



WAUPACA AREA PUBLIC LIBRARY
 LIBRARY BOARD OF TRUSTEES MEETING AGENDA
 WEDNESDAY, JUNE 19, 2024, 4:30PM
IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. MINUTES FROM MEETING HELD WEDNESDAY, MAY 15, 2024
 - a. **ACTION ITEM: APPROVE** minutes of MAY 15, 2024 Meeting
4. MONTHLY BILLS FOR MAY 2024, **BILLS \$XX, PERSONNEL \$XX, Donations Expenditures \$XX**
 - a. **ACTION ITEM: APPROVE** MAY 2024 bills, personnel costs, and donation expenditures
5. LIBRARY EXHIBIT ROOM
 - A. Exhibit Coordinator’s Report
 - B. Chart of Visits
6. LIBRARY STATISTICS
 - A. Copy Income and Meeting Room Income Reports
 - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
 - C. Interloan Chart
 - D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation
7. DEPARTMENT REPORTS
 - A. Director’s Report
 - B. Adult Services Report
 - C. Youth Services Report
 - D. Teen Services Report

8. COMMITTEE REPORTS

- A. Finance Committee
 - a. No Meeting
- B. Planning Committee
 - a. No Meeting
- C. Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. No Meeting

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Presentation on the County Appropriations Process by Outagamie Waupaca Library System (OWLS) Director Bradley Shipps
- c. Head of Youth Services Job Description
 - i. **ACTION ITEM:** Approve amended version of Head of Youth Services Job Description.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, July 17, 2024 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND.

THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO
ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.
PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY
OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY MAY 15, 2024, 4:30PM

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

Meeting was called to order by Holly Olsen at 4:30 pm.

Julie Eiden, Sarah Hanneman, Melanie Peterson, Cory Nagel, Holly Olsen, John Turner, John Miller, and Alton Ross were present. Mary Zimmermann was absent. Library Director, Eric Bailey, Acting Head of Youth Services Jan Rademacher, and Program and Outreach Coordinator, Molly Reinke, and Youth on Board Alternate, Alisa Forseth were also present.

APPROVAL OF AGENDA

MOTION by J. Miller, SECOND by M. Peterson, to approve the agenda. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from April 17, 2024 Board Meeting.

MOTION by J. Miller, SECOND by M. Peterson, to approve the agenda with amendment. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Monthly bills for April 2024, BILLS \$81,737, PERSONNEL \$43,023, DONATIONS EXPENDITURES \$2,684.

MOTION by J. Turner, SECOND by C. Nagel to approve the April 2024 bills with personnel costs and donation expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

Exhibit Coordinator's report was shared. A chart of visits was included in the packet

Library Statistics

Copy Income **\$590.98**; Meeting Room Income **\$483.00**

Volunteer Hours **37.5**; Reference Transactions **1,325** Library Visits **7,851**; Internet Use: **816** wireless, **507** stations; Curbside service **23**; Total Library Programs **36**, Total Program Attendance **2,436**; Study Room Use **74**; Passport Applications **2**

Interloan Chart: **3,102** items loaned, **3,123** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,311**

Consortium Circulation Chart was presented.

Department Reports

Director's Report, Adult Services Report, Youth Services Report, and Teen Services Report were given.

Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee did not meet.

Old Business – None

New Business

Ethics and Fraud Policies were reviewed and placed on file. MOTION by J. Turner, SECOND by C. Nagel, that the Ethics and Fraud Policies were reviewed and placed on file. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

There was discussion of Library Officer Elections & Committee Assignments MOTION by H. Olsen, SECOND by J. Turner, to nominate Melanie Peterson as Library Board President. Motion was called three times. MOTION by H. Olsen, SECOND C. Nagel, to nominate Julie Eiden as Library Board Vice President. Motion was called three times. MOTION by J. Turner, SECOND H. Olsen, to nominate John Turner as Library Board Treasurer. Motion was called three times. 8 ayes, 0 nays, 1 absent. All Motions passed unanimously by voice vote. Committee assignments were determined.

Finance Committee: Melanie Peterson, Julie Eiden, John Miller, Cory Nagel, and John Turner

Personnel Committee: Melanie Peterson, Mary Zimmerman, Julie Eiden, Sarah Hanneman, and Cory Nagel

Planning Committee: Sarah Hanneman, Melanie Peterson, Alton Ross, John Miller, Cory Nagel, Holly Olsen and John Turner

Policy Committee: Sarah Hanneman, Melanie Peterson, Alton Ross, Cory Nagel, Holly Olsen, John Turner and Mary Zimmerman

Exhibit Room Committee: Melanie Peterson and John Turner

MOTION to approve Head of Adult Services Job Description as amended (Effective Date 6/3/2024) by J. Eiden, SECOND by J. Turner. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Announcements & Correspondence

OWLS Meeting: An OWLS meeting occurred.

Next meeting will be Wednesday, June 19, 2024, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by J. Turner, SECOND by C. Nagel, to adjourn. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:19 pm.

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Molly Reinke

2024 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00								\$0.20
2024 Running Total												
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00								
\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01	\$35.97	\$35.97	\$35.97
2022 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2024 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$580.46	\$484.37	\$580.97	\$590.98	\$589.02								\$2,825.80
2023 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.13	\$522.63	\$583.04	\$594.54	\$612.03	\$458.34	\$594.92	\$566.99	\$569.08	\$436.24	\$391.21	\$505.83	\$6,245.98
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09
2024 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$73.00	\$235.00	\$225.00	\$483.00	\$130.00								\$1,146.00
2023 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$110.00	\$140.00	\$255.00	\$50.00	\$175.00	\$116.05	\$435.00	\$440.00	\$80.00	\$125.00	\$81.00	\$95.00	\$2,102.05
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70
2024 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$277.88	\$254.82	\$223.98	\$200.37	\$209.51								\$1,166.56
\$0.00	-\$130.00	-\$16.99	-\$33.00	-\$24.00								-\$203.99
\$277.88	\$124.82	\$206.99	\$167.37	\$185.51								\$962.57
2023 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$257.90	\$480.71	\$314.06	\$176.99	\$346.21	\$147.03	\$132.00	\$504.10	\$441.49	\$320.78	\$162.90	\$250.31	\$3,534.48
-\$56.45	-\$71.00	-\$41.99	-\$104.99	-\$83.99	-\$52.98	-\$6.99	-\$88.95	-\$113.26	-\$80.00	-\$73.95	\$0.00	-\$774.55
\$201.45	\$409.71	\$272.07	\$72.00	\$262.22	\$94.05	\$125.01	\$415.15	\$328.23	\$240.78	\$88.95	\$250.31	\$2,759.93
2022 Material Replacement												

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$111.12	\$2,328.52
2024 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$238.62	\$137.98	\$98.69	\$165.32	\$89.17								\$729.78
2023 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$93.53	\$111.22	\$51.12	\$67.90	\$48.72	\$113.23	\$77.80	\$113.17	\$58.46	\$91.67	\$189.60	\$74.65	\$1,091.07
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51
2024 Passports												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$350.00	\$910.00	\$595.00	\$120.00	\$525.00								\$2,500.00
2023 Passports												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$140.00	\$245.00
2024 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$63.00	\$98.09	\$565.00	\$95.20	\$6.35								\$827.64
2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90	\$ 120.15	\$ 12.55	\$1,006.40
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$ 3,709.30	\$ 2,089.40	\$ 53.15	\$ 75.22	\$ 464.30	\$ 53.50	\$ 65.40	\$ 52.65	\$ 264.60	\$ 14.60	\$ 6.40	\$7,041.17

Library Usage 2024

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	1,063	919	1,019	1,325	1,264								5,590
2023	888	688	804	609	800	764	1,053	874	887	1,039	766	836	10,008
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	6,417	7,562	7,835	7,851	7,155								36,820
2023	6,152	6,111	8,152	6,326	7,479	8,152	8,550	9,012	6,784	8,342	6,838	6,625	88,523
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 wireless	627	689	746	816	810								3,688
2024 stations	448	421	477	507	447								2,300
2023 wireless	585	636	783	728	822	943	1,010	1,059	719	1,005	717	650	9,657
2023 stations	488	422	584	506	504	586	494	563	474	469	404	366	5,860
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	23	44	26	23	23								139
2023	60	40	44	25	40	44	27	28	27	24	17	20	396
2022	174	128	105	82	54	61	53	57	56	39	48	46	903

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	17.75	23.5	47	37.5	47.2								173
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75	11.7	163
2022	11	14	25	25	26	26	19	28	18	13.5	11.5	6	223

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	8	8	10	7	2								35
2024 attendance	106	73	119	68	4								370
2023 programs	3	2	2	4	3	4	4	2	3	10	6	8	51
2023 attendance	17	8	14	52	58	37	75	8	19	117	38	64	507

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	7	11	12	14	8								52
2024 attendance	324	400	528	538	323								2,113
2023 programs	16	13	13	13	20	16	20	18	16	24	17	11	197
2023 attendance	578	385	489	433	1,603	526	628	542	383	1,449	559	233	7,808

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	1	3	2	7	2								15
2024 attendance	47	143	570	1,796	77								2,633
2023 programs	1	4	4	3	8	21	8	18	7	5	2	9	90
2023 attendance	30	463	84	235	267	950	579	485	205	345	21	495	4,159

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	0	5	3	8	4								20
2024 attendance	0	29	17	34	107								187
2023 programs	7	5	6	0	6	6	15	11	3	4	2	11	76
2023 attendance	146	31	36	0	400	23	88	38	22	27	2	766	1,579

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	68	92	78	74	68								380
2023			120	71	88	96	100	122	65	93	59	41	855

Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	10	24	17	2	15								68
2023							0	0	0	0	3	4	7

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	5	6	8	9	7								35
2023							6	3	2	3	5	6	25

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	2,426	3,711	3,623	3,610	3,870								17,240
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535

May 2024 Interlibrary Lender/Borrower Statistics

Library	Code	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,074	1,360	(286)	0.79
Appleton	OOAPL	8,527	9,994	(1,467)	0.85
Baileys Harbor	NDBAI	486	453	33	1.07
Birnamwood	NSBIR	526	147	379	3.58
Black Creek	OOBCL	1,776	782	994	2.27
Bonduel	NSBON	285	788	(503)	0.36
Clintonville	OWCPL	1,975	1,060	915	1.86
Coleman	NMCOL	380	948	(568)	0.40
Crivitz	NMCRI	554	1,251	(697)	0.44
Egg Harbor	NDEGG	539	455	84	1.18
Ephraim	NDEPH	310	106	204	2.92
Fish Creek	NDFIS	293	245	48	1.20
Florence	NFFLO	343	338	5	1.01
Forestville	NDFOR	513	288	225	1.78
Fremont	OWFPL	590	603	(13)	0.98
Gillett	NOGIL	452	297	155	1.52
Goodman	NMGOO	63	239	(176)	0.26
Green Earth	NBON2	112	8	104	14.00
Hortonville	OOHPL	1,282	2,224	(942)	0.58
Iola	OWIVL	1,010	865	145	1.17
Kaukauna	OOKAU	2,768	3,065	(297)	0.90
Kewaunee	NKKEW	1,489	1,048	441	1.42
Kimberly	OOKIM	2,612	3,545	(933)	0.74
Lakewood	NOLAK	703	694	9	1.01
Lena	NOLEN	458	177	281	2.59
Little Chute	OOLIT	2,600	3,833	(1,233)	0.68
Manawa	OWMAN	1,044	684	360	1.53
Marinette	NMMRT	1,369	1,540	(171)	0.89
Marion	OWMAR	963	816	147	1.18
Mattoon	NSMAT	86	100	(14)	0.86
New London	OWNLP	1,929	1,441	488	1.34
NFLS	NFLS	-	17	(17)	-
Niagara	NMNIA	327	420	(93)	0.78
Oconto	NOOCO	938	823	115	1.14
Oconto Falls	NOOCF	1,429	658	771	2.17
Oneida	NBONE	628	158	470	3.97
OWLS	OWLS	13	2	11	6.50
Peshtigo	NMPES	284	493	(209)	0.58
Scandinavia	OWSCA	439	315	124	1.39
Seymour	OOSEY	1,823	1,202	621	1.52
Shawano	NSSHA	2,191	2,046	145	1.07
Shiocton	OOSHI	627	375	252	1.67
Sister Bay	NDSIS	1,091	1,016	75	1.07

Sturgeon Bay	NDSTR	2,499	2,882	(383)	0.87
Suring	NOSUR	673	625	48	1.08
Tigerton	NSTIG	282	355	(73)	0.79
Washington Island	NDWSH	254	257	(3)	0.99
Waupaca	OWWAU	2,831	2,864	(33)	0.99
Wausaukee	NMWAS	446	426	20	1.05
Weyauwega	OWWEY	1,142	651	491	1.75
Wittenberg	NSWIT	214	263	(49)	0.81
TOTAL		55,242	55,242	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	11,835	9,456	21,291
OWLS libraries	9,084	24,867	33,951
Total	20,919	34,323	55,242

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

YTD Items Loaned	Items Borrowed	Net	Ratio
5,903	7,009	(1,106)	0.84
41,546	47,737	(6,191)	0.87
2,650	2,545	105	1.04
2,587	1,100	1,487	2.35
9,580	4,706	4,874	2.04
1,591	4,241	(2,650)	0.38
10,822	5,311	5,511	2.04
2,275	4,649	(2,374)	0.49
3,128	6,663	(3,535)	0.47
2,573	2,393	180	1.08
1,648	537	1,111	3.07
1,475	1,121	354	1.32
2,005	2,091	(86)	0.96
2,694	1,528	1,166	1.76
3,094	3,471	(377)	0.89
2,687	1,373	1,314	1.96
442	1,223	(781)	0.36
639	40	599	15.98
6,906	12,284	(5,378)	0.56
5,424	4,855	569	1.12
14,395	17,339	(2,944)	0.83
8,008	5,887	2,121	1.36
14,212	19,338	(5,126)	0.73
3,770	3,949	(179)	0.95
2,462	951	1,511	2.59
12,893	21,484	(8,591)	0.60
5,316	3,898	1,418	1.36
7,716	8,598	(882)	0.90
5,687	4,012	1,675	1.42
470	518	(48)	0.91
10,502	7,554	2,948	1.39
-	68	(68)	-
1,713	2,192	(479)	0.78
5,061	4,507	554	1.12
7,749	3,742	4,007	2.07
3,566	705	2,861	5.06
28	13	15	2.15
1,722	2,585	(863)	0.67
2,617	1,929	688	1.36
9,293	7,274	2,019	1.28
12,578	11,120	1,458	1.13
3,250	1,893	1,357	1.72
5,744	5,465	279	1.05

13,278	13,748	(470)	0.97
3,753	3,107	646	1.21
1,475	1,692	(217)	0.87
1,469	1,369	100	1.07
15,075	15,730	(655)	0.96
2,393	2,674	(281)	0.89
6,131	3,640	2,491	1.68
1,062	1,199	(137)	0.89
293,057	293,057	-	1.00

Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
64,186	52,100	116,286
46,390	130,381	176,771
110,576	182,481	293,057

Circulation Statistics 2024

Circulation Statistics 2024													
Waupaca 2024 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2024 Downloads - ebooks	1,124	980	1,069	993	956								5,122
2023 Downloads - ebooks	1,087	1,074	1,089	1,060	1,009	1,011	1,078	1,088	945	1,059	969	991	12,460
2023 Downloads - Audio	1,194	1,120	1,158	1,175	1,211								5,858
2023 Downloads - Audio	1,126	1,077	1,199	1,128	1,130	1,048	1,072	1,211	1,118	1,172	1,100	1,069	13,450
2024 Downloads - Magazine	324	331	371	113	209								1,348
2023 Downloads - Magazine	63	62	50	29	35	45	22	50	78	242	294	324	1,294
2024 Downloads - Hoopla	351	358	390	408	383								1,890
2023 Downloads - Hoopla	259	246	278	249	276	287	281	330	322	306	342	316	3,492
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,331	2,577	3,012	2,716	2,587								13,223
Checkouts	9,740	9,899	9,836	9,595	8,706								47,776
Total Circulation w/renewals	12,071	12,476	12,848	12,311	11,293	0	0	0	0	0	0	0	60,999
2023 Totals	12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
2022 Totals	12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	10,391	146,290
2021 Totals	9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality							
Town/City/County	January	February	March	April	May	Total	2024
Dayton	1,535	1,691	1,431	1,489	1,201	7,347	12%
Farmington	1,924	2,092	1,903	1,792	1,710	9,421	15%
Lind	349	489	438	511	525	2,312	4%
Waupaca (Town)	684	818	886	764	584	3,736	6%
Town Total	4,492	5,090	4,658	4,556	4,020	22,816	37%
Waupaca (City)	4,140	4,080	4,540	4,333	4,251	21,344	35%
Waushara County	506	460	629	719	519	2,833	5%
Portage County	1,080	1,115	1,020	948	973	5,136	8%
Other	1,853	1,731	2,001	1,755	1,530	8,870	15%
Total	12,071	12,476	12,848	12,311	11,293	60,999	

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,660	739	3,399	15,404	4,044	19,448
Appleton	30,776	12,251	43,027	162,120	63,632	225,752
Black Creek	1,888	615	2,503	10,758	3,889	14,647
Clintonville	2,989	879	3,868	18,622	4,191	22,813
Door Cty - Baileys Harbor	1,156	251	1,407	5,119	1,280	6,399
Door Cty - Egg Harbor	999	184	1,183	4,915	1,139	6,054
Door Cty - Ephraim	252	69	321	1,139	311	1,450
Door Cty - Fish Creek	509	87	596	1,987	403	2,390
Door Cty - Forestville	625	278	903	3,061	1,206	4,267
Door Cty - Sister Bay	2,516	759	3,275	12,605	3,292	15,897
Door Cty - Sturgeon Bay	7,357	2,216	9,573	36,456	9,750	46,206
Door Cty - Washington Island	603	121	724	2,992	632	3,624
Florence	744	113	857	4,406	594	5,000
Fremont	1,562	530	2,092	7,064	2,613	9,677
Gillett	426	88	514	2,364	576	2,940
Hortonville	4,839	1,448	6,287	25,034	7,852	32,886
Iola	1,528	387	1,915	8,413	2,381	10,794
Kaukauna	9,045	2,481	11,526	47,248	12,806	60,054
Kewaunee	2,361	1,056	3,417	13,538	4,652	18,190
Kimberly	10,563	2,670	13,233	51,728	15,485	67,213
Lakewood	1,829	486	2,315	9,888	2,626	12,514
Lena	424	131	555	2,105	578	2,683
Little Chute	8,620	2,566	11,186	44,980	14,713	59,693
Manawa	1,399	403	1,802	8,917	2,045	10,962
Marinette Cty - Coleman	1,489	600	2,089	7,755	2,641	10,396
Marinette Cty - Crivitz	2,071	533	2,604	10,646	3,201	13,847
Marinette Cty - Goodman	286	43	329	1,296	260	1,556
Marinette Cty - Marinette	3,406	1,020	4,426	18,672	5,268	23,940
Marinette Cty - Niagara	514	221	735	2,856	1,030	3,886
Marinette Cty - Peshtigo	737	257	994	4,206	1,468	5,674
Marinette Cty - Wausaukee	905	227	1,132	5,354	1,173	6,527
Marion	2,017	655	2,672	9,674	2,871	12,545
New London	4,301	1,038	5,339	21,050	4,548	25,598
Oconto	1,937	633	2,570	10,523	2,639	13,162
Oconto Falls	2,220	551	2,771	13,126	2,725	15,851
Oneida Tribal - Green Earth	10	1	11	82	33	115
Oneida Tribal - Oneida	367	116	483	1,629	515	2,144
Scandinavia	318	209	527	2,010	1,024	3,034
Seymour	2,318	998	3,316	13,438	5,128	18,566
Shawano Cty - Birnamwood	894	119	1,013	9,413	1,026	10,439
Shawano Cty - Bonduel	814	412	1,226	5,148	1,940	7,088
Shawano Cty - Mattoon	130	39	169	664	151	815
Shawano Cty - Shawano	6,680	1,591	8,271	35,897	8,021	43,918
Shawano Cty - Tigerton	606	204	810	2,984	795	3,779
Shawano Cty - Wittenberg	408	92	500	2,394	510	2,904
Shiocton	645	165	810	3,623	680	4,303

Suring	1,235	357	1,592	6,342	1,553	7,895
Waupaca	8,706	2,587	11,293	47,776	13,223	60,999
Weyauwega	1,471	524	1,995	7,222	2,847	10,069
Total	140,155	44,000	184,155	744,643	225,960	970,603

Posted 06/03/24

Director's Report

Error in Implementation of Hoopla Setup

A long-standing error in Hoopla setup was identified during a system update the week of June 3rd. The update addressed an issue with a small number of patrons abusing the COVID-era rule extending Hoopla checkouts to online registrants before they came in to verify ID. This inadvertently revealed that Midwest Tapes (who manage Hoopla) had set up our account to allow checkouts to patrons with Weyauwega as their home agency. Up to 10% of Hoopla checkouts in recent months have been from Weyauwega patrons.

The error in implementation has been fixed, and I am checking to make sure no new errors have occurred. Hoopla is running a report on usage by Weyauwega patrons, and will be providing us with a credit. We have been working with the disappointed patrons, some of whom have opted to visit and make us their home agency in order to retain access.

New Tech Services Coordinator

With four very strong internal candidates, the decision on our new Technical Services Coordinator was a challenging one. After discussion and consideration, I have offered the position to Laura Jandacek. Laura has been with the Library since 2019, first as Adult Program Coordinator and then as a part-time Library Associate. Prior to that, Laura had spent 8 years working for the Outagamie Waupaca Library System as their Circulation Specialist.

Page and Teen Room Positions

Library Assistant Tyler Smidt has submitted his 2 weeks' notice, and will be leaving the Library's staff. We have posted seeking applicants to fill shifts paging and working in the Teen Room. Applications closed on Friday, June 14, and Taylor Wilcox, Jan Popple and I will be meeting to discuss the interview process on Monday.

County Planning Process

An update on the County Appropriations Planning Process is included in your Board Packet, and Bradley Shipps will be joining us to speak about the steps in the process ahead. In the current 5 year plan, which is coming to an end, the County had made a commitment to reimburse municipal Library's at 100%. This is well above the 70% they are required to do. As the plan is generally followed once approved by the County Board, this represents an important window for discussion and advocacy with the County.

Respectfully submitted,

Eric Scott Bailey

Adult Programs and Services Report May 2024

May Programs

- **Wednesday May 1** Lunch and Learn: Tracy Behrendt Historical Society-32 people
- **Thursday May 2nd** First Thursday Film: Spiral Staircase-12 people
- **Friday May 10** Plant Exchange-32 people
- **Thursday May 23rd** ELL Tutor Training Fox Valley Literacy Hosted
- **¿Comó se dice?** 6 people over the month (skipped last week of the month)
- **Engagement Table**
 - May-Coloring Books, Puzzle Books, and Origami Stars

Lunch and Learn this month was with Tracy Behrendt from the Waupaca Historical Society. Her presentation was very educational and interesting, sharing about her programs and projects. One in particular that was new to many of our patrons was the correction of the Chief Waupaca myth and correcting a historical marker in Marion. We also got a recommitment of funding from our Library Friends for the 24/25 season. Laura and I met with Jessica from Synergy to brainstorm and start scheduling the coming season. I'm happy to say that 2024 is mostly booked, with several tie-ins to the Exhibit Room, and a few in the works for early 2025, including a collaboration with Winchester. We're looking forward to our December program, Madrigal Singers and tales from behind the beard with Dale Feldt.



I held our 2nd annual Plant Exchange on the front lawn. Many people came to exchange plants, and chat about the plants in their garden. I also put out some recently donated books from Glenda's home library that had recently been donated to us, and sold almost all of them over that day and the next. The extra plants went on the lobby plant cart and were gone within a couple days. The plant cart continues to see constant action, and I have retired the tracking as it has shown its sustainability. It may look



Adult Programs and Services Report
May 2024

empty often, but only because new drop offs get grabbed so quickly!

¿Comó se dice? Has been down in attendance, mostly due to conflicting work schedules of some of our regular attendees. But our mission of helping our Spanish speakers is going strong, and by working with Fox Valley Literacy we held a second ELL Tutor training at the end of May. Their interest in both being a tutor and attending classes is up so much that they will now be having two classes at the library each week. We've also had recent interest in Haitian Creole, which they will also be providing services for. We are thrilled that we can help connect these people! We now have posters up in English, Spanish and Haitian Creole.

-Respectfully submitted by Molly Reinke

Adult Services Report

The first couple of months as the Head of Adult Services has gone quite fast, as of right now I am still working two positions. I worked with Director Eric Bailey on the Tech Position description and realized there will have to be some updating. We hoped to get that accomplished before interviews.

I have been working with Director Eric Bailey and Amanda Lee from OWLs on trying to streamline the ordering and cataloging process so we can try to get our items out on the shelves and into the hands of our patrons faster.

We have been working with OWLs on the new 16-17 year olds policy and how that will affect our patrons and staff when it comes to entering patron data and changing patron information on those birthdays.

If the patron is age 16 or older, Chapter 43.30 states, "Records... indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed..." except under a narrow range of exceptions.

The state park passes that were introduced for check out in May seem to be gathering a lot of interest. A few were checked out prior to the Memorial Weekend. I believe the marketing was a big success this year.

We have added a couple more volunteers to our ranks, Myles will be doing the picklist for us on Monday mornings and also covering books. Then we have Braxton, he will also be working on the picklist and shelving material.

We recorded our third podcast on May 17th and added a polling question to see if we can get some audience participation and feedback.

I am also working on setting up a Patreon for the library. Patreon is a platform where we can share our podcast and create a space where we can promote the library and receive donations.

FREE ENGLISH LANGUAGE CLASSES
For adults!

Tuesdays 10:00-11:00AM
Wednesdays 5:00-6:00PM
Waupaca Public Library

Enroll in classes and meet the teachers

- Tuesday, June 25th
12:30-1:30 or 5:00-6:00PM
- Text or call (920) 234-8041

Classes Begin

- Tuesday, July 9th 10:00-11:00AM
- Wednesday, July 10th 5:00-6:00PM

FOX VALLEY LITERACY
WAUPACA AREA PUBLIC LIBRARY
(920) 234-8041

Adult Programs and Services Report
May 2024

We also received our Library Road Trip supplies. This is a program promoted by OWLs to make patrons aware of all the libraries in our system. There are 49 libraries in 10 counties participating in the Road Trip which goes from Memorial weekend until the end of Labor Day weekend. Patrons are encouraged to travel to the other libraries and check something out, participate in a program, or just talk to the staff. When they do that they will get their booklet stamped and after every 10 stamps they can fill out an entry form to win a prize at the end of the promotion.

Along with all of the items mentioned, staff is also gearing up for the Summer Library Program which is right around the corner. We are looking forward to summer and the fun ahead!

-Respectfully submitted by Jan Pople

Children’s Department Report for May, 2024

Once again, Marcie provided a challenging scavenger hunt, which encouraged families to find adventure at their library through letter and number recognition. Speaking of scavenger hunts, the CEC 5th graders included the Waupaca Public Library in their quest to answer their teacher’s challenge, “How can we, as city planners, create a fully functioning city?” On the morning of May 10th, these CEC students visited and inquired of downtown business owners what responsibilities and skill sets were needed to effectively run various businesses. The library was the final stop, inviting 19 students and their chaperones to discover more about the running of the library.



On May 9th, we met with Laura Reynolds of the Art Hub to discuss our partnership during our summer programs. The Art Hub, along with 4-H AmeriCorps volunteer, Alison Acker, and Penny Tank 4-H program educator, will be a welcome addition to some of our programs this summer providing STEAM activities.

On May 18th, we took nature and art activities to help the Historical Society celebrate Family Fun Day at the Depot. Families decorated collection jars, wrote in journals, and enjoyed the model trains.

On May 24th we were invited to partner with WLC and the Parks and Recreation Department on Eco Park Day. Third grade classes rotated between several stations heightening their awareness of several ecology related topics. Unfortunately, a sudden rainstorm moved the event to the campus of WLC, but the learning continued.

Because of a nightmare in scheduling possibilities, we were unable to visit the schools in person and tell students about our fun activities available to them this summer. We did, however, make a short informational video that was sent along with summer fliers to all teachers to share with their classes at the teachers’ convenience.

- Babygarten and Story Time attendance.....266
- Eco Park.....115
- Depot Day.....45
- Library scavenger hunt.....40
- CEC challenge.....19

Respectfully Submitted,
Jan Rademacher

May 2024 Board Report Teen Department

May is the month of final summer prep-work for the Teen Room. Between hosting and planning programs, school visits, and more, our Teen Staff was certainly busy!

Taylor reached out to Sarah Hanneman at the Waupaca Middle School to set up times when she could visit and talk with the 5th grade about all the amazing things that the library will be doing in the summer. They scheduled two class visits a day on May 28th, 29th and 30th. The most important thing at this talks was reminding these students that they could come and hang out at the library once school let out, and that they could finally experience the Teen Room. We saw anywhere from 18-25 students per class period, and these talks definitely left an impression. Once school released on June 6th, the Teen Room saw a huge boost in foot traffic, teens signing up to play games, and program attendance. And a large chunk of these numbers are those 5th grade students going into 6th grade. Thanks again to Sarah for making these visits possible!

Taylor also worked with Jan, Paula, and Molly from the Children's Department to record a promotional video for any interested teachers in our school district to show to their students. Not only was it helpful, it was a blast to make! Taylor and Paula also worked together to help bring a fun new prize to our program this summer called Creature Cards. As patrons read throughout the summer, they can add new cards to their collections and watch as the creatures grow alongside them. Not only are they fun to collect, but patrons will be able to play different games like Rock, Paper, Scissors and War with these cards they've collected. If they are popular, we may consider offering more during future reading challenges so that they can collect new cards.

Teen Volunteer Agents met on May 1st and discussed programs to do during the summer. One program that was brought back to our attention was the Teen Hot Ones Spice Challenge and the other was the Teen Summer Bash. TVA asked if we could get a fridge in the Teen Room/provide more food in the space for teens coming to the library. While we are unable to provide a fridge at this time, we did discuss providing snacks at programs when we're able. This may be an avenue TVA wants to explore supporting in the future.

Listed below are all of our May events, the staff member who hosted each one, and number of participants that attended:

- May 1st Teen Volunteer Agents – 5 participants. Led by Taylor W.
- May 3rd and May 22nd Teen Dungeons and Dragons – 4, 4 participants. Led by Simon B.
- May 15th Let's Talk About That – 8 participants. Led by Taylor and Lacey from Cap Services.
- May 28th, 29th, 30th - 5th Grade SLP talks with Taylor – 25, 20, 30, 32, 20, 18

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

June 12th, 2024

Current Job Description



Position Description

Job Title	Youth Services Librarian
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work	
This position provides and promotes services, programs and library operations to the young people and families of Waupaca and the surrounding areas.	
Supervision	
Received	Library Director
Exercised	Supervises Assistant Children’s Services Librarian, Children’s Program Librarian, Teen Librarian, Library Assistants and Pages.

Teamwork

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs collection development and maintenance to provide current and popular materials to the public; reads professional journals and reviews; compares core collection to recommended reading lists; selects items and arranges purchase; weeds out damaged or outdated items; reviews items for repair or discard; reports budget spending and maintains records of expenditures.
- Performs in-house programming to promote literacy and library resources to the community; plans, schedules, implements and evaluates programs; performs marketing activities to promote library services and programs; e.g., creates promotional materials; updates website and utilizes social media; speaks to community groups and makes appearances on local radio and TV.
- Performs outreach services in the community including school visits and participation in local service organizations to promote library services and increase circulation.
- Provides assistance to patrons; participates in programs; answers reference questions; shows patrons how to use catalog and computer systems; instructs on resources available; supervises operation of circulation desk; registers computer users, Internet users and A/V equipment; provides reader advisory services; assists in Adult Department when needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree in Library and Information Science preferred and 1 – 3 years of Youth Services librarian experience (more experience may substitute for less education); or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Youth literature, programs, policies and procedures • Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	<ul style="list-style-type: none"> • Provide effective leadership to youth services staff and programming • Work well with youth and teens and foster their interest in reading • Communicate effectively both orally and in writing • Establish and maintain effective working relationships with supervisors, coworkers and the general public
Skill in	<ul style="list-style-type: none"> • Public relations • Organization and time management • Creative thinking and problem solving

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

Proposed Revision of Head of Youth Services Job Description

WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

JOB DESCRIPTION

Position Title:	Head of Youth Services Librarian
Department/Location:	Public Library
Reports To:	Library Director
Employees Supervised:	Youth Services Department Staff
Employment Status:	Full-Time Hourly

Position Summary:

This position is responsible for leading the Library's Youth Services Department in providing programming, services, collections, community outreach and assistance to young people and families. Provides dynamic leadership in planning and executing outreach projects to promote literacy and library resources in the community. The position supervises the staff members assigned to Youth Services and work by all staff members within the department. The employee regularly works at the Youth Services Desk and provides friendly and efficient service to patrons of all ages.

Qualifications:

- Education: high school diploma or equivalent. An undergraduate or graduate degree in library science, or progress towards a degree, is viewed favorably.
- Experience: 1-3 years of public library experience, experience in supervising staff and managing library services; or any equivalent combination of education, training and experience which provides the following knowledge, ability and skills:
 - Youth literature, programs, policies and procedures
 - Library services and procedures.
 - Business English (grammar, spelling, punctuation and tone).
 - Effective written and oral communication.
 - Outreach and public relations.
 - Organization, supervision and time management.
 - Customer service.

Position Duties:

The functions listed below are not an exhaustive list of responsibilities.

Duties:

- Checks materials in and out.
- Answers phone, directs calls and calls patrons regarding holds and problem items with proper etiquette.
- Registers patrons, and maintains and updates records, according to procedure.
- Describes library services to patrons.
- Assists patrons with technology including copier, eReaders, basic computer programs, library catalog and computer visitor passes.
- Assists with opening and closing departments. Supervises opening and closing when needed.
- Attends meetings, reads blog and actively participates.
- Shelves and shelf-reads library materials according to library practices.
- Maintains knowledge and skills for completing library services and procedures.
- Collects materials from book drops.
- Develops and presents programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Is responsible for library when other administrative staff is unavailable.
- Assists with public relations, marketing, and staff training.
- Develops assigned youth collections according to professional standards.
- All full time staff members perform added responsibilities as assigned.

Managerial Duties:

- Hires, trains, evaluates and supervises all staff who work in the Youth Services Department.
- Respects and enforces policies regarding patron confidentiality.
- Holds regular meetings with supervised staff.
- Participates as part of the Managerial Team.
- Serves on the Marketing and Programming Committees.
- Regularly attends Library Board meetings.
- Tracking and balancing expenditures for multiple budget lines.
- Provides support and assistance to Library Director in operation and planning for the Library.
- Performs collection development and maintenance to provide current and popular materials to the public.

- Supervises creation and implementation of all Youth and Family programming and services provided, whether in the Library or elsewhere, in addition to leading many of the departments programs.
- Performs outreach services in the community including school visits, and participation in local service organizations.

Job Expectations:

Teamwork

- Positive and effective relationships/interactions with teammates.
- Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and takes direction.
- Provides assistance and performs additional duties as assigned.

Customer Service

- Is fully present and gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons.
- Promotes a positive public image to community members, patrons and teammates.

Personal Attributes Required:

- Must gain basic knowledge of library services and procedures, related software/systems, the Internet, policies and procedures.
- Must gain a detailed knowledge of circulation system, material repair, security system and ordering procedures.
- Must be pleasant and helpful, well organized and detail oriented.
- Must be patient and able to respond helpfully in situations where patrons may be impatient or exhibit frustration.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills.
- Must understand the need for teamwork, timeliness, accuracy and service.
- Must be able to maintain self-control without exhibiting negative behaviors.
- Must be able to interact with patrons and officials to accomplish tasks.
- Must be able to assume responsibility and work with a high level of independence.

Essential Physical/ Mental Requirements:

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.

2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with community members, library patrons and employees both in person and over the telephone to provide information and assistance.
4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.
6. Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment.
7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
8. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math.
11. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Prepared by: GovHR USA
September 2015
Revised by staff
June 19, 2024

Outagamie Waupaca Library System
Board of Trustees
April 18th, 2024, Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Looker.

PRESENT: Mitesh Ajmera, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins (arrived at 6:13pm), Steve Hart, Wendy Hartman, B Looker, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

EXCUSED: Tyler Baeten, Cindy Fallona, Lila Malvik-Shower.

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

Thompson moved, seconded by Gilbert, to approve the March 21st, 2024, meeting minutes as presented. Motion carried.

Ver Voort moved, seconded by Frola, to accept the March 2024 financial report and file for audit. Motion carried.

Hartman moved, seconded by Ajmera, to approve the March 2024 and April 2024 checks numbered 33701 - 33746 inclusive in the amount of \$2,068,366.96 and payroll-related expenditures in the amount of \$79,534.54. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees reviewed preliminary 2025 county funding calculations for home and adjacent counties. No action taken.

Trustees discussed the process for revision of County Library Service Plans. No action taken.

Trustees reviewed the Compensation Policy. No action taken.

Trustees reviewed Trustee Essentials Chapter 4: Effective Board Meetings and Trustee Participation.

Having completed the agenda, the meeting was adjourned by President Looker at

6:36 pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant

Memo

Outagamie Waupaca Library System

3373 West Brewster Street
Appleton, WI 54914
920 832-6190



Date: June 4, 2024
To: All OWLS member libraries' Boards of Trustees
From: Bradley Shipps, Director, Outagamie Waupaca Library System
Subject: Outagamie and Waupaca Counties Library Planning
Cc: All OWLS member libraries' Directors

Wisconsin counties that participate in public library systems are responsible for providing library services to county residents who reside outside of communities that maintain their own libraries. Because Outagamie and Waupaca Counties are members of the Outagamie Waupaca Library System (OWLS), each county is required to engage in regular planning to ensure that county residents have access to adequate library services.

While county library service plans can address any appropriate issues, *Wisconsin Statutes* Section 43.11 requires that the plan address at least the following:

- How public library service will be provided to residents of those municipalities in the County not maintaining a public library.
- The method and level of funding to be provided by the County in order to implement services described in the plan, including the reimbursement of municipal libraries for providing countywide library service.
- A method for allocating membership on the OWLS Board between Outagamie and Waupaca Counties.

The current 5-year Outagamie and Waupaca Counties Library Service Plans will expire at the end of 2024. Both counties' Boards of Supervisors have appointed members of the OWLS Board of Trustees to serve as their county library service planning committees.

County library planning committee meetings will be held concurrently with OWLS Board of Trustees meetings on June 20 and July 18, 2024 at 6:00 pm at the OWLS office and online via GoToMeeting. Agendas will be posted on the OWLS web site and distributed to libraries via email. Additional meetings may be scheduled as needed to complete a draft plan. Per statute, a public hearing will be held prior to submitting the plans for consideration to their respective County Boards of Supervisors.

Member libraries are invited and encouraged to participate in this planning process. Planning documents will be shared on the OWLS web site for your review. Meetings will include opportunities for public participation, and you are welcome to submit comments and questions for the committee to OWLS Director Bradley Shipps at bshipps@owlsweb.org or call 920-832-6368.