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WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, APRIL 19, 2017, 4:30 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 WEDNESDAY, MARCH 15, 2017
4. MONTHLY BILLS FOR MARCH 2017
 - a. Approve March 2017 bills \$ 87,416.39
(Personnel \$ 46,758.50)
5. LIBRARY EXHIBIT ROOM
 - a. Chart of visits
 - b. Exhibit Coordinator's Report
6. LIBRARY STATISTICS FOR MARCH 2017
 - 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
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Adult Programs Report

D. Children's Department Report

E. Teen Department Report

8. COMMITTEE REPORTS

A. Library Finance Committee

a. No meeting

B. Library Planning Committee

a. No Meeting

C. Library Policy Committee

a. Schedule meeting to talk about Meeting Room Policy

D. Library Personnel Committee

a. Meeting scheduled for April 19 after regularly scheduled Board Meeting

9. OLD BUSINESS

a. 2016 Annual Report

10. NEW BUSINESS

a. Incident Report

11. ANNOUNCEMENTS & CORRESPONDENCE

A. OWLS Board Minutes – February 2017

B. Next meeting is Wednesday, May 17 at 4:30 pm

12. ADJOURNMENT

Please call the library by 3:00 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.

**CITY OF WAUPACA
WAUPACA AREA PUBLIC LIBRARY BOARD**

**REGULAR MEETING
LIBRARY CONFERENCE ROOM**

**WEDNESDAY, MARCH 15, 2017
4:33 P.M.**

1. ROLL CALL

Present: Library Board Members Holly Olsen, President, Ald. Lori Chesnut, John Ryan, Glenda Rhodes, Julie Eiden, Mary Zimmerman, Joe McClone, Mary Trice, and Joe McCausland, Youth Representative

Absent: None

Also Present: Peg Burington, Library Director, Dominic Frandrup, Assistant Library Director, Brigid Ferkett, Exhibit Coordinator

2. APPROVAL OF AGENDA

MOVED by Ms. Eiden, **SECONDED** by Ald. Chesnut to **APPROVE** the Agenda as printed. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

OPEN MEETING LAW STATEMENT

Holly Olsen stated 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 WEDNESDAY, FEBRUARY 15, 2017

MOVED by Ms. Eiden, **SECONDED** by Ms. Trice to **APPROVE** the February 15, 2017 minutes. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

4. MONTHLY BILLS FOR FEBRUARY 2017

The monthly bills report was distributed.

- a. **Approve February 2017 bills \$69,268.15 (Personnel \$47,410.28)**

Ms. Burington said they are moving right along and doing well with the budget.

Library Board Meeting
March 15, 2017

MOVED by Ms. Trice, **SECONDED** by Ms. Eiden to **APPROVE** the February 2017 bills. **ON THE CALL OF THE ROLL** Ms. Zimmerman, Mr. Ryan, Ms. Rhodes, Ms. Trice, Ms. Eiden, Ald. Chesnut, Mr. McCausland, Mr. McClone and Ms. Olsen voted aye, 0 nays and 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

5. LIBRARY EXHIBIT ROOM

A. Chart of Visits

B. Exhibit Room Coordinator's Report

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

Ms. Ferkett briefly reviewed the following:

- Youth Art Month in progress through April 8.

She said the art looks really nice and the teachers did a great job setting up. Opening night was a success with a packed house with daily traffic.

- Peeps and Bonnets from April 17-May 27

This year she is asking for submission of hats in addition to the peeps. Opening night will be after Easter on Monday, April 17.

- Great Lakes Small Streams – August

She said the Great Lakes Small Streams are vinyl panel photos in relation to water and how it affects Wisconsin's history and current events. There will be an interactive display on an iPad.

- Marie App Oil Paintings from Senior Center – October
- Toys or Taxidermy – December

She said the Marie App and Toys or Taxidermy will be toward the end of the year and are still tentatively scheduled. Marie App is flexible with her students.

She will be ending her job in the children's department at the end of March which will give her more time to work on the exhibit room.

She is continuing work on the NASA@MyLibrary grant with Patsy Servey to bring STEM education kits and staff training to the library. Her goal is to find a Space/Science themed exhibit in order for late 2018 or early 2019.

"Hubcap as Art" Exhibit has been tentatively booked for April and May of 2018. She will be doing one or two fundraisers for this exhibit as well as a funding appeal to the community. Please send me car

Library Board Meeting
March 15, 2017

related entities/contact information that would be willing to fund an exhibit to ferkett@mail.owls.lib.wi.us.

Our committee meets on Tuesday March 14th at 4pm. We are still working on our 2018 schedule.

2017 Schedule

- January 9-February 18 –Pieceful Hands Quilt Guild
- February 27-April 8—Youth Art Month
- April 17-May 27 – The Peeps Show
- August 14-September 23—Great Lakes, Small Streams (traveling exhibit from the Wisconsin Historical Society with Waupaca Historical Society photographs included)
- October 2-November 11—Waupaca Senior Center Art Show with Marie App
- November 20–December 30—Taxidermy or Toys

Ms. Burington said she and Ms. Ferkett met to discuss goals as the Exhibit Room Coordinator and goals for the Exhibit Room. She will share those with the Personnel Committee the next the committee meets.

6. LIBRARY STATISTICS FOR FEBRUARY 2017

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

- Fine Income: \$1,008.60 in fines (also includes e-commerce)
- Copy Income: \$417.71
- Meeting Room Income: \$146.50

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

- Volunteer Hours: 129.25
- Reference Transactions: 817 reference transactions
- Library Visits: 10,560 library visits
- Internet Use: 1,279 (wireless)
- Internet Use: 1,553 (stations)

C. Interloan Chart

D. Circulation Chart with Municipality Statistics

- Total Circulation is at 19,609.

7. DEPARTMENT REPORTS

A. Director's Report:

Ms. Burington said she included a letter from an inmate at the County Jail requesting updated materials. She also included the response letter in the packet from the inmate after books and magazines were gathered and delivered to the jail.

Ms. Burington said the Annual Report has been filed with the State and OWLS. She is working on a presentation for Ms. Olsen to share with Council in April.

Library Board Meeting
March 15, 2017

Ms. Burington has been working on the Annual Report this past month for approval at this meeting and Ms. Servey has done really well with the adult programming.

There was general discussion regarding the payment for collection services, the recovery of materials and the savings in staff time devoted to recovery of items.

a. Adult Programs Report (to be distributed)

There was general discussion regarding the report.

B. Assistant Director's Report:

Mr. Frandrup said the Marketing committee ordered logo pens for staff and patrons to use instead of buying generic pens. He mentioned staff t-shirts will have a small library logo on the front pocket and large logo on the back to help identify library staff.

Mr. Frandrup said he and Ms. Abrahamson were at WDUX last month promoting library events. The item checkout receipts now feature the library logo and information at the top.

Mr. Frandrup said he and Ms. Heideman attended Library Legislative Day this month and were able to talk with Senator Olson and Representative Peterson's aid.

Mr. Frandrup said CD's needing RFID tagging will be done by the end of the week with only DVD's remaining.

There was general discussion regarding the gate and getting it up and running before summer. This would also allow the self-check-in. The cost and type of the gate was incorrect and will cost an additional \$2,000.

Ms. Burington said she thinks the gate needs to be ordered and installed because of the 6 weeks it will take to receive it. She said if the Library Foundation does not approve the additional cost, the library will find another way to pay for it.

Mr. Frandrup said the all of the SAM managed computers will be updated to Windows 10 and other software on March 21, 22 and 23. He said the update will mean that computers throughout an entire department will be unavailable for public use until all of the computers in that department are up to date.

There was general discussion regarding how to complete the updates and move patrons around as needed.

C. Children's Department Report:

Ms. Burington mentioned the new coding opportunities in the department. She said the NASA Grant is being worked on by all three departments. The annual IditaRead Family/Team Reading Challenge is underway.

Library Board Meeting
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Ms. Burington said there is a goal to have the summer schedule set and ready to promote by April 1st. There are already dates for some programs, working around the local summer school schedules and with Park & Rec Dept. programming.

Ms. Burington mentioned Ms. Abrahamson is interviewing an applicant to replace Ms. Ferkett's position.

D. Teen Department & SLAG Report:

Ms. Burington said Ms. Heideman attended Library Legislative Day with Mr. Frandrup on February 21, 2017.

8. COMMITTEE REPORTS

A. Library Finance Committee

- a. No meeting

B. Library Planning Committee

- a. No meeting

C. Library Policy Committee

- a. Minutes of Policy Meeting on February 15

Ms. Burington said the majority of the meeting was regarding setting a policy for Adult Gaming.

MOVED by Mr. Ryan, **SECONDED** by Ms. Trice to **APPROVE** the February 15, 2017 Policy Meeting minutes. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

- b. Adult Gaming Policy
- c. Discussion on changing Meeting Room Policy to include private parties

Ms. Burington said they plan to post the schedule of when the Conference Room is in use with gaming only permitted when meetings are not scheduled. She said there was discussion regarding the allowance of private parties at the library as an additional revenue stream. She said the general consensus of the committee is to explore that as an option and asked the Library Board members if they agree with the committee consensus.

There was general discussion regarding any concerns the board may have.

The general consensus of the board is to move forward with staff working on a meeting room policy.

Library Board Meeting
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Ms. Burington asked for approval of the Adult Gaming Policy which is in the packet on page 30.

MOVED by Ms. Eiden, **SECONDED** by Mr. Ryan to **APPROVE** the Adult Gaming Policy Meeting minutes. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

D. Library Personnel Committee

- a. Schedule meeting

The next meeting is scheduled for April 19, 2017 at 5:30 p.m.

9. OLD BUSINESS

- a. 2016 Budget

Ms. Burington said the presentation is not ready at this time.

10. NEW BUSINESS

A. Incident Report

Ms. Burington said there have been no incidents.

Mr. Frandrup said officers have come in a few times looking for runaways. He said staff has changed some closing procedures to be more aware of checking stairwells, furniture, etc.

11. ANNOUNCEMENTS & CORRESPONDENCE

A. OWLS Board Minutes – January 2017

B. Letter from inmate

There was general discussion regarding other ways to provide materials to inmates.

C. Next meeting is Wednesday, April 19, 2017 at 4:30 p.m.

12. ADJOURNMENT

MOVED by Mr. McClone, **SECONDED** by Mr. Ryan to **ADJOURN** the Regular March 15, 2017 Library Board Meeting. 7 ayes, 0 nays, 2 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 5:17 p.m.

Holly Olsen, President
Waupaca Area Public Library Board

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Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
					668,634.55		
100 Personnel					539,669.57		
101 FULL TIME PERSONNEL					390,647.18		
		FULL TIME EXPENDITU FULL TIME PERSONNEL THROUGH MARCH 31		(33,936.41)	356,710.77		
		Total 101 FULL TIME PERSONNEL	444,145.00	(33,936.41)	356,710.77	80%	20%
104 PART TIME PERSONNEL					149,022.39		
		PART TIME EXPENDITU PART TIME PERSONNEL THROUGH MARCH 31		(12,822.09)	136,200.30		
		Total 104 PART TIME PERSONNEL	166,990.00	(12,822.09)	136,200.30	82%	18%
Total 100 Personnel			611,135.00	(46,758.50)	492,911.07	81%	19%
200 OPERATIONS					71,858.06		
201 - TRAVEL & TRAINING					5,437.85		
		DOMINIC FRANDRUP TRAVEL TO STEVENS POINT FOR WORKSHOP		(32.10)	5,405.75		
		WLA - WISCONSIN LIB MC - REGISTRATION WAPL CONFERENCE FOR TEEN LIBRARIAN		(100.00)	5,305.75		
		Total 201 - TRAVEL & TRAINING	6,000.00	(132.10)	5,305.75	88%	12%
207 - MAINT EQUIP					7,100.00		
		Total 207 - MAINT EQUIP	7,100.00		7,100.00	100%	0%
209 - INSURANCE & BONDING					1,200.00		
		Total 209 - INSURANCE & BONDING	1,200.00		1,200.00	100%	0%
211 - COPY SERVICES					4,313.66		
		211R - COPY SERVICES REVENUE			749.03		
		COPY INCOME COPIES FOR MARCH		397.53	1,146.56		
		Total 211R - COPY SERVICES REVENUE		397.53	1,146.56		
		US BANK CONTRACT PAYMENTS FOR PUBLIC AND STAFF PRINTERS (\$176+551.98		(727.98)	2,836.65		
		US BANK CONTRACT PAYMENTS FOR COPIER LEASE #328104807, 327888624		(727.98)	2,108.67		
		Total 211 - COPY SERVICES	4,500.00	(1,058.43)	3,255.23	72%	28%
212 - COLLECTION SERVICES					(289.98)		
		UNIQUE MANAGEMEN CHARGES FOR 3 ACCOUNTS SENT TO COLLECTION # 443028		(26.85)	(316.83)		
		Total 212 - COLLECTION SERVICES	-	(26.85)	(316.83)		
215 MOVIE LICENSE					127.00		
		WAUPACA LIBRARY FC DONATION (MONROE TROUT) FOR MOVIE LICENSING		258.00	343.90		
		Total 215R - MOVIE LICENSE REVENUE		258.00	343.90		
Total 215 MOVIE LICENSE			385.00	258.00	385.00	100%	0%

Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
216 - POSTAGE					2,846.07		
Total 216R - POSTAGE REVENUE					6.74		
POSTAGE METER	POSTAGE METER READING FOR FEBRUARY			(100.14)	2,739.19		
POSTAGE METER	POSTAGE METER READING FOR MARCH			(107.13)	2,632.06		
Total 216 - POSTAGE			3,000.00	(207.27)	2,638.80	88%	12%
217 - MEMBERSHIP & DUES					745.25		
Total 217 - MEMBERSHIP & DUES			1,700.00		745.25	44%	56%
218 - OWLS MEMBERSHIP					27,770.00		
OWLS OUTAGAMIE W. OWLSNET MEMBERSHIP FEES				(27,732.00)	38.00		
Total 218 - OWLS MEMBERSHIP			27,770.00	(27,732.00)	38.00	0%	100%
253 - PROMOTIONAL MATERIALS					624.41		
FACEBOOK	MC - BOOST FOR POST FOR CHILDREN'S POSITION			(5.21)	619.20		
Total 253 - PROMOTIONAL MATERIALS			680.00	(5.21)	619.20	91%	9%
282 - TECHNOLOGY					12,907.24		
Total 200 - 001 DEVICE REIMBURSMENT					(200.00)		
282R - TECHNOLOGY REVENUE					863.78		
BRIGID FERKETT	DEVICE REIMBURSEMENT REFUND CHECK # 2327			100.00	963.78		
OWLS OUTAGAMIE W. SUREFOX LICENSES FOR CATALOG TABLETS				(123.65)	12,119.81		
APPLE	MC - APPS FOR IPADS			(18.96)	12,100.85		
AMAZON.COM	MC - HEADSET AND WIRELESS REMOTE FOR PRESENTATIONS			(62.88)	12,037.97		
AMAZON.COM	MC - CHARGING CABLES			(11.99)	12,025.98		
AMAZON.COM	MC - TABLET CATALOG REPLACEMENT			(233.99)	11,791.99		
Total 282 - TECHNOLOGY			13,110.00	(351.47)	12,555.77	96%	4%
301 - SUPPLIES					9,076.56		
WAUPACA LIBRARY FC DONATION FOR EXHIBI ROOM RECEPTION SUPPLIES CHECK # 2051				21.44	274.36		
Total 301R - SUPPLIES REVENUE				21.44	274.36		
OFFICE OUTFITTERS	MC - BUSINESS CARDS FOR DIRECTOR			(29.99)	8,793.65		
BIBLIOTECHA + 3M	MC - RFID TAGS I# S023734-US			(2,174.75)	6,618.90		
BIBLIOTECHA + 3M	MC - RFID DISK TAGS I#S023734-US			(2,400.00)	4,218.90		
SAM'S CLUB	MC - CANDY FOR RESALE (TO BE REIMBURSED BY FRIENDS)			(160.03)	4,058.87		
SAM'S CLUB	MC - BATTERIES AND CLOROX WIPES			(43.94)	4,014.93		

Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
	OFFICE OUTFITTERS	MC - BUISNESS CARDS I# 0379286		(29.99)	3,984.94		
	AMAZON.COM	MC - FIRST AID SUPPLIES		(28.72)	3,956.22		
	AMAZON.COM	MC - CANNED AIR		(20.99)	3,935.23		
	DEMCO	MC - BOOK TAPE, PAPER ROLLS I# 6101883		(82.13)	3,853.10		
	DEMCO	MC - NAME BADGES, BOOK COVER, HEADPHONES I# 6098596		(236.86)	3,616.24		
	AMAZON.COM	MC - SIGN HOLDERS, PAPERCLIPS		(35.53)	3,580.71		
	AMAZON.COM	MC - LABELS, POCKETS, SIGN HOLDERS, TAPE		(95.11)	3,485.60		
	AMAZON.COM	MC - REMOVEABLE TAPE, COLOR CODING LABELS		(25.54)	3,460.06		
	DEMCO	MC - BOOK JACKET, BLADE REPLACEMENT		(108.70)	3,351.36		
	STAPLES	MC - LAMINATE REFILL (SPLIT WITH PARK & REC \$117.29)		(58.65)	3,292.71		
	PEG BURINGTON	FOAM FOR BOOK DROP BUCKETS - JOANN FABRIC		(11.99)	3,280.72		
	Total 301 - SUPPLIES		11,236.00	(5,521.48)	3,555.08	32%	68%
	Total 200 OPERATIONS		76,681.00	(34,776.81)	37,081.25	48%	52%
	250 - PRINT MATERIALS				40,052.44		
	115 - ADULT BOOKS				18,439.87		
	Total 115R - ADULT BOOKS REVENUE				160.00		
	AMAZON.COM	MC - GRAPHIC NOVELS FOR ADULT COLLECTION (\$10.39+8.31)		(18.70)	18,261.17		
	AMAZON.COM	MC - ADULT BOOKS (\$75.60+4.98+9.41+14.99)		(104.98)	18,156.19		
	AMAZON.COM	MC - ADULT BOOKS (\$26.82+4.99+13.68)		(45.49)	18,110.70		
	AMAZON.COM	MC - ADULT BOOKS (\$265.92+58.65)		(324.57)	17,786.13		
	AMAZON.COM	MC - ADULT BOOKS (\$9.26+11.46+57.07)		(77.79)	17,708.34		
	AMAZON.COM	MC - ADULT BOOKS (\$17.70+6.70+47.38+198.09)		(269.87)	17,438.47		
	BAKER & TAYLOR	MC - ADULT BOOKS I#2032756539		(185.60)	17,252.87		
	BAKER & TAYLOR	MC - ADULT BOOKS I# 031517		(267.08)	16,985.79		
	BAKER & TAYLOR	MC - ADULT BOOKS I# 2032731261		(756.77)	16,229.02		
	BAKER & TAYLOR	MC - ADULT BOOKS I# 2032702826		(615.91)	15,613.11		
	PRINT BOOK REPLACEI	PATRON PAID FOR BOOK THEN FOUND IT REFUND TO R MESYK		(23.00)	15,590.11		
	Total 115 - ADULT BOOKS		21,763.00	(2,689.76)	15,750.11	72%	28%
	120 - ADULT LP BOOKS				3,050.31		
	120 - ADUTL LP BOOKS - Other				3,050.31		
	CENTER POINT LARGE	MC - LP BOOKS I#1463028		(116.20)	2,934.11		
	MICROMARKETING	MC - LP BOOKS I# 663472		(96.18)	2,837.93		
	Total 120 - ADULT LP BOOKS		4,500.00	(212.38)	2,837.93	63%	37%

Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
215 - CHILD BOOKS					13,715.50		
215R - CHILD BOOKS REVENUE					347.00		
		PRINT BOOK REPLACEI PATRON PAID FOR BOOK LOST OR DAMAGED (3/11/2017)		18.00	365.00		
		PRINT BOOK REPLACEI PATRON PAID FOR BOOK LOST OR DAMAGED (3/20/2017)		6.00	371.00		
		PRINT BOOK REPLACEI PATRON PAID FOR BOOKS LOST OR DAMAGED THROUGH ECOMMERCE		78.99	449.99		
		PRINT BOOK REPLACEI PATRON PAID FOR BOOKS LOST OR DAMAGED (3/27-4/2/2017)		10.00	459.99		
Total 215R - CHILD BOOKS REVENUE				112.99	459.99		
	AMAZON.COM	MC - CHILDREN'S BOOKS (\$14.94+9.95)		(24.89)	13,343.61		
	MICROMARKETING	MC - CHILDREN'S BOOKS I# 663726, 664217, 664761		(108.52)	13,235.09		
	AMAZON.COM	MC - CHILD BOOK		(15.99)	13,219.10		
		PRINT BOOK REPLACEI PATRON REFUNDED FOR BOOKS PAID FOR AND THEN FOUND (J. MACH		(71.99)	13,147.11		
Total 215 - CHILD BOOKS			20,500.00	(108.40)	13,607.10	66%	34%
315 - TEEN BOOKS					4,117.91		
		PRINT BOOK REPLACEI PATRON PAID FOR BOOKS LOST OR DAMAGED (3/14-3/15/2017)		28.00	45.00		
		PRINT BOOK REPLACEI PATRON PAID FOR BOOK LOST OR DAMAGED (3/20/2017)		12.00	57.00		
Total 215R - TEEN BOOKS REVENUE				40.00	57.00		
	AMAZON.COM	MC - TEEN BOOKS (\$25.03+27.00)		(52.03)	4,048.88		
Total 315 - TEEN BOOKS			4,150.00	(12.03)	4,105.88	99%	1%
410 - MAGAZINES & NEWSPAPERS					728.85		
Total 410R - MAG & NEWS REVENUE					207.00		
Total 410 - MAGAZINES & NEWSPAPERS			5,200.00		728.85	14%	86%
Total 250 - PRINT MATERIALS			56,097.00	(3,022.57)	37,029.87	66%	34%
255 - PROGRAMS					4,113.07		
110 - ADULT PROGRAMS					1,473.80		
Total 110R - ADULT PROGRAMS REVENUE					337.33		
	SAM'S CLUB	MC - SUPPLIES FOR PROGRAMS (TO BE REIMBURSED BY FRIENDS)		(153.60)	982.87		
	PIGGLY WIGGLY	MC - SODA FOR FILM SERIES		(35.66)	947.21		
	DOLLAR GENERAL STO	MC - CUPS FOR PROGRAMS		(2.11)	945.10		
	ARBY'S	MC - FOOD FOR LUNCH & LEARN		(132.00)	813.10		
	ALDI	MC - FOOD FOR LUNCH & LEARN		(9.96)	803.14		
	AMAZON.COM	MC - CONDIMENT ORGANIZER FOR PROGRAMS		(17.99)	785.15		
	DOREEN PFOST	MC - SPEAKER HONORARIUM FOR L & L		(50.00)	735.15		
	PIECE-FULL HANDS QL	SPEAKER FEE FOR QUILT PROGRAM		(25.00)	710.15		
Total 110 - ADULT PROGRAMS			1,500.00	(426.32)	1,047.48	70%	30%

Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
210 - CHILD PROGRAMS					2,356.83		
		WAUPACA LIBRARY FC DONATION FOR DOT & DASH ROBOTS AND SUPPLIES CHECCK # 2054		520.77	698.71		
Total 210R - CHILD PROGRAMS REVENUE				520.77	698.71		
	AMAZON.COM	MC - SUPPLIES FOR PROGRAMS (\$77.98+49.90+99.99)		(227.87)	1,951.02		
	OFFICE OUTFITTERS	MC - SUPPLIES FOR PROGRAMS I# 0072076		(35.39)	1,915.63		
	DRAGONWINGS BOOK	MC - BOOKS FOR IDIDAREAD PRIZES		(379.93)	1,535.70		
	MCDONALD'S OF WAL	MC - SNACKS FOR HOMEWORK HELP		(25.90)	1,509.80		
	FLEET FARM	MC - SUPPLIES FOR PROGRAMS		(53.52)	1,456.28		
	OFFICE OUTFITTERS	MC - SUPPLIES FOR PROGRAMS I# 0379590		(53.67)	1,402.61		
	AMAZON.COM	MC - SUPPLIES FOR PROGRAMS (\$170.49+39.99+99.90)		(310.38)	1,092.23		
	AMAZON.COM	MC - SUPPLIES FOR PROGRAMS		(6.95)	1,085.28		
	FLEET FARM	MC - TOTES FOR TECH TOYS		(22.87)	1,062.41		
Total 210 - CHILD PROGRAMS			3,000.00	(595.71)	1,761.12	59%	41%
310 - TEEN PROGRAMS					282.44		
		WAUPACA LIBRARY FC DONATION FOR TABLES WITH LOADED TITLES FOR SUMMER READING (310.55	824.65		
		BOB ROSS PROGRAM I TIPS AND MATERIALS COSTS FOR BOB ROSS PROGRAM		333.00	1,157.65		
Total 310R - TEEN PROGRAMS REVENUE				643.55	1,157.65		
	DICK BLICK	MC - MATERIALS FOR BOB ROSS PROGRAM (\$37.98+432.33-22.56 - TA)		(447.75)	(679.41)		
	AMAZON.COM	MC - BASKET FOR PROGRAMS		(14.99)	(694.40)		
	FLEET FARM	MC - SUPPLIES FOR BOB ROSS PROGRAM		(46.84)	(741.24)		
	WALGREENS	MC - SUPPLIES FOR PROGRAMS		(26.32)	(767.56)		
	PICK N SAVE	MC - SUPPLIES FOR PROGRAMS		(36.18)	(803.74)		
Total 310 - TEEN PROGRAMS			1,000.00	71.47	353.91	35%	65%
Total 255 - PROGRAMS			5,500.00	(950.56)	3,162.51	58%	42%
290 - AUDIO VISUAL					12,941.41		
125 - ADULT MOVIES					3,333.67		
		AV BOOK REPLACEMEI PATRON PAID FOR MOVIE LOST OR DAMAGED eCOMMERCE 2/2/2017		15.00	35.00		
Total 125R- ADULT MOVIES REVENUE				15.00	35.00		
	AMAZON.COM	MC - ADULT MOVIES ON DVD (\$9.92+335.97)		(345.89)	2,967.78		
	AMAZON.COM	MC - ADULT MOVIES ON DVD (\$242.21+17.99)		(260.20)	2,707.58		
	AMAZON.COM	MC - ADULT MOVIES ON DVD (\$8.98+5.54)		(14.52)	2,693.06		
	THE GREAT COURSES	MC - ADULT INSTRUCTIONAL DVDS (TO BE REIMBURSED BY FRIENDS)		(219.70)	2,473.36		
Total 125 - ADULT MOVIES			4,200.00	(825.31)	2,508.36	60%	40%

Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
130 - ADULT AUDIO BOOKS					2,556.68		
Total 130R - ADULT AUDIO REVENUE					44.00		
BAKER & TAYLOR	MC - ADULT AUDIO BOOKS ON CD I# 2032702826			(16.49)	2,496.19		
MICROMARKETING	MC - ADULT AUDIO BOOKS ON CDI# 663472			(109.96)	2,386.23		
Total 130 - ADULT AUDIO BOOKS			2,800.00	(126.45)	2,430.23	87%	13%
135 - ADULT MUSIC					1,438.44		
YELLOW LAB RECORDS	MC - ADULT MUSIC ON CD (PAY PAL)			(18.00)	1,420.44		
AMAZON.COM	MC - ADULT MUSIC ON CD (\$9.99+13.00+9.99+7.99+11.99+47.40+10.80)			(111.22)	1,309.22		
AMAZON.COM	MC - ADULT MUSIC ON CD (\$10.99-.01 REFUND)			(10.98)	1,298.24		
Total 135 - ADULT MUSIC			1,797.00	(140.20)	1,298.24	72%	28%
220 - CHILD MOVIES					2,138.02		
AV BOOK REPLACEMENT	PATRON PAID FOR MOVIE LOST OR DAMAGED (3/13/2017)			10.00	422.68		
Total 220R - CHILD MOVIES REVENUE				10.00	422.68		
AMAZON.COM	MC - CHILDREN'S MOVIES ON DVD (\$39.95+25.95+18.95+39.99 -.27-.03)			(124.54)	1,600.80		
AMAZON.COM	MC - CHILDREN'S MOVIES ON DVD (\$5.99+7.96+19.96+12.96)			(46.87)	1,553.93		
AMAZON.COM	MC - CHILDREN'S MOVIES ON DVD			(14.23)	1,539.70		
AMAZON.COM	MC - CHILDREN'S MOVIES ON DVD (\$9.99+35.98+9.99)			(55.96)	1,483.74		
Total 220 - CHILD MOVIES			2,700.00	(231.60)	1,906.42	71%	29%
225 - CHILD AUDIO BOOKS					1,276.39		
AMAZON.COM	MC - CHILDREN'S AUDIO BOOKS ON CD			(50.18)	1,226.21		
Total 225 - CHILD AUDIO BOOKS			1,500.00	(50.18)	1,226.21	82%	18%
230 - CHILD MUSIC			100.00		100.00	100%	0%
320 TEEN MOVIES					707.97		
Total 320R - TEEN MOVIES REVENUE					20.00		
AMAZON.COM	MC - TEEN MOVIES ON DVD (\$14.99+22.99+15.96+19.96)			(73.90)	614.07		
AMAZON.COM	MC - TEEN MOVIES ON DVD (\$5.99+22.99+19.96)			(48.94)	565.13		
AMAZON.COM	MC - TEEN MOVIES ON DVD (17.99+39.95+24.99)			(82.93)	482.20		
Total 320 TEEN MOVIES			1,000.00	(205.77)	502.20	50%	50%
325 - TEEN AUDIO BOOKS					590.24		
Total 325R - TEEN AUDIO REVENUE					57.00		
MICROMARKETING	MC - TEEN AUDIO BOOK ON CD			(8.50)	524.74		
Total 325 - TEEN AUDIO BOOKS			800.00	(8.50)	581.74	73%	27%

Library Bills March 2017	Name	Memo	Budget	Amount	Balance	%Unexpende	%Expended
420 - VIDEO GAMES					800.00		
	EMILY HEIDEMAN	REIMURSEMENT FOR VIDEO GAMES PURCHASED (\$49.99+269.95)		(319.94)	480.06		
Total 420 - VIDEO GAMES			800.00	(319.94)	480.06	60%	40%
Total 510 - EBOOKS DIGITAL LIBRARY			3,889.00		-	0%	100%
Total 290 - AUDIO VISUAL			18,156.00	(1,907.95)	11,033.46	61%	39%
			768,658.00	(87,416.39)	581,218.16	76%	24%

TOTAL BUDGET	768,658.00
TOTAL PERSONNEL FOR MARCH	46,758.50
TOTAL BILLS FOR MARCH	87,416.39
YTD EXPENDITURES	187,439.84
REMANING BUDGET	581,218.16

FUNDING SOURCE	CURRENT	YTD	BUDGET
COUNTY AID: LIBRARY WAUPACA CO	\$0.00	\$0.00	\$353,434.00
COUNTY AID: LIBRARY WAUSHARA	\$0.00	\$0.00	\$16,597.00
FEES: LIBRARY COPIES	\$393.94	\$1,175.62	\$4,400.00
FEES: LIBRARY POSTAGE	\$7.69	\$8.18	\$200.00
FEES: LIBRARY OVERDUE FEES	\$1,049.23	\$3,066.89	\$13,000.00
FEES: LIBRARY MATERIAL REPLACE	\$433.84	\$813.34	\$3,200.00
RENT: MEETING ROOMS	\$413.50	\$613.00	\$1,000.00
SALES: SALE OF PROPERTY/EQUIP	\$0.00	\$75.00	\$1,000.00
DONATIONS: LIBRARY	\$212.74	\$2,707.38	\$45,000.00
TRANSFER FROM GENERAL FUND	\$0.00	\$0.00	\$359,554.00
FUND BALANCES APPLIED	\$0.00	\$0.00	(\$122.00)
	\$2,510.94	\$8,459.41	\$797,263.00

Mar-17

3/1/2017 Wednesday	29
3/2/2017 Thursday	98
3/3/2017 Friday	45
3/4/2017 Saturday	92
3/5/2017 Sunday	0
3/6/2017 Monday	34
3/7/2017 Tuesday	50
3/8/2017 Wednesday	49
3/9/2017 Thursday	56
3/10/2017 Friday	58
3/11/2017 Saturday	45
3/12/2017 Sunday	0
3/13/2017 Monday	19
3/14/2017 Tuesday	73
3/15/2017 Wednesday	11
3/16/2017 Thursday	99
3/17/2017 Friday	40
3/18/2017 Saturday	59
3/19/2017 Sunday	0
3/20/2017 Monday	41
3/21/2017 Tuesday	40
3/22/2017 Wednesday	60
3/23/2017 Thursday	50
3/24/2017 Friday	30
3/25/2017 Saturday	70
3/26/2017 Sunday	0
3/27/2017 Monday	51
3/28/2017 Tuesday	46
3/29/2017 Wednesday	43
3/30/2017 Thursday	53
3/31/2017 Friday	55
TOTAL	1396

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.

Youth Art Month Feb. = 490
 Youth Art Month March count = 1396 Youth Art Month April = 198
Total for Youth Art Month exhibit = 2084

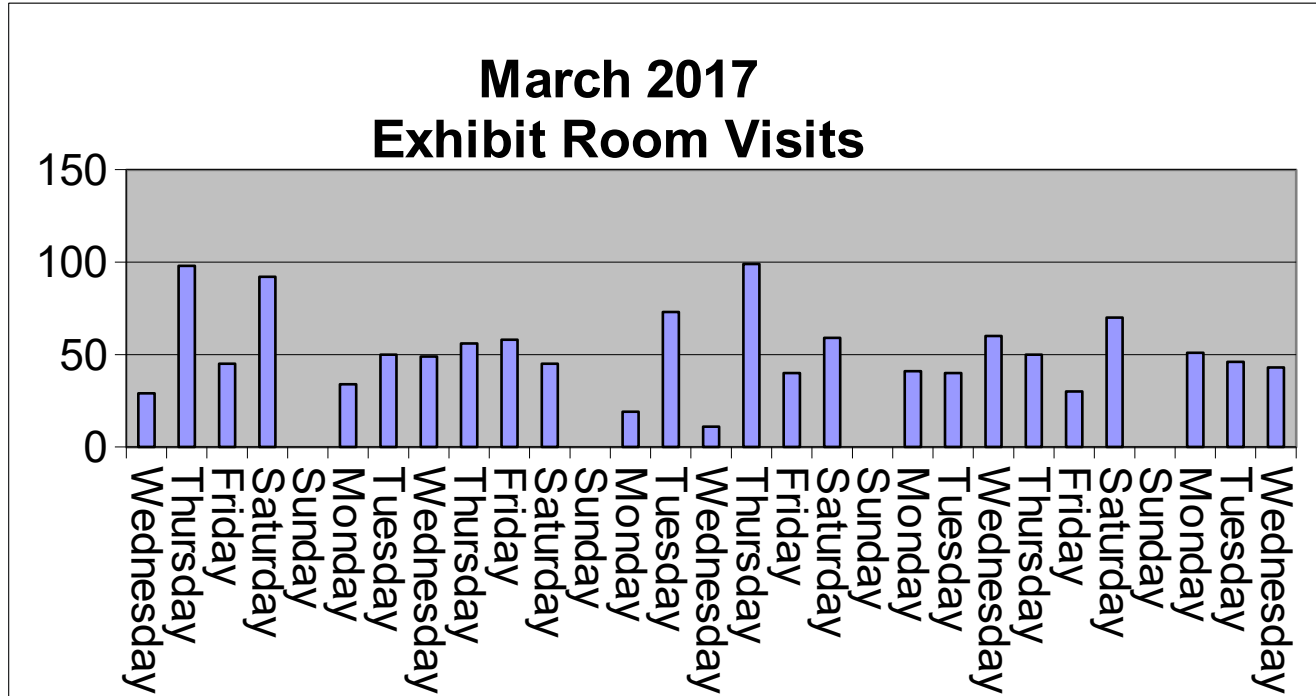


Exhibit Room Report

Submitted by Brigid Ferkett, Exhibit Room Coordinator

Youth Art Month- Feb. 27th-April 8th

Completed

Peeps and Bonnets- April 17th-May 27th

Please consider spreading the word about our Peeps and Bonnets community exhibit will be open on April 17th. Entries due by the 12th. We are looking for submission of decorated hats, and Peeps dioramas. We will have an evenings of games and fun stuff on April 17th at 6pm, with refreshments.

Great Lakes Small Streams – August

These are panels and there will be an interactive display on an iPad. All we need is to hook up power to it.

Marie App Water Color Paintings from Senior Center- October

These will be Water Color paintings by senior center students of Marie App.

Toys or Taxidermy- December- We are still working on the end of year schedule.

***Library foundation approved my request for an iPad, stand and battery pack to be used for educational apps, tools, websites, and games in the exhibit room. Each exhibit will have its own theme, and own opportunities for using the iPad. For example, a water cycle app that teaches about water and pollution for the August-September exhibit.

Our committee met April 11th at 4pm. We are still working on our 2018 schedule.

2018 "Hubcap as Art" Exhibit has been booked for April and May of 2018. I will be doing one or two fundraisers for this exhibit as well as a funding appeal to the community. Please send me car related entities/contact information that would be willing to fund an exhibit to bferkett@mail.owls.lib.wi.us.

2017 Schedule

January 9-February 18: Piece-full Hands Quilt Guild

February 27-April 8: Youth Art Month

April 17-May 27: The Peeps Show

August 14-September 23: Great Lakes, Small Streams (traveling exhibit from the Wisconsin Historical Society)

October 2-November 11—Waupaca Senior Center art show with Marie App

November 20–December 30—Taxidermy or Toys

2018 Schedule

Jan: OPEN

Feb.: Youth Art Month

April: Hubcap as Art (Travelling Exhibit)

August: Vietnam Veterans Memorial, Free Exhibit

October: Succulents as Art

Exhibit Room Report- Additional

Submitted by Brigid Ferkett, Exhibit Room Coordinator

On Tuesday April 11th, 5:30-8pm I attended the Arts Summit at the Danes Hall Project.

Danes Hall project: 303 N Main. Kohler brothers, and family are restoring the Danes Hall to commercial space. There will be a dance floor, kitchens, and community spaces. It will be available to rent for weddings, family gatherings, business meetings, etc. The music acoustics are terrific in the upstairs dance hall. There is talk of a bakery/cafe in the basement level. Architect plans are on display in the building.

About 45-50 people were in attendance including businesses, artists, community members, two council people, Brennan Kane, and Henry Veleker, *T-Dubs and Piggly Wiggly* donated food.

The speakers/facilitators were Anne Katz from non-profit Arts Wisconsin, and Megan Matthews from UW Whitewater Arts Management Program.

The City is looking to create an ARTS AND CULTURAL ACTION PLAN. We did exercises in small groups AS A KICK-OFF to this initiative. We worked in groups to speak to what we as individuals and as groups see for an arts economy, policy, and the arts in general in Waupaca. There will be many more meetings and summits to work on this policy. They are putting together a steering committee for this action plan, which I hope to participate in once a month.

2017 Fine Income

	January	February	March	April	May	June	July	August	September	October	November	December
Week 1	\$4.10	\$162.90	\$127.90									\$294.90
Week 2	\$202.34	\$218.95	\$261.38									\$682.67
Week 3	\$236.02	\$197.31	\$257.16									\$690.49
Week 4	\$314.80	\$182.35	\$226.49									\$723.64
Week 5	\$95.20	\$110.23	\$225.15									\$430.58
E-Comme	\$41.76	\$136.86	\$35.40									\$214.02
	\$894.22	\$1,008.60	\$1,133.48									\$3,036.30
Amount Waived	\$1,274.23											
Event	Amnesty Week											
2017 Running	\$894.22	\$1,902.82	\$3,036.30									
2016 Running	\$1,027.74	\$2,011.64	\$2,932.10	\$3,807.06	\$4,739.03	\$6,122.95	\$7,104.46	\$8,315.38	\$9,247.42	\$10,042.83	\$11,016.51	\$11,876.73
2015 Running	\$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

2017 Copy Income

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$ 331.32	\$417.71	\$397.53										\$ 1,146.56

2016 Copy Income

\$ 344.13	\$421.99	\$369.29	\$412.09	\$334.64	\$428.24	\$386.91	\$388.61	\$383.64	\$369.88	\$429.08	\$321.33	\$ 4,589.83
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2017 Meeting Room Income

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$113.00	\$146.50	\$423.50										\$683.00

2016 Meeting Room Income

\$22.50	\$140.50	\$72.50	\$60.00	\$97.50	\$268.50	\$115.00	\$150.00	\$106.50	\$165.50	\$187.00	\$62.00	\$1,447.50
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2017 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2017	74.75	129.25	130.25										334
2016	134.50	121.80	146.00	163.60	118.85	333.50	308.75	163.85	71.75	132.50	112.75	161.75	1,969.60
2015	150.95	174.75	167.00	175.25	113.25	322.00	279.25	81.50	129.00	166.50	161.00	237.25	2,157.70
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	1,647.47
2013	141.60	144.00	138.25	132.00	111.25	310.75	325.75	112.25	83.00	124.75	100.25	208.00	1,931.85

2017 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2017	830	817	987										2,634
2016	900	1,063	1,091	1,129	988	1,219	1,389	1,067	1,063	993	914	854	12,670
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

2017 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2017	9,544	10,560	11,717										31,821
2016	10,128	10,598	11,183	11,312	10,002	13,883	14,348	14,300	10,720	10,983	10,604	9,362	137,423
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

2017 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2017 Wireless	1,251	1,279	1,388										3,918
2017 Stations	1,457	1,553	1,805										4,815
2016 Wireless	1,043	1,073	1,218	1,193	1,232	1,621	1,870	1,758	1,408	1,388	1,330	1,254	16,388
2016 Stations	1,828	1,871	1,895	1,942	1,798	2,421	2,468	2,548	1,860	1,774	1,648	1,702	23,755

Mar 2017 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

Library	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,515	2,245	(730)	0.67	4,212	6,224	(2,012)	0.68
Appleton	14,428	12,484	1,944	1.16	39,899	35,530	4,369	1.12
Black Creek	2,205	1,660	545	1.33	6,256	4,443	1,813	1.41
Clintonville	3,331	2,191	1,140	1.52	9,553	6,142	3,411	1.56
Door County	6,351	6,797	(446)	0.93	18,025	18,534	(509)	0.97
Florence	671	649	22	1.03	1,748	1,937	(189)	0.90
Fremont	1,396	846	550	1.65	3,849	2,499	1,350	1.54
Gillett	683	1,040	(357)	0.66	1,852	2,709	(857)	0.68
Hortonville	1,350	2,397	(1,047)	0.56	3,669	6,633	(2,964)	0.55
Iola	1,337	1,426	(89)	0.94	3,814	3,772	42	1.01
Kaukauna	2,638	3,985	(1,347)	0.66	7,284	11,020	(3,736)	0.66
Kewaunee	1,909	1,386	523	1.38	4,975	3,873	1,102	1.28
Kimberly-Little Chute	4,884	5,548	(664)	0.88	13,614	15,284	(1,670)	0.89
Lakewood	1,219	1,049	170	1.16	3,395	3,172	223	1.07
Lena	673	678	(5)	0.99	1,800	1,650	150	1.09
Manawa	1,334	1,366	(32)	0.98	3,541	3,963	(422)	0.89
Marinette County	4,944	6,653	(1,709)	0.74	13,787	18,204	(4,417)	0.76
Marion	1,343	900	443	1.49	3,715	2,398	1,317	1.55
New London	2,452	3,049	(597)	0.80	6,916	8,795	(1,879)	0.79
NFLS	1	52	(51)	0.02	1	91	(90)	0.01
Oconto	1,165	1,286	(121)	0.91	3,184	3,605	(421)	0.88
Oconto Falls	1,878	1,518	360	1.24	5,141	4,212	929	1.22
Oneida Tribal	1,124	326	798	3.45	2,988	926	2,062	3.23
OWLS	3	18	(15)	0.17	24	51	(27)	0.47
Scandinavia	581	353	228	1.65	1,579	1,033	546	1.53
Seymour	2,136	1,788	348	1.19	5,931	5,211	720	1.14
Shawano County	3,787	4,636	(849)	0.82	11,039	13,055	(2,016)	0.85
Shiocton	770	486	284	1.58	2,097	1,313	784	1.60
Suring	639	811	(172)	0.79	1,908	2,119	(211)	0.90
Waupaca	4,365	5,153	(788)	0.85	12,230	14,186	(1,956)	0.86
Weyauwega	2,370	706	1,664	3.36	6,495	1,937	4,558	3.35
TOTAL	73,482	73,482	0	1.00	204,521	204,521	0	1.00
System	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
NFLS - Intrasystem	15,045	15,045	0	1.00	41,204	41,204	0	1.00
NFLS - Intersystem	11,514	13,491	(1977)	0.85	32,851	37,506	-4,655	0.88
NFLS - Total	26,559	28,536	(1977)	0.93	74,055	78,710	-4,655	0.94
OWLS - Intrasystem	33,432	33,432	0	1.00	92,960	92,960	0	1.00
OWLS - Intersystem	13,491	11,514	1977	1.17	37,506	32,851	4,655	1.14
OWLS - Total	46,923	44,946	1977	1.04	130,466	125,811	4,655	1.04

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Child Music	67	70	68											205
Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
Child NonFiction	677	606	874										2,157	
Child Playaway	2	9	11										22	
Child Professional C	2	2	1										5	
Child Reference	0	0	0										0	
Child Software	0	0	2										2	
Child VHS	0	0	3										3	
Child Total	4,586	4,537	5,605										14,728	
Downloads - ebooks	768	648	727										2,143	
Downloads - Audio	297	296	336										929	
Total Adult	10,284	10,552	11,403										32,239	
Total Teen	918	735	889										2,542	
Total Blu Ray	233	227	243										703	
Total Child	4,586	4,537	5,605										14,728	
Total Renewals	3,874	3,558	4,282										11,714	
Total Circulation	19,895	19,609	22,422										61,926	
2017 WAU	19,895	19,609	22,422										61,926	
2017 OWLS	19,789	19,506	22,309											
2016 WAU	21,630	21,627	22,338	21,284	20,599	24,677	23,783	22,859	19,705	19,950	20,978	19,417	258,847	
2016 OWLS	21,509	21,471	22,183	21,159	20,483	24,539	23,684	22,722	19,562	19,782	20,835	19,316	257,245	
Municipality	Jan Circ	% of total	Feb Circ	% of total	March Circ	%of total	April Circ	%of total	May Circ	% of total	June Circ	% of total		
Town of Dayton	2,036	10%	2,190	11%	2,454	11%								
Town of Farmington	3,532	18%	3,292	17%	4,081	18%								
Town of Lind	1,020	5%	949	5%	963	4%								
Town of Waupaca	1,109	6%	1,284	7%	1,283	6%								
Town totals	7,697	39%	7,715	40%	8,781	39%								
City of Waupaca	7,888	40%	8,150	42%	8,862	40%								
Cities in Waupaca C	683	3%	605	3%	814	4%								
Rural Waupaca Cou	1,090	6%	997	5%	1,323	6%								
Portage County	1,633	8%	1,248	6%	1,651	7%								
Waushara County	571	3%	528	3%	557	2%								
Outagamie County	130	1%	135	1%	146	1%								
Other	97	0%	128	1%	175	1%								
Totals	19,789		19,506		22,309		-		-		-			

Assistant Director's Report for March 2017

The library's bandwidth upgrade has been tentatively postponed until September. The upgrades will be rolled out across the state to schools and then to libraries. Another site visit by AT&T is scheduled for April.

Dominic attended a half day workplace CPR and first aid training session offered by the Red Cross through the city. He aced his exams.

Julie from OWLS was here for three days to help Dominic with the Windows 10 upgrade to all public internet stations. We utilized cloning software to expedite the process but this did not go as smoothly as we had hoped and took another day to complete. Thank you to our patrons and staff who were patient during the transition.

There continue to be printing issues from the adult public computers. These are being fixed as they pop up. Some were resolved by setting Adobe DC as the default pdf viewer. Others were caused by hardware issues with the public copier and required a MBM repair technician to resolve.

Patsy and Dominic staffed a table at the Wellness and Health held at the Waupaca Recreation Center. We served about 50 individuals at this event by offering materials for checkout, chair yoga, and answering reference and tech questions.

This will be the last month for tracking "adult computer" uses. This statistic is not a part of our annual reporting process. The number of patrons using study room number four, where this computer is setup, with laptops and devices has made this number unreliable.

Adult computer use: 15

Study Room use: 93 Number of patrons using Internet in study rooms: 79

Meeting Room use: 54

Microfilm machine use: 5

Website sessions: 5,749

Tech questions: 146

Respectfully submitted,
Dominic Frandrup

