

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
TUESDAY, DECEMBER 11, 2007
6:30 P.M. IN THE LIBRARY CONFERENCE ROOM

1. Roll call
2. Approval of agenda
3. 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.
4. Approval of minutes from Tuesday, November 13, 2007
5. Approval of monthly bills **\$9,342.15**
6. All personnel costs including fringe benefits **\$54,774.03**
7. Fine Income Report
8. Circulation Report
 - a. Circulation Chart
 - b. Library Visits
 - c. Volunteers
 - d. Geographical Chart
9. Department Reports
 - a. Director's/Adult Department Report
 - b. Reference Department Report
 - c. Children's Department Report
 - d. Teen Department Report
 - i. SLAG Report (to be distributed)
10. Library Subcommittees
 - a. Library Finance Committee
 - b. Library Personnel Committee
 - i. Set meeting date
 - c. Library Policy Committee
 - i. Set meeting date

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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- d. Planning Committee
 - i. Minutes from Meeting held on December 5th
 - ii. Approval of 2008 Goals and Objectives
- e. Exhibit Room Committee information (to be distributed)

11. Old Business

- a. Internet
- b. Discuss 2008 Budget and weekend hours

12. New Business

- a. Youth Services Liaison Agreement
- b. Discuss date of January Library Board Meeting

13. Announcements and correspondence

- a. OWLS Meeting Minutes

14. Motion to adjourn

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

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

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

WAUPACA AREA PUBLIC LIBRARY
107 South Main Street
Waupaca, WI 54981

Library Board Meeting
November 13, 2007

Call to Order

Meeting Called to order at 6:00 PM by Library Board President Julie Eiden

1) Roll Call

Present: Connie Andraschko, Shari Camann, Richard Dance, Julie Eiden, Gerald Murphy-Left at 7:35, Robert Nelson, William Parker-Left at 8:15, Victoria (Tori) Simonson, Mary Trice

Also Present: Sue Abrahamson, Peg Burlington, Dominic Frandrup, Ruth Hoppe, Henry Veleker – City Administrator

2) Approval of Agenda

1) R. Dance 2) R. Nelson Unanimously Approved

3) Open Meeting statement read by Julie Eiden

4) Approval of minutes from Tuesday October 9, 2007 Library Board meeting

1) G. Murphy 2) M. Trice Unanimously Approved

5) Approval of monthly bills \$11,154.76

1) R. Dance 2) C. Andraschko Unanimously Approved

6) Memo from Rick Krumwiede about PC Management Project Funds

No Discussion

7) All personnel costs including fringe benefits \$39,355.38

Approved with corrected amount of \$39,335.58

1) S. Camann 2) M. Trice Unanimously Approved

8) Fine Income Report

No Discussion

9) Circulation Chart

a. Circulation Chart

b. Library Visits

c. Volunteers

d. Geographical Chart

No Discussion

10) Department Reports

a. Director's/Adult Department Report

No Discussion

b. Reference Department Report

No Discussion

c. Children's Department Report

No Discussion

d. Teen Department Report

i. SLAG Report

No Discussion

11) Library Subcommittees

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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- a. Library Finance Committee
 - No meeting
 - b. Library Personnel Committee
 - i. Minutes from November 2, 2007 meeting
 - ii. Response to memo from Henry Veleker about probationary periods
 - Motion to bring forth for approval two letters, go be given to Henry Veleker, written by the Personnel Committee with regards to Peg Burington's probationary period as the newly hired Library Director and the hiring of an Assistant Director.
 - 1) R. Dance 2) S. Camann Unanimously Approved
 - iii. Job Descriptions
 - Approval of job descriptions for the positions of Assistant Library Director/IT Coordinator & Reference/Teen Librarian
 - 1) R. Dance 2) M. Trice
 - iv. Approval of Dominic Frandrup as Assistant Director as proposed by Library Director
 - This agenda item was moved to closed session
 - v. Set Meeting Date (Board failed to set meeting date)
 - c. Library Policy Committee
 - i. Minutes from October 26, 2007 meeting
 - ii. Approve revised Internet Policy
 - Approved with corrections
 - 1) W. Parker 2) V. Simonson Unanimously Approved
 - d. Planning Committee
 - No meeting
 - e. Exhibit Room Committee information (to be distributed)
 - No Information
- 12) Old Business
- a. Internet
 - No Discussion
 - b. Discuss 2008 Budget and County Finance Committee decisions
 - No Discussion
 - c. Discuss Board Packet (content and distribution)
 - Library board members are satisfied with the content of the revised board packet.
 - Distribution will remain the same.
- 13) New Business
- a. Library Calendar for 2008
 - Approval of the 2008 calendar, being closed the same dates as previous years with the addition of being closed on Saturday July 5, 2008
 - 1) S. Camann 2) R. Nelson Unanimously Approved
- 14) Announcements and Correspondence
- a. OWLS Meeting Minutes
 - No Discussion
- 15) Motion to go into closed session in accordance to Wisconsin State Statutes Wis. Stats. 19.85(1)(c)
to discuss employee compensation
- 1) C. Andraschko 2) S. Camann

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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			Date	Name	Memo	Budgeted	Amount	Balance	% REMA INING
1Waupaca Library Budget 2007								20,587.69	
		201 Travel				\$ 1,385.00		-440.39	
		Total 201 Travel						-440.39	-32%
		202 Training				\$ 1,500.00		366.88	
		Total 202 Training						366.88	24%
		206 telephones						1,520.19	
			12/04/20 07	A.T. & T.	Telephone service for November	\$ 2,500.00	-183.80	1,336.39	
		Total 206 telephones					-183.80	1,336.39	
		207 Equipment Maintenance						367.25	
			12/03/20 07	JP Lockwood Enterprises.	Repair Teen Room printer	\$ 1,600.00	-165.90	201.35	
		Total 207 Equipment Maintenance					-165.90	201.35	13%
		209 Insurance & Bonding				\$ 2,000.00		88.75	
		Total 209 Insurance & Bonding						88.75	4%
		211 Contracts				\$ 23,700.00		1,604.00	
		Total 211 Contracts						1,604.00	7%
		214 Copier Supplies						-695.66	
			12/03/20 07	JP Lockwood Enterprises.	Laser toner cartridge	\$ 1,950.00	-95.00	-790.66	
		Total 214 Copier Supplies					-95.00	-790.66	-41%
		215 Advertising				\$ 825.00		548.10	
		Total 215 Advertising						548.10	66%
		216 postage				\$ 4,000.00		1,486.53	
			12/04/20	Postage Meter.	Postage meter for		-404.32	1,082.21	

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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		Total 250 -2- Large Print Materials					-395.02	1,176.79	16%
		250 -3- Reference Materials				\$ 2,700.00		423.28	
		Total 250 -3- Reference Materials						423.28	16%
		250 -4- Standing Order Fiction				\$ 1,400.00		-620.00	
		Total 250 -4- Standing Order Fiction						-620.00	-44%
		250 Adult Books - Other						0.00	
		Total 250 Adult Books - Other						0.00	
		Total 250 Adult Books				\$ 28,355.00	-1,438.27	811.01	3%
		250 A Adult Audio Books				\$ 3,718.00		1,188.70	
			12/04/2007	Baker & Taylor Books.	Adult Audio Books		-66.42	1,122.28	
			12/04/2007	Baker & Taylor Books.	Adult Audio Books		-81.04	1,041.24	
			12/04/2007	Baker & Taylor Books	Credit for return		22.39	1,063.63	
			12/04/2007	Baker & Taylor Books	Credit for return		14.53	1,078.16	
			12/04/2007	MicroMarketing LLC	Adult Audio Books		-174.85	903.31	
		Total 250 A Adult Audio Books					-285.39	903.31	24%
		250 B Youth Books				\$ 22,540.00		341.44	
			12/03/2007	Baker & Taylor Books.	Children's Books		-74.29	267.15	
			12/03/2007	Baker & Taylor Books.	Children's Books		-65.96	201.19	
			12/03/2007	Baker & Taylor Books.	Children's Books		-37.28	163.91	
			12/03/2007	Waupaca Child Abuse Prevention	Book purchase		221.71	385.62	

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		Total 250 B Youth Books					44.18	385.62	2%
		250 C Youth Audio Books				\$ 2,170.00		453.76	
			12/03/2007	Random House Inc..	Children's Audio Books		-32.30	421.46	
			12/03/2007	Random House Inc..	Children's Audio Books		-83.30	338.16	
			12/03/2007	Random House Inc..	Children's Audio Books		-17.00	321.16	
			12/03/2007	Random House Inc..	Children's Audio Books		-42.50	278.66	
			12/03/2007	Random House Inc..	Children's Audio Books		-32.30	246.36	
			12/03/2007	School District of Waupaca	Reimbursement for books purchased		110.50	356.86	
			12/03/2007	Random House Inc..	Children's Audio Books		-20.40	336.46	
			12/03/2007	Random House Inc..	Children's Audio Books		-51.00	285.46	
			12/03/2007	Random House Inc..	Children's Audio Books		-17.00	268.46	
		Total 250 C Youth Audio Books					-185.30	268.46	12%
		250 D Y.A. Books & Audio Books				\$ 5,080.00		-31.36	
			12/03/2007	Baker & Taylor Books.	Teen fiction		-6.29	-37.65	
			12/03/2007	Baker & Taylor Books.	Teen fiction		-154.31	-191.96	
			12/03/2007	Baker & Taylor Books.	Teen fiction		-35.24	-227.20	
		Total 250 D Y.A. Books & Audio Books					-195.84	-227.20	-4%
		250 E Adult& Y.A. Music C.D.'s				\$ 2,463.90		186.67	
			12/04/2007	Baker & Taylor Entertainment.	Adult Music CDs		-10.18	176.49	
			12/04/2007	Baker & Taylor Entertainment.	Adult Music CDs		-53.07	123.42	

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			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-14.23	109.19	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-29.21	79.98	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-10.79	69.19	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-25.36	43.83	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-99.36	-55.53	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-40.34	-95.87	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-11.98	-107.85	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-16.48	-124.33	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-14.23	-138.56	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-13.41	-151.97	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-13.41	-165.38	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-47.51	-212.89	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-28.69	-241.58	
			12/04/2 007	Baker & Taylor Entertainment.	Adult Music CDs		-38.09	-279.67	
		Total 250 E Adult& Y.A. Music C.D.'s					-466.34	-279.67	-11%
		250 F Youth C.D's				\$ 767.00		245.60	
			12/03/2 007	Amazon.com.	Credit card - Children's Music CDs		-126.89	118.71	
			12/03/2 007	Amazon.com.	Credit Card - Children's Music CDs		-20.95	97.76	
		Total 250 F Youth C.D's					-147.84	97.76	13%
		250. Library Materials -						0.00	

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		Other							
		Total 250. Library Materials - Other						0.00	
		Total 250. Library Materials				\$ 65,000.00	-2,674.80	1,959.29	3%
		251 Periodicals				\$ 7,760.00		917.44	
			12/03/2 007	Wondertime	Subscription renewal		-17.95	899.49	
			12/03/2 007	USA Today	Subscription renewal		-146.00	753.49	
		Total 251 Periodicals					-163.95	753.49	10%
		252 Book Binding				\$ 390.00		80.35	
		Total 252 Book Binding						80.35	21%
		253 Promotional Materials				\$ 850.00		538.75	
		Total 253 Promotional Materials						538.75	63%
		254. Programming						670.35	
		254 Adult Programming				\$ 1,000.00		441.56	
			12/04/2 007	Pick N Save	Credit card - Lion's Program Supplies		-17.50	424.06	
			12/04/2 007	Best Buy.	Credit card - Digital recorder		-136.99	287.07	
		Total 254 Adult Programming					-154.49	287.07	29%
		254 A Youth Programming				\$ 2,500.00		116.82	
			12/03/2 007	PuppetUniverse.com	credit card - puppets for programs to be reimbursed by Friends		-242.91	-126.09	
			12/03/2 007	Pick N Save	Credit Card - Food for Preschool Thanksgiving Feast		-35.02	-161.11	
			12/03/2 007	Friends of the Library.	Reimbursement for Thanksgiving Feast		35.00	-126.11	
			12/03/2 007	Friends of the Library.	Kids Only Reading Club Prizes		408.89	282.78	

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		Total 254 A Youth Programming				165.96	282.78	11%
		254 B Young adult Programming				\$ 500.00	111.97	
		Total 254 B Young adult Programming					111.97	22%
		254. Programming - Other					0.00	
		Total 254. Programming - Other					0.00	
		Total 254. Programming				\$ 4,000.00	11.47	681.82 17%
		286 Software				\$ 1,300.00	886.11	
			12/03/2007	CDWG.	Adobe Acrobat Software		-213.37	672.74
		Total 286 Software					-213.37	672.74 52%
		296. Visual Materials					591.78	
		296 Adult Visual Materials				\$ 4,156.00	262.26	
							262.26	
			12/04/2007	Baker & Taylor Entertainment.	Adult DVDs		-4.31	257.95
			12/04/2007	Baker & Taylor Entertainment.	Adult DVDs		-32.38	225.57
			12/04/2007	Deep Discount DVD.	Credit card - Adult DVDs		-48.75	176.82
		Total 296 Adult Visual Materials					-85.44	176.82 4%
		296. A- Youth Visual Materials				\$ 2,992.00	163.19	
			12/03/2007	Friends of the Library.	for Children's DVDs		306.05	469.24
			12/03/2007	Deep Discount DVD.	Credit card - Children's DVDs		-231.02	238.22
			12/03/2007	Deep Discount DVD.	Credit card - Children's DVDs		-72.30	165.92
			12/03/2007	Amazon.com.	Credit card - Children's DVDs		-60.93	104.99

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			12/03/2 007	Amazon.com.	Credit card - Children's DVDs		-45.96	59.03	
		Total 296. A- Youth Visual Materials					-104.16	59.03	2%
		296. B. Y.A. Visual Materials				\$ 1,052.00		177.36	
		Total 296. B. Y.A. Visual Materials						177.36	17%
		296. Visual Materials - Other						-11.03	
		Total 296. Visual Materials - Other			TOTAL OF VISUAL MATERIALS	\$ 8,200.00		-11.03	
		Total 296. Visual Materials					-189.60	402.18	5%
		299 Miscellaneous				\$ 650.00		209.07	
			12/03/2 007	WI Department of Public Instruction	Librarian Certification		-50.00	159.07	
		Total 299 Miscellaneous					-50.00	159.07	24%
		301 Office Supplies						2,770.39	
		301-A Item Processing Materials				\$ 8,000.00		1,802.29	
			12/03/2 007	Dymo.	Credit Card - labels		-14.95	1,787.34	
			12/03/2 007	Specialty Store Services.	Credit Card - DVD cases		-153.79	1,633.55	
			12/03/2 007	showcases.	Audio Book Cases		-451.33	1,182.22	
			12/03/2 007	Demco.	Tape and book cover		-251.10	931.12	
			12/03/2 007	Brodart Co..	Classification labels		-22.75	908.37	
		Total 301-A Item Processing Materials					-893.92	908.37	11%
		301 - B Supplies				\$ 2,000.00		968.10	
			12/03/2 007	Corporate Express.	Office Supplies		-136.02	832.08	

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			12/03/2 007	Corporate Express.	Office Supplies		-67.77	764.31	
			12/03/2 007	Outagamie Waupaca Library System..	Printed Envelopes		-60.60	703.71	
			12/03/2 007	Corporate Express.	Time cards and calendars		-26.15	677.56	
		Total 301 - B Supplies					-290.54	677.56	34%
		301 Office Supplies - Other						0.00	
			12/03/2 007	Lighthouse.	Envelopes		-15.99	-15.99	
		Total 301 Office Supplies - Other					-15.99	-15.99	
		Total 301 Office Supplies				\$ 10,000.00	-1,200.45	1,569.94	16%
		501 Capital Building						0.00	
		Total 501 Capital Building						0.00	
		502 Capital Equipment						4,415.71	
		502 -A- Computers & Printers				\$ 21,000.00		4,355.20	
			12/03/2 007	Dymo.	Credit Card - Dymo Label Writer to be reimbursed by Friends		-201.26	4,153.94	
			12/03/2 007	Demco.	Display cubes - to be reimbursed by Foundation		-1,022.21	3,131.73	
			12/03/2 007	Gov Connection Inc	CD/DVD Cleaner to be reimbursed by Foundation		-2,446.19	685.54	
			12/03/2 007	CDWG.	Credit card - Surge Protector for Microfilm Machine		-38.65	646.89	
			12/03/2 007	Newegg.com.	Credit card - monitor & video card for Microfilm Machine		-736.38	-89.49	
			12/04/2 007	Friends of the Library.	Friends Reimbursement for Circ floor mat		231.00	141.51	
			12/04/2 007	Friends of the Library.	Reimbursement for Dymo Label Writer		201.26	342.77	
			12/04/2 007	Corporate Express.	2 carts to be reimbursed from Friends		-380.90	-38.13	

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		12/04/2007	Friends of the Library.	Reimbursement for 2 carts		380.90	342.77	
	Total 502 -A- Computers & Printers					-4,012.43	342.77	2%
	502 -B-Internet Timing Software				\$ 6,000.00		0.00	
	Total 502 -B-Internet Timing Software						0.00	0%
	502 -C- Wireless project				\$ 1,000.00		60.51	
	Total 502 -C- Wireless project						60.51	6%
	502 Capital Equipment - Other						0.00	
	Total 502 Capital Equipment - Other						0.00	
	Total 502 Capital Equipment				\$ 28,000.00	-4,012.43	403.28	1%
	1Waupaca Library Budget 2007 - Other						0.00	
	Total 1Waupaca Library Budget 2007 - Other						0.00	
	Total 1Waupaca Library Budget 2007			All Non Personnel costs	\$ 166,810.00	-9,342.15	11,245.54	7%

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 11 MONTHS ENDING NOVEMBER 30, 2007						
		PERIOD	YTD ACTUAL	BUDGET	VARIANCE	% OF
		ACTUAL		AMOUNT		BUDGET
	LIBRARY					
100-55111	LIBRARY: SALARIES	\$ 12,064.94	\$ 126,545.61	\$ 166,672.00	\$ 40,126.39	75.92
100-55111	LIBRARY: WAGES	\$ 8,535.61	\$ 68,843.91	\$ 82,288.00	\$ 13,444.09	83.66
100-55111	LIBRARY: OVERTIME	\$ 131.05	\$ 518.56	\$ -	\$ (518.56)	
100-55111	LIBRARY: PT WAGES	\$ 16,009.95	\$ 125,078.10	\$ 126,783.00	\$ 1,704.90	98.66
100-55111	LIBRARY: HOLIDAY PAY	\$ 2,237.02	\$ 7,901.08	\$ -	\$ (7,901.08)	
100-55111	LIBRARY: SICK PAY	\$ 159.33	\$ 1,049.31	\$ -	\$ (1,049.31)	
100-55111	LIBRARY: VACATION PAY	\$ 1,390.64	\$ 21,548.12	\$ -	\$ (21,548.12)	
100-55111	LIBRARY: FUNERAL LEAVE	\$ -	\$ 294.02	\$ -	\$ (294.02)	
100-55111	LIBRARY: PT RETIRE	\$ 874.64	\$ 5,876.55	\$ 6,130.00	\$ 253.45	0.96
100-55111	LIBRARY: SOCIAL SECURITY	\$ 3,079.52	\$ 26,693.35	\$ 28,745.00	\$ 2,051.65	0.93
100-55111	LIBRARY: RETIREMENT (R)	\$ 2,828.06	\$ 25,799.69	\$ 29,875.00	\$ 4,075.31	0.86
100-55111	LIBRARY: GRP HLTH INS	\$ 6,450.94	\$ 52,829.42	\$ 64,349.00	\$ 11,519.58	0.82
100-55111	LIBRARY: LIFE INS	\$ 60.30	\$ 841.71	\$ 800.00	\$ (41.71)	1.05
100-55111	LIBRARY: INC PROTECT	\$ 183.03	\$ 1,707.52	\$ 1,800.00	\$ 92.48	0.95
100-55111	LIBRARY: WORK COMP	\$ -	\$ (1,465.85)	\$ 1,300.00	\$ 2,765.85	-112.76
100-55111	LIBRARY: HLTH INS DEDUCTIB	\$ 115.00	\$ 2,175.00	\$ 2,500.00	\$ 325.00	87.00
100-55111	LIBRARY: DEF COMP HLTH	\$ 654.00	\$ 5,232.00	\$ 5,250.00	\$ 18.00	99.66
	TOTAL PERSONNEL COSTS	\$ 54,774.03	\$ 471,468.10	\$ 516,492.00	\$ 45,023.90	91.28
100-55111	LIBRARY: TRAVEL	\$ 281.48	\$ 1,480.01	\$ 1,185.00	\$ (295.01)	124.90
100-55111	LIBRARY: TRAINING	\$ -	\$ 1,577.12	\$ 1,700.00	\$ 122.88	92.77
100-55111	LIBRARY: TELEPHONE	\$ 183.80	\$ 1,924.42	\$ 2,500.00	\$ 575.58	76.98
100-55111	LIBRARY: MAINT OF EQUIP	\$ -	\$ 1,326.50	\$ 1,600.00	\$ 273.50	82.91
100-55111	LIBRARY: INS & BONDING	\$ -	\$ 1,911.25	\$ 2,000.00	\$ 88.75	95.56
100-55111	LIBRARY: CONTRACT SERVICES	\$ -	\$ 22,096.00	\$ 23,700.00	\$ 1,604.00	93.23
100-55111	LIBRARY: REPRODUCTION	\$ (200.00)	\$ 2,665.66	\$ 1,650.00	\$ (1,015.66)	161.56
100-55111	LIBRARY: ADVERTISING	\$ -	\$ 276.90	\$ 1,800.00	\$ 1,523.10	15.38
100-55111	LIBRARY: POSTAGE	\$ 404.32	\$ 2,747.82	\$ 4,000.00	\$ 1,252.18	68.70
100-55111	LIBRARY: MEMBERSHIP & DUES	\$ -	\$ 372.00	\$ 350.00	\$ (22.00)	106.29
100-55111	LIBRARY: BOOKS	\$ 3,098.74	\$ 59,408.31	\$ 65,000.00	\$ 5,591.69	91.40
100-55111	LIBRARY: PERIODICALS	\$ -	\$ 6,853.25	\$ 7,760.00	\$ 906.75	88.32
100-55111	LIBRARY: BOOK BINDING	\$ -	\$ 259.65	\$ 390.00	\$ 130.35	66.58
100-55111	LIBRARY: PROMOTIONAL MATERIALS	\$ 49.86	\$ 461.25	\$ 1,025.00	\$ 563.75	45.00
100-55111	LIBRARY: PROGRAMS	\$ (90.94)	\$ 3,461.98	\$ 4,000.00	\$ 538.02	86.55
100-55111	LIBRARY: SOFTWARE	\$ 109.95	\$ 275.40	\$ 1,300.00	\$ 1,024.60	21.18
100-55111	LIBRARY: VIDEO TAPES	\$ 140.53	\$ 7,470.35	\$ 8,200.00	\$ 729.65	91.10
100-55111	LIBRARY: MISC	\$ 50.00	\$ 474.95	\$ 650.00	\$ 175.05	73.07
100-55111	LIBRARY: SUPPLIES	\$ 271.86	\$ 7,559.23	\$ 10,000.00	\$ 2,440.77	75.59
	NON PERSONNEL COSTS	\$ 4,299.60	\$ 122,602.05	\$ 138,810.00	\$ 16,207.95	88.32
	TOTAL LIBRARY	\$ 59,073.63	\$ 594,070.15	\$ 655,302.00	\$ 61,231.85	90.66
	TOTAL FUND EXPENDITURES	\$ 59,073.63	\$ 594,070.15	\$ 655,302.00	\$ 61,231.85	90.66

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
DECEMBER 11, 2007**

FUND 450 - CAPITAL PROJECTS FUND					
	PERIOD	BUDGET	% OF		% OF
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
C/O LIBRARY					
C/O LIBRARY: C/O EQUIP	6,417.82	17,810.01	28,000.00	10,189.99	63.61

2007 Fine Income Report

	January	February	March	April	May	June	July	August	September	October	November	December
Week 1	\$401.65	\$308.20	\$381.41	\$333.65	\$342.90	\$263.60	\$244.05	\$382.88	\$221.65	\$260.66	\$331.95	
Week 2	\$460.74	\$231.85	\$357.20	\$384.80	\$279.20	\$181.80	\$400.95	\$436.58	\$361.01	\$339.90	\$413.00	
Week 3	\$242.75	\$377.50	\$367.75	\$311.40	\$286.45	\$274.55	\$291.90	\$379.55	\$470.88	\$379.43	\$251.45	
Week 4	\$372.13	\$454.50	\$395.55	\$441.85	\$230.85	\$360.44	\$336.15	\$328.75	\$227.15	\$379.85	\$416.50	
Week 5	\$369.54				\$337.09			\$388.00		\$269.30		
	\$1,846.81	\$1,372.05	\$1,501.91	\$1,471.70	\$1,476.49	\$1,080.39	\$1,273.05	\$1,915.76	\$1,280.69	\$1,629.14	\$1,412.90	\$0.00
										Y-T-D	Total	\$16,260.89
Amount Waived		\$472.00			\$80.82	\$1,005.25				\$1,169.54		
Items Donated		672				676				1030		
2007 Running Total		\$3,218.86	\$4,720.77	\$6,192.47	\$7,668.96	\$8,749.35	\$10,022.40	\$11,938.16	\$13,218.85	\$14,847.99	\$16,260.89	
2006 Running Total		\$3,085.75	\$4,853.10	\$6,009.77	\$7,505.02	\$9,117.43	\$10,644.06	\$12,480.01	\$13,623.51	\$15,083.21	\$16,859.59	\$18,097.09

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
DECEMBER 11, 2007**

Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Adult Audiobook - CD	692	734	745	644	661	703	692	769	669	788	793		7890
Adult Audiobook - Tape	226	247	269	223	191	227	215	172	169	214	151		2304
Adult Fiction	2650	3239	2801	2562	3336	2829	3889	3495	2868	3341	2806		33816
Adult Large Print	855	743	715	746	704	807	916	944	753	800	631		8614
Adult Easy Reader	5	0	10	6	3	3	13	10	19	2	7		78
Adult Magazines	508	351	663	448	352	504	598	469	455	460	469		5277
Adult Nonfiction	2590	2214	2192	2020	1936	1959	2216	2382	1778	2326	2095		23708
Adult Music	830	697	693	694	705	774	881	847	691	918	905		8635
Adult DVD	4846	4917	5007	4527	4199	4527	4789	5239	3996	5010	4591		51648
Adult VHS	1284	1293	1232	857	633	672	876	698	582	654	684		9465
AV Equipment	1	6	11	1	8	8	3	4	2	8	4		56
Interlibrary Loan	47	35	33	39	46	52	46	44	57	40	62		501
Adult Software	4	4	0	1	1	2	0	3	2	7	0		24
Adult Reference/Undefined	0	3	1	1	1	0	3	0	0	4	0		13
Renewals	417	443	430	514	529	396	477	544	639	668	662		5719
Adult Total	14955	14926	14802	13283	13305	13463	15614	15620	12680	15240	13860	0	157748
YA Audiobook - CD	61	39	41	50	48	55	50	59	48	44	55		550
YA Audiobook - Tape	4	9	7	9	5	7	9	13	5	6	1		75
YA Fiction	552	429	606	475	608	775	769	862	472	591	503		6642
YA Nonfiction	148	91	113	107	97	123	98	112	86	128	121		1224
YA Magazine	30	18	38	26	22	25	44	45	16	24	16		304
YA DVD	862	855	863	693	655	843	917	861	654	871	700		8774
YA VHS	41	1	0	0	0	0	0	0	1	0	3		46
YA Music	94	57	51	72	58	97	76	79	78	111	69		842
YA Software	1	1	3	4	1	0	4	1	1	2	3		21
Renewals	41	47	52	59	56	59	63	74	73	81	74		679
YA Total	1834	1547	1774	1495	1550	1984	2030	2106	1434	1858	1545	0	19157

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
DECEMBER 11, 2007**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Child Audiobook	145	166	200	178	150	229	245	270	136	194	138		2051
Child Magazine	32	37	57	45	55	99	67	79	75	81	72		699
Child DVD	1773	1925	2175	1723	1391	1879	2389	2125	1476	2037	2005		20898
Child VHS	843	822	912	681	531	773	886	827	482	686	590		8033
Child Fiction	2912	2950	3075	2541	2167	4129	4368	2270	881	1424	1092		27809
Child Nonfiction	924	950	1146	1026	786	1286	1031	944	758	1103	876		10830
Child Easy Reader	564	653	714	637	607	979	999	2143	2089	2579	2309		14273
Educational Kit/Game/Toy	25	19	27	24	18	31	24	28	12	26	16		250
Child Music	121	135	152	148	119	152	173	152	94	151	97		1494
Child Reference	26	19	33	19	13	32	15	17	10	30	8		222
Child Software	4	2	1	2	0	5	12	7	1	2	3		39
Child Professional Collection	1	0	1	1	0	1	0	3	1	2			10
Renewals	256	246	264	291	243	297	324	321	329	381	362		3314
Youth Total	7626	7924	8757	7316	6080	9892	10533	9186	6344	8696	7568	0	89922
Total Adult	14955	14926	14802	13283	13305	13463	15614	15620	12680	15240	13860	0	157748
Total Young Adult	1834	1547	1774	1495	1550	1984	2030	2106	1434	1858	1545	0	19157
Total Youth	7626	7924	8757	7316	6080	9892	10533	9186	6344	8696	7568	0	89922
Total Circulation	24415	24397	25333	22094	20935	25339	28177	26912	20458	25794	22973	0	266827

Library Visits

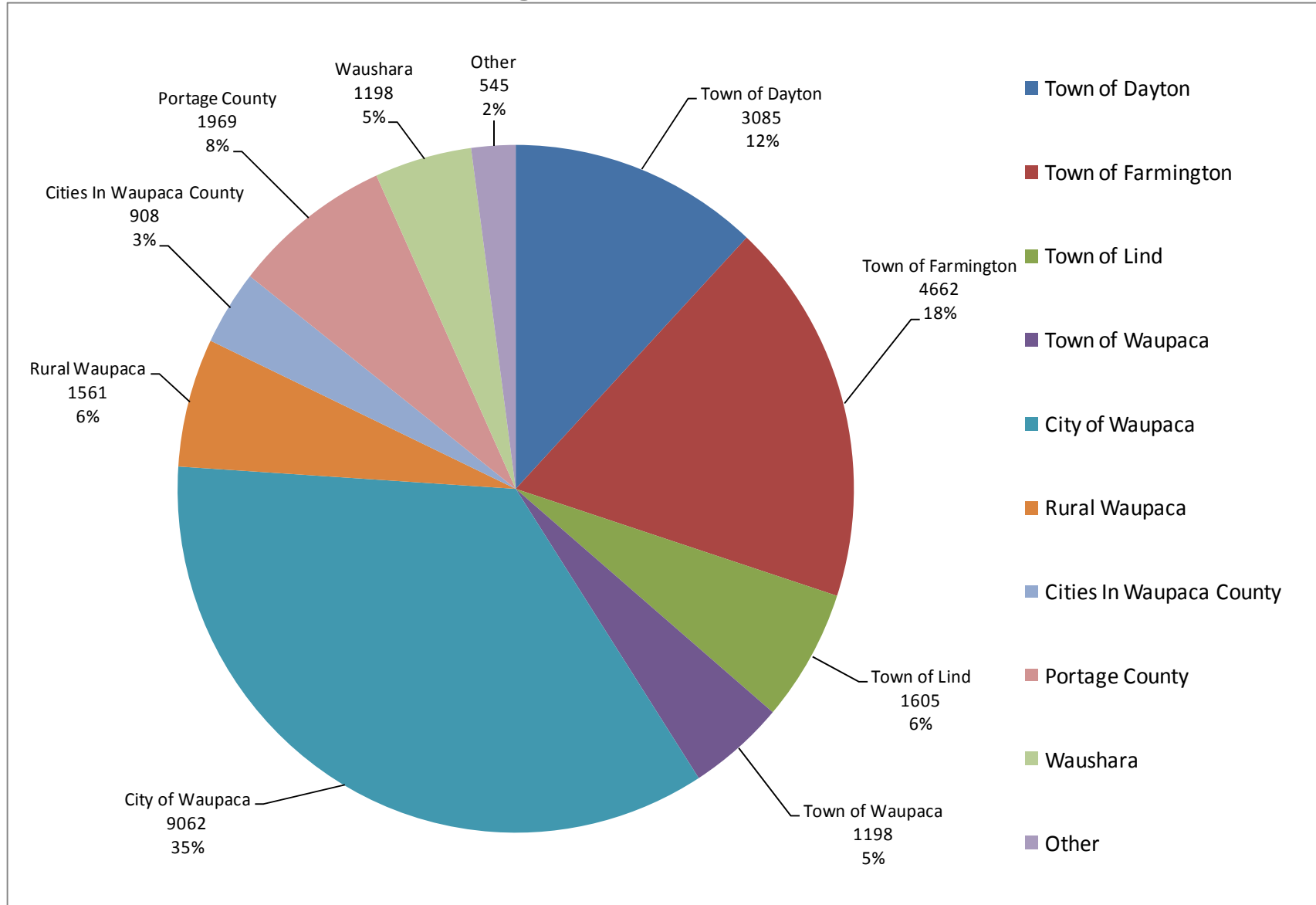
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2007	14351	14161	16237	14587	13620	17373	19949	18106	13180	18727	13607		173598
2006	14845	12492	15795	12972	13660	17257	19229	19092	14845	16079	14924	11844	183034

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

Volunteer Hours

Volunteers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2007	77.75	54	81	58.75	161.45	65.25	123.4	123	92	202.25	104	0	1143

Geographical Chart



WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

November 2007 Items Loaned and Borrowed

YTD Items Loaned and Borrowed

Library	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,152	2,432	(1,280)	0.47	12,789	24,203	(11,414)	0.53
Appleton	12,175	8,505	3,670	1.43	133,253	91,807	41,446	1.45
Black Creek	1,025	898	127	1.14	10,816	8,768	2,048	1.23
Clintonville	1,913	1,804	109	1.06	20,889	17,957	2,932	1.16
Door County	5,565	4,163	1,402	1.34	56,835	49,462	7,373	1.15
Florence	581	622	(41)	0.93	5,776	5,723	53	1.01
Fremont	1,182	931	251	1.27	13,052	9,778	3,274	1.33
Gillett	719	816	(97)	0.88	6,491	8,892	(2,401)	0.73
Hortonville	761	1,640	(879)	0.46	7,763	19,795	(12,032)	0.39
Iola	1,297	1,069	228	1.21	13,562	11,828	1,734	1.15
Kaukauna	2,537	3,154	(617)	0.80	25,534	32,415	(6,881)	0.79
Keshena	173	114	59	1.52	1,996	412	1,584	4.84
Kewaunee	1,090	572	518	1.91	11,573	6,631	4,942	1.75
Kimberly-Little Chute	3,512	3,960	(448)	0.89	36,971	45,525	(8,554)	0.81
Lakewood	766	673	93	1.14	8,658	8,809	(151)	0.98
Lena	239	652	(413)	0.37	2,109	7,120	(5,011)	0.30
Manawa	850	923	(73)	0.92	9,648	11,853	(2,205)	0.81
Marinette County	4,437	5,304	(867)	0.84	49,366	50,855	(1,489)	0.97
Marion	1,145	872	273	1.31	12,828	10,168	2,660	1.26
New London	2,009	2,240	(231)	0.90	22,340	22,990	(650)	0.97
NFLS	0	801	(801)	0.00	1	9,053	(9,052)	0.00
Oconto	990	1,273	(283)	0.78	10,110	16,265	(6,155)	0.62
Oconto Falls	1,317	1,372	(55)	0.96	12,639	15,702	(3,063)	0.80
Oneida Tribal	485	162	323	2.99	4,977	2,183	2,794	2.28
OWLS	0	37	(37)	0.00	38	685	(647)	0.06
Scandinavia	284	363	(79)	0.78	4,220	4,310	(90)	0.98
Seymour	1,290	1,392	(102)	0.93	14,966	15,299	(333)	0.98
Shawano County	3,007	4,404	(1,397)	0.68	33,402	43,145	(9,743)	0.77
Shiocton	445	347	98	1.28	4,999	3,080	1,919	1.62
Suring	485	461	24	1.05	5,436	5,519	(83)	0.98
Waupaca	3,940	3,491	449	1.13	43,459	37,141	6,318	1.17
Weyauwega	686	610	76	1.12	6,992	6,115	877	1.14
TOTAL	56,057	56,057	0	1.00	603,488	603,488	0	1.00
System	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

Director's Report
November 2007

Adult Programs

The Lunch & Learn Programs are coming to an end for the year. The Antiques and Collectibles Show and Tell was a really interesting program, not your typical talking head, but an interactive program with stories and sharing from participants. The OPALS were enthusiastic about repeating the program with a few changes. First we have to allow for more time. Our program was a full hour and a half longer than our other programs. We would also limit the number of items each participant would be allowed to one. Fortunately, Mark Moran of Krause Publications was very generous with his time. The next program is on December 4th, "The Greatest Toys of all Time: Revealed," with Sharon Korbeck Verbeten. The Program will resume in February and is still in the planning stages.

The Christmas baskets are really beautiful this year. Cathy and Patsy have really outdone themselves. Since last year, this program has been entirely supported through funds from the Friends of the Library.

The Budget

As the 2007 budget year comes to an end, most accounts are within budget. Travel is well over budget. This line item has been compromised by the increase in reimbursement rate. We have just been informed of the new mileage reimbursement rate for 2008: \$.505 per mile. The 2007 rate was \$.485 per mile. In 2004, Travel was reduced by \$1500 and has not recovered. Similarly, the Training budget was reduced by \$400 in 2004. These are line items that we will have to consider increasing for 2009. Until we have an increase in these areas, staff attendance at national and state conferences will continue to rely on grants and scholarships. Copier supplies is another account that is of concern.

Filling Vacant Positions

When I inquired of Tena Dennis, Human Resource Manager for the City, whether we needed to advertise outside the City for position openings she said we only need post to all departments. Henry Veleker did clarify that requirement and **we are required to advertise all vacant positions**. Since learning this, I have reposted the Assistant Director/IT position to all City Departments and advertised on library list serves. I have received three applications and will be interviewing for this position the week of December 10th.

Library Foundation

The new digital microfilm machine, as funded by the Library Foundation, arrived on November 28th. Staff received training on the installation day, but will continue to work on all the functions to obtain a comfort level in instructing patrons. The features of this machine include digitizing microform images; scanning pictures, slides and negatives. Another purchase made possible through the Library Foundation is a new CD/DVD resurfacing machine. The technology is very new and because we had trouble locating

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

other libraries who had purchased the machine, we have it on trial for thirty days. Paula and Ruth are very pleased with the results. It is fast and relatively clean, but not really quiet. They have been able to repair a number of damaged DVDs and CDs.

The Foundation mailer was sent the week of Thanksgiving. To date we have received 50 donations totaling \$3,245.

Friends of the Library

At the Friends of the Library Meeting held on November 15th, the following requests were made on behalf of the Adult Department:

- Cushioned pad for floor behind circulation desk \$200
- Dymo Label Writer – two roll capacity \$190
- Cart for Ruth Hoppe's use \$200
- Music DVDs \$500
- Miscellaneous items for Holiday Gift Basket Drawing \$100
- Small promotional materials (Pens, etc.) \$ 50
- Madrigal Silent Auction Basket \$ 10
- Five Third Thursday Programs (May-Sept. 2008) \$1200

The Friends also agreed to help with the Teen's "Books Behind Bars Project" by supporting a book drive in January and giving the proceeds of the February Book Sale (up to \$200) to SLAG for the jail library.

Friends will be leasing a new, more efficient copy machine. This machine will allow for two sided duplication and will support a greater volume of copies.

Respectfully submitted by Peg Burington

November 2007 Reference Report

#'s compiled by: Dominic Frandrup

Internet ½ Hours Use: 2230 Adult; 104 Children; 418 Teen = **2752 Total ½ Hours**

No Card Internet Registration: 103 (63 of those are from outside Waupaca)

*Approximately 3% of adult internet users this month didn't have a library card.

Computer Use: 20 Adult, 149 Children = **169 Total Patrons**

Study Room Use: 85 Number of patrons using Internet in study rooms: 50

Meeting Room Use: 55

Microfilm machine use: 12

Adult Reference Transactions: 718 in person; 231 phone;

32 at Circulation desk; 4 via email/other

Youth Reference Transactions: 152 in person; 83 phone

Total Reference Transactions: 1220

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

The PC Management committee met twice this month and we have finally narrowed the choices down to SAM and Envisionware. We will hopefully have site visits scheduled soon so we can see them in action. Whichever one we choose should be installed before summer.

I attended an Infosoup brainstorming meeting in Kimberly this month. We are trying to make the library catalog more intuitive by creating opportunities for patrons to participate by leaving feedback, linking together favorite books and improving the searching interface. Some of these things we can accomplish with the current catalog software, but some will require a catalog software upgrade to a new product by our current company, I believe the figure was \$90,000 for the entire library system.

The library staff will be getting new blog software for the full staff blog. Our full staff blog is seeing lots of use which is great for communication because it allows staff to find out what going on daily instead of waiting for a meeting. It took over a year for it to catch on and see some frequent use, but it's working very well now. Because of our success with our main blog we have high hopes for the new Teen and Pages blogs I created as well.

The health insurance committee decided to change plans. This new plan will have an increase in co-payments for office visits to \$25 from \$15 and increase the overall deductible. Some specific brand name prescription medications will cost more as well. The city will see a 7.5% renewal instead of 15% increase save the city about \$60,000 next year. We are still talking about shopping for a new carrier next year as well.

The Microfilm machine installation went in with only a couple hitches. The main thing being the video connection which was solved by using the ones that shipped with the monitor instead of the ones that came with the microfilm reader. Visually they were identical, but there must have been something special internally because it works great now. It' can be a complicated machine and will take a bit of time to get used to.

Peg, Tony and I rearranged furniture and shelving to accommodate the new microfilm machine and in the process exposed all the outlets along the back wall. We then put long tables in front of them so that more patrons bringing in their laptops will have an easier time plugging in. The only problem that remains is making the outlets more accessible to patrons without cluttering up the space. During the redecoration were also able to create a small reading area behind the Information desk.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

Children's Department Board Report November 2007

We have planned another season of **Family Nights**, story times for the whole family. They are scheduled for the first Thursday of every month, November through May 2008. With the first Thursday falling on Nov. 1st, a day after trick-or-treating, I was not surprised that nobody showed up. Our December 6th Family Night is planned around a theme of "What's Cooking?"

A gathering of OWLS children's librarians met in Hortonville on Friday, November 2nd. Jan Rademacher and Paula Reedy showcased their puppetry skills and shared tips they learned this summer at the UW-Madison class on "**Puppets in the Library.**" Not only was their performance entertaining, but we hope it inspired other librarians to enhance their programming with puppets, no matter how fancy or how simple they are. Their rendition of "Rumpleturkey" (a twist on the Rumpelstiltskin tale) was shortened and performed at our annual Preschool Thanksgiving Feast and we received many favorable comments. Tony Overman has constructed a puppet theater for our use here in the library and at outreach programs (it is very portable). The Friends of the Library have voted to spend money for some puppets that can be used in various puppet plays.

Our **Thanksgiving Feast** for preschoolers was well attended (40 people). Having a finger food buffet is perfect for little hands. The Friends of the Library provided turkey sandwiches and apple juice.

Tiny Treasures Preschool, three-year-old class, came to the library on a **field trip** on Friday, November 16. We provided a fun story time experience for the group and sent them home with gift from the library (coloring sheets, library brochures, and "My Class Explored the Library Today" stickers).

Babygarten continues to be a very popular program for area families. We peaked in attendance in November at 32 people (14 adults, 16 babies and 2 older children). Our children's programming staff will most likely add a session of Babygarten to the Friday schedule in 2008, and remove the Toddler and Story Time from Friday at the same time. This will provide 2 sessions each week of each of the preschool programs. The Friends have also approved the purchase of a cart to use during Babygarten.

A review of the bills for the Children's Department in November shows some **credits** that I would like to draw your attention to. The Friends of the Library have reimbursed the library for the incentives for the Kids Only Reading Club, food for the Preschool Thanksgiving Feast and for the purchase of non-fiction DVDs for kids/families. (Prior to this time, we primarily only had non-fiction videotapes) The Waupaca Child Abuse Prevention organization has reimbursed us for new materials for the Family Collection. The Waupaca School District reimbursed the library for Audiobooks on CD purchased for 6th-grade teacher, Mary Polebitski.

In this holiday season, it was important to remember those volunteers who stepped up to help during our Smithsonian exhibit. A hand-written thank you note was mailed to each volunteer. This outpouring of support from caring individuals is what makes our library great. I want to take this opportunity, on behalf of the entire Children's Department staff, to thank you all for your support and enthusiasm in promoting our library and its mission. We hope you have a safe and pleasant holiday season.

Sue Abrahamson
Children's Librarian

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
DECEMBER 11, 2007



Teen Report
November 2007

SLAG submitted a grant application to start a library in the County Jail. We are still waiting to hear if we received the monetary award. The goal is to raise \$1000 towards the purchase of books.

November was a rather quiet month down under. We've had our Wii for a month now and it is enjoying regular use. I'm just happy there's no Guitar Hero there yet. We were surprised one morning by the appearance of the "Mystery Dog." A lone wolf, lying in wait, camouflaged by the text around him, black and white fur blending into ink, he watches, patiently, until he can seize his chance to leap down upon unsuspecting patrons. Actually, Katie's mom works at the Children's Museum and this plush animal had outlived its usefulness there. Katie brought it in and placed it on top of the graphic novel bookshelf.

In more legitimate news, SLAG continues to be busy at work. Officers and members have been pulling together a Christmas carwash! That is entirely erroneous, but they have made some very nice jars of instant Christmas cookies that can be purchased at the circulation desk.

Upcoming events this December include Christmas! We should also be getting some new books soon through SLAG and the return of the budget in January. New literature excites me. Processing does not. Oh well, it's worth it.

Good health and happiness this holiday season
From the Checkerboard Floor
Kristen Hendrickson

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
DECEMBER 11, 2007**

**Waupaca Area Public Library
Planning Committee Meeting
Wednesday, December 5, 4:00 pm**

1. Peg Burington called the meeting to order at 4:05. Committee Members: Julie Eiden, Mary Trice and staff Dominic Frandrup
2. Approval of the agenda 1)Mary Trice 2) Julie Eiden
3. 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.
4. Committee discussed Library Goals and Objectives for 2008. Julie Eiden moved to approve the goals and objectives as revised and the five year capital plan as presented.
2) Mary Trice
5. Adjournment at 4:45 1)Mary Trice 2) Julie Eiden

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

WAUPACA AREA PUBLIC LIBRARY

GOALS AND OBJECTIVES: 2008

GOAL A: To develop or improve library access, services, and programming for special service groups. (Examples of special service groups: those in poverty; seniors; disabled; ESL; Spanish speaking patrons; special needs learners; home schooled students and families; and teens)

1. Assess & provide patrons with special needs with high quality services and address their needs as feasible. Peg & Sue(ongoing)
2. Increase and improve promotion of services and programs available to special service groups. Peg and Sue (ongoing)
3. Recruit volunteers to assist in addressing the library needs of special service groups. (ongoing) Vickie, Jan Popple, Patsy and Peg
4. Use the LSTA grant guidelines to provide service to the special needs population. (ongoing)
5. Collaborate with organizations (county, service clubs, and businesses) to provide services to patrons with special needs. (ongoing)
6. Make available and market library materials and services to English as a Second Language (ESL) patrons. Peg & Sue (ongoing)
7. Provide opportunities for staff development and training to better understand and service patrons with special needs. (ongoing)

GOAL B: To continually evaluate the needs for and use of technology in order to provide the best possible service.

1. Continue to participate in OWLSnet and other technological services provided by OWLS. All staff (ongoing)
2. Provide and promote computer training for patrons, as well as individual help when requested. Reference Staff (Ongoing)
3. Investigate the purchase price and capabilities of a self checkout station. Peg, Ruth and Dominic (2008)
4. Work with OWLS to evaluate and promote services via email and/or the Internet for better public service. All Staff (ongoing)
5. Promote and train patrons and staff to use the new digital microfilm machine.-All Reference Staff (2008)
6. Staff will assess the value and potential uses of equipment and implement desirable changes in service or new technologies and services as feasible. All Staff (Ongoing)
7. Purchase Internet time-out software Internet sign in computer. Dominic (2008)
8. Investigate the purchase and implementation of a local server. Dominic (2009)
9. Replace aging computers annually, following Computer Replacement Plan. Dominic (ongoing)
10. Implement Web 2.0 technologies to improve service. All Staff (2008)

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

GOAL C: To make optimal use of the library's facilities.

1. Work with the City to evaluate and add external library signage. Peg (2008)
2. Modify existing sign at Main & Fulton Sts. to add digital technology. (2009)
3. Add coat rack to meeting rooms. Peg (2008)
4. Add Slatwall to shelving ends for display. (2009)
5. Investigate the need for additional electrical outlets and budget accordingly. Dominic, Peg (2008)
6. Investigate chair replacement. Peg (2010)
7. Evaluate parking for library patrons and make changes to accommodate need. Peg, Sue (2008)
8. Evaluate internal signage and consider replacement. Peg (2008)
9. Investigate replacement of library flooring and wall covering (paint). Peg (2008)

GOAL D: To promote the library's mission, goals, services, and activities to all appropriate audiences through the media, programming, and relationship building.

1. Communicate and promote the mission and goals of the library to the Community, the Board, and the Staff. All Staff (Ongoing)
2. Hold an open house during National Library Week to promote services and programs. All Staff(ongoing)
3. Solicit feedback from the public. All Staff (ongoing)
4. Keep adjacent townships informed about the library to build relationships with them. Sue and Peg (ongoing)
5. Actively seek partnerships with area organizations and businesses to support the library. All staff (ongoing)
6. Promote the library at the public schools, parochial schools and home school groups. Jan, Sue and Peg (ongoing)
7. Write a monthly article for the newspaper to promote new materials, answer reference questions, and provide other information about the library. Shared responsibility full time staff (ongoing)
8. Make a regular radio appearance to promote the library's activities. Sue and Peg (ongoing)
9. Promote reading and library materials with regular book talks. Sue and Peg (ongoing)
10. Establish and maintain partnerships with area businesses and service organizations. Coordinate with businesses and civic organization to work on library programs and city festivals. All Staff (ongoing)
11. Update Chamber and Mall kiosks as needed. Dominic, Patsy, Jan Pople (ongoing)

GOAL E: To administer the library in a manner that will effectively and efficiently address the library's priorities.

1. Annually review and revise policies to make sure they are current and reflect the library's mission statement and plan of service and develop new policies as necessary. Peg (ongoing)
2. Examine library policies to determine if they constitute barriers to library use and, if so, revise appropriately. Full Time Staff (ongoing)
3. Work with OWLS and other Waupaca County Libraries to increase county payments to more fully reimburse the cost of serving rural areas. Peg (ongoing)

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4. Hold an annual meeting of the Library Board and the Foundation Board to discuss areas of mutual concern. Peg (2008)
5. Solicit donations and bequests, seek grants, and assist the Foundation with fundraising projects. Peg (ongoing)
6. Encourage staff development for all employees, including training and team building. Sue, Peg and Assistant Director (ongoing)
7. Maintain staff to efficiently provide a high level of customer service to patrons. Assistant Director, Sue and Peg (ongoing)
8. Train staff in public relations, volunteer coordination, and outreach functions. Peg (2008)
9. Develop staff by enhancing positions and encouraging continuing education. Involve staff in making decisions that affect library procedures through regularly scheduled meetings. Peg, Sue and Assistant Director (ongoing)
10. Lobby for privacy law changes that would allow the use of a collection agency. Peg (2008)

GOAL F: To offer excellent programming for broad audiences of children, teens, and adults, including special service groups.

1. Continue providing programs for all age groups. All Staff (ongoing)
2. Encourage WIN-TV to record library programs and make them available in a timely way to a wider audience, including the residents of nursing homes. Peg (ongoing)
3. Continue to provide intergenerational programming. Sue and Peg (ongoing)
4. Continue to develop teen leadership and program planning. Peg (ongoing)
5. Continue outreach to provide senior programming. Vickie, Jan P, Peg (2008)

GOAL G: To engage in continual evaluation and revision of the library's plan of service in order to meet new needs and challenges as they arise.

1. Annually review and revise objectives for Board approval, as necessary
2. In 2008 engage in a new planning process that will yield new goals and objectives for the library's 2009-2014 plan.

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JANUARY

1. Children's Programs will be evaluated, planned and promoted for February through May.
2. Shelf read entire Children's Department.
3. Sue calls WDUX and schedules promotional appearances on the Thursday morning show.
4. Begin scheduling programming in the Teen Department for 2008.
5. Peg gathers information for the state annual report.
6. Peg gathers information for the state library salary & fringe benefit survey.
7. Library staff with Ruth & Peg coordinating, begin inventory of all library furnishings and equipment.
8. Evaluate Children's and Adult volunteer programs. Assistant Director and Sue
9. Paula weeds Children's Department videos.
10. Plan "Book Munchers" program for Winter/Spring. Jan R and Sue
11. Set annual schedule to examine and revise policies. Full Time Staff
12. Evaluate and plan adult programs. Peg
13. Encourage staff to become involved in community groups.
14. Dominic puts tax form links in dominant place on the website.
15. Schedule monthly articles for the newspaper to be written by a full time staff person.
16. Holiday party for volunteers and staff.
17. Ruth puts out tax forms.
18. Sue does booktalk to be presented on Win T.V.
19. Plan the library newsletter. Patsy
20. Revise job descriptions for Exhibit Room Director and Director. Peg
21. Food for Fines is promoted and held.
22. Supervisors set evaluation schedule.

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23. Teen leaders hold book drive for jail library.
24. Library staff create a display of "For Dummies" books for national contest. (2008)
Cathy, Patsy

FEBRUARY

1. Personnel Committee meets to review staff evaluations.
2. Peg presents end of the year statistics at Library Board Meeting.
3. Peg presents State Library Report to the Library Board for their approval.
4. Children's Department staff will attend OWLS sponsored workshops for summer library program.
5. Peg completes state library salary & fringe benefit survey.
6. Direct delivery to nursing homes.
7. Children's Department promotes and begins 13 weeks of story times and after school programs.
8. Dominic meets with staff to improve website.
9. Discuss library signage with groups and individuals through a survey.
10. Review library brochure for changes and new printing.
11. Peg compiles library policy manual with current policies.
12. Teen leaders do fund raising for jail library.
13. Peg asks library board to create an ad hoc committee for the planning process.

MARCH

1. State annual report presented to the City Council.
2. Sue provides materials for Kindergarten screening.
3. Personnel Committee meets to review staff evaluations.
4. Plan programs for the National Library Week Open House and other library related events.

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5. Plan summer reading program for Children's and Teen Departments
6. Survey of Day Care Center outreach programs.
7. Peg reviews marketing materials for seniors.
8. Plan summer adult & intergenerational programming. Sue and Peg.
9. Peg plans spring break activities for teens.
10. Hold a joint annual meeting of the Library board and Foundation board.
11. Friends of the Library hold their annual meeting and potluck.
12. Library provides townships with information sheet for Spring elections.
13. Teens install jail library.
14. Peg invites Rick Krumwiede to Waupaca Library to talk about the planning process.
15. Special Easter program held for Preschoolers.

APRIL

1. Library celebrates National Library Week with Open House.
2. Library Board and staff evaluate Library Director.
3. Children's Department plans for Summer Reading Program.
4. Order summer reading program materials printed by OWLS.
5. Hold Adult volunteer appreciation luncheon during Volunteer Appreciation Week.
6. Teen leadership plan summer reading programs.
7. Plan Library Newsletter to be published in May Patsy
8. Dominic purchases and implements time-out Internet software on public terminals.
9. Peg plans Third Thursday for summer.
10. Dominic meets with Reading and Discussion group to plan Fall sessions
11. Children's Department plans special events for Children's Book Week (May 12-18)

MAY

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1. Library personnel Committee meets to discuss Library Director's evaluation.
2. Children's Department will promote Summer Library Program in schools.
3. Solicit money and prizes from local business for Children's Department Summer Reading Program.
4. Entire Children's collection will be shelf read.
5. "Kids Only Reading Club" concludes with special program.
6. Dominic will update library web site to include current programs.
7. Book Talks are done in Middle & High School to promote summer reading program.
8. Peg corresponds with Middle and High School teachers to obtain summer reading lists for students.
9. Promote Children's summer reading program in kiosk at the Waupaca Woods Mall.
10. Assess staffing needs for circulation and Teen areas. Peg and Assistant Director
11. Assess early dismissal program.
12. SLAG holds elections.
13. Market Spanish language materials to patrons through Cinco de Mayo celebration.
14. Peg works with city to add external signage from Jefferson St.
15. Publish Library newsletter. Patsy
16. Develop new signage plan for the library and budget appropriately.
17. Children's Department holds special events for Children's Book Week (May 12-18)

JUNE

1. Personnel Committee meets to discuss library personnel needs.
2. Summer Library Program begins.
3. Direct delivery to nursing homes.
4. Adult Reading baskets contest begins.
5. Ruth & Jan promote "Audio Book Month".
6. Conduct Adult/Children's programming. Sue & Peg

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7. Food for Fines drive promoted and held.
8. Library staff meets to work on draft of 2009 library plan.
9. Planning Committee reviews draft of 2009 plan.
10. Peg and the Library Staff gather budget figures for 2009 for initial review by Library Finance Committee.

JULY

1. Children's Department provides quality Summer Reading Program for area children.
2. Teen leadership go to Barnes & Noble to purchase materials.
3. Request funding from Lions Club for direct delivery to nursing homes and shut ins.
4. Present 2009 plan to the Library Planning Committee.
5. Encourage staff participation in Leadership Waupaca County.
6. Library Finance Committee reviews, discusses and presents a draft of 2009 budget proposal to the Library Board and approves sending it to the City Administrator.
7. Plan book club luncheon for August. Patsy and Peg
8. Plan Staff Family Picnic in Committee formed for that purpose.

AUGUST

1. Library Personnel Committee recommends any salary adjustments to the Library Board who will approve adding them to the budget.
2. Preschool programming will be reviewed and programs will be planned for October through December.
3. Entire Children's collection will be shelf read.
4. Evaluate and prepare reports on the Summer Library Program.
5. Library Planning Committee presents 2009 plan to Library Board.
6. Children's Department hosts volunteer appreciation party.
7. Plan "Book Munchers" for Fall/Winter season.

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8. Direct delivery to nursing homes.
9. Promote upcoming Children's programs in kiosk at Waupaca Woods Mall.
10. Plan Library Newsletter to be published in September
11. Peg determines Teen staff needs for school year.
12. Full time staff meets to assess mid year budget situation.
13. Peg hosts OPALS Meeting to assess programs for Seniors.
14. Hold Staff Family Picnic.

SEPTEMBER

1. First grade roundup and Tours (Sign up as many as possible for library cards).
2. Outreach to home school families.
3. Plan "Kids Only Book Club."
4. Plan activities for Teen Read Week in October for Teen Department.
5. Reading & Discussion group Fall session begins.
6. Dominic will update library website to include current programs.
7. Peg promotes Middle School use of the library through book talks for sixth graders.
8. Promote Wednesday After School Programs to teacher, parents and students and organize volunteers to assist.
9. Start Library books for lunch program in the middle school.
10. Plan 2008-2009 Family night programs.
11. Publish library newsletter.
12. Friends of the Library meeting held.
13. Peg plans activities and promotions for Banned Book Week in October
14. Evaluate Jail Library Program. Peg
15. Schedule Foundation meeting for October. Peg

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16. Plan Foundation Mailer. Peg and Patsy

OCTOBER

1. Introduce and begin Book Munchers programs at schools and at library.
2. Special activities for Teen Read Week in the Teen Department.
3. Direct delivery to nursing homes.
4. Review and update list of all library magazines in preparation for renewing subscriptions.
5. Wednesday After School (Homework Help) Programs begin.
6. Children's programming begins with 10 week sessions of programs and story times
7. Sunday hours begin.
8. Prepare township information for November elections.
9. Peg and Ruth investigate for purchase of self checkout systems ~~at W.L.A.~~
10. Food for fines drive promoted and held.
11. Conduct activities during Banned Book Week.
12. Send Foundation mailer.

NOVEMBER

1. Continue collection development in Family Collection area.
2. Hold Preschool Thanksgiving feast program.
3. Prepare baskets for adult Christmas basket give away.
4. Plan Spring Lunch & Learn Programs
5. Develop library Christmas card
6. Staff attend Wisconsin Library Association Conference.

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DECEMBER

1. Library Staff evaluates 2008 goals and objectives.
2. Direct delivery to nursing homes.
3. Children's Department participate in Lunch with Santa.
4. Plan volunteer and staff holiday party.
5. Plan Library Newsletter to be published in January.
6. Evaluate remaining funds in the library budget.

FIVE YEAR LIBRARY CAPITAL PLAN

Library Capital Plan 2008-2011						
		Priority	2008	2009	2010	2011
Computer & printer	LIB-05-001	1	14,000	14,000	14,000	14,000
Self checkout	LIB-05-002	3			15000	
Server	LIB-07-001	3			30000	
Slatwall for shelf ends	LIB-07-003	3		6000		
Shelving	LIB-07-005	4		4,000		
digital video camera	LIB-07-007	2		2000		
Color Copier	LIB-08-001	2		8000		
Digital Outdoor Sign	LIB-08-002	4		10,000		
Reference desk	LIB-08-003	2	4,000			
Color Copier	LIB-09-001	2				8000
Stackable chairs for meeting rooms	LIB-09-002	3		8,500		
Wireless Network for staff	LIB-10-001	3			8,000	
Chairs	LIB-10-002	2			2,500	
Library Total			18,000	52,500	69,500	22,000

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING DECEMBER 11, 2007

Youth Services Liaison Agreement Outagamie Waupaca Library System Waupaca Area Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Waupaca Area Public Library do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of designating Sue Abrahamson, Waupaca Area Public Library Children's Librarian, to be OWLS official Youth Services Liaison.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, also referred to as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Waupaca Area Public Library Board is the body, established under the provisions of Section 43.53 of the *Wisconsin Statutes* that administers the Waupaca Area Public Library.
- (4) The Waupaca Area Public Library, also referred to as WAU, is the agency established under Section 43.53 of the *Wisconsin Statutes* by the City of Waupaca to provide municipal public library service.
- (5) The Division of Libraries, Technology and Community Learning, also referred to as DLTCCL, is the division of the Wisconsin Department of Public Instruction which coordinates public library service in accordance with Section 43.05 of the *Wisconsin Statutes*.

Article III: Waupaca Area Public Library Responsibility

It is mutually agreed that WAU shall assign Sue Abrahamson to serve as OWLS Youth Services Liaison as one of her regular duties.

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Article IV: Youth Services Liaison Responsibilities

It is mutually agreed that the responsibilities of the system Youth Services Liaison shall include:

- (1) Attending and participating in the DLTCL's annual Youth Services Liaison Meeting.
- (2) Assisting OWLS staff in convening an annual meeting of member libraries for the purpose of sharing information and identifying needs related to children and young adult services.
- (3) Sharing the results of OWLS annual meeting of member libraries with the DLTCL and the Youth Services Section of the Wisconsin Library Association.
- (4) Periodically sharing information about children and young adult services with system member libraries.
- (5) Assisting OWLS staff in planning continuing education programs for librarians on services to children and young adults.
- (6) Other agreed upon activities as appropriate.

Article V: Outagamie Waupaca Library System Responsibilities

It is mutually agreed that OWLS shall:

- (1) Keep the Youth Services Liaison informed of system and state level programs and activities that may have an impact on library services to children and young adults.
- (2) Consult with the Youth Services Liaison in planning system programs and services in the area of library services to children and young adults.
- (3) Convene an annual meeting of member libraries for the purpose of sharing information and identifying needs related to children and young adult services.
- (4) Provide staff support and services to the Youth Services Liaison as necessary and appropriate.
- (5) Annually provide \$2,500 worth of mutually agreed upon services, materials, or equipment to WAU as compensation for allowing Sue Abrahamson to serve as Youth Services Liaison.

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Outagamie Waupaca Library System Board of Trustees October 25, 2007 Meeting Minutes

The meeting was called to order at 6:35 p.m. by Vice-President Girod at the Appleton Public Library.

PRESENT: Carol Diehl, Peter Gilbert, Paul Girod, Deborah Hoffmann, Eunice Lawrence, Bill Morien, Glenda Rhodes, Stephen Ware.

EXCUSED: Will Bloedow, Bobbie Buchholtz, Kay Hillskotter, Patricia Pamperin, Theresa Rechner, David Vaclavik.

OTHERS PRESENT: Rick Krumwiede.

Gilbert moved, seconded by Morien, to approve the minutes of the September 20, 2007 meeting. Motion carried. Morien moved, seconded by Gilbert, to approve checks numbered 23282-23330, inclusive, in the amount of \$60,225.17 and 10/04/07-10/18/07 payroll expenditures in the amount of \$27,405.32. Motion carried. Lawrence moved, seconded by Gilbert, to approve the September 2007 financial report. Motion carried.

DIRECTOR'S REPORT

Krumwiede reviewed the OWLSnet Partnership Report that he presented to the NFLS Board on October 9th. Among the challenges facing OWLSnet are securing more bandwidth and exploring the feasibility of Brown County Library (BCL) joining OWLSnet. There were a number of questions about the potential impact of BCL becoming a member. The board concurred that it would make sense to start the discussion by having OWLS make a "vendor presentation" to BCL to see if they are interested in what we have to offer.

A number of good applications have been received for the Circulation Librarian position. Six telephone interviews have been conducted, and it's possible that some out-of-state candidates may be asked to come for second interviews.

A meeting was held recently with several APL staff members to discuss digitization. As a result of the meeting, OWLS is investigating obtaining a CONTENTdm license which would provide a mechanism for all libraries to digitize local materials and make sure they are accessible via local web sites and InfoSoup.

NorthStar Economics has been selected to conduct an LSTA-funded study of the economic impact of public libraries in Wisconsin. Krumwiede is on the project Steering Committee because he is President of the WLA Foundation which is a partner in the project. Results are expected for the May Wisconsin Association of Public Libraries conference. Krumwiede also reported on the WLA Annual Conference held in Green Bay, on Library Legislative Day which will be held on January 22, 2008, and on the state budget which includes all of the library initiatives contained in the Governor's original proposal.

OLD BUSINESS

Ware reported that the 2008 Outagamie County budget request has been included as requested in the County Executive's budget proposal. The Waupaca County Finance Committee voted on October 9th to recommend cutting the Waupaca County budget

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request by \$16,743. On October 22nd the Committee voted to restore a portion of the cut, resulting in a cut of \$8,309. Both county boards will act on these recommendations within the next few weeks.

No action was taken on the Marion Public Library's noncompliance with system membership requirements. It is anticipated that this issue will be resolved by the next meeting.

NEW BUSINESS

OWLS regularly contracts with a member library for its Children's librarian to serve as the system youth services liaison. Waupaca Youth Librarian Sue Abrahamson currently serves as the system liaison as part of her duties at the Waupaca library, and she is doing a wonderful job. The current agreement with the Waupaca Area Public Library runs through December 31, 2007. Krumwiede recommended approving a new agreement with the Waupaca library that includes annual compensation to the library of \$2,500. Lawrence moved, seconded by Gilbert, to approve the new Youth Services Liaison Agreement with the Waupaca Area Public Library as presented. Motion carried.

Because most out-of-state travel must be approved by the board, Krumwiede asked for permission to attend an American Library Association (ALA) sponsored meeting for regional library cooperative representatives in Denver on December 11-13. Krumwiede will be one of three Wisconsin representatives from systems that provide high levels of technology support to their members. Expenses will be paid by ALA. Morien moved, seconded by Rhodes, to approve the travel request for Krumwiede to attend the regional library cooperatives meeting in Denver in December. Motion carried.

The meeting was adjourned by Vice-President Girod at 7:40 p.m.

Respectfully submitted,
Deborah Hoffmann
Acting Secretary