



107 South Main Street
Waupaca, WI 54981

Phone (715) 258-4414
Youth (715) 258-4417
www.waupacalibrary.org

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.

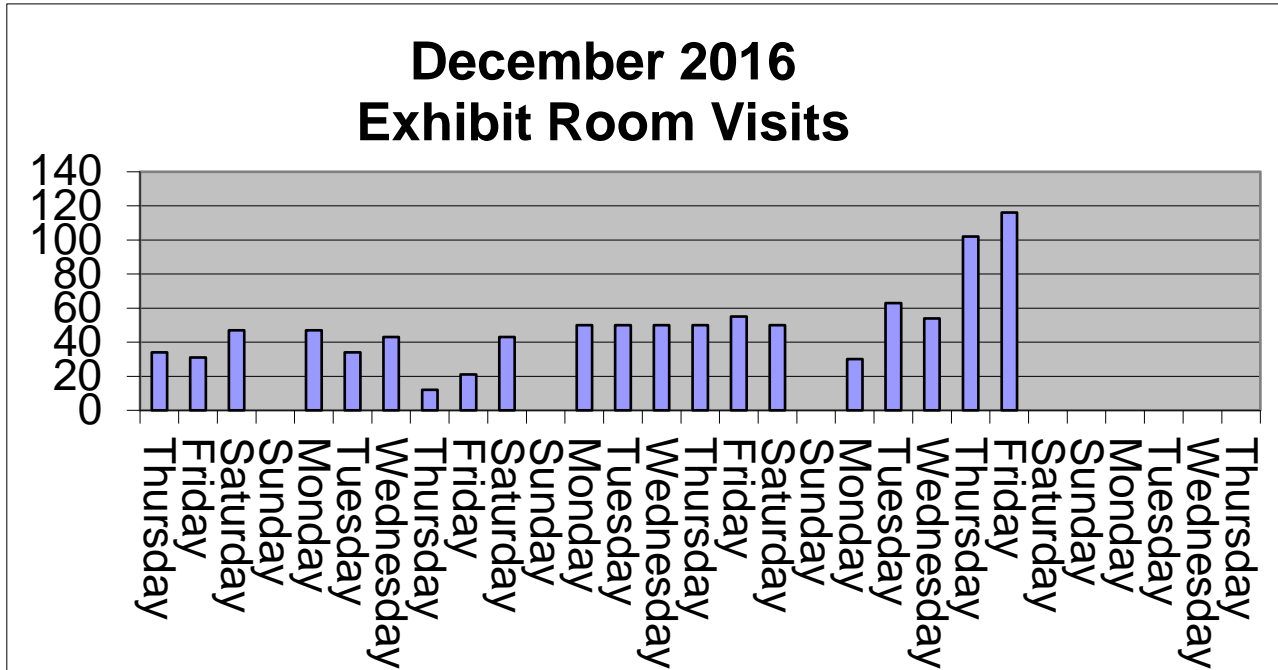
PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS.
THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

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

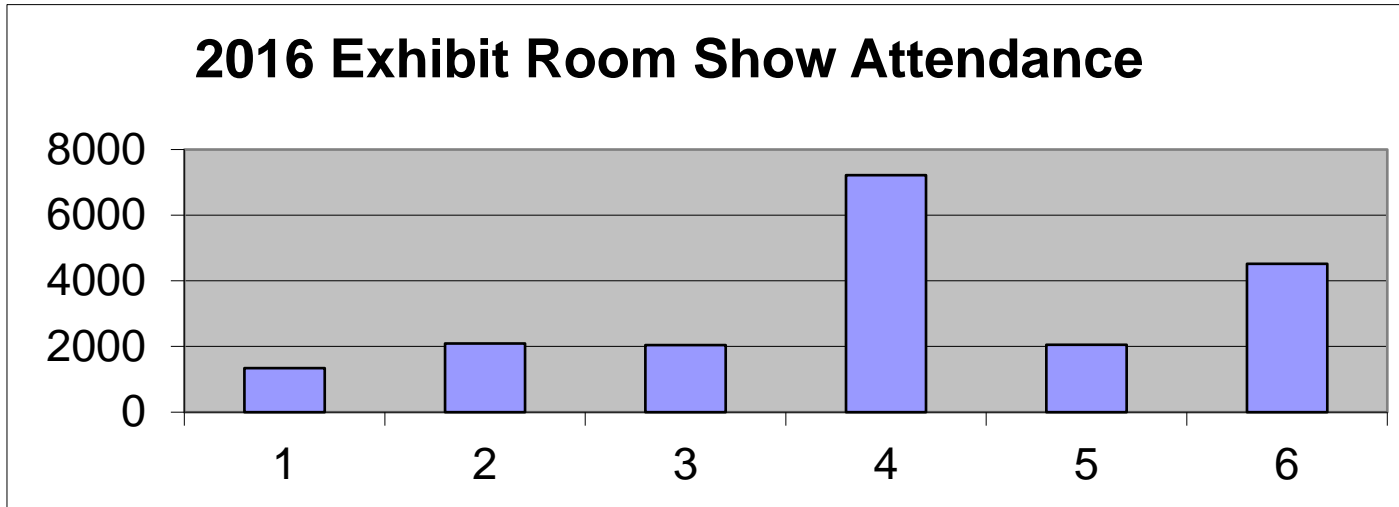


Exhibit Room Report

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: 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—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
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Expenses:

Ashley Gordon (time and supplies)	\$ 290.00
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Supplies	\$ 12.50
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Beverages	\$ 51.59
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Total	\$ 655.91
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Other 2016 Donations (not marked for "The World of Jan Brett" exhibit):

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



107 South
Main Street
Waupaca, WI
54981

Phone (715) 258-4414
Youth (715) 258-4417
www.waupacalibrary.org

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)