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WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JANUARY 18, 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, DECEMBER 21, 2016 (to be distributed)
4. MONTHLY BILLS FOR DECEMBER 2016 (to be distributed)
 - a. Approve DECEMBER 2016 bills
5. LIBRARY EXHIBIT ROOM
 - a. Chart of 2016 annual visits
 - b. Exhibit Coordinator's Report
 - c. Exhibit Room budget
6. LIBRARY STATISTICS FOR DECEMBER 2016
 - 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 (to be distributed)
 - B. Assistant Director's Report
 - C. Children's Department Report

D. Teen Department Report

8. COMMITTEE REPORTS

A. Library Finance Committee

- a. No meeting

B. Library Planning Committee

- a. Minutes of meeting held December 21
- b. Action item: Approval of 2017 Working Plan
- c. Meeting to look at 2016 Progress Towards Goals to take place on January 18 after Library Board Meeting

C. Library Policy Committee

- a. Policy Meeting planned for February 15 to look at new Adult Gaming Policy

D. Library Personnel Committee

- a. No meeting

9. OLD BUSINESS

10. NEW BUSINESS

- a. Incident Report
 - i. Bathroom vandalism
 - ii. Juvenile arrest

11. ANNOUNCEMENTS & CORRESPONDENCE

- A. OWLS Board Minutes – No Meeting
- B. Next meeting is Wednesday, February 15 at 4:30 pm

12. ADJOURNMENT

Please call the library by 3:00 pm on meeting date if you are unable to attend.

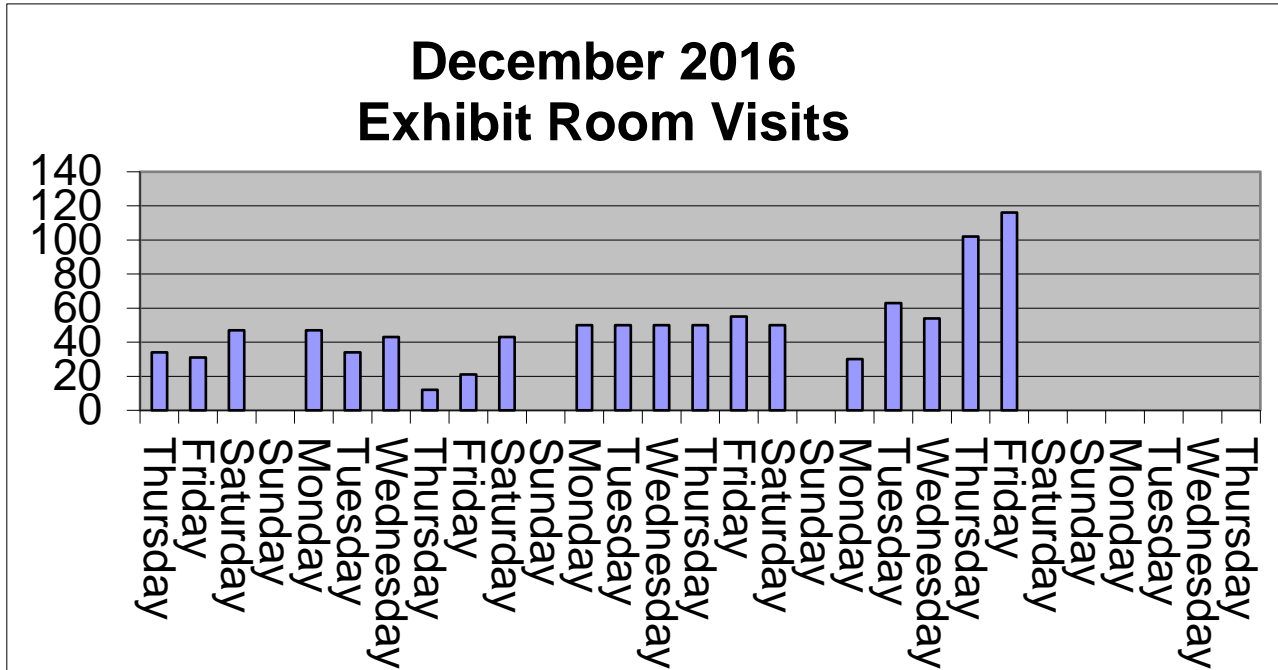
PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS.
THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

December 2016 EXHIBIT ROOM VISITS

| | | |
|--------------|-----------|------------|
| 12/1/2016 | Thursday | 34 |
| 12/2/2016 | Friday | 31 |
| 12/3/2016 | Saturday | 47 |
| 12/4/2016 | Sunday | 0 |
| 12/5/2016 | Monday | 47 |
| 12/6/2016 | Tuesday | 34 |
| 12/7/2016 | Wednesday | 43 |
| 12/8/2016 | Thursday | 12 |
| 12/9/2016 | Friday | 21 |
| 12/10/2016 | Saturday | 43 |
| 12/11/2016 | Sunday | 0 |
| 12/12/2016 | Monday | 50 |
| 12/13/2016 | Tuesday | 50 |
| 12/14/2016 | Wednesday | 50 |
| 12/15/2016 | Thursday | 50 |
| 12/16/2016 | Friday | 55 |
| 12/17/2016 | Saturday | 50 |
| 12/18/2016 | Sunday | 0 |
| 12/19/2016 | Monday | 30 |
| 12/20/2016 | Tuesday | 63 |
| 12/21/2016 | Wednesday | 54 |
| 12/22/2016 | Thursday | 102 |
| 12/23/2016 | Friday | 116 |
| 12/24/2016 | Saturday | 0 |
| 12/25/2016 | Sunday | 0 |
| 12/26/2016 | Monday | 0 |
| 12/27/2016 | Tuesday | 0 |
| 12/28/2016 | Wednesday | 0 |
| 12/29/2016 | Thursday | 0 |
| 12/30/2016 | Friday | 0 |
| 12/31/2016 | Saturday | 0 |
| TOTAL | | 982 |

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.

"The World of Jan Brett" exhibit = 1,236
Total for "The World of Jan Brett" exhibit = 4,517



2016 Waupaca Area Public Library Exhibit Room

| | |
|-------------------------|---------------|
| Waupaca Rotary Exhibit | 1,346 |
| Youth Art Month Exhibit | 2,091 |
| The Peeps Show | 2,046 |
| Summer Reading Program | 7,222 |
| Healthy You | 2,055 |
| The World of Jan Brett | 4,517 |
| TOTAL | 19,277 |

Total Attendance in 2009 = 13,817
Total Attendance in 2010 = 17,526
Total Attendance in 2011 = 11,923
Total Attendance in 2012 = 13,441
Total Attendance in 2013 = 13,530
Total Attendance in 2014 = 19,096
Total Attendance in 2015 = 18,974
Total Attendance in 2016 = 19,277

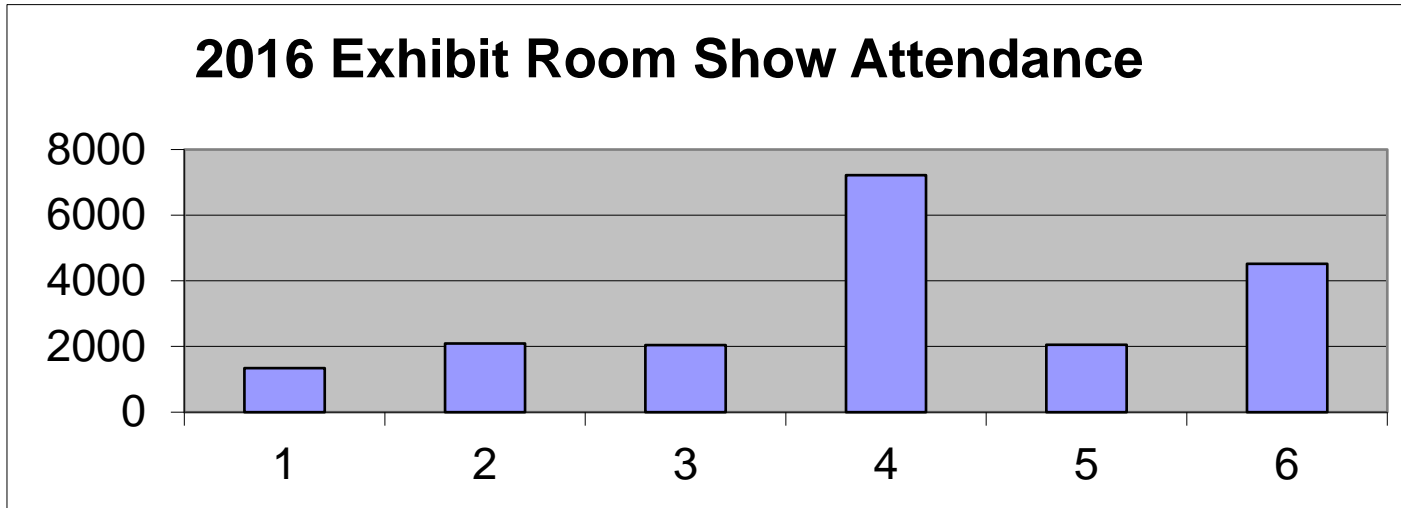


Exhibit Room Report

| 2016 Exhibit Room Programs | | |
|----------------------------|--|-------------------|
| <u>Date</u> | <u>Program</u> | <u>Attendance</u> |
| 1/11/2016 | Rotary Reception | 64 |
| 1/11/2016 | Rotary Program--Kelsey Klismet | 27 |
| 2/29/2016 | Youth Art Month Reception | 441 |
| 4/18/2016 | Peeps Reception | 40 |
| 8/20/2016 | Arts on the Square | 42 |
| 9/8/2016 | Yoga and Pilates | 5 |
| 10/3/2016 | Jan Brett Exhibit Opening Reception | 40 |
| 11/12/2016 | Smitten Workshop | 32 |
| 12/4/2016 | Jan Brett Visit at Middle School | 200 |
| | Total attendance for 9 programs | 891 |

Peaceful Hands Quilt Guild, January 9-February 18

- The current exhibit is quilts by the Peaceful Hands Quilt Guild. They are celebrating 20 years and are displaying numerous quilts created by its members, along with other quilt-related items.
- They will have a quilt program on Tuesday, January 24th at 1 p.m. in the lower-level meeting rooms. More information is soon to come!
- The Peaceful Hands Quilt Guild are planning three Saturday programs to introduce sewing to families.

2017 Schedule

January 9-February 18: Peaceful 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—Photography entry exhibit

2016 Exhibit Room Budget

ACTUAL EXPENSES:

Display Materials:

| | |
|---|----------|
| YAM Ribbons | \$ 58.30 |
| Jan Brett's "The Easter Egg" book for Peeps exhibit | \$ 18.98 |
| "The Peeps Show" activity supplies | \$ 10.55 |
| "The Peeps Show" activity supplies | \$ 18.92 |
| "The Peeps Show" activity paper | \$ 33.99 |
| "The Peeps Show" activity supplies | \$ 7.39 |
| Committee Thank-You: Little Fat Gretchen's | \$ 38.00 |
| Paper for "Healthy You" letters | \$ 6.00 |
| Supplies for "Healthy You" Food Pantry box | \$ 13.02 |
| Exhibit room supplies for "Healthy You" | \$ 9.87 |
| Exhibit room supplies for "Healthy You" | \$ 25.30 |
| Volunteer Thank-You: Arts on the Square | \$ 3.69 |
| Jan Brett gift basket items | \$ 33.47 |

TOTAL 2016 EXPENSE BUDGET: \$ 500.00

TOTAL EXPENSES: \$ 277.58

Exhibit Costs:

| | |
|---|-----------|
| Mailing for Jan Brett exhibit fundraising | \$ 68.60 |
| YAM Reception refreshments | \$ 18.70 |
| "The Peeps Show" prizes | \$ 34.68 |
| "The Peeps Show" reception refreshments | \$ 10.39 |
| Laminating costs for Arts on the Square | \$ 238.60 |
| Cardstock for Arts on the Square | \$ 15.98 |
| Mailing for sponsors invitations | \$ 5.64 |
| The World of Jan Brett reception refreshments | \$ 53.89 |
| Jan Brett exhibit payment (pd 10/19/2016) | \$1489.53 |
| Jan Brett program cookies | \$ 175.56 |
| Jan Brett program refreshments | \$ 35.68 |

TOTAL 2016 BUDGET: \$2500.00

TOTAL ACTUAL EXPENSES: \$2147.25

TOTAL 2016 BUDGET: \$3000.00

TOTAL 2016 ACTUAL EXPENSES: \$2424.83

ACTUAL INCOME:

Donations from 2015-2016 Foundation letters went toward "The World of Jan Brett" exhibit budget.

2016 Wine and Canvas Night (goes toward "The World of Jan Brett" exhibit)

Income:

| | |
|--------------|-----------|
| Ticket Sales | \$1010.00 |
|--------------|-----------|

Expenses:

| | |
|-----------------------------------|-----------|
| Ashley Gordon (time and supplies) | \$ 290.00 |
|-----------------------------------|-----------|

| | |
|----------|----------|
| Supplies | \$ 12.50 |
|----------|----------|

| | |
|-----------|----------|
| Beverages | \$ 51.59 |
|-----------|----------|

| | |
|--------------|------------------|
| Total | \$ 655.91 |
|--------------|------------------|

Other 2016 Donations (not marked for "The World of Jan Brett" exhibit):

| | |
|---|-----------|
| Waupaca Community Arts Board (Arts on the Square) | \$ 100.00 |
|---|-----------|

NOTE: Additional expenses donated by Foundation (not in budget):

- YAM prizes \$180.00

2016 Traveling Exhibition: "The World of Jan Brett" Project Budget

Expenses

| | |
|---|--------------------|
| Remainder of payment for "The World of Jan Brett"—pd 10/19/2016 (NOTE: Down payment of \$1,500 for exhibit paid out of 2015 Exhibit Room budget; subtraction of \$1,000 due to shipping costs) | \$ 2,500.00 |
| Shipping for "The World of Jan Brett" traveling exhibition from Texas | \$ 4,083.52 |
| TOTAL | \$ 6,583.52 |

Income Received

| | |
|---|-------------------|
| 2015 Wine and Canvas Night fundraiser (profit to traveling exhibit program) | \$ 518.24 |
| 2015 Gingerbread Village Exhibit fundraiser (for traveling exhibit program) | \$ 109.32 |
| Sponsor an Exhibit—Dianna and Jim Klismet | \$ 250.00 |
| Exhibit Room donation—Kristy DeBolt | \$ 100.00 |
| Wisconsin Public Service | \$ 100.00 |
| Waupaca School District (not yet received) | \$1,000.00 |
| Neuville Motors (letter) | \$ 100.00 |
| Farmers State Bank (letter) | \$ 100.00 |
| Riverhill Dental (letter) | \$ 100.00 |
| Crystal River Inn Bed & Breakfast (letter) | \$ 50.00 |
| Waupaca Foundry (letter) | \$ 150.00 |
| Embellishments (letter) | \$ 50.00 |
| Shopko Foundation grant | \$ 250.00 |
| 2016 Wine and Canvas Night (minus expenses) | \$ 655.91 |
| Rotary | \$ 500.00 |
| Bookcellar (letter) | \$ 50.00 |
| Waupaca Library Foundation | \$1,000.00 |
| TOTAL RECEIVED | \$5,093.47 |
| Monies from 2016 Exhibit Room budget | \$ 1489.53 |
| TOTAL INCOME/PAID | \$6,583.52 |

2016 Fine Income

| | January | February | March | April | May | June | July | August | September | October | November | December |
|---------------------|-------------------|-------------------|-------------------|----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------------------|--------------------|--------------------|
| Week 1 | \$0.00 | \$194.60 | \$140.15 | \$54.85 | \$155.70 | \$150.94 | \$56.25 | \$307.15 | \$58.93 | \$118.66 | \$145.10 | \$80.04 |
| Week 2 | \$180.41 | \$272.10 | \$165.25 | \$211.18 | \$262.60 | \$356.89 | \$170.81 | \$213.42 | \$152.80 | \$208.97 | \$268.10 | \$160.70 |
| Week 3 | \$206.41 | \$279.85 | \$249.53 | \$148.35 | \$173.17 | \$345.00 | \$266.20 | \$271.32 | \$239.00 | \$111.64 | \$208.08 | \$160.57 |
| Week 4 | \$301.82 | \$196.65 | \$225.18 | \$200.20 | \$290.15 | \$267.64 | \$231.60 | \$305.28 | \$185.55 | \$98.35 | \$193.45 | \$232.15 |
| Week 5 | \$339.10 | \$40.70 | \$140.35 | \$260.38 | \$50.35 | \$263.45 | \$256.65 | \$77.70 | \$205.29 | \$172.85 | \$119.25 | \$158.45 |
| eCommerce | \$102.77 | \$43.09 | \$73.23 | \$75.28 | \$132.44 | \$45.49 | \$71.06 | \$36.05 | \$90.47 | \$84.94 | \$39.70 | |
| Totals | \$1,130.51 | \$1,026.99 | \$993.69 | \$950.24 | \$1,064.41 | \$1,429.41 | \$1,052.57 | \$1,210.92 | \$932.04 | \$795.41 | \$973.68 | \$791.91 |
| Amount Waived | | | | FFF \$1116.39 | | | | | | FFF \$695.47 | | |
| Items Donated | | | | 566 LBS FOOD DONATED | | | | | | 750 LBS FOOD DONATED | | |
| <i>2016 Running</i> | <i>\$1,130.51</i> | <i>\$2,157.50</i> | <i>\$3,151.19</i> | <i>\$4,101.43</i> | <i>\$5,165.84</i> | <i>\$6,595.25</i> | <i>\$7,647.82</i> | <i>\$8,858.74</i> | <i>\$9,247.42</i> | <i>\$10,042.83</i> | <i>\$11,016.51</i> | <i>\$11,808.42</i> |
| <i>2015 Running</i> | <i>\$1,189.21</i> | <i>\$2,216.20</i> | <i>\$3,523.46</i> | <i>\$4,452.44</i> | <i>\$5,516.85</i> | <i>\$6,232.15</i> | <i>\$7,074.54</i> | <i>\$8,054.08</i> | <i>\$8,892.56</i> | <i>\$9,766.68</i> | <i>\$10,740.36</i> | <i>\$11,423.98</i> |
| <i>2014 Running</i> | <i>\$1,088.28</i> | <i>\$2,300.14</i> | <i>\$3,530.22</i> | <i>\$4,683.21</i> | <i>\$5,682.96</i> | <i>\$6,701.49</i> | <i>\$7,791.37</i> | <i>\$8,991.32</i> | <i>\$10,137.67</i> | <i>\$11,197.97</i> | <i>\$12,072.85</i> | <i>\$13,180.65</i> |

2016 Copy Income

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| \$ 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 |

2015 Copy Income

| | | | | | | | | | | | | |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| \$ 407.54 | \$421.36 | \$422.61 | \$462.24 | \$358.17 | \$506.48 | \$400.05 | \$520.63 | \$334.03 | \$378.01 | \$426.20 | \$294.45 | \$ 4,931.77 |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|

2016 Meeting Room Income

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
|---------|----------|---------|---------|---------|----------|----------|----------|----------|----------|----------|---------|------------|
| \$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 |

2015 Meeting Room Income

| | | | | | | | | | | | | |
|---------|---------|----------|---------|----------|---------|---------|---------|---------|---------|---------|---------|----------|
| \$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 |
|---------|---------|----------|---------|----------|---------|---------|---------|---------|---------|---------|---------|----------|

2016 Volunteer Hours

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| 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 |
| 2012 | 189.23 | 164.00 | 178.25 | 176.05 | 143.25 | 384.75 | 342.75 | 120.00 | 177.00 | 131.50 | 116.50 | 205.45 | 2,328.73 |

2016 Reference Transactions

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| 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 |
| 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 |

2016 Library Visits

| Visits | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 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 |
| 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 |

2016 Internet Use

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|-------|--------|
| 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 |
| 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 |

Dec 2016 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 | 1,314 | 2,055 | (741) | 0.64 | 14,854 | 24,501 | (9,647) | 0.61 |
| Appleton | 11,789 | 10,977 | 812 | 1.07 | 156,440 | 136,271 | 20,169 | 1.15 |
| Black Creek | 1,949 | 1,370 | 579 | 1.42 | 22,125 | 16,409 | 5,716 | 1.35 |
| Clintonville | 2,981 | 1,913 | 1,068 | 1.56 | 34,944 | 22,876 | 12,068 | 1.53 |
| Door County | 5,805 | 6,071 | (266) | 0.96 | 70,974 | 71,594 | (620) | 0.99 |
| Florence | 542 | 477 | 65 | 1.14 | 6,528 | 6,933 | (405) | 0.94 |
| Fremont | 1,190 | 769 | 421 | 1.55 | 14,701 | 8,942 | 5,759 | 1.64 |
| Gillett | 706 | 932 | (226) | 0.76 | 7,687 | 11,761 | (4,074) | 0.65 |
| Hortonville | 1,133 | 1,654 | (521) | 0.69 | 13,116 | 23,649 | (10,533) | 0.55 |
| Iola | 1,227 | 1,220 | 7 | 1.01 | 14,663 | 13,429 | 1,234 | 1.09 |
| Kaukauna | 2,070 | 3,440 | (1,370) | 0.60 | 27,044 | 40,604 | (13,560) | 0.67 |
| Kewaunee | 1,565 | 1,157 | 408 | 1.35 | 19,511 | 15,114 | 4,397 | 1.29 |
| Kimberly-Little Chute | 4,128 | 4,802 | (674) | 0.86 | 52,287 | 60,821 | (8,534) | 0.86 |
| Lakewood | 1,075 | 906 | 169 | 1.19 | 14,014 | 12,011 | 2,003 | 1.17 |
| Lena | 638 | 497 | 141 | 1.28 | 7,211 | 7,144 | 67 | 1.01 |
| Manawa | 1,075 | 1,193 | (118) | 0.90 | 12,949 | 12,810 | 139 | 1.01 |
| Marinette County | 4,598 | 5,397 | (799) | 0.85 | 54,609 | 73,498 | (18,889) | 0.74 |
| Marion | 1,184 | 663 | 521 | 1.79 | 14,294 | 7,827 | 6,467 | 1.83 |
| New London | 1,973 | 2,257 | (284) | 0.87 | 24,983 | 33,321 | (8,338) | 0.75 |
| NFLS | 0 | 16 | (16) | 0.00 | 5 | 242 | (237) | 0.02 |
| Oconto | 995 | 1,157 | (162) | 0.86 | 11,328 | 15,283 | (3,955) | 0.74 |
| Oconto Falls | 1,580 | 1,284 | 296 | 1.23 | 20,871 | 15,329 | 5,542 | 1.36 |
| Oneida Tribal | 1,037 | 249 | 788 | 4.16 | 11,994 | 3,691 | 8,303 | 3.25 |
| OWLS | 0 | 12 | (12) | 0.00 | 22 | 113 | (91) | 0.19 |
| Scandinavia | 481 | 315 | 166 | 1.53 | 6,316 | 4,796 | 1,520 | 1.32 |
| Seymour | 1,672 | 1,477 | 195 | 1.13 | 21,745 | 20,066 | 1,679 | 1.08 |
| Shawano County | 3,440 | 4,615 | (1,175) | 0.75 | 40,924 | 53,117 | (12,193) | 0.77 |
| Shiocton | 598 | 506 | 92 | 1.18 | 7,514 | 5,022 | 2,492 | 1.50 |
| Suring | 646 | 509 | 137 | 1.27 | 6,319 | 7,075 | (756) | 0.89 |
| Waupaca | 3,742 | 4,711 | (969) | 0.79 | 47,652 | 53,433 | (5,781) | 0.89 |
| Weyauwega | 2,082 | 614 | 1,468 | 3.39 | 28,077 | 8,019 | 20,058 | 3.50 |
| TOTAL | 63,215 | 63,215 | 0 | 1.00 | 785,701 | 785,701 | 0 | 1.00 |
| <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 | 13,041 | 13,041 | 0 | 1.00 | 158,907 | 158,907 | 0 | 1.00 |
| NFLS - Intersystem | 10,900 | 11,788 | (888) | 0.92 | 127,922 | 151,831 | (23909) | 0.84 |
| NFLS - Total | 23,941 | 24,829 | (888) | 0.96 | 286,829 | 310,738 | (23909) | 0.92 |
| OWLS - Intrasystem | 27,486 | 27,486 | 0 | 1.00 | 347,041 | 347,041 | 0 | 1.00 |
| OWLS - Intersystem | 11,788 | 10,900 | 888 | 1.08 | 151,831 | 127,922 | 23909 | 1.19 |
| OWLS - Total | 39,274 | 38,386 | 888 | 1.02 | 498,872 | 474,963 | 23909 | 1.05 |

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

| Waupaca 2016 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 | 515 | 453 | 551 | 578 | 509 | 580 | 541 | 571 | 591 | 531 | 562 | 477 | 6,459 |
| Adult DVD | 5,555 | 5,258 | 5,035 | 4,676 | 4,456 | 4,976 | 5,063 | 4,972 | 4,360 | 4,462 | 4,343 | 4,835 | 57,991 |
| Adult Easy Reader | 4 | 4 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 12 |
| Adult Equipment | 1 | 0 | 0 | 3 | 3 | 0 | 4 | 0 | 3 | 1 | 1 | 0 | 16 |
| Adult Fiction | 2,548 | 2,252 | 2,581 | 2,377 | 2,431 | 2,575 | 2,617 | 2,731 | 2,537 | 2,212 | 2,128 | 2,177 | 29,166 |
| Adult Graphic Novel | 43 | 95 | 100 | 41 | 75 | 67 | 85 | 78 | 33 | 56 | 72 | 61 | 806 |
| Adult Interlibrary Lo | 29 | 50 | 43 | 51 | 80 | 32 | 19 | 33 | 26 | 22 | 17 | 17 | 419 |
| Adult Large Print | 818 | 913 | 895 | 862 | 753 | 886 | 797 | 893 | 887 | 787 | 758 | 710 | 9,959 |
| Adult Magazine | 256 | 264 | 278 | 310 | 349 | 281 | 371 | 357 | 288 | 242 | 230 | 229 | 3,455 |
| Adult Music | 596 | 587 | 713 | 530 | 372 | 390 | 394 | 367 | 413 | 347 | 406 | 415 | 5,530 |
| Adult NonFiction | 1,456 | 1,366 | 1,344 | 1,443 | 1,318 | 1,308 | 1,282 | 1,275 | 1,173 | 1,115 | 1,119 | 1,145 | 15,344 |
| Adult Playaway | 13 | 29 | 21 | 18 | 6 | 13 | 16 | 26 | 26 | 7 | 9 | 11 | 195 |
| Adult Reference/Und | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Adult Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 3 |
| Adult VHS | 1 | 1 | 2 | 2 | 0 | 1 | 5 | 2 | 4 | 1 | 0 | 2 | 21 |
| Adult Total | 11,835 | 11,272 | 11,564 | 10,892 | 10,352 | 11,109 | 11,195 | 11,306 | 10,342 | 9,785 | 9,645 | 10,079 | 129,376 |
| Teen Audiobook CD | 19 | 33 | 31 | 27 | 33 | 33 | 36 | 27 | 34 | 35 | 35 | 25 | 368 |
| Teen DVD | 432 | 446 | 377 | 394 | 431 | 480 | 464 | 429 | 352 | 351 | 399 | 512 | 5,067 |
| Teen Fiction | 203 | 214 | 283 | 238 | 274 | 528 | 396 | 384 | 194 | 192 | 235 | 185 | 3,326 |
| Teen Graphic Novel | 50 | 30 | 55 | 87 | 48 | 177 | 127 | 72 | 29 | 31 | 57 | 60 | 823 |
| Teen Magazine | 6 | 1 | 0 | 6 | 11 | 7 | 1 | 5 | 0 | 0 | 12 | 2 | 51 |
| Teen Music | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 4 |
| Teen NonFiction | 27 | 19 | 21 | 25 | 30 | 34 | 38 | 30 | 27 | 20 | 19 | 17 | 307 |
| Teen Playaway | 1 | 0 | 1 | 0 | 3 | 4 | 5 | 1 | 4 | 14 | 1 | 4 | 38 |
| Teen Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Teen VHS | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Teen Video games | 109 | 105 | 131 | 119 | 113 | 139 | 110 | 92 | 96 | 72 | 108 | 97 | 1,291 |
| Teen Total | 848 | 848 | 899 | 897 | 943 | 1,402 | 1,178 | 1,041 | 737 | 715 | 866 | 902 | 11,276 |
| Child Audiobook | 140 | 146 | 121 | 124 | 96 | 266 | 193 | 146 | 95 | 116 | 112 | 79 | 1,634 |
| Child DVD | 1,579 | 1,661 | 1,590 | 1,595 | 1,431 | 1,794 | 1,864 | 1,651 | 1,213 | 1,383 | 1,433 | 1,316 | 18,510 |
| Child Easy Reader | 1,747 | 2,063 | 2,237 | 2,149 | 1,780 | 3,196 | 2,535 | 2,331 | 1,949 | 2,099 | 2,749 | 1,442 | 26,277 |
| Child Fiction | 850 | 791 | 863 | 710 | 940 | 1,539 | 1,256 | 1,091 | 689 | 840 | 856 | 523 | 10,948 |
| Child Game/Toy/Kit | 2 | 8 | 2 | 3 | 0 | 6 | 1 | 3 | 4 | 10 | 1 | 5 | 45 |
| Child Graphic Novel | 108 | 121 | 135 | 201 | 120 | 310 | 272 | 202 | 103 | 89 | 146 | 135 | 1,942 |
| Child Magazine | 13 | 20 | 19 | 18 | 14 | 49 | 23 | 28 | 4 | 12 | 5 | 14 | 219 |

| Child Music | 77 | 50 | 62 | 105 | 75 | 96 | 73 | 61 | 81 | 56 | 53 | 57 | 846 |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Item Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 0 |
| Child NonFiction | 651 | 669 | 718 | 864 | 603 | 946 | 851 | 686 | 718 | 539 | 938 | 435 | 8,618 |
| Child Playaway | 4 | 4 | 4 | 6 | 11 | 13 | 27 | 9 | 6 | 9 | 10 | 3 | 106 |
| Child Professional C | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 2 | 0 | 1 | 7 |
| Child Reference | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Child Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Child VHS | 0 | 0 | 0 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 6 |
| Child Total | 5,172 | 5,533 | 5,751 | 5,778 | 5,074 | 8,217 | 7,095 | 6,209 | 4,864 | 5,155 | 6,303 | 4,011 | 69,162 |
| Downloads - ebooks | 821 | 732 | 778 | 722 | 778 | 593 | 572 | 676 | 598 | 619 | 616 | 734 | 8,239 |
| Downloads - Audio | 242 | 183 | 219 | 201 | 232 | 217 | 257 | 255 | 248 | 261 | 242 | 272 | 2,829 |
| Downloads - Magazi | 60 | 52 | 46 | 43 | 43 | 35 | 44 | 26 | 26 | NA | NA | NA | 375 |
| Total Adult | 11,835 | 11,272 | 11,564 | 10,892 | 10,352 | 11,109 | 11,195 | 11,306 | 10,342 | 9,785 | 9,645 | 10,079 | 129,376 |
| Total Teen | 848 | 848 | 899 | 897 | 943 | 1,402 | 1,178 | 1,041 | 737 | 715 | 866 | 902 | 11,276 |
| Total Blu Ray | 237 | 194 | 189 | 161 | 192 | 215 | 218 | 186 | 180 | 181 | 197 | 208 | 2,358 |
| Total Child | 5,172 | 5,533 | 5,751 | 5,778 | 5,074 | 8,217 | 7,095 | 6,209 | 4,864 | 5,155 | 6,303 | 4,011 | 69,162 |
| Total Renewals | 3,538 | 3,780 | 3,935 | 3,556 | 4,038 | 3,734 | 4,097 | 4,117 | 3,582 | 4,114 | 3,967 | 4,217 | 46,675 |
| Total Circulation | 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 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 |
| 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 |
| Municipality | 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 | 2,857 | 12% | 2,531 | 11% | 2,123 | 11% | 2,159 | 11% | 2,201 | 11% | 1,993 | 10% | |
| Town of Farmington | 3,432 | 14% | 3,418 | 15% | 3,011 | 15% | 3,229 | 16% | 3,453 | 17% | 3,402 | 18% | |
| Town of Lind | 1,315 | 6% | 1,355 | 6% | 1,066 | 5% | 876 | 4% | 908 | 4% | 882 | 5% | |
| Town of Waupaca | 1,181 | 5% | 1,025 | 5% | 962 | 5% | 1,063 | 5% | 994 | 5% | 950 | 5% | |
| Town totals | 8,785 | 37% | 8,329 | 37% | 7,162 | 37% | 7,327 | 37% | 7,556 | 36% | 7,227 | 37% | |
| City of Waupaca | 9,306 | 39% | 8,906 | 39% | 7,611 | 39% | 7,833 | 40% | 8,732 | 42% | 7,722 | 40% | |
| Cities in Waupaca C | 798 | 3% | 853 | 4% | 678 | 3% | 587 | 3% | 793 | 4% | 801 | 4% | |
| Rural Waupaca Cou | 1,353 | 6% | 1,288 | 6% | 1,097 | 6% | 1,374 | 7% | 1,377 | 7% | 1,318 | 7% | |
| Portage County | 1,737 | 7% | 1,690 | 7% | 1,650 | 8% | 1,497 | 8% | 1,604 | 8% | 1,406 | 7% | |
| Waushara County | 1,140 | 5% | 1,108 | 5% | 914 | 5% | 809 | 4% | 534 | 3% | 572 | 3% | |
| Outagamie County | 185 | 1% | 175 | 1% | 122 | 1% | 209 | 1% | 138 | 1% | 154 | 1% | |
| Other | 380 | 2% | 373 | 2% | 328 | 2% | 146 | 1% | 101 | 0% | 116 | 1% | |
| | 23,684 | | 22,722 | | 19,562 | | 19,782 | | 20,835 | | 19,316 | | |

Assistant Director's Report for December 2016

Tablet Time sessions have been going fairly well. I've had eleven attendees this month but I expect to see that number increase over January as patrons get more devices for the holidays. I've had some difficult hardware experiences with very low budget tablets doing unexpected things and had a lovely conversation with a patron about how to set up a personal wi-fi network in her home without leasing hardware from her ISP.

Our microfilm computer finally died this month after twelve years of faithful service. Peg and I met with Neil from Clear Image to go over existing options for possible scanner replacement as long as we are going through this process. After getting quotes and discussing hardware options to continue to use our existing machine I ordered a new computer to run the old microfilm machine and scanner. The new computer will have the hardware capabilities to run a new microfilm scanner far into the future as well as run our old hardware. I will be putting Windows 7, 32 bit on the new computer so that it can run the old hardware. When we upgrade to a new scanner sometime in the future it'll need to be reconfigured with a new 64 bit operating system to run any new hardware from this vendor.

We will be looking to hire new circulation and paging staff and interviews will be held the morning of the 17th. We will be losing a couple employees in the near future and want to have this person trained so they are up to speed before we need them to fill in for us.

Adult computer use: 13

Study Room use: 94 Number of patrons using Internet in study rooms: 69

Meeting Room use: 36

Microfilm machine use: 2

Website sessions: 4557

Tech questions: 110

Respectfully submitted,
Dominic Frandrup

December 2016 – Children’s Dept. Board Report

You know the month is going to be great when you start with a major author visit! Jan Brett’s visit to Waupaca, despite the snowstorm, was a great success. Kudos to the exhibit room committee. Thanks to children’s dept. staff who worked that afternoon at the library and who volunteered at the Middle School in some way. We are still hearing wonderful recollections from patrons of that day.

I was happy to represent the library at the Taste of Christmas event this year at Spencer Lake. Of course, I shared Jan Brett stories (she was arriving the next day) and was surprised that this year I saw more people than in the past. My voice didn’t quite hold out until 4:00, but had a fantastic time with about 80 people.

We offered our 2nd quarter after school teacher talks to local educators at three schools. This time we talked about notable Social Studies trade books for children published in 2016. Teachers are so short of free time, they seem to enjoy when we can come and share our new books with them.

In preparation for our Coding Week (January 16-21, 2017), Angie Landsverk from the Waupaca Post is publishing a three-part series. Right after Christmas she introduced the idea of coding (computer programming and computational thinking) and why public libraries are getting involved. Last week, her feature was on our school partnership at the WLC/WMS, Crystal Vida, the technology instructor for Grades 3-5. I work closely with Crystal so that the library can supplement the technological experiences the students learn at school. She is an excellent role model for girls (and boys) in technology fields. This week, you will meet some coders from the Waupaca Foundry. Coding and tech industry are obvious economic development topics for businesses in our area. I hope you can join us for the screening of *Code: Debugging the Gender Gap*, on Tuesday, January 17, at 6:00. We are one of 20 public libraries in the state selected to host a screening.

Our “new look” continues to work its way to being complete. We traded some small wooden chairs for little poufs, installed new computer tables, added power strips to the new counter space, and recovered a seating area to match the new colors. We hope to have much of our new furniture in place by the end of January.

Staff was able to take some much needed vacation over the holidays. We approach 2017 with a new overall theme: *Imagine, Learn, Connect: Build a Better Community*. I hope you all enjoyed a restful holiday and look forward to the excitement and challenges of 2017.

Respectfully submitted,
Sue Abrahamson

December 2016 Board Report Teen Department/SLAG

Teen Department

Programming during the month of December was very slow for the teen department. Coding week was December 4-10 and we held programs on Monday, Wednesday and Friday: Tabletop Coding, Lego Robotics, and Hour of Code. In total for the week, we had 1 attendee. On the Early Dismissal Day, Dec. 23, Emily held a Holiday Olympics (aka Minute to Win it) with 3 attendees. During Holiday break, there were two programs: Magic the Gathering (0 attendees) on Dec 28 and Dungeons and Dragons (5 attendees) on Dec 29.

Emily visited Waupaca Middle School during the week of Dec 11 to book talk some great books to 7th and 8th grade students (317 students). She also talked about the amazing programs we offer, in hopes of raising attendance numbers.

Emily has been researching furniture options for the Teen Room to complete the update process, which is part of the greater project to update the entire library (paint, furnishings, etc.). Emily has been scouring catalogs and online furnishing vendors and taking her ideas to the teens that frequent the room (and those that work there, too). Emily plans to gather some ideas and meet with Bill from Office Outfitters to solidify some plans. With a quote from Bill, Emily plans to ask the Library Foundation for funds to move forward at their January meeting.

Respectfully submitted by Emily Heideman, Teen Services Librarian



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Values –

Waupaca Area Public Library strives to be:

Inclusive - opening doors for increasing engagement

Responsive – collaborating with partners to meet
community needs *Respectful* – a welcoming environment,
open yet private *Accessible* – by offering up-to-date

technology and resources

Vision

The Waupaca Area Public Library will be known as a community
resource that promotes innovation, technology, collaboration and all
forms of literacy.

Mission

The Waupaca Area Public Library is committed to offering opportunities for
innovation and engaged learning.

Tagline

Imagine - Learn - Connect

2017 Working Plan

Administrative:

Goal: Library Staff and Board will manage resources and make decisions
based on the mission, vision, and values.

1. Library staff will evaluate existing programs based on mission, vision and
values (by March 31, 2017)
2. Offer continuing education that will allow staff to stay true to mission,
vision, and values – ongoing
3. Provide and maintain resources that help meet mission, vision, and values –
ongoing

Goal: Hire, train, and maintain staff who can help meet mission, vision and values

1. Management Team will formalize, document, and share a schedule to train and evaluate new and existing staff (May 2017)
2. Management Team will explore a mentorship program to help new staff and provide leadership opportunities for existing staff (2017)

Marketing:

Goal: Implement a marketing plan that utilizes all available tools.

1. Introduce a marketing plan to be approved by Library Board and all staff by April 2017
2. Utilize the Marketing Plan for library services and programs
3. Redesign logo with tagline utilizing OWLS staff expertise.

Literacy

Goal: To provide individuals and families with the tools they need to be successful

Technology

1. Provide basic technology support and informal device training for patrons (ongoing)
2. Provide training for staff in technologies utilized by library patrons (ongoing)
3. Implement device reimbursement policy for staff members to encourage assistance to library patrons.
4. Use technology funds and grants to purchase devices to expand access -

Other Activities

1. Host an annual Community Read
2. Recruit library champions to create public service announcements.
3. Host author visits
4. Hold Community Conversations with teens to determine and address needs

Services

Goal: Increase access for Library Patrons

1. Examine, change and/or add policies and procedures to create better access (ongoing)
 - A. Circulation Policy
 - B. Meeting Room Policy
 - C. Procedures
 - D. New Gaming Policies
 - E. New Makerspace Policy
2. Do an in-depth study of current hours and use by December 2017.

Partners

Goal: Utilize community partners to provide services and programs

1. Staff will add to and share a list of Subject Matter Experts (SME) to be utilized by library staff. (ongoing)
2. Utilize community partners in program development
3. Connect with retail groups to work on special events. (ongoing)
4. Make and maintain connections with area schools. (ongoing)
5. Recruit, train and honor volunteers to assist with library programs and services. (ongoing)

Facilities

Goal: Provide sufficient parking for staff and patrons

1. Participate in plan for additional parking around the square. (2017)

Goal: Update Library Spaces

1. Create plan for installation of AMH (automatic materials handling) (2017-2019)
2. Work with City Hall on plan to update library outdoor space. (2017-2020)
3. Plan for digital outdoor sign (2017-2020)
4. Plan for additional electrical outlets in all departments (2017)

Goal: Finance library projects

1. Update capital plan annually
2. Create a wish list for donations based on facility plans
3. Explore fundraising opportunities (2017)