM

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### A. Charts of Visits

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

## 6. LIBRARY STATISTICS FOR

August 2021

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

Fine Income:	\$0.12
Copy Income:	\$352.36
Meeting Room Income:	\$20.00
Material Replacement:	\$1,049.10
Waived Amount:	\$242.25

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

Volunteer Hours:	54.75
Reference Transactions:	771
Library Visits:	6,009
Internet Use (wireless):	683
Internet Use (stations):	636
Curbside Pickups:	88

### C. Interloan Chart

Items Loaned:	2,788
Items Borrowed:	3,147

### D. Circulation Chart with Municipality Statistics

Total Circulation for past month	14,620
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## 7. DEPARTMENT REPORTS

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

**ACTION ITEM:**

APPROVE: mask mitigation procedures, "Masks required for anyone over the age of 2. If you can't wear a mask you must limit your time to 10 minutes."  
MOVED BY G. Rhodes, SECONDED by G. Liegl, 9 ayes, 0 nays, 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:

APPROVE: Minutes of August 18 and the September 8 Finance Committee Meetings, MOVED by M. Zimmermann, Seconded by L Chesnut, 9 ayes, 0 nays, Motion carried on a voice vote.

Meeting to be held September 15 canceled. Meeting rescheduled for September 29 at 5:00 pm

### B. Library Planning Committee:

No Meeting

### C. Library Policy Committee:

Meeting scheduled for September 15

### D. Library Personnel Committee:

APPROVE minutes from September 8 Meeting, MOVED by H. Olsen, SECONDED by C. Jaenke, 9 ayes, 0 nays, Motion carried on a voice vote.

APPROVE paying a flat fee of \$150 per week, in the absence of a Director, for Sue Abrahamson and Patsy Servey regardless of hours worked. MOVED by L. Chesnut, SECONDED by H. Olsen, 9 ayes, 0 nays, Motion carried on voice vote.

## 9. OLD BUSINESS

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Progress Towards Strategic Plan Goals - Taylor Wilcox

## 10. NEW BUSINESS

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### Incident Reports

Patron tripped over a rug. Volunteer tripped over a stool. Library Director tripped and fell over a stool in the meeting rooms.

## 11. ANNOUNCEMENTS & CORRESPONDENCE

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Next meeting will be held:

Wednesday, October 20, 2021 in Council Chambers

## 12. ADJOURNMENT

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**MOVED** by

Lori Chesnut,

**SECONDED** by

Mary Zimmerman,

to

Adjourn

Ayes:

6

Nays:

0

Absent:

3

**MOTION CARRIED** on a voice vote.



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

**Meeting adjourned at**

5:23

Julie Eiden, Chairman  
Waupaca Area Public Library Board

compiled by

TW

Bills Sept. 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
					246,885.92		
<b>100 PERSONNEL</b>					206,901.10		
<b>102 FULL TIME WAGES &amp; BENEFITS</b>					150,526.44		
	FULL TIME WAGES & BENEFITS	FULL TIME WAGES AND BENEFITS FOR SEPTEMBER		-26,402.48	124,123.96		
Total 102 FULL TIME WAGES & BENEFITS			\$ 480,938.00	-26,402.48	124,123.96	26%	74%
<b>104 PART TIME WAGES &amp; BENEFITS</b>					56,374.66		
	PART TIME WAGES & BENEFITS	PART TIME WAGES AND BENEFITS FOR SEPTEMBER		-8,856.50	47,518.16		
Total 104 PART TIME WAGES & BENEFITS			\$ 154,599.00	-8,856.50	47,518.16	31%	69%
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 636,537.00	-35,258.98	171,642.12	27%	73%
<b>200 OPERATIONS</b>					19,416.88		
<b>201 TRAVEL &amp; TRAINING</b>					1,202.94		
	WLA WISCONSIN LIBRARY ASSOCIATION	VC - REGISTRATION WLA CONFERENCE FOR DIRECTOR		-140.00	1,062.94		
	NATIONAL SUMMER LEARNING ASSOCIATION	VC -REFUND FOR DISCOUNTED ATTENDANCE FOR CONFERENCE		100.00	1,162.94		
Total 201 TRAVEL & TRAINING			\$ 4,117.00	-40.00	1,162.94	28%	72%
<b>207 MAINT EQUIPMENT</b>					4,000.00		
Total 207 MAINT EQUIPMENT			\$ 4,000.00		4,000.00	100%	0%
<b>209 INSURANCE &amp; BONDING</b>					0.00		
Total 209 INSURANCE & BONDING			\$ 1,000.00		0.00	0%	100%
<b>211 CONTRACT SERVICES</b>					3,683.05		
<b>211 COLLECTIONS</b>					419.45		
	UNIQUE MANAGEMENT SERVICES INC.	PAYMENT FOR 1 ACCOUNT SENT TO COLLECTIONS I# 606049		-8.95	410.50		
Total 211 COLLECTIONS			\$ 500.00	-8.95	410.50	82%	18%
<b>211 COPIER SERVICES</b>					3,807.94		
	US BANK	XEROX COPIER LEASE I#452248156		-176.00	3,631.94		
Total 211 COPIER SERVICES			\$ 6,500.00	-176.00	3,631.94	56%	44%
Total 211 CONTRACT SERVICES - Other					-544.34		
Total 211 CONTRACT SERVICES			\$ 7,000.00	-184.95	3,498.10	50%	50%

Bills Sept. 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
<b>215 MOVIE LICENSE</b>					<b>8.49</b>		
	Total 215 MOVIE LICENSE		\$ 100.00		8.49	8%	92%
<b>216 POSTAGE</b>					<b>796.79</b>		
	POSTAGE METER	POSTAGE METER READING SEPTEMBER 2021		-105.22	691.57		
	Total 216 POSTAGE		\$ 1,700.00	-105.22	691.57	41%	59%
<b>217 MEMBERSHIPS &amp; DUES</b>					<b>1,270.25</b>		
	AMAZON.COM	VC - PRIME MEMBERSHIP SUE		-119.00	1,151.25		
	Total 217 MEMBERSHIPS & DUES		\$ 1,700.00	-119.00	1,151.25	68%	32%
<b>218 OWLS MEMBERSHIP</b>					<b>0.00</b>		
	Total 218 OWLS MEMBERSHIP		\$ 27,412.00		0.00	0%	100%
<b>253 PROMOTIONAL MATERIALS</b>					<b>273.81</b>		
	BIG SHOT PRODUCTIONS	SANDWICH BOARD INSERTS		-56.00	217.81		
	Total 253 PROMOTIONAL MATERIALS		\$ 650.00	-56.00	217.81	34%	66%
<b>282 TECHNOLOGY</b>					<b>2,230.51</b>		
	AMAZON.COM	VC - USB HUB AND CHARGING CORD FOR DIRECTOR'S COMPUTER		-48.06	2,182.45		
	AMAZON.COM	VC - RETURN DOCKING STATION FOR DIRECTOR'S COMPUTER		101.99	2,284.44		
	Total 282 TECHNOLOGY		\$ 10,110.00	53.93	2,284.44	23%	77%
<b>301 SUPPLIES</b>					<b>5,951.04</b>		
	OFFICE OUTFITTERS	VC - SHREDDING BARREL FOR OUTDATED FILES		-52.00	5,899.04		
	OFFICE OUTFITTERS	VC - COVID EXPENSE MASKS FOR PATRONS		-79.96	5,819.08		
	AMAZON.COM	VC - SERVICE ANIMAL SIGN (SPLIT INVOICE TOTAL=35.65)		-13.95	5,805.13		
	AMAZON.COM	VC - COVID EXPENSE BAGS, MASK (\$47.50+29.99+44.44)		-121.93	5,683.20		
	AMAZON.COM	VC - DVD CASES, RUBBER BANDS (\$29.95+10.54)		-40.49	5,642.71		
	TLS THE LIBRARY STORE	VC - DVD CASES I#886646 (\$66.14-3.46 TAX CHARGED AND REFUNDED)		-62.68	5,580.03		
	Total 301 SUPPLIES		\$ 10,000.00	-371.01	5,580.03	56%	44%
	Total 200 OPERATIONS - Other				0.00		

Bills Sept. 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
Total 200 OPERATIONS			\$ 67,789.00	-822.25	18,594.63	27%	73%
<b>250 PRINT MATERIALS</b>					<b>12,445.34</b>		
<b>115 - ADULT BOOKS</b>					<b>4,888.57</b>		
	AMAZON.COM	VC - ADULT BOOKS (SPLIT INVOICE TOTAL=\$35.65)		-21.70	4,866.87		
	AMAZON.COM	VC - ADULT BOOKS (\$29.68+12.27+94.50+44.97+5.60+9.04+10.95+21.71)		-228.72	4,638.15		
	BAKER & TAYLOR	VC - ADULT BOOKS I#2036219854		-59.90	4,578.25		
	AMAZON.COM	VC - ADULT BOOK REPLACEMENT 0667		-12.79	4,565.46		
	BAKER & TAYLOR	VC - ADULT BOOKS (SPLIT INVOICE TOTAL=\$852.13)		-748.36	3,817.10		
Total 115 - ADULT BOOKS			\$ 18,330.00	-1,071.47	3,817.10	21%	79%
<b>120 LARGE PRINT BOOKS</b>					<b>1,344.98</b>		
	MICROMARKETING	VC - LARGE PRINT BOOKS I# 863739		-39.99	1,304.99		
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS I#1885193		-129.20	1,175.79		
	GALE THORNDIKE LARGE PRINT	VC - LARGE PRINT BOOKS I# 74728981, 74724787, 74718034, 74700726		-395.87	779.92		
	MICROMARKETING	VC - LARGE PRINT BOOKS I#862603, 862993		-139.16	640.76		
	BAKER & TAYLOR	VC - LARGE PRINT BOOKS (SPLIT INVOICE TOTAL=\$852.13)		-37.79	602.97		
Total 120 LARGE PRINT BOOKS			\$ 3,850.00	-742.01	602.97	16%	84%
<b>215 CHILDRENS BOOKS</b>					<b>3,728.76</b>		
	AMAZON.COM	VC - CHILDREN'S BOOK 5874 (SPLIT INVOICE TOTAL=\$34.44)		-17.22	3,711.54		
	AMAZON.COM	VC - CHILDREN'S BOOKS (\$28.82+29.94+14.99+14.95+9.99+23.98)		-122.67	3,588.87		
	BAKER & TAYLOR	VC - CHILDREN'S BOOKS (\$217.88+532.45+115.31+154.16)		-1,019.80	2,569.07		
Total 215 CHILDRENS BOOKS			\$ 17,630.00	-1,159.69	2,569.07	15%	85%
<b>315 TEEN BOOKS</b>					<b>2,420.69</b>		
	AMAZON.COM	VC - TEEN BOOKS (\$12.47+9.99)		-22.46	2,398.23		

Bills Sept. 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
	Total 315 TEEN BOOKS		\$ 3,550.00	-22.46	2,398.23	68%	32%
	<b>410 MAGS &amp; NEWSPAPERS</b>				<b>62.34</b>		
	Total 410 MAGS & NEWSPAPERS		\$ 4,745.00		62.34	1%	99%
	Total 250 PRINT MATERIALS - Other				0.00		
	Total 250 PRINT MATERIALS		\$ 48,005.00	-2,995.63	9,449.71	20%	80%
	<b>255 PROGRAMS</b>				<b>1,618.94</b>		
	<b>110 ADULT PROGRAMS</b>				<b>563.03</b>		
	AMAZON.COM	VC - RETURNED CUPS 5829845		16.80	579.83		
	AMAZON.COM	VC - GARDEN TOTE FOR SLP PRIZE 5469		-14.24	565.59		
	CLEAR SOLUTIONS	VC - BOOK EASELS FOR DISPLAY STAFF PICKS		-131.40	434.19		
	Total 110 ADULT PROGRAMS		\$ 1,500.00	-128.84	434.19	29%	71%
	<b>210 CHILDREN'S PROGRAMS</b>				<b>557.29</b>		
	AMAZON.COM	VC - SUPPLEIS FOR CHILDREN'S PROGRAMS (\$13.99+19.99+29.99)		-63.97	493.32		
	COSTUME SPECIALISTS	VC - COSTUMES FOR MAIN STREET CELEBRATION I# SH11419		-280.00	213.32		
	OFFICE OUTFITTERS	VC - LAMINIATING FOR STORY WALKS I#455139		-77.70	135.62		
	AMAZON.COM	VC - BOOK FOR PROGRAMS 5874 (SPLIT INVOICE TOTAL=\$34.44)		-17.22	118.40		
	Total 210 CHILDREN'S PROGRAMS		\$ 3,000.00	-438.89	118.40	4%	96%
	<b>310 TEEN PROGRAMS</b>				<b>498.62</b>		
	AMAZON.COM	VC - SUPPLIES FOR TEEN PAINTING WINDOWS 1967		-27.95	470.67		
	Total 310 TEEN PROGRAMS		\$ 1,000.00	-27.95	470.67	47%	53%
	Total 255 PROGRAMS - Other				0.00		
	Total 255 PROGRAMS		\$ 5,500.00	-595.68	1,023.26	19%	81%
	<b>290 AUDIO VISUAL</b>				<b>6,503.66</b>		
	<b>125 ADULT MOVIES</b>				<b>1,624.20</b>		
	AMAZON.COM	VC - ADULT MOVIES ON DVD (\$278.24+13.99) 1 PATRON REQUEST		-292.23	1,331.97		
	WALMART	VC - ADULT MOVIE ON DVD 838962		-19.96	1,312.01		

Bills Sept. 2021	Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
Total 125 ADULT MOVIES			\$ 3,016.00	-312.19	1,312.01	44%	56%
<b>130 ADULT AUDIO BOOKS</b>					<b>488.15</b>		
	MICROMARKETING	VC - ADULT AUDIO BOOKS ON CD (\$44.99+26.99) I#864672, 864391		-71.98	416.17		
	MICROMARKETING	VC - ADULT AUDIO BOOK ON CD I#863861		-30.00	386.17		
	BAKER & TAYLOR	VC - AUDIO BOOKS ON CD (SPLIT INVOICE TOTAL=\$852.13)		-65.98	320.19		
Total 130 ADULT AUDIO BOOKS			\$ 1,890.00	-167.96	320.19	17%	83%
<b>135 ADULT MUSIC</b>					<b>254.03</b>		
	AMAZON.COM	VC - ADULT MUSIC ON CD PATRON REQUEST 9064		-19.98	234.05		
Total 135 ADULT MUSIC			\$ 827.00	-19.98	234.05	28%	72%
<b>220 CHILDREN'S MOVIES</b>					<b>941.27</b>		
	AMAZON.COM	VC - CHILDREN'S MOVIES ON DVD(\$25.97+6.69+19.99+14.96+37.86+24.99+19.99-REFUND=\$2.00)		-148.45	792.82		
Total 220 CHILDREN'S MOVIES			\$ 2,092.00	-148.45	792.82	38%	62%
<b>225 CHILD AUDIO BOOKS</b>					<b>165.19</b>		
	FINDAWAY	VC - CHHILD AUDIO BOOK ON PLAYAWAY (58.49+58.49) I#19702, 19600		-116.98	48.21		
Total 225 CHILD AUDIO BOOKS			\$ 1,220.00	-116.98	48.21	4%	96%
<b>230 CHILD MUSIC</b>					<b>0.00</b>		
Total 230 CHILD MUSIC					0.00		
<b>320 TEEN MOVIES</b>					<b>317.19</b>		
Total 320 TEEN MOVIES			\$ 405.00		317.19	78%	22%
<b>325 TEEN AUDIO BOOKS</b>					<b>188.53</b>		
Total 325 TEEN AUDIO BOOKS			\$ 400.00		188.53	47%	53%
<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>1,802.94</b>		

Bills Sept. 2021			Name	Memo	Budget	Amount	Balance	%Unexpended	%Expended
			HOOPLA	HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT FROM MIDWEST TAPE		-1,000.00	802.94		
Total 510 EBOOKS & EAUDIO BOOKS					\$ 5,920.00	-1,000.00	802.94	14%	86%
			Total 290 AUDIO VISUAL - Other				0.00		
Total 290 AUDIO VISUAL					\$ 16,670.00	-1,765.56	4,738.10	28%	72%
					\$ 775,918.00	-41,438.10	205,447.82	26%	74%
			TOTAL BUDGET		\$ 775,918.00				
			TOTAL PERSONNEL SEPT		\$ 35,258.98				
			TOTAL BILLS FOR SEPT (INCLUDING PERSONNEL)		\$ 41,438.10				
			YTD EXPENDITURES		\$ 570,470.18				
			REMANING BUDGET		\$ 205,447.82				

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
<b>250 DONATIONS PRINT MATERIALS</b>						<b>0.00</b>
	DONATIONS	MEMORIAL FOR NORMA SCHULTZ FROM DAVE & SUE BENZSCHAWEL			25.00	25.00
	DONATIONS	DONATION FOR DAMAGED COOKBOOKS			36.00	61.00
	AMAZON.COM	VC - COOKBOOK REPLACEMENT		-13.99		47.01
	AMAZON.COM	VC - COOKBOOK REPLACEMENTS		-23.71		23.30
	DONATIONS	DONATION FOR BOOKS			40.00	63.30
	AMAZON.COM	FANTASY BOOKS FROM DANIEL SMITH DONATION		-60.00		3.30
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS ANTHONY FOUNDATION I#1849863		-195.41		-192.11
	AMAZON.COM	VC - BOOKS ON EAST ASIAN CULTURE FOR EXHIBIT (FOUNDATION)		-200.00		-392.11
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION REIMBURSEMENT FOR FANTASY BOOKS CHECK # 2209			60.00	-332.11
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR BOOKS FOR EAST ASIAN (ACTUAL CHECK WRITTEN FOR \$1649.54)			200.00	-132.11
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR LP BOOKS (ANTHONY DESIGNATION) CHECK # 2211			195.41	63.30
	CENER POINT LARGE PRINT	VC - LARGE PRINT BOOKS (JUDY PAULSON DESIGNATION) I# 1884872		-172.04		-108.74
Total 250 DONATIONS PRINT MATERIALS		<b>TOTAL PRINT MATERIALS</b>	<b>\$ 4,500.00</b>	<b>-665.15</b>	<b>556.41</b>	<b>-108.74</b>
<b>255 DONATIONS PROGRAMS ADULT</b>						
	OWLS - OUTAGAMIE WAUPACA LIBRARY SY	FILM LICENSING SWANK MOVIE LICENSING - COPYRIGHT COMPLIANCE SITE 2/1/2021-9/30/2021		-300.00		-300.00
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR FILM LICENSING JORGENSEN DESIGNATED DONATION 2204 3/19/2021			300.00	0.00
Total 255 DONATIONS PROGRAMS ADULT				\$ (300.00)	300.00	0.00
<b>255 DONATIONS PROGRAMS CHILD</b>						<b>0.00</b>
	CSLP COLLABORATIVE SUMMER LIBRARY P	PROMOTIONAL SUPPLIES REIMBURSED BY OWLS		-28.85		-28.85
	AMAZON.COM	VC- MICROSCOPES FOR OUTDOOR PROGRAMS DESIGNATED CHIEL PROGRAM EXPENSES (FOUNDATION)		-71.11		-99.96
	AMAZON.COM	VC - SUPPLIES FOR SUMMER PROGRAMS FRIENDS = 230.77 TOTAL= 398.29		-230.77		-330.73
	AMAZON.COM	VC - SUPPLIES FOR PROGRAMS FOUNDAIN = \$167.32 TOTAL = \$398.29		-167.32		-498.05



Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	AMAZON.COM	VC - FIRST AID KITS FOR OUTDOOR PROGRAMS FRIENDS		-52.65		-550.70
	AMAZON.COM	VC - SUPPLIES FOR POTATO PROGRAM - GROW BAGS - DESIGNATED FOUNDATION FUNDS		-359.80		-910.50
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR CHILD PROGRAM SUPPLIES (((\$359.80+167.32+71.11)			598.23	-312.27
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR SUPPLIES FOR OUTDOOR PROGRAMS CHECK # 1593			440.91	128.64
	AMAZON.COM	VC - CHAIRS FOR OUTDOOR PROGRAMS		-209.94		-81.30
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR FIRST AID KITS FOR OUTDOOR PROGRAMS CHECK # 1597			52.65	-28.65
	JOSEPH SANFELLIPO SPEAKER	SPEAKER FEE TO BE REIMBURSED BY LSTA GRANT FUNDS (\$2628) AND LIBRARY FOUNDATION (\$372)		-3,000.00		-3,028.65
Total 255 DONATIONS PROGRAMS CHILD				\$ (4,120.44)	\$ 1,091.79	-3,028.65
<b>255 DONATIONS PROGRAMS EXHIBIT</b>						<b>0.00</b>
	MOVAI.COM	VC - SOFTWARE FOR VIRTUAL EXHIBIT YAM		-37.95		-37.95
	AMAZON.COM	VC - SUPPLIES FOR TAKE & MAKE FOR YAM 3577056		-317.25		-355.20
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EXHIBIT ROOM SFTWARE FOR YAM, TAKE & MAKE SUPPLIES 2205 3/19/23021			355.20	0.00
	AMAZON.COM	VC - SUPPLIES FOR TAKE & MAKE ASIAN RECIPE KITS (FOUNDATION ASIAN GRANT)		-141.50		-141.50
	WALGREENS	VC - SUPPLIES FOR ASIAN EXHIBIT GRANT (FOUNDAITON)		-12.62		-154.12
	AMAZON.COM	VC - SUPPLIES FOR EAST ASIAN EXHIBIT (FOUNDAITON)		-25.98		-180.10
	ETSY	VC - SUPPLIES FOR EXHIBIT TAKE & MAKE MAY BASKETS		-2.50		-182.60
	MENARDS	VC - SUPPLIES FOR EXHIBIT TAKE & MAKE MAY BASKETS		-38.77		-221.37
	WAUPACA AREA CHAMBER OF COMMERCE	VC - AWARD CERTIFICATES FOR YOUTH ART MONTH		-160.00		-381.37
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EXHIBITS (\$160+38.77+2.50+9.51) CHECK # 2206			210.78	-170.59

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	AMAZON.COM	SUPPLIES FOR MAY DAY KITS		-9.51		-180.10
	CHIPPEWA VALLEY MUSEUM	VC - HMONG EXHIBIT LOAN		-125.00		-305.10
	UPS	VC - SHIPPING FOR HMONG EXHIBIT (\$89.57+95.37)		-184.94		-490.04
	WI KITERS	KITE KITS FOR KITE DAY		-600.00		-1,090.04
	EAA CHAPTER 444	LUNCH FOR KITERS ON KITE DAY		-250.00		-1,340.04
	CHAIN PORTABLES	PORTA POTTIES FOR KITE EVENT		-109.50		-1,449.54
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR EAST ASIAN EXHIBIT INCLUDING KITE EVENT CHECK # 2213 (MINUS BOOKS FOR EAST ASIAN E...			1,449.54	0.00
	FEDEX	VC - SHIPPING FOR BEYOND BORDERS EXHIBIT (230.52+529.07+1833.35)		-2,592.24		-2,592.24
	WALGREENS	VC - SUPPLIES FOR EXHIBIT BEYOND BORDERS		-30.23		-2,622.47
	AMAZON.COM	VC - SUPPLIES FOR EXHIBIT BEYOND BORDERS		-63.19		-2,685.66
	NOFFKE LUMBER	VC - SUPPLIES FOR EXHIBIT BEYOND BORDERS		-12.65		-2,698.31
	WAUPACA PUBLIC LIBRARY FOUNDATION	FOUNDATION DONATION FOR EXHIBITS BEYOND BORDERS CHECK# 2216			2,828.28	129.97
	ROTARY CLUB OF WAUPACA	ROTARY DUES FOR EXHIBIT DIRECTOR		-130.00		-0.03
Total 255 DONATIONS PROGRAMS EXHIBIT				\$ (4,843.83)	4,843.80	-0.03
<b>255 DONATIONS PROGRAMS TVA</b>						<b>0.00</b>
	MENARDS	SUPPLIES PURCHASED FOR TVA TO FIX UP LITTLE FREE LIBRARY		-21.13		-21.13
Total 255 DONATIONS PROGRAMS SLAG				\$ (21.13)	0.00	-21.13
<b>255 DONATIONS PROGRAMS TEEN</b>						<b>0.00</b>
<b>TOTAL PROGRAMS</b>			<b>\$ 15,000.00</b>	<b>\$ (9,285.40)</b>	<b>\$ 6,235.59</b>	<b>\$ (3,049.81)</b>
<b>255 DONATIONS SLP</b>						<b>0.00</b>
Total 255 DONATIONS SLP						0.00
<b>282 DONATIONS TECHNOLOGY</b>						<b>0.00</b>
	MOLLY REINKE	DEVICE REIMBURSMENT PROGRAM (FRIENDS DONATION)		-100.00		-100.00
	US CELLULAR	VC - HOTSPOT CONTRACT FOR 13 DEVICES FOR ONE YEAR		-6,090.63		-6,190.63

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR DEVICE REIMBURSEMENT CHECK # 1591			100.00	-6,090.63
	WAUPACA PUBLIC LIBRARY FOUNDATION	REIMBURSEMENT FOR HOTSPOTS INVOCIE WITH GRANT MONEY PROVIDED BY COMMUNITY FOUNDATIONS CHECK 2203...			6,090.63	0.00
	AMAZON.COM	VC - 2 DVD/CD PLAYERS FOR CHECKOUT (FRIENDS)		-152.98		-152.98
	AMAZON.COM	VC - STORAGE CASES FOR DVD PLAYERS (\$20.99+18.99)		-39.98		-192.96
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR AV UPGRADES FOR MEETING AND CONFERENCE ROOMS CHECK# 2210			4,691.18	4,498.22
	AV UPGRADES VARIOUS VENDORS	JW - AV UPGRADES FOR MEETING ROOMS AND CONFERENCE ROOM		-4,691.18		-192.96
	FRIENDS OF THE WAUPACA LIBRARY	DONATION FOR PATRON CHECKOUT DVD PLAYERS AND CASES CHEKC # 1592			192.96	0.00
	AMAZON.COM	JW - CORD AND SWITCH FOR AV UPGRADES FOR MEETING ROOMS AND EXHIBIT ROOM		-57.80		-57.80
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR AV UPRGDES SWITCH AND CORD CHECK # 2212			57.80	0.00
Total 282 DONATIONS TECHNOLOGY		<b>TOTAL TECHNOLOGY</b>	<b>\$ 13,000.00</b>	<b>\$ (11,132.57)</b>	<b>11,132.57</b>	<b>0.00</b>
<b>290 DONATIONS MATERIALS AV</b>						<b>0.00</b>
Total 290 DONATIONS MATERIALS AV						0.00
<b>301 DONATIONS RESALE</b>						<b>0.00</b>
	AMAZON.COM	VC - SNACKS PURCHASED FOR RESALE - FRIENDS (\$7.48+21.99+19.25)		-48.72		-48.72
	AMAZON.COM	VC - SNACKS FOR RESALE FRIENDS		-49.32		-98.04

Donations 2021	Name	Memo	Budgeted Donations	Expenditures	Deposits	Balance
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT FOR SNACKS FOR RESALE CHECK # 1594			98.04	0.00
	OFFICE OUTFITTERS	VC - FLASH DRIVES FOR RESALE I# 448703		-249.50		-249.50
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT FOR FLASH DRIVES FOR RESALE # 1596			249.50	0.00
	AMAZON.COM	VC - SNACKS FOR RESALE FRIENDS		-15.18		-15.18
Total 301 DONATIONS RESALE		<b>TOTAL DONATIONS FOR RESALE</b>	\$ -	\$ (362.72)	\$ 347.54	\$ (15.18)
<b>301 DONATIONS SUPPLY/FURNITURE</b>						<b>0.00</b>
	OFFICE OUTFITTERS	VC - CHAIRS FOR CONFERENCE ROOM AS APPROVED ON APRIL 12		-1,652.00		-1,652.00
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR CHAIRS FOR CONFERENCE ROOM CHECK # 2207			1,652.00	0.00
	OFFICE OUTFITTERS	CREDIT FOR RETURNED CHAIRS # C426088			660.00	660.00
	OFFICE OUTFITTERS	VC - COMPUTER TABLE AND CPU MOUNTING BRACKETS (LIBRARY PAID FREIGHT CHARGES \$200)		-1,492.00		-832.00
	USPS	VC - PO BOX FOR FOUNDATION		-84.00		-916.00
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION FOR COMPUTER TABLE AND CPU BRACKETS CHECK # 2217			1,492.00	576.00
	WAUPACA PUBLIC LIBRARY FOUNDATION	REIMBURSEMENT FOR PO BOX RENTAL CHECK # 2218			84.00	660.00
Total 301 DONATIONS SUPPLY/FURNITURE		<b>TOTAL DONATIONS SUPPLY/FURNITURE</b>	\$ 2,000.00	\$ (3,228.00)	\$ 3,888.00	\$ -
<b>510 DONATIONS EBOOKS EAUDIOS</b>						<b>0.00</b>
	OWLS - OUTAGAMIE WAUPACA LIBRARY SY:	EBOOKS TO FILL PATRON REQUESTS (DONATION FOR DIGITAL BOOKS FROM C. ANTHONY)		-56.98		-56.98
	WAUPACA PUBLIC LIBRARY FOUNDATION	DONATION REIMBURSEMENT FROM FOUNDATION FOR EBOOKSCHECK # 2209			56.98	0.00
Total 510 DONATIONS EBOOKS EAUDIOS		<b>TOTAL AV &amp; EBOOKS</b>	\$ 2,000.00	\$ (56.98)	\$ 56.98	\$ -
		<b>TOTAL OF ALL ACCOUNTS</b>	\$ 36,500.00	\$ (24,730.82)	\$ 22,217.09	\$ (3,173.73)
		Budgeted Donations	\$ 36,500.00			
		Expenditures	\$ (24,730.82)			
		Deposits	\$ 22,217.09			
		Balance of Budgeted Donations	\$ 14,282.91			

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda October 2021

Although the Exhibit Room is temporarily closed with in person visits suspended at the library, I talked with Peg, and we are still planning to go ahead with the rest of our 2021 schedule.

Our October meeting was scheduled for the 6th, but since the library was switching to curbside service only that week, I pushed the meeting back to the end of the month, knowing that we'd have better direction for upcoming exhibits at that time.

As I mentioned at the September board meeting, the TV in the Exhibit Room died. I had funds available in my budget, so ordered a new one which was quickly installed by Josh Werner. The Children's Department very kindly gets the TV up and running each day for exhibits, and this one is much simpler to use.

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

Feedback has been great for the *Beyond Borders & Boundaries* exhibit! Although it is temporarily closed, we are hoping patrons will have the opportunity to visit this dynamic exhibit again in the near future.

Ruth sent videos of her travels to me, and I compiled them with descriptive text to feature on the TV in the exhibit room. This further enhances the exhibit and gives visitors a better feel for Ruth's travels and inspiration. The link to the videos is available on the library website and 45 viewers have learned more about Ruth's travels through Latin America:

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

We also record a virtual 'tour' of the exhibit: <https://www.youtube.com/watch?v=V66BfhCxDbA> There are currently 122 'visits' to the virtual exhibit.

The virtual tour, Ruth's travel video, and a link to Ruth's website are all available on the library website, as well as on a bookmark that goes out with all curbside pickups (see below).

Additionally, Ruth and I met with Josh Werner to record a segment for the City of Waupaca TV station/social media:

<https://www.facebook.com/cityofwaupaca/videos/1007776660015449>

We hosted a meet and greet with Ruth for the opening of the exhibit on September 8. This was intended to be an outdoor gathering, but ended up being in the Exhibit Room; when it migrated indoors, we made sure that all visitors were masked and the space was not overcrowded. The Children's Department collaborated with us on Latin American craft projects on the library lawn. Approximately 100 people attended the meet and greet.

I am continuing to work on our next exhibit with local author/illustrator, Missy Mittel. One of Missy's current projects 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. I am also working with Sue and the Children's Department on creative ways that we can include the history and evolution of art making, printmaking, and story creation.

### 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

# BEYOND BORDERS & BOUNDARIES

## INDIGENOUS ART OF LATIN AMERICA



Even though the library is closed, join us for a virtual tour of the exhibit and learn about Ruth's travels and inspiration for her beautiful artwork. Simply scan the QR code, or visit the library website for links to the videos.



**MEET  
RUTH!**

**VIRTUAL  
EXHIBIT  
TOUR**



**RUTH'S  
TRAVELS**



**WAUPACA AREA  
PUBLIC LIBRARY**  
IMAGINE LEARN CONNECT





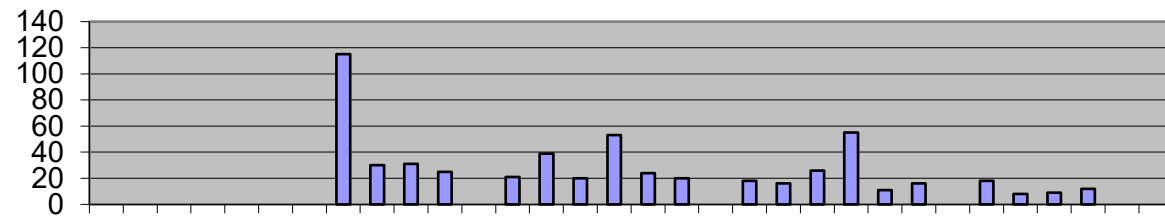
## SEPTEMBER 2021 EXHIBIT ROOM VISITS

9/1/2020	Wednesday	closed
9/2/2020	Thursday	closed
9/3/2020	Friday	closed
9/4/2020	Saturday	closed
9/5/2020	Sunday	closed
9/6/2020	Monday	closed
9/7/2020	Tuesday	closed
9/8/2020	Wednesday	115
9/9/2020	Thursday	30
9/10/2020	Friday	31
9/11/2020	Saturday	25
9/12/2020	Sunday	closed
9/13/2020	Monday	21
9/14/2020	Tuesday	39
9/15/2020	Wednesday	20
9/16/2020	Thursday	53
9/17/2020	Friday	24
9/18/2020	Saturday	20
9/19/2020	Sunday	closed
9/20/2020	Monday	18
9/21/2020	Tuesday	16
9/22/2020	Wednesday	26
9/23/2020	Thursday	55
9/24/2020	Friday	11
9/25/2020	Saturday	16
9/26/2020	Sunday	closed
9/27/2020	Monday	18
9/28/2020	Tuesday	8
9/29/2020	Wednesday	9
9/30/2020	Thursday	12

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**

## September 2021 Exhibit Room Visits



TOTAL 567

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				6,309
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				39,195
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				4,906
2021 stations	309	307	414	397	385	509	602	636	475				4,034
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				4,047
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				193
2020	40	41	0	0	0	0	0	0	0	0	0	0	81

Sep 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	1,380	1,110	270	1.24
Appleton	9,856	9,442	414	1.04
Black Creek	1,527	876	651	1.74
Clintonville	2,465	715	1,750	3.45
Door County	4,472	4,722	(250)	0.95
Florence	394	454	(60)	0.87
Fremont	761	579	182	1.31
Gillett	412	381	31	1.08
Hortonville	1,085	1,837	(752)	0.59
Iola	1,002	857	145	1.17
Kaukauna	1,519	3,240	(1,721)	0.47
Kewaunee	1,396	935	461	1.49
Kimberly	2,332	3,325	(993)	0.70
Lakewood	963	775	188	1.24
Lena	401	321	80	1.25
Little Chute	1,936	2,052	(116)	0.94
Manawa	803	571	232	1.41
Marinette County	2,698	4,088	(1,390)	0.66
Marion	964	860	104	1.12
New London	1,213	1,392	(179)	0.87
NFLS	0	10	(10)	0.00
Oconto	930	792	138	1.17
Oconto Falls	1,110	704	406	1.58
Oneida Tribal	548	77	471	7.12
OWLS	0	4	(4)	0.00
Scandinavia	385	286	99	1.35
Seymour	1,256	1,178	78	1.07
Shawano County	2,482	2,784	(302)	0.89
Shiocton	335	229	106	1.46
Suring	356	441	(85)	0.81
Waupaca	2,569	3,177	(608)	0.81
Weyauwega	1,104	440	664	2.51

TOTAL	48,654	48,654	0	1.00
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<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	8,947	8,947	0	1.00
NFLS - Intersystem	8,595	8,643	(48)	0.99
NFLS - Total	17,542	17,590	(48)	1.00
OWLS - Intrasystem	22,469	22,469	0	1.00
OWLS - Intersystem	8,643	8,595	48	1.01
OWLS - Total	31,112	31,064	48	1.00

<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
13,181	8,984	4,197	1.47
84,376	90,060	(5,684)	0.94
14,148	9,223	4,925	1.53
19,638	8,419	11,219	2.33
44,439	44,661	(222)	1.00
4,211	3,342	869	1.26
6,592	4,309	2,283	1.53
3,263	3,387	(124)	0.96
11,089	19,001	(7,912)	0.58
9,419	8,093	1,326	1.16
14,384	30,087	(15,703)	0.48
12,541	7,441	5,100	1.69
19,838	32,178	(12,340)	0.62
9,123	7,531	1,592	1.21
3,955	2,388	1,567	1.66
14,803	19,280	(4,477)	0.77
8,434	6,913	1,521	1.22
31,447	38,269	(6,822)	0.82
13,285	7,977	5,308	1.67
12,520	13,750	(1,230)	0.91
0	155	(155)	0.00
8,908	6,203	2,705	1.44
9,729	6,385	3,344	1.52
4,992	1,257	3,735	3.97
0	89	(89)	0.00
4,774	3,779	995	1.26
15,063	12,067	2,996	1.25
27,306	28,420	(1,114)	0.96
4,100	2,813	1,287	1.46
4,828	4,233	595	1.14
25,796	33,192	(7,396)	0.78
13,492	5,788	7,704	2.33

469,674	469,674	0	1.00
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<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
76,716	76,716	0	1.00
101,207	84,282	16925	1.20
177,923	160,998	16925	1.11
0	0		
207,469	207,469	0	1.00
84,282	101,207	(16925)	0.83
291,751	308,676	(16925)	0.95

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

## Circulation Statistics 2021

Waupaca 2021 Circulation														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
2021 Downloads - ebook	1,182	1,057	1,130	1,102	1,073	1,012	972						7,528	
2020 Downloads - ebook	1,105	1,061	1,245	1,396	1,384	1,476	1,322	1,149	1,133	1,151	1,134	1,083	14,639	
2021 Downloads - Audio	734	821	948	961	975	932	899						6,270	
2020 Downloads - Audio	787	708	691	699	771	765	737	671	650	718	796	734	8,727	
2021 Downloads - Magaz	67	88	88	27	14	95	66	33					478	
2020 Downloads - Magaz	30	44	49	52	55	51	50	55	73	143	82	64	748	
2021 Downloads - Hoopla									13				13	
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				26,817	
Checkouts	6,655	6,888	10,070	9,345	8,050	11,933	11,132	11,159	9,728				84,960	
Total Circulation w/renew	9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541				111,777	
2021 Running Totals	9,022	18,400	31,770	44,208	55,094	70,159	84,616	99,236	111,777				111,777	
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	March		April		May		June		July		August		September	
Dayton	1,920	14%	2,086	17%	2,058	19%	2,490	17%	2,565	18%	2,555	17%	1,940	15%
Farmington	2,170	16%	1,957	16%	1,675	15%	2,410	16%	2,108	14%	1,977	14%	1,859	15%
Lind	561	4%	624	5%	443	4%	602	4%	600	4%	525	4%	566	5%
Waupaca (Town)	681	5%	665	5%	555	5%	862	6%	905	6%	1,013	7%	597	5%
Town Total	5,332	40%	5,332	43%	4,731	43%	6,364	42%	6,178	42%	6,070	42%	4,962	40%
Waupaca (City)	5,251	39%	4,522	36%	3,834	35%	5,233	35%	4,888	34%	5,109	35%	4,711	38%
Waushara County	318	2%	357	3%	512	5%	601	4%	679	5%	688	5%	466	4%
Portage County	897	7%	844	7%	691	6%	936	6%	527	4%	952	7%	837	7%
Other	1,572	12%	1,383	11%	1,118	10%	1,931	13%	2,275	16%	1,801	12%	1,950	16%
Total	13,370		12,438		10,886		15,065		14,547		14,620		12,541	

# Monthly/YTD Circs and Renewals - September 2021

<u>Agency</u>	Current Month			YTD		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,771	712	3,483	18,310	5,345	23,655
Appleton	35,825	12,453	48,278	287,567	106,270	393,837
Black Creek	1,459	666	2,125	17,964	7,399	25,363
Clintonville	2,716	736	3,452	19,904	5,110	25,014
Door Cty - Baileys Harbor	1,130	293	1,423	9,353	2,064	11,417
Door Cty - Egg Harbor	1,385	379	1,764	9,779	2,408	12,187
Door Cty - Ephraim	335	95	430	3,083	707	3,790
Door Cty - Fish Creek	558	58	616	5,406	943	6,349
Door Cty - Forestville	918	317	1,235	7,123	2,866	9,989
Door Cty - Sister Bay	3,493	868	4,361	28,179	6,730	34,909
Door Cty - Sturgeon Bay	6,832	2,025	8,857	62,398	16,886	79,284
Door Cty - Washington Island	961	245	1,206	7,631	1,730	9,361
Florence	820	177	997	5,458	1,240	6,698
Fremont	1,173	565	1,738	9,640	3,583	13,223
Gillett	667	179	846	6,033	1,936	7,969
Hortonville	4,057	1,544	5,601	39,212	11,529	50,741
Iola	1,576	584	2,160	15,628	5,026	20,654
Kaukauna	6,998	2,254	9,252	75,918	22,275	98,193
Kewaunee	2,294	726	3,020	21,254	6,060	27,314
Kimberly	7,978	2,658	10,636	78,246	23,458	101,704
Lakewood	2,306	541	2,847	19,983	5,151	25,134
Lena	745	260	1,005	5,735	1,730	7,465
Little Chute	7,205	1,808	9,013	48,782	13,272	62,054
Manawa	1,440	474	1,914	15,079	4,716	19,795
Marinette Cty - Coleman	1,345	364	1,709	12,560	4,023	16,583
Marinette Cty - Crivitz	1,706	585	2,291	14,244	3,992	18,236
Marinette Cty - Goodman	326	72	398	2,475	699	3,174
Marinette Cty - Marinette	3,591	1,033	4,624	31,866	8,999	40,865
Marinette Cty - Niagara	831	297	1,128	6,849	2,492	9,341
Marinette Cty - Peshtigo	618	161	779	6,086	1,815	7,901
Marinette Cty - Wausaukee	912	187	1,099	7,810	2,138	9,948
Marion	2,348	570	2,918	23,992	6,095	30,087
New London	3,460	778	4,238	29,061	7,323	36,384
Oconto	2,106	706	2,812	16,583	6,042	22,625
Oconto Falls	2,073	526	2,599	20,368	5,482	25,850
Oneida Tribal - Green Earth	3	-	3	-	-	-
Oneida Tribal - Oneida	107	41	148	1,301	654	1,955
Scandinavia	319	171	490	4,072	1,626	5,698
Seymour	2,508	871	3,379	20,626	6,737	27,363
Shawano Cty - Birnamwood	2,721	87	2,808	12,799	1,098	13,897
Shawano Cty - Bonduel	796	322	1,118	6,726	2,886	9,612
Shawano Cty - Mattoon	156	21	177	782	199	981
Shawano Cty - Shawano	6,309	1,399	7,708	51,844	12,504	64,348
Shawano Cty - Tigerton	463	138	601	4,687	1,386	6,073
Shawano Cty - Wittenberg	469	107	576	3,635	1,175	4,810
Shiocton	651	73	724	5,574	1,205	6,779
Suring	1,053	201	1,254	7,832	2,049	9,881
Waupaca	9,728	2,813	12,541	84,960	26,817	111,777
Weyauwega	1,452	429	1,881	14,948	4,790	19,738
<b>Total</b>	<b>141,693</b>	<b>42,569</b>	<b>184,262</b>	<b>1,209,348</b>	<b>370,660</b>	<b>1,580,008</b>

Posted 10/1/21



## Director's Report

September/October 2021

In September one of our full time staff members, who had been fully vaccinated, was exposed through a family member and **tested positive for Covid**. She stayed home through the required quarantine period and returned to work the last week in September. No other staff members who may have been exposed got Covid. Since that time we have had 4 other staff members tested but the tests were negative.

On Wednesday, September 27, the Wisconsin State DHHS reported that our County had reached a "critically high" number of Covid cases. The Waupaca School District had seen a spike in cases and our partners at Thedacare reported that the hospitals were at capacity. We used the plan to guide us to go to a curbside model. Our plan actually called for us to move to **Curbside Service** once we reached the Very High level but instead we chose to require patrons to wear a mask or if they were unable to wear a mask to limit their time to ten minutes. The first two weeks in October we've seen a decrease in cases moving our case level from critically high back down to very high. We will be resuming most in-person services on Monday, October 18. Having had some experience using the Plan, staff recognize that there may be ways to make it more flexible. I'd like to have a chance to revisit the plan and make some changes that allow for more flexibility during the Old Business section of the meeting.

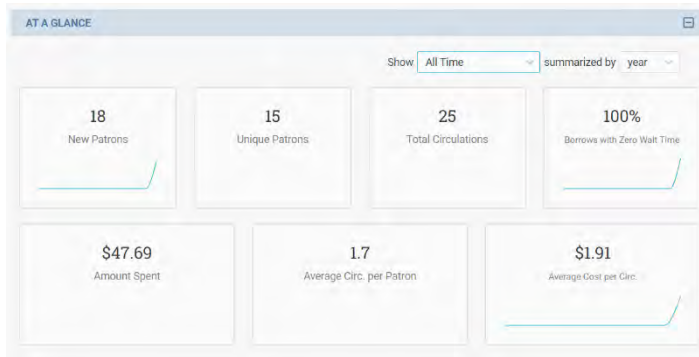
I was part of the **OWLSNET Fee Committee** that met in 2016. After five years it was time again to look at how the fees were structured. The current fee structure is based on the number of branches, % circulation of the whole group, % population based on extrapolated population, and the number of items added to the catalog. Originally it was a three year rolling average. Since 2020 was such a weird year the Libraries under OWLS direction changed it to be a five year rolling average which seemed to be the most stable way to calculate fees. The Fee Committee met one time in September and decided that the current variables were still valid and the five-year average would prevent big swings due to the Pandemic. The Committee will bring the new Fee Structure Plan to the Libraries at their regularly scheduled AAC (Administrative Advisory Committee) meeting in November or January. It will be modified or adopted by the OWLS Board after that.

The **draft 2022 Budget** was approved by the Finance Committee on September 29<sup>th</sup>. The corrected fund balance was provided by the City Treasurer. The budget includes:

- 2% increase for all staff (\$11,047)
- Additional hours for part time workers for 6 months to cover desk shifts (\$2,000)
- Interim Directors' pay (\$150 for 2 staff/weekly for Feb 17 - July 31) (\$8,122)
- Sick leave payout for current Director (1,200 hours @ 2022 pay rate) (\$42,057)
- Current Director's compensation updated with the number of hours expected to be worked in 2022 (including vacation) (\$31,128)
- New Director's compensation for 2022 with hire date of 8/1/2022 at 90% of current director's salary - health insurance added as family for the five months of work (\$38,783)

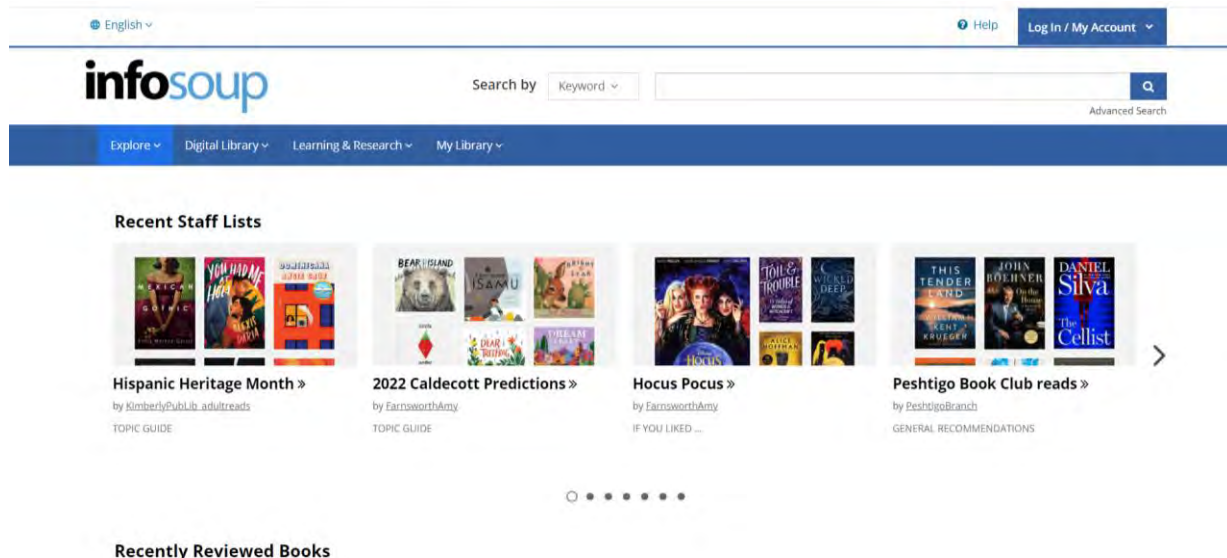
I estimate that we will not spend the full \$11,436 that was budgeted from fund balance this year although the 2022 Budget, as approved by the Finance Committee, is based on using that fund balance.

The City was billed by our insurance company for six months of COBRA for an employee who had reduced hours when they moved from full time to part time. The insurance company interpreted the new ARPA rules for anyone with reduced hours even though our employee did so voluntarily. Our Finance Director believes that the funds will be credited back to the City (Library) in 2022. **This is \$5,700 that we did not plan for in 2021.**



On September 20<sup>th</sup>, we started our Hoopla subscription for library patrons with a very soft opening. We plan to market the new service more aggressively in November. The chart shows our activity from September 20 – October 12.

OWLSNET libraries are launching the new [Infosoup by BiblioCommons](#) this month. The new Infosoup features social media content, including book review, lists and ratings. It is visually appealing and has a better search engine. The first time you login to the new site you will be asked to create a user name. If you use your library card number as your user name it will be displayed which is problematic if you decide to make any of your book shelves, lists, or reviews public. Next to the login button there is a help feature which will help patrons get started and enjoy all the special features.



As we approach the end of the year there are some budget line items that may see a shortfall or an excess. At the end of last year, we had staff renew professional memberships, so most will not come due until 2022. I'd like permission to **use the Membership and Dues budget line item for Travel and Training** since we will be looking at sending our Youth Services Librarian to D.C. for the Summer Learning Conference. An estimate for this transfer is \$600.

The service agreement from Bibliotheca for the self-checks station included six months of maintenance for the gates. I did not anticipate a payment for this piece of equipment until next year. I'd like permission to **transfer funds (\$1,144) from the Supplies budget line item to the Maintenance of Equipment** line item to cover the shortfall.

**ACTION ITEM: APPROVE** Moving funds from Membership and Dues to Travel and Training (\$600) and from Supplies to Maintenance of Equipment (\$1,144)

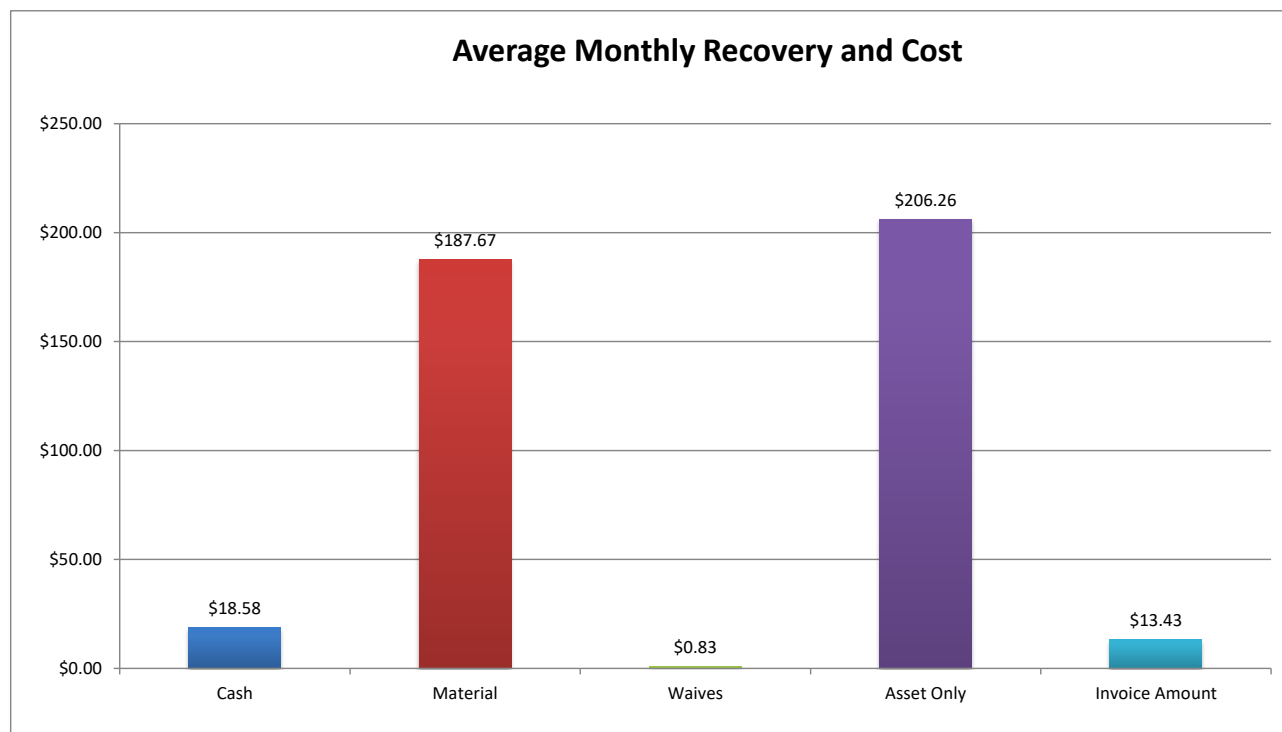
*Respectfully Submitted by Peg Burington*



## Monthly Recovery Statistics: Waupaca Area Public Library

10/2020 Through 9/2021

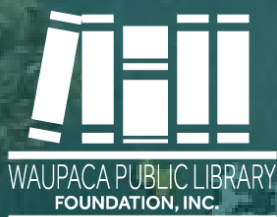
Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-21	\$45.00	\$172.22	\$0.00	\$217.22	<b>\$217.22</b>	\$8.95
August-21	\$30.00	\$0.00	\$0.00	\$30.00	<b>\$30.00</b>	\$0.00
July-21	\$70.00	\$12.00	\$0.00	\$82.00	<b>\$82.00</b>	\$35.80
June-21	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
May-21	\$0.00	\$86.00	\$10.00	\$96.00	<b>\$86.00</b>	\$8.95
April-21	\$58.00	\$36.00	\$0.00	\$94.00	<b>\$94.00</b>	\$8.95
March-21	\$0.00	\$360.00	\$0.00	\$360.00	<b>\$360.00</b>	\$8.95
February-21	\$0.00	\$230.89	\$0.00	\$230.89	<b>\$230.89</b>	\$8.95
January-21	\$10.00	\$223.99	\$0.00	\$233.99	<b>\$233.99</b>	\$8.95
December-20	\$0.00	\$13.00	\$0.00	\$13.00	<b>\$13.00</b>	\$62.65
November-20	\$10.00	\$710.00	\$0.00	\$720.00	<b>\$720.00</b>	\$0.00
October-20	\$0.00	\$407.99	\$0.00	\$407.99	<b>\$407.99</b>	\$8.95
<b>Total</b>	<b>\$223.00</b>	<b>\$2,252.09</b>	<b>\$10.00</b>	<b>\$2,485.09</b>	<b>\$2,475.09</b>	<b>\$161.10</b>
<b>Average</b>	<b>\$18.58</b>	<b>\$187.67</b>	<b>\$0.83</b>	<b>\$207.09</b>	<b>\$206.26</b>	<b>\$13.43</b>
						Total ROI: \$15:1





# The Waupaca Area Public Library

## NEEDS YOUR HELP!



### AVAILABLE PROJECTS:

- Library Lawn - planters, furniture, etc. (\$50+)
- Meeting room storage (total cost \$5,000)
- Vacuum cleaner for meeting rooms (\$300)
- Story Walks - frames, laminating and books (\$100-400)
- Little Free Library support - repairs, replacement (\$100-400)
- Wi-Fi Hot spots (\$125 each for annual service)
- Repairs on loaning laptops, new cords etc. (\$50+)
- Hoopla downloading/streaming service (\$20+)
- Lucky Day popular books and movies (\$20)
- Large Print books (\$30 each)
- Movie License (\$100 - \$450)
- Games/Toys for Check-out (\$25+)
- Device charging station (\$400)
- Digitizing historic newspapers (\$14,000+)

Please use this donation coupon or visit [www.waupacalibrary.org](http://www.waupacalibrary.org)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Designation of your gift (choose a project or department if you wish): \_\_\_\_\_

Please make checks payable to Waupaca Public Library Foundation Inc.

All donors will receive a letter of receipt for tax purposes.

Please contact me about including the library in my will? ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Convenient time to call: morning evening other \_\_\_\_\_



## September 2021 Adult Services Report

### **Adult Programs**

On September 18, we had a book discussion featuring *Echo Mountain by Lauren Wolk*. Ten people attended, led by Peg Burington. Peg commented that she was making notes about every page of this book, there was so much to discuss about it!

The 9/11 Memorial Exhibit that was dispersed throughout the library was beautiful and inspiring. We also featured the white board that gave patrons the chance to reflect on where they were when they heard about the 9/11 attack. The accompanying book display was popular and the items circulated frequently.

The 2021 Fall Film Series was cancelled for October - attendance at the virtual lecture for September was small, and Jack Rhodes (in agreement with Library staff) wanted to hold off until potentially we could be back in person with films. A decision on the November film will be made soon.

The second session of the Fall Life Class Virtual Series took place on October 7, with 11 participants. The focus of this session was Community Resiliency. Jane and Ashley from the Waupaca County Department of Health and Human Services led this discussion, with a lot of great discussion. They could have gone on for an extra hour or two, if time had permitted. There is one more session, on November 4, with the theme of Shame Resiliency.

We are currently in the process of putting together some holiday cooking / baking videos to feature on our website and YouTube channel, to help everyone prepare for the holidays.

As we get closer to the beginning of 2022, I'll follow up with Liz on potential exhibits and workshops to go with them.

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

September was a challenging month for me. I was out sick for two weeks from 9/15-9/24. Many of my team members helped to cover my shifts, host virtual meetings in my place, and encourage me while recovering at home. I am so grateful to be part of our Library Family.

I was able to complete a staff evaluation for Joleen Mullet. Joleen has been employed by our library for eleven years and has been doing the Interlibrary Loan Library work for the last four years. She also manages the magazine and newspaper collections, helps to train new staff, assists with technology training and job service and has recently been training in library acquisitions. Joleen is a vital part of our Adult Department and a supporting member to many of our full time staff.

In my work with the ThedaCare CHAT (Community Health Action Team) subcommittee on Social Connectedness we have been exploring the possibility of combining forces with the You Belong in Waupaca - Compassionate Community Initiative. Until that can happen, the work for each group continues. We have tested our Community Conversations plan and are ready for a pilot program. Please let me know if you are interested in participating in a conversation about our community or if you might be able to help us invite someone who's voice is not being readily listened to. We hope to begin offering small group conversations in the coming weeks. You will also see me with Greg Grohman from the Waupaca Chamber of Commerce at the Community Feedback booth during the Main Street celebration on October 29. We have adapted our script of questions to work in a multiple choice format and will be utilizing the survey token-vote board built for the Arts on the Square event. We will be located right next to the Fire Throwers so please stop by and take our short and quick survey that day.

We had the opportunity to switch our email service to a new vendor to be unified with other City Departments and for cost savings. We are now using Constant Contact to send out programs and services information to our patron e-newsletter mailing list. You can get signed up on our website by clicking the "Sign up for our Newsletter" button on our home page. The signup form allows you to choose the news you want to receive from our Library. The transition required transferring our mailing list and introducing the site to staff with a mini training session.

Respectfully submitted by Joni Radley and Patsy Servey

## Children's Board Report – October 2021

The highlight of this month is the culmination of our work together with the School District of Waupaca to bring nationally recognized presenter, Dr. Joseph Sanfelippo, to speak with our administration and teachers on Wednesday, Sept. 22. Dr. Sanfelippo was contracted to also speak to middle and high school students but under advisement from District health staff we have postponed the student presentation until a safer, later date. Dr. Sanfelippo spoke of the importance of telling our story which is especially important to our grant work from the WI Dept. of Public Instruction to create and facilitate a Social Media Club.

**Be Intentional** – Every interaction matters because every interaction could be the one they talk about forever.

**Open Doors** – When people outside your walls know what you are doing it gives value to those inside.

**Build People** – People who feel that their work has value will go well beyond anything you asked them to do.

I was inspired by his message and know that the success of the Social Media Club this year will be in direct relationship to the message he brings to our school and community. Already we can see power in the social media posts from the School District and the authenticity in positively promoting all the amazing learning moments that happen daily in our community.

We welcomed our area teachers back to a new school year with a bit of color (Sharpies), chocolate and an inspirational sticker (usually about books/reading). Our goal was to let them know that the public library is in it together with them in the important work of building curiosity in our students. We also sponsored a few prizes for the Waupaca Learning Center Parent-Teacher Group Fundraiser Walk-a-thon.

In September we continued to provide outreach outdoor programming.

**4** weekly visits to Sunny Day Child Care reaching **279** people

**4** weekly Story Times in the Park reaching **32** people

**4** weekly Early Dismissal Day Fun on the Lawn activities reading **33** people

Our virtual programming continues in a fun, on-demand format complete with Baby Bear, great books, songs, rhymes, fingerplays, movement activities and enriching play idea sharing. All this wrapped up in about a 15 minute screen time. Twenty-three book packs were gathered for customers this month. Ten were in support of teachers and their curriculum, 1 was for a teen, and the remaining 12 were for kids and families.

I attended a virtual Too Small to Fail Summit, cosponsored by the Laundry Cares Foundation and the Clinton Foundation. Cross-sector partnerships are at work across the nation to develop early learning environments that are naturally occurring in neighborhoods – to meet people where they are and to understand that learning can happen anywhere. I am inspired to use the most recent census data to drive our future outreach plans to find the best places where families with very young children congregate. Using co-design visioning involves asking people about their neighborhood bright spots, not-so-favorite places, and what they would change if they had a magic wand. Where are the family friendly places in Waupaca? What places would earn a Family Seal of Approval and how can we work to help those places not-so-friendly become more welcoming?

Respectfully submitted,  
Sue Abrahamson, Children's Librarian

Our new Teen Volunteer Agents (T. V. A.) received their first official volunteer project from the Holly Center. They asked our teen volunteers if they were able to repair the Little Free Library that was stationed in front of their building. On Saturday, September 25th, Taylor met up with six of our teen volunteers, and one adult volunteer from 3:00 p.m.-5:00 p.m. to renovate the structure. Our teen volunteers helped with every part of the process, from adding stain to removing shingles. Needless to say, they had plenty to work on for those two hours and had a great time while doing so. Tracy, the president of the Historical Society and the one who asked T.V. A. to help with this project, reported that they loved their little new library and have already seen people visiting it almost every day since repairs were made to it.



*(T. V. A. working on the project)*



*(Before Repairs)*



*(Finished Project)*

We shifted our reoccurring front yard programs to happen after school hours and are happy to report that, despite their busy schedules, teens were eager to continue attending our Teens Talk Thursday programs. We found that our D&D Club may work better in a virtual format during the school year, as it was difficult to meet outdoors and in the cooler weather, and the same happened with our Teen Book Club.

Taylor has been working alongside the High School and Sue Abrahamson to start up the High School's Social Media Club. She will be visiting the High School to work with the club members and supervisors to help students with content creation for the districts social media accounts. We hope to help these teens develop a healthy relationship with social media and learn how to use it responsibly, and as a tool so they can what they've learned to their resumes in the future.

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

- Teens Talk Thursdays – 19 participants
- Page Turners – 0 participants (Will try again in October)
- Teen D&D Club – 1 participant (Will try again, virtually, in October)
- T.V.A. Meeting – 2 participants
- T.V.A. Project – 5 participants

**Waupaca Area Public Library  
Finance Committee Meeting  
Council Chambers  
Wednesday, September 29, 2021, 5:00 pm**

Call meeting to order at 5:00

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 L. Chesnut, seconded by H. Olsen. Passed by voice vote. 4-0-0

Open Meeting Law:

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

Review revised Budget 2022 based on input from the Personnel and Finance Committees and the fund balance correction.

Motion to move forward with budget as presented today. **Moved** by J. Eiden, **Seconded** by L. Chesnut to **Adjourn**. Motion **Passed** on a Roll Call vote. L. Chesnut, J. Eiden, R. Thieme-Baeseman voted Aye, H. Olsen voted Nay, 0 absent.

Adjournment

**Moved** by L. Chesnut, **Seconded** by H. Olsen to **Adjourn**. Motion **Passed** on a voice vote. 4-0-0

Meeting Adjourned at 5:29 pm

	Actual	Actual	Budget	Budget	Increase	Increase
	Prior Year	Prior Year	Current	Request	(Decrease)	(Decrease)
<u>Account Description</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Budget</u>	<u>%</u>
<b>REVENUES</b>						
INTERGOVERNMENTAL	394,509	397,275	403,371	394,166	(9,205)	(2.28%)
PUBLIC CHARGES FOR SERVICE	20,181	5,819	7,600	7,600	-	0.00%
MISCELLANEOUS	379,808	368,308	386,654	386,654	-	0.00%
<b>TOTAL REVENUES</b>	<b>794,498</b>	<b>771,402</b>	<b>797,625</b>	<b>788,420</b>	<b>(9,205)</b>	<b>(1.15%)</b>
<b>EXPENDITURES</b>						
LIBRARY FULL-TIME	428,885	461,110	481,155	498,707	17,552	3.65%
LIBRARY: PART-TIME	151,995	120,585	153,245	154,942	1,697	1.11%
LIBRARY: OPERATING EXPENSES	98,048	72,423	67,989	66,656	(1,333)	(1.96%)
LIBRARY: DONATION EXPENSES	28,816	36,781	36,500	36,500	(0)	(0.00%)
LIBRARY: PROGRAMS	7,413	5,509	5,500	5,500	-	0.00%
LIBRARY: BOOKS	61,933	46,728	48,005	42,653	(5,352)	(11.15%)
LIBRARY: A/V	17,505	18,501	16,667	16,635	(32)	(0.19%)
<b>TOTAL EXPENDITURES</b>	<b>794,594</b>	<b>761,638</b>	<b>809,061</b>	<b>821,593</b>	<b>12,532</b>	<b>1.55%</b>
REVENUES OVER(UNDER) EXPENDITURES	(96)	9,765	(11,436)	(33,173)		
BEGINNING FUND BALANCE	36,719	36,623	46,388	34,952		
ENDING FUND BALANCE	36,623	46,388	34,952	1,779		

This version of the Budget is based on the original 2021 Budget

- 2% increase for all staff (\$11,047)
- Additional hours for part time workers for 6 months to cover desk shifts (\$2,000)
- Interim Directors' pay (\$150 for 2 staff/weekly for Feb 17 - July 31) (\$8,122)
- Sick leave payout for current Director (1,200 hours @ 2022 pay rate) (\$42,057)
- Current Director's compensation updated with the number of hours expected to be worked in 2022 (including vacation) (\$31,128)
- New Director's compensation for 2022 with hire date of 8/1/2022 at 90% of current director's salary - health insurance added as family for the five months of work (\$38,783)

WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
POLICY COMMITTEE MEETING AGENDA  
WEDNESDAY SEPTEMBER 15, 6:00 PM  
(OR IMMEDIATELY FOLLOWING THE FINACNE COMMITTEE MEETING)  
**IN-PERSON IN CITY COUNCIL CHAMBERS**

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

1. ROLL CALL

COMMITTEE MEMBERS PRESENT: Glenda Rhodes, Mary Zimmermann, Lori Chesnut,  
Gracie Liegl

ADDITIONAL ATTENDEES: Peg Burington, Taylor Wilcox, Sue Abrahamson

2. APPROVE THE AGENDA MOVED by L Chesnut, Seconded by M. Zimmerman, 4 ayes, 0  
nays, Motion carried on a voice vote.

3. OPEN MEETING STATEMENT

Ms. Burington read the 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.

4. REVIEW OF EXISTING POLICIES

- a. Line of Responsibility Policy
- b. Organizational Chart

APPROVE Staff Line of Responsibility Chart MOVED by G. Rhodes, SECONDED by G. Liegl, 4 ayes,  
0 nays, Motion carried on a voice vote.

APPROVE Library Organizational Chart with recommended changes (identify and highlight  
Management Team Members), MOVED by L. Chesnut, SECONDED by G. Liegl, Motion carried on  
a voice vote.

5. CONSIDERATION OF NEW POLICY/PLAN

- a. Succession Plan was introduced

6. Next Meeting Wednesday, October 20 after Library Board Meeting

7. ADJOURNMENT- MOVED TO ADJOURN L. Chesnut, Seconded by Mary Zimmermann, 4  
ayes, 0 nays, Motion carried on a voice vote. Meeting adjourned at 5:47



## **Staff Line of Responsibility**

In absences of the Library Director, the line of responsibility extends to:

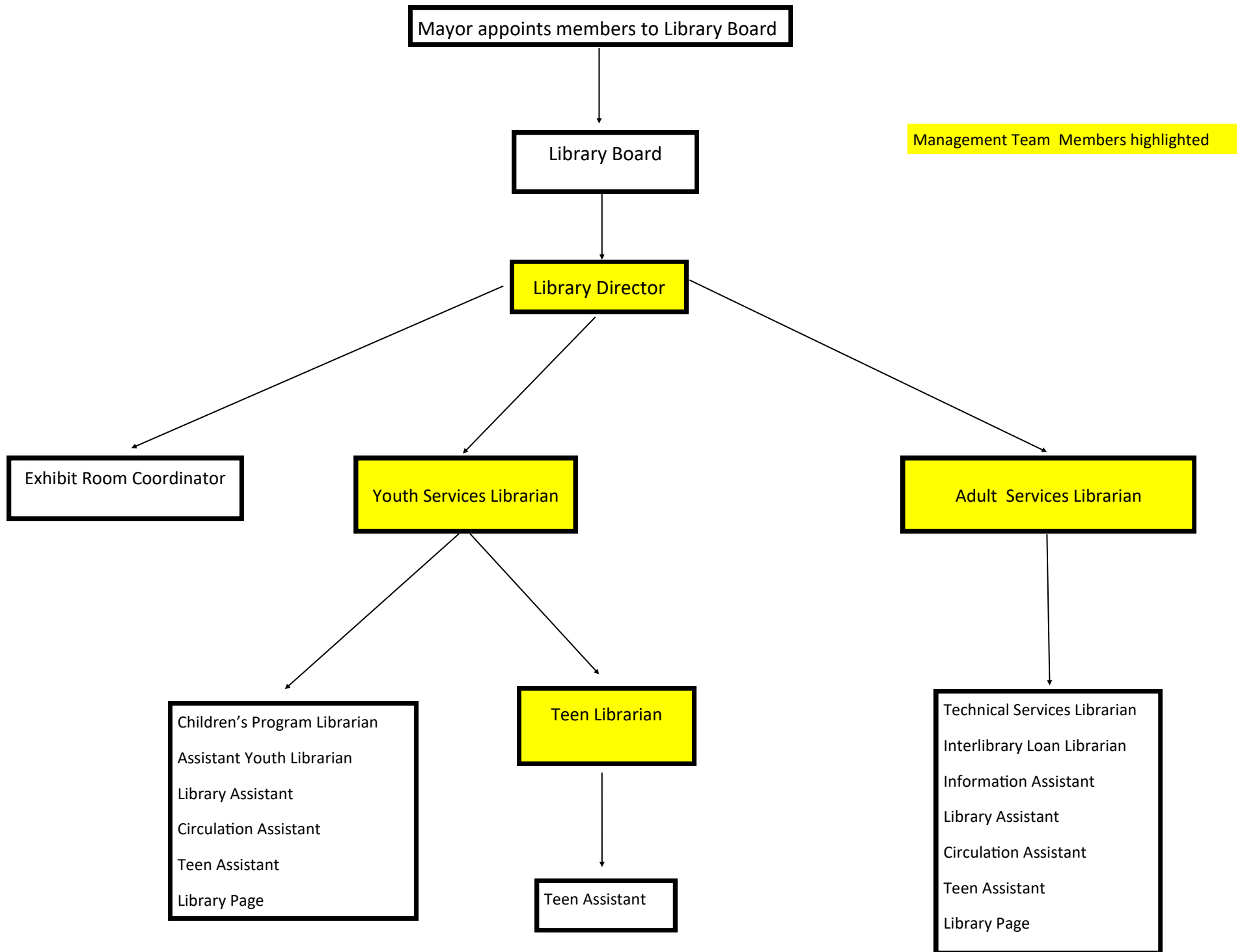
- Adult Services Librarian
- Children's Librarian
- Teen Librarian

The above named person will perform in the capacity of acting Director in the interim. If none of the above are present the staff member scheduled to work at the Information Desk is in charge of the Library.

Revised by the Waupaca Area Public Library Board of Trustees September 2010

Revised by the Waupaca Area Public Library Board of Trustees July 18, 2018

Reviewed by the Policy Committee September 2021



# Effective Board Meetings and Trustee Participation

# 4

## Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

## Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

## At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

### In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

## Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [\*Trustee Essential #14: The Library Board and the Open Meetings Law\*](#) for more information.)

## More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [\*Trustee Essential #18: Library Board Appointments and Composition\*](#) for further details on the legally required process. [\*Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees\*](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

## Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

*Standards*. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for other ideas.)

## Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Attached [Sample Board Meeting Agenda](#)
- Attached [Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at [owlsnet.org/l4l/meetings](http://owlsnet.org/l4l/meetings) (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

*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 Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information on agenda, notice, and posting requirements of the law.)

### NOTICE

Hometown Public Library Board Meeting

Date,  
Time,  
Place

**Note:** Please contact \_\_\_\_\_ at \_\_\_\_\_ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting  
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*  
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report  
*Library Director and/or Board Treasurer or Financial Secretary*  
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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## Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

### January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

### February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

### March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

### April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.



## May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

## June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

## July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

## August

- Discussion of needed trustee continuing education.

## September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

## October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

## November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

## December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.

## 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](https://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

**Outagamie Waupaca Library System**  
**Board of Trustees**  
August 19, 2021 Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Forsythe at the Appleton Public Library and online via GoToMeeting.

PRESENT: Tyler Baeten, Patricia Craig, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Brian Looker, Mark Marnocha, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Liz Kauth.

EXCUSED: Bobbie Buchholtz, Paul Girod, Marilyn Herman, Nate Wolff.

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

Frola moved, seconded by Trentlage, to accept the July 15, 2021 meeting minutes as presented. Motion carried.

Trentlage moved, seconded by Hankins, to accept the July 31, 2021 financial report and file for audit. Motion carried.

Marnocha moved, seconded by Gilbert, to approve the July/August checks numbered 32240 - 32280 inclusive in the amount of \$1,631,135.39 and payroll-related expenditures in the amount of \$82,707.46. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Report of the Personnel Committee.

Review draft of the 2022 OWLS Budget.

Discussion of goals for 2022 system plan.

Hankins moved, seconded by Trentlage, to approve up to \$1000.00 to reimburse expenditures of board members attending the WLA conference. Motion carried.

Trustees reviewed Trustee Essentials 8: Developing the Library Budget.

Having completed the agenda, the meeting was adjourned by President Forsythe at 6:48pm.

Respectfully submitted,

Liz Kauth

OWLS Secretary/Treasurer, *Pro Tem*