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WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
TUESDAY, JANUARY 12, 2016, 5:00 PM  
LIBRARY CONFERENCE ROOM

*Mission Statement: "The Waupaca Area Public Library is committed to offering opportunities for 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 press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. APPROVAL OF MINUTES FROM MEETING HELD TUESDAY, DECEMBER 8, 2015

4. MONTHLY BILLS FOR DECEMBER 2015

Approve December 2015 bills (to be distributed)

5. LIBRARY EXHIBIT ROOM

- a. Chart of visits
- b. Exhibit Coordinator's Report

6. LIBRARY STATISTICS FOR DECEMBER 2015

- A. Fine Income, Copy Income and Meeting Room Income Reports
- B. Volunteer Hours, Reference Transactions, Library Visits & Internet Use
- C. Interloan Chart
- D. Circulation Chart with Municipality Statistics

7. DEPARTMENT REPORTS NOVEMBER 2015

- A. Director's Report

- a. Approval of library closures as needed for remodeling projects
  - B. Assistant Director's Report
  - C. Children's Department Report
  - D. Teen Department & SLAG Report
  
- 8. COMMITTEE REPORTS (no meetings)
  - A. Library Finance Committee
  - B. Library Planning Committee
    - a. Meeting scheduled for February 9, 6:00 pm to look at progress towards goals
  - C. Library Policy Committee
  - D. Library Personnel Committee
  
- 9. OLD BUSINESS
  - A. Library re-visioning plan and funding
  
- 10. NEW BUSINESS
  - A. Incident Report
  
- 11. ANNOUNCEMENTS & CORRESPONDENCE
  - A. Next meeting is Tuesday, February 9, 2016 at 5:00pm
  
- 12. ADJOURNMENT

Please call the library by 4:00 pm on meeting date if you are unable to attend.

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

**“UNAPPROVED”  
CITY OF WAUPACA  
WAUPACA AREA PUBLIC LIBRARY BOARD**

**REGULAR MEETING  
LIBRARY CONFERENCE ROOM**

**TUESDAY, DECEMBER 8, 2015  
5:01 P.M.**

*Clerk's note: Meeting was not recorded until No. 7, Library Statistics for November 2015 was being discussed and reviewed.*

**1. ROLL CALL**

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**Present:** Library Board Members John Ryan, President, Mary Trice, Julie Eiden, Glenda Rhodes, Abby Dremel, Youth Representative, Joe McCausland, 2<sup>ND</sup> Alt. Youth Representative, Holly Olsen, Joe McClone and Mary Zimmerman

**Absent:** Ald. Lori Chesnut, (excused)

**Also Present:** Margaret Burington, Library Director, Dominic Frandrup, Assistant Library Director, Ald. Steve Hackett and Tracy Behrendt, Exhibit Coordinator

**2. APPROVAL OF AGENDA**

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**MOVED** by Mr. McClone, **SECONDED** by Ms. Trice to **APPROVE** the Agenda as printed. 8 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

**OPEN MEETING LAW STATEMENT**

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John Ryan, Library Board President stated that 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.

**3. APPROVAL OF MINUTES FROM MEETING HELD TUESDAY, NOVEMBER 19, 2015**

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**MOVED** by Ms. Trice, **SECONDED** by Ms. Olsen to **APPROVE** the November 19, 2015 minutes as presented. 8 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

**4. REVIEW OF MINUTES FROM JOINT MEETING OF LIBRARY BOARD AND FOUNDATION  
ON MONDAY, NOVEMBER 16, 2015**

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No audio. The minutes are included in the packet.

**5. MONTHLY BILLS FOR OCTOBER & NOVEMBER 2015**

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- a. Approve October Personnel Costs \$45,924.53
- b. Approve November bills totaling \$89,533.20 and Personnel Costs totaling \$45,913.41

**MOVED** by Ms. Eiden, **SECONDED** by Ms. Zimmerman to **APPROVE** the October 2015 Personnel costs of \$45,924.53 and November bills totaling \$89,533.20 and Personnel costs for November totaling \$45,913.41.

**ON THE CALL OF THE ROLL** Mr. McClone, Ms. Rhodes, Ms. Trice, Ms. Eiden, Ms. Olsen, Ms. Dremel, Ms. Zimmerman, and Mr. Ryan voted aye, 0 nays and 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

## **6. LIBRARY EXHIBIT ROOM**

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- A. Chart of Visits (distributed) (page 26)**
- B. Exhibit Room Coordinator's Report (page 27)**

The report is included in the packet.

## **7. LIBRARY STATISTICS FOR NOVEMBER 2015**

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- A. Fine Income, Copy Income and Meeting Room Income Reports, (Page 28)**
  - Fine Income: \$725.97 in fines (also includes e-commerce)
  - Copy Income: \$ 426.20
  - Meeting Room Income: \$55.00
- B. Volunteer Hours, Reference Transactions, Library Visits and Internet Use, (Page 29)**
  - Volunteer Hours: 161 hours
  - Reference Transactions: 897 reference transactions
  - Library Visits: 10,337 library visits
  - Internet Use: 1,127 (wireless) (Stations not available)
- C. Interloan Chart, (Pages 30)**
- D. Circulation Chart with Municipality Statistics, (Pages 31-32)**

Total Circulation is at 21,263.

Ms. Burington explained the majority of the difference in the total circulation numbers when comparing Waupaca with OWLS is the items that are loaned to libraries are outside of the system in the state. Over 1,200 items were loaned this year. E-magazine downloads will also be added to the circulation list.

## **8. DEPARTMENT REPORTS NOVEMBER 2015**

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- A. Director's Report: (Pages 33-34)**
  - a. Staff Development Day to be held on Friday, February 12

Ms. Burington said all staff with credit cards have been trained to use the online portal to track, assign, and submit purchases for approval. The transition has been challenging and said they are on the right track. They will be gaining a 1.59% rebate that will be placed into an equipment

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replacement account. She has not seen the spending totals for October or November but without these months it is expected to receive almost \$2,000.00.

b. Approval of changes to Exhibit Room Coordinator's position

Ms. Burington said the Exhibit Room Coordinator Position is included in the packet. The job description is in the new format with a new link to the job descriptions on the website. She said the following portion would be deleted until it is decided how make it be part of the Information Assistant Position.

“Assists the Library Foundation and Library Director in fundraising efforts; maintains mailing lists; racks donations received; sends recognition of donations; maintains accounting of contributions made to the Exhibit Room (donation box).”

Ms. Burington said she needs board approval to delete the above line.

**MOVED** by Mr. Ryan, **SECONDED** by Ms. Eiden to **APPROVE** the Revised Job Description for the Exhibit Room Coordinator. 8 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

Ms. Burington said they may need to close during some of the remodeling days due to the type of work that will be performed. She said the library will be closed on February 12, 2016 for the Staff Development Day.

**B. Assistant Director's Report: (Page 38)**

Mr. Frandrup's report is included in the packet.

Mr. Frandrup said RFID tagging is almost completed for the Adult fiction collection. He said they have the first Windows 10 computer setup for public use in the OWLS system. He and Dave are working on a tablet solution for catalog computers instead of having stand-alone desktop computers. Tablets will provide much more flexibility.

Mr. Frandrup found a glitch with Google Analytics and website sessions were not reporting correctly. It is working properly now.

Ms. Burington mentioned they are tracking how many questions are technology related. This month was 79 tech related questions.

**C. Children's Department Report: (Pages 39)**

Ms. Abrahamson's report is included in the packet.

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Ms. Burington said Ms. Abrahamson's commitment to the Odyssey Award Committee is almost complete for audio books. Ms. Abrahamson needs to listen to approximately 30 titles. She will be heading to Boston in January 2016 to meet with a committee at the ALA Conference.

Ms. Burington mentioned that Ms. Abrahamson and Ms. Rademacher are doing monthly book talks for both 4<sup>th</sup> and 5<sup>th</sup> graders. Saturday morning story time has also been successful.

There was general discussion regarding the process of listening to the audio books to help make sure they are good quality recordings as well as ranking them.

#### **D. Teen Department & SLAG Report: (Pages 40-41)**

Ms. Heideman's report is included in the packet.

Ms. Burington said SLAG is getting ready for the Gordon Korman visit and contributing \$1,000.00 toward the author visit. The author will be in the schools during the day and will perform at the library in the evening.

Ms. Burington said Ms. Heideman will report next month on the middle school recruitment. Several kids attended to see what SLAG was all about and hopefully SLAG will gain some new members.

### **9. OLD BUSINESS**

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None

### **10.COMMITTEE REPORTS (No meetings)**

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#### **A. Library Finance Committee**

#### **B. Library Planning Committee**

- a. Schedule Meeting for February to look at progress towards goals

The meeting was set for February 9, 2016 after the regular Library Board meeting at approximately 5:45 p.m. Members included are Mr. John Ryan, Ms. Glenda Rhodes, Ms. Abby Dremel, Ms. Holly Olsen and Ald. Lori Chesnut.

Ms. Burington said they will be looking at two sets of goals and progress toward those goals.

#### **C. Library Policy Committee**

#### **D. Library Personnel Committee**

### **11.NEW BUSINESS**

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- A. Incident Report- none

## **12. ANNOUNCEMENTS & CORRESPONDENCE**

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### **A. OWLS October Board Minutes (Page 42-43)**

The minutes were included in the packet.

Mr. Ryan mentioned they are still looking for a member from Waupaca County.

Ms. Burington said OWLS does not recommend a current library board member also serving on their board.

### **B. Next meeting is Tuesday, January 12, 2016 5:00 p.m.**

## **13. ADJOURNMENT**

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**MOVED** by Ms. Eiden, **SECONDED** by Ms. Olsen to **ADJOURN** the Regular December 8, 2015 Library Board Meeting. 8 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 5:35 p.m.

John Ryan, President  
Waupaca Area Public Library Board

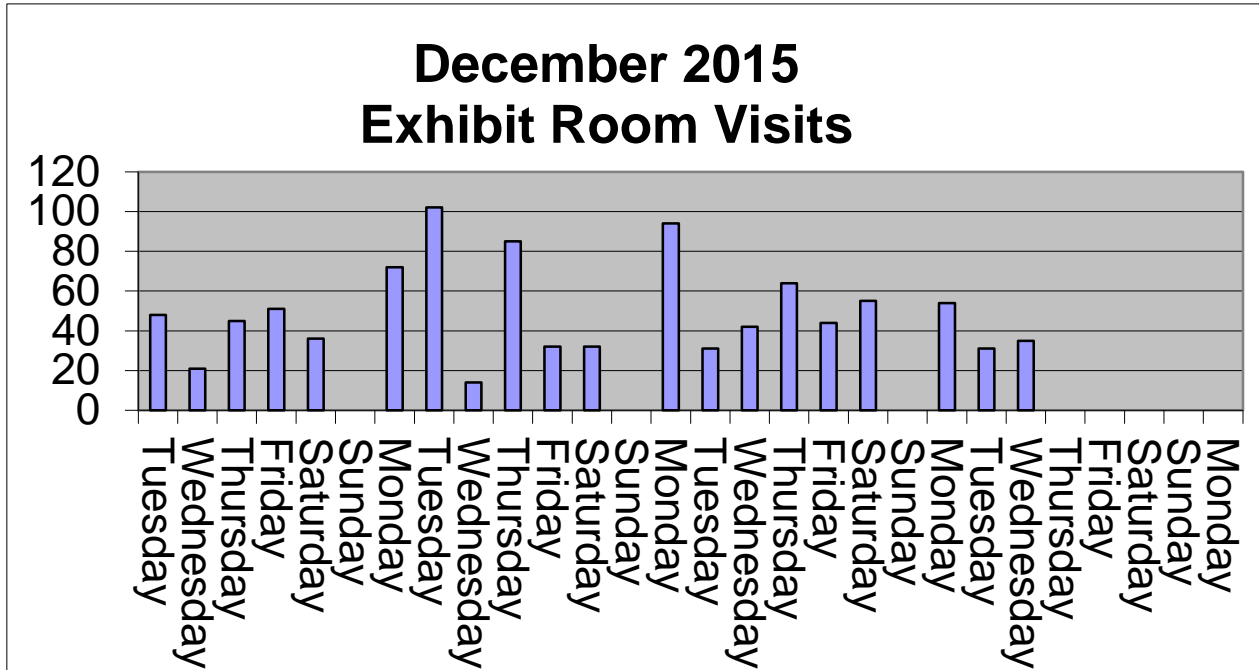
tj

**December 2015 EXHIBIT ROOM VISITS**

12/1/2015	Tuesday	48
12/2/2015	Wednesday	21
12/3/2015	Thursday	45
12/4/2015	Friday	51
12/5/2015	Saturday	36
12/6/2015	Sunday	0
12/7/2015	Monday	72
12/8/2015	Tuesday	102
12/9/2015	Wednesday	14
12/10/2015	Thursday	85
12/11/2015	Friday	32
12/12/2015	Saturday	32
12/13/2015	Sunday	0
12/14/2015	Monday	94
12/15/2015	Tuesday	31
12/16/2015	Wednesday	42
12/17/2015	Thursday	64
12/18/2015	Friday	44
12/19/2015	Saturday	55
12/20/2015	Sunday	0
12/21/2015	Monday	54
12/22/2015	Tuesday	31
12/23/2015	Wednesday	35
12/24/2015	Thursday	0
12/25/2015	Friday	0
12/26/2015	Saturday	0
12/27/2015	Sunday	0
12/28/2015	Monday	0
12/29/2015	Tuesday	0
12/30/2015	Wednesday	0
12/31/2015	Thursday	0

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.

**Gingerbread Village Exhibit and Fundraiser = 988**  
**Total for Gingerbread Village Exhibit and Fundraiser = 2,012**



**TOTAL 988**



## **Exhibit Room Report**

Submitted by Tracy Behrendt, Exhibit Room Coordinator

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### **Gingerbread Village Exhibit and Fundraiser, November 16-December 23**

- Attendance in December for this exhibit was 988. The total attendance for the exhibit, which ended right before Christmas, was 2,012.
- Our attendance for November was 942 for just 10 open days so far. So far that's a great turnout!
- The Village Favorite this year was the Liegl family's gingerbread farm. They received \$28.00 in their can. The total donations for the Gingerbread Village exhibit amounted to \$109.32, which will go toward the traveling exhibit program (most notably, the Jan Brett exhibit later this year).
- The interactive in the exhibit room—gingerbread men stations—was a huge hit. Visitors made their own gingerbread men (out of paper and a variety of decorations). In all, we had nearly 200 gingerbread men made to decorate the room! We are keeping them to use again for our next gingerbread village exhibit.

### **Waupaca Breakfast Rotary, January 11-February 20**

- The Breakfast Rotary has been helpful in the planning and implementing of this exhibit. Peg Burington also serves on the Breakfast Rotary and has helped coordinate efforts through me. The exhibit will touch on each aspect of the Breakfast Rotary, from local grants to the international program.
  - We will offer coloring pages for children in the room as an interactive. We will also have videos running on the TV for visitors to enjoy.
- We held a reception on Monday night from 5:30 to 6:30 p.m. in the exhibit room. Kelsey Klismet, a former Rotary Youth Exchange student who spent time in Indonesia, also provided a program on Monday, January 11<sup>th</sup> at 6:30 in the lower-level meeting rooms. She talked about her experiences and provide a slide show of her travels.

### **Extras**

- I have handed over the work of recording all donations for the Waupaca Library Foundation to Joleen Mullet. She will be handling all of the donations now, which will free up more time for exhibit work.

### **2016 Schedule**

January 11-February 20: Waupaca Breakfast Rotary Club

February 29-April 9: Youth Art Month

April 18-May 28: "The Peeps Show" exhibit

June 6-July 30: Summer Reading Program

August 8-September 24: Health/Hygiene exhibit with Ministry Dental

October 3-December 24: The World of Jan Brett (traveling exhibit)

2015 Fine Income												
	January	February	March	April	May	June	July	August	September	October	November	December
Week 1	\$233.25	\$232.69	\$257.77	\$52.20	\$50.20	\$163.67	\$76.04	\$152.45	\$146.47	\$94.09	\$160.48	\$185.63
Week 2	\$243.56	\$263.11	\$247.45	\$199.83	\$192.15	\$130.04	\$165.50	\$233.60	\$203.45	\$245.26	\$223.74	\$210.25
Week 3	\$113.79	\$404.26	\$219.70	\$166.50	\$164.90	\$154.30	\$190.39	\$307.93	\$200.00	\$231.65	\$140.50	\$201.47
Week 4	\$300.04	\$279.55	\$258.25	\$230.19	\$186.92	\$315.38	\$252.20	\$162.21	\$112.70	\$108.85	\$88.20	\$167.43
Week 5	\$275.50		\$34.54	\$186.06	\$258.73	\$39.20	\$114.12	\$54.10	\$89.40	\$139.80	\$32.95	\$102.80
eCommerce	\$23.07	\$62.15	\$74.78	\$94.20	\$55.99	\$68.23	\$44.14	\$69.25	\$86.46	\$54.47	\$80.10	\$63.75
Totals	\$1,189.21	\$1,241.76	\$1,092.49	\$928.98	\$908.89	\$870.82	\$842.39	\$979.54	\$838.48	\$874.12	\$725.97	\$931.33
Amount Waived	\$553.10 fines waived					\$889.61 fines waived				\$863.05 fines waived		
Items Donated	495 items donated					577 items weight 1124 lbs				657 pounds		
2015 Running Total	\$1,189.21	\$2,430.97	\$3,523.46	\$4,452.44	\$5,361.33	\$6,232.15	\$7,074.54	\$8,054.08	\$8,892.56	\$9,766.68	\$10,492.65	\$11,423.98
2014 Running Total	\$1,088.28	\$2,300.14	\$3,530.22	\$4,683.21	\$5,682.96	\$6,701.49	\$7,791.37	\$8,991.32	\$10,137.67	\$11,197.97	\$12,072.85	\$13,180.65
2013 Running Total	\$1,214.35	\$2,289.68	\$3,645.53	\$4,922.22	\$6,194.86	\$7,591.06	\$9,033.35	\$10,405.66	\$11,357.32	\$12,701.73	\$13,863.66	\$14,920.01
2015 Copy Income												
	January	February	March	April	May	June	July	August	September	October	November	December
2015	\$ 407.54	\$421.36	\$422.61	\$462.24	\$358.17	\$506.48	\$400.05	\$520.63	\$334.03	\$378.01	\$426.20	\$294.45
											YTD Total	\$ 4,931.77
2014	\$ 303.69	\$427.69	\$ 472.99	\$ 507.41	\$ 568.85	\$ 348.99	\$ 516.50	\$ 368.34	\$ 246.78	\$ 447.51	\$ 341.20	\$ 369.13
											YTD Total	\$ 4,919.08
2015 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$79.50	\$49.00	\$145.00	\$57.00	\$139.50	\$18.50	\$47.50	\$51.00	\$68.55	\$47.50	\$55.00	\$39.00	\$797.05
2014 Meeting Room Income												
\$369.37	\$48.00	\$99.00	\$35.75	\$67.75	\$46.00	\$163.00	\$27.50	\$92.50	\$124.50	\$37.00	\$87.00	\$1,197.37

### 2015 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
205	151	175	167	175	113	322	279	82	129	167	161	237	2,158
2014	101.00	101.75	114.25	155.00	89.25	206.50	283.75	112.00	73.25	99.25	112.72	198.75	1,647
2013	141.6	144	138.25	132	111.25	310.75	325.75	112.25	83.00	124.75	100.25	208.00	1,932
2012	189	164	178	176	143	385	343	120	177	132	117	205	2,329

### 2015 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2015	1,386	1,350	1,303	1,289	1,268	1,291	1,351	1,418	1,062	1,117	891	834	14,560
2014	1,589	1,602	1,761	1,519	1,338	1,520	1,627	1,446	1,439	1,508	1,231	1,320	17,900
2013	1,450	1,941	1,981	2,074	1,670	2,143	2,337	1,939	1,459	1,625	1,359	1,341	21,319
2012	1,618	1,590	1,724	1,454	1,326	1,663	2,272	1,776	1,439	1,439	1,323	1,102	18,726

### 2015 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2015	11,325	11,267	12,516	12,208	10,849	15,271	15,161	14,275	11,056	12,535	10,337	9,480	146,280
2014	10,562	11,094	12,721	12,839	13,781	14,657	16,388	14,060	12,442	13,909	9,844	10,584	152,881
2013	12,676	12,222	12,157	13,807	12,366	15,012	17,065	15,155	12,258	14,053	11,460	9,775	158,006
2012	13,726	12,982	13,080	11,491	12,635	15,549	17,433	16,734	13,755	15,239	11,979	10,755	165,358

### 2015 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2015 Wireless	1,209	1,069	1,166	1,169	1,214	1,552	1,760	1,682	1,366	1,271	1,127	1,102	15,687
2015 Stations	1,885	1,816	2,185	2,334	2,025	2,987	3,060	2,834	2,409	2,290	Not Available	1,758	25,583
2014 Wireless	2,301	2,407	3,009	3,165	3,106	3,448	NA	246	1,422	1,330	1,103	1,299	22,836
2014 Stations	2,002	2,037	2,769	2,590	2,376	2,957	3,194	3,157	2,548	2,641	1,832	1,885	29,988

New wireless access point count of users over 3 days.

## Dec 2015 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>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	1,129	1,946	(817)	0.58	13,313	22,311	(8,998)	0.60
Appleton	12,138	10,728	1,410	1.13	156,590	132,904	23,686	1.18
Black Creek	1,703	1,384	319	1.23	18,657	15,130	3,527	1.23
Clintonville	2,700	2,037	663	1.33	29,908	22,268	7,640	1.34
Door County	5,827	5,628	199	1.04	70,703	69,907	796	1.01
Florence	584	704	(120)	0.83	6,821	7,700	(879)	0.89
Fremont	1,059	810	249	1.31	14,228	9,313	4,915	1.53
Gillett	716	1,004	(288)	0.71	7,536	11,395	(3,859)	0.66
Hortonville	1,068	1,792	(724)	0.60	12,491	23,409	(10,918)	0.53
Iola	1,104	1,149	(45)	0.96	14,032	13,875	157	1.01
Kaukauna	2,618	2,984	(366)	0.88	34,488	38,408	(3,920)	0.90
Kewaunee	1,653	1,196	457	1.38	18,574	15,017	3,557	1.24
Kimberly-Little Chute	4,160	4,809	(649)	0.87	51,814	62,010	(10,196)	0.84
Lakewood	1,163	1,145	18	1.02	14,223	12,483	1,740	1.14
Lena	650	603	47	1.08	6,533	7,187	(654)	0.91
Manawa	1,001	1,068	(67)	0.94	12,858	12,997	(139)	0.99
Marinette County	4,532	5,744	(1,212)	0.79	54,842	73,466	(18,624)	0.75
Marion	1,187	609	578	1.95	14,603	8,062	6,541	1.81
New London	1,901	2,406	(505)	0.79	23,742	32,437	(8,695)	0.73
NFLS	0	24	(24)	0.00	3	366	(363)	0.01
Oconto	985	1,249	(264)	0.79	10,164	15,611	(5,447)	0.65
Oconto Falls	1,726	1,219	507	1.42	21,706	14,353	7,353	1.51
Oneida Tribal	1,032	391	641	2.64	11,932	3,483	8,449	3.43
OWLS	0	11	(11)	0.00	69	496	(427)	0.14
Scandinavia	454	503	(49)	0.90	5,983	5,431	552	1.10
Seymour	1,672	1,648	24	1.01	20,733	18,436	2,297	1.12
Shawano County	3,385	4,500	(1,115)	0.75	41,642	52,957	(11,315)	0.79
Shiocton	590	347	243	1.70	5,693	5,026	667	1.13
Suring	710	592	118	1.20	6,862	8,459	(1,597)	0.81
Waupaca	3,824	4,259	(435)	0.90	48,644	52,247	(3,603)	0.93
Weyauwega	1,896	678	1,218	2.80	26,125	8,368	17,757	3.12
<b>TOTAL</b>	<b>63,167</b>	<b>63,167</b>	<b>0</b>	<b>1.00</b>	<b>775,512</b>	<b>775,512</b>	<b>0</b>	<b>1.00</b>
<u>System</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
NFLS - Intrasystem	13,292	13,292	0	1.00	153,479	153,479	0	1.00
NFLS - Intersystem	10,800	12,102	(1302)	0.89	131,375	154,771	(23396)	0.85
NFLS - Total	24,092	25,394	(1302)	0.95	284,854	308,250	(23396)	0.92
OWLS - Intrasystem	26,973	26,973	0	1.00	335,887	335,887	0	1.00
OWLS - Intersystem	12,102	10,800	1302	1.12	154,771	131,375	23396	1.18
OWLS - Total	39,075	37,773	1302	1.03	490,658	467,262	23396	1.05

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Waupaca 2015 Circuation by I-Type														
Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
Adult Audiobook CD	622	614	673	583	650	646	600	566	632	671	522	519	7,298	
Adult DVD	6,514	6,041	6,406	5,649	5,103	5,973	5,747	5,765	5,292	5,186	4,797	4,885	67,358	
Adult Easy Reader	0	4	0	0	0	1	1	0	1	0	1	6	14	
Adult Equipment	4	2	6	10	5	2	2	1	1	3	0	1	37	
Adult Fiction	2,829	2,773	2,410	2,475	2,510	3,156	3,073	3,129	2,800	2,692	2,322	2,436	32,605	
Adult Graphic Novel	41	78	65	108	72	95	98	92	100	67	64	88	968	
Adult Interlibrary Lo	15	27	53	22	22	33	27	54	54	72	21	24	424	
Adult Large Print	715	691	731	667	721	729	744	655	722	887	672	796	8,730	
Adult Magazine	341	262	252	356	280	408	357	388	315	398	232	295	3,884	
Adult Music	791	731	901	719	706	720	707	807	744	618	742	580	8,766	
Adult NonFiction	1,554	1,353	1,559	1,499	1,474	1,439	1,493	1,435	1,452	1,300	1,240	1,289	17,087	
Adult Playaway	17	15	18	15	19	22	24	8	20	20	14	13	205	
Adult Reference/Und	0	0	0	0	0	0	1	0	0	0	0	0	1	
Adult Software	0	0	2	0	3	0	0	4	1	0	1	0	11	
Adult VHS	3	7	3	3	1	2	7	0	1	3	1	2	33	
Adult Total	13,446	12,598	13,079	12,106	11,566	13,226	12,881	12,904	12,135	11,917	10,629	10,934	147,421	
													0	
Teen Audiobook CD	34	43	40	25	35	34	31	53	34	43	29	20	421	
Teen DVD	705	537	763	546	499	622	520	591	429	519	441	350	6,522	
Teen Fiction	229	206	228	241	301	478	412	380	183	225	223	225	3,331	
Teen Graphic Novel	47	72	74	60	103	156	82	70	90	87	112	42	995	
Teen Magazine	0	0	0	0	0	1	0	11	11	22	10	1	56	
Teen Music	2	0	1	0	1	0	0	1	0	0	0	0	5	
Teen NonFiction	30	27	25	21	34	37	42	33	11	34	26	16	336	
Teen Playaway	1	3	4	1	5	6	2	2	2	2	5	1	34	
Teen Software	0	2	0	0	0	0	0	0	3	0	0	0	5	
Teen VHS	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Video games	123	101	125	125	84	158	131	157	113	135	99	89	1,440	
Teen Total	1,171	991	1,260	1,019	1,062	1,492	1,220	1,298	876	1,067	945	744	13,145	
													0	
Child Audiobook	128	135	113	115	100	232	199	144	141	98	114	139	1,658	
Child DVD	1,667	1,684	1,720	1,644	1,370	2,114	1,937	1,975	1,504	1,711	1,688	1,509	20,523	
Child Easy Reader	1,698	2,059	2,196	2,062	1,833	2,998	2,654	2,261	2,136	2,360	2,074	1,482	25,813	
Child Fiction	738	869	930	626	893	1,515	1,230	1,015	663	1,001	791	642	10,913	
Child Game/Toy/Kit	4	14	2	5	8	5	7	1	6	6	7	7	72	
Child Graphic Novel	140	148	146	184	140	299	324	245	141	156	114	125	2,162	
Child Magazine	36	37	27	8	17	20	28	32	31	19	21	13	289	

Child Music	58	84	79	86	83	125	83	83	70	80	72	66	969
Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Child NonFiction	820	666	696	682	601	1,155	1,177	938	756	773	808	456	9,528
Child Playaway	10	11	3	4	11	27	25	7	5	8	14	5	130
Child Professional C	0	0	0	1	0	1	1	0	0	0	2	1	6
Child Reference	0	0	0	0	0	0	0	0	0	0	1	0	1
Child Software	0	0	0	0	0	0	0	1	5	1	0	0	7
Child VHS	0	1	0	2	1	1	0	0	1	1	0	2	9
Child Total	5,299	5,708	5,912	5,419	5,057	8,492	7,665	6,702	5,459	6,214	5,706	4,447	72,080
Downloads - ebooks	733	684	865	712	670	659	685	805	714	758	698	728	8,711
Downloads - Audio	188	145	183	194	197	186	199	180	158	208	206	202	2,246
Total Adult	13,446	12,598	13,079	12,106	11,566	13,226	12,881	12,904	12,135	11,917	10,629	10,934	147,421
Total Teen	1,171	991	1,260	1,019	1,062	1,492	1,220	1,298	876	1,067	945	744	13,145
Total Blu Ray	76	75	93	151	271	279	245	260	76	258	177	215	2,176
Total Child	5,299	5,708	5,912	5,419	5,057	8,492	7,665	6,702	5,459	6,214	5,706	4,447	72,080
Total Renewals	3,674	3,672	4,540	3,951	3,564	4,380	4,235	4,084	3,849	4,123	3,806	3,783	47,661
Total Circulation	23,666	23,044	24,884	22,646	21,520	27,869	26,246	25,248	22,395	23,579	21,263	20,123	282,483
2015 WAU	23,666	23,044	24,884	22,646	21,520	27,869	26,246	25,248	22,395	23,579	21,263	20,123	282,483
2015 OWLS	23,499	22,794	24,536	22,438	21,381	27,728	26,114	25,109	22,396	23,461	21,139	19,983	280,578
2014 WAU	25,307	23,667	25,046	23,872	21,525	24,805	28,778	25,671	22,849	23,992	20,756	22,395	288,663
2014 OWLS	25,307	23,653	25,039	23,846	21,463	24,752	28,722	25,588	22,728	23,910	20,608	22,275	287,891
<b>Municipality</b>	July Circ	%of Total	Aug Circ	% of total	Sept Circ	% of total	Oct Circ	% of total	Nov Circ	% of total	Dec Circ	% of total	
Town of Dayton	2,710	10%	2,566	10%	2,004	9%	2,340	10%	2,228	11%	2,275	11%	
Town of Farmington	4,097	16%	3,821	15%	3,252	15%	3,479	15%	3,206	15%	3,133	16%	
Town of Lind	1,477	6%	1,172	5%	1,077	5%	1,214	5%	1,121	5%	1,061	5%	
Town of Waupaca	1,113	4%	1,147	5%	1,005	4%	1,205	5%	1,054	5%	1,202	6%	
Town totals	9,397	36%	8,706	35%	7,338	33%	8,238	35%	7,609	36%	7,671	38%	
City of Waupaca	10,577	41%	10,261	41%	9,727	43%	9,974	43%	8,858	42%	7,834	39%	
Cities in Waupaca C	1,019	4%	930	4%	916	4%	866	4%	811	4%	736	4%	
Rural Waupaca Cou	1,341	5%	1,393	6%	1,217	5%	1,375	6%	1,096	5%	1,263	6%	
Portage County	1,678	6%	1,822	7%	1,545	7%	1,651	7%	1,650	8%	1,495	7%	
Waushara County	1,354	5%	1,227	5%	883	4%	718	3%	647	3%	657	3%	
Outagamie County	291	1%	319	1%	471	2%	380	2%	272	1%	156	1%	
Other	457	2%	451	2%	299	1%	259	1%	196	1%	171	1%	
	26,114		25,109		22,396		23,461		21,139		19,983		

We held our final **Book to Art Program** on December 3. We've determined the return on investment is not enough to continue with the program as it is currently structured. We'll be using the Makerspace idea for special programs. Our **Hour of Code Programs** held during the second week in December had a total participation of 37 unique individuals. We are grateful to the School District for loaning Chrome books to make the programs possible. The Adult Program Committee is planning programs for March with the theme: **Strong Women=Strong World**. We will be hosting an evening film, a book discussion, Friday Yoga and a Lunch & Learn about the "Strong Women of Waupaca's History." **Tablet Time** continues to be a good way to touch base with patron's using their own devices. Dr. Jack Rhodes will again provide the **February Film Series** with a film every Thursday in February.

Dominic and I trained with Treasurer Kathy Kasza on the new City financial software. We have access to view and run reports. With this access I am able to track revenues and expenditures. It will provide a checks and balance for my Quick Book files.

While looking at our year end numbers I have several observations. Our circulation numbers indicate a drop in the number of physical items being checked out (2014 - 287,891 & 2015 - 280,578: a difference of 7,313 items) and a steady (not as dramatic) increase in the number of digital downloads (2014 - 9,543 & 2015 - 10,957: an increase of 1,414 downloads). Movies made up a third of our total circulation. Our visits and reference transactions have also seen a steady decline. We will be looking at our program numbers carefully to see what changes are reflected there. I have heard from OWLS staff that our library is experiencing the decline a little later than other libraries in the system and the state whose numbers have been headed south for the past 5 to 6 years.

We are moving forward with plans for remodeling the library. The City will be contracting for carpet (upper level and stairs) and paint throughout the building. The vendors will be determined after the second Council Meeting in February. We have been working with Dawn Phillipsen on a floor plan that will help us visualize the new layout. Staff will be spending the afternoon of our training days moving shelving and equipment. I will be asking the Library Foundation for their support in funding the upgrades at a meeting scheduled for January 11. I will be ready to share the result with our Board at our January meeting. As we move forward we may need to close the Library to get painting, wiring or other projects completed. I'm concerned that we may have to delay projects if we need to wait for Board approval for closures. I'd like the Board's **approval to close up to three days** as the need arises. I will keep President John Ryan informed and all board members will receive email notification for needed closures. I'm working with Russ Montgomery in scheduling projects to have as little interruption of service as possible.

On February 9<sup>th</sup> I will be traveling to Madison for **Library Legislation Day**. I plan to return in time for the Board Meeting that is scheduled for that evening. Library Board Members are encouraged to attend. I can take one or more Board Members with me. Please let me know if you are interested in participating in this event.

I took vacation days to spend time with my family during the holidays. I appreciate my coworkers covering for me in my absence.

## Director's December Schedule

- 1 City Department Head Meeting, What's Happening Waupaca, City Council Meeting
- 2 Rotary Meeting
- 4 All Staff Meeting, Tablet Time, First Thursday Film
- 7 Full time Staff Meeting
- 8 Lunch & Learn, Library Board
- 9 Rotary Board Meeting
- 10 Mayor's Meeting, Tablet Time with Hour of Code
- 14 Full Time Staff Meeting
- 15 City Council Meeting
- 16 Rotary Meeting, Training on City Accounting software
- 17 Adult Program Committee, Library Ladies on WDUX, Tablet Time
- 18-31 Vacation & Holiday

Respectfully submitted by Peg Burington



## Assistant Director's Report for December 2015

I hosted an Hour of Code program Dec 7. I had 4 people over 2 hours. One married couple who were a lot of fun to talk to and they were expecting more technical coding skills instead of games to learn code but they still had fun. I also had two 7th graders who were dropped off by their Mom and they had both done the hour of code at school but wanted a chance to do more of it.

Director Beth Carpenter and a few of her management staff from the Kimberly & Little Chute libraries stopped by on December 8th for a library tour. They were particularly interested in our back room check-in and our transition to RFID as they are considering moving in the same direction. I covered the history and processes of back room check-in then explained the practical application of scheduling staff and the equipment for the project as well as our plans for the future. We also discussed the history of the RFID tagging project, how we are currently tagging items with volunteers and our plans for moving forward. I was excited to help out my colleagues and let them know we were here to help or answer any follow up questions they might have.

Our Adult Music collection was reorganized this month by Ruth Hoppe, Jan Popple, Marcie Cook, and Dawn Broderick. Our new labeling process gives us much more space and allows us to shelve by artist and then by album title which is making it much easier to locate the correct item. We are keeping genre labels on the spines because they function like the Western, Inspirational and Mystery labels on our fictions books which is very helpful for artists who have albums that span genres.

I held a library marketing meeting with Patsy & Emily. We have nearly finalized the library's marketing plan for which we were able to use sections of the new 2 year plan. It was nice to utilize a lot of the plan and have included sections for library mission, goals, SWOC analysis, etc. We have been successful in ordering polo shirts with the library logo embroidered on them for staff to wear in the library and during outreach programs for brand recognition and awareness. Expect more changes to come as we move through the new year.

Peg and I received the following communication from Dave @ OWLS this month:

We've noticed that your library has been using most of your available 10Meg network bandwidth on a daily basis. We wanted to let you know that OWLS has budgeted to increase your library's network bandwidth to 15Meg in 2016 and will request that TEACH increase your bandwidth on January 4th, 2016. Although that will be the requested date, there may be delays due to the Holidays.

There should not be any down time for your library to complete the bandwidth upgrade. Everything will be handled remotely because we already have a fiber connection.

The update from 10Mbps to 15Mbps was completed on January 4<sup>th</sup>. It was entirely software based so there was only a couple seconds of disconnection as the transition was made. I would like to thank Dave and OWLS for making this speed upgrade possible for us.

The library was closed due to inclement weather on Dec. 28 when we closed at 5pm. The weather was forecasted to be bad through the evening so we decided to reopen Dec. 29, at 11am instead of at 9am. The library was empty of patrons by 4pm on the 28<sup>th</sup> and the first library patrons to come through the doors on the 29<sup>th</sup> were at noon so I felt good about our decision which ensured patron and staff safety.

Computer use: 20 Adult; 29 Children= 49 Total

Study Room use: 101 Number of patrons using Internet in study rooms: 75

Meeting Room use: 37

Microfilm machine use: 4

Website sessions: 4,853

Children's iPad usage: 17

Tech questions: 101

Respectfully submitted,

Dominic Frandrup

## December 2015 – Children’s Dept. Board Report

December was a whirlwind of activity in the lower level of the library. We provided many activities for families and children to discover at the library at a time most convenient for them. We use the term “passive programming” when talking about these activities and you will hear us use that term more and more. We hear from parents that their families are highly scheduled and often times our regularly scheduled programs are not at convenient times for them. Here’s a list of some of December’s passive programs:

- Decorate a Gingerbread Person – in conjunction with the Gingerbread House Exhibit. Kids used a variety of craft supplies to make an original creation that was hung around the exhibit room during the show. (196)
- Audiobook promotion – patrons who checked out an audiobook from the Children’s Dept. could enter into a drawing to win an audiobook of their choice (56)
- Library Boggle – just like the classic board game, this one is played off the bulletin board. Try to link connecting blocks to spell words. This activity took on a Star Wars theme in anticipation of the new movie.
- I Spy With My Jedi Eye – this scavenger hunt throughout the library had patrons looking for photos of popular Star Wars characters and collecting letters that would upon completion spell out a famous Yoda saying. A drawing from all entries was held and Star Wars books were the prizes (52)

Marcie Cook and I again provided stories and games at the sixth annual Taste of Christmas event at Spencer Lake on December 5<sup>th</sup>. We read to 83 people at the event.

Thanks to Brigid Ferkett and Marcie Cook for their ongoing displays in our department that boost circulation. The Star Wars theme not only took over the world, our library was appropriately represented, too.

Hour of Code Week was held December 7-11. Thanks to the generosity of the Waupaca School District for loaning us 10 Chromebooks to use in our event. In the Children’s Dept. we used them at Homework Help Night for 3<sup>rd</sup> and 4<sup>th</sup> graders. Even the struggling students were excitedly proud of their accomplishments and needed to show their parents their progress. I posted some great pictures on our Facebook page of how this became an intergenerational program with the children showing the adult tutors how it works. I can see this activity being added to the Exhibit Room in the summer time.

We held two After School Teacher Events, one at the WLC and one at the Chain o’Lakes Elementary. This quarter our focus was on pairing information text with fiction. This turned out to be quite the challenge as for the younger student there is so much nonfiction that reads like fiction. We shared our favorite nonfiction authors and were able to talk directly with teachers about their curriculum needs. Once again, our school librarian partner, Chris Jaenke, helps us choose the topic, promote the event to the teachers and opens the school media centers for our event.

I was able to share our Waupaca success story with two other Wisconsin library systems this month. I traveled to Ripon to do a workshop for Winnefox on Dec. 1<sup>st</sup> about how we have made changes to our Summer Library Program that leaves books as the main reward, how we fund it, and how we extend the theme throughout the year in all departments. I gave the same presentation to Northern Waters Library System via a webinar on Dec. 15. I hope our experience can inspire others to move away from trinket prizes and to use their time and monies more effectively.

On Friday, December 18, Emily and I traveled to Appleton to a Maker Space presentation. Libraries from Waupaca County were awarded an LSTA grant to fund maker boxes that can be shared among libraries in our system. Because our Lego EV3 Robotic Kits are similarly available, we were included in the presentation. Libraries can borrow kits on: canning/preserving, sewing, circuitry, sound production, 3-D printing, cardmaking, coding and inventing.

Paula Reedy has been working hard in preparation for our new partnership with the City of Waupaca Park & Recreation Dept. We hope to start the "Rec & Read" program at the Waupaca Rec Center in mid-January for 3<sup>rd</sup> and 4<sup>th</sup> graders.

We are a bit behind in our goal to have all storage areas cleaned in our department by the end of the year. Because of vacations, we still have our main storage room and our cupboards and cabinets to go through. All filing cabinets have been cleaned. We have condensed three filing cabinets down to one, and that one might be able to be sent to storage as well.

I will be compiling the data from our department for the annual report and will be sharing this information with you next month. This information will include program attendance: in-house, outreach, and passive programs.

Happy New Year!

Respectfully submitted,  
Sue Abrahamson, Children's Librarian