

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

WAUPACA PUBLIC LIBRARY BOARD MEETING
TUESDAY, NOVEMBER 13, 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 Wednesday, October 9, 2007
5. Approval of monthly bills **\$11,154.76**
6. Memo from Rick Krumwiede about PC Management Project funds
7. All personnel costs including fringe benefits **\$39,335.58**
8. Fine Income Report
9. Circulation Report
 - a. Circulation Chart
 - b. Library Visits
 - c. Volunteers
 - d. Geographical Chart
10. Department Reports
 - a. Director's/Adult Department Report
 - b. Reference Department Report
 - c. Children's Department Report
 - d. Teen Department Report
 - i. SLAG Report
11. Library Subcommittees
 - a. Library Finance Committee
 - b. Library Personnel Committee
 - i. Minutes from meeting held November 2
 - ii. Response to memo from Henry Veleker about probationary periods
 - iii. Job descriptions

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- iv. Approval of Dominic Frandrup as Assistant Director as proposed by Library Director
 - v. Set meeting date

 - c. Library Policy Committee meeting
 - i. Minutes from meeting held October 26
 - ii. Approve revised Internet Policy

 - d. Planning Committee

 - e. Exhibit Room Committee information (to be distributed)
12. Old Business
- a. Internet
 - b. Discuss 2008 Budget and County Finance Committee decisions
 - c. Discuss Board Packet (content and distribution)
13. New Business
- a. Library Calendar for 2008
14. Announcements and correspondence
- a. OWLS Meeting Minutes
15. 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 NOVEMBER 13, 2007

Library Board Meeting
October 9, 2007

Call to Order

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

1) Roll Call

Present: Connie Andraschko, Richard Dance, Julie Eiden, Gerald Murphy, Robert Nelson,
William Parker – (arrived at 6:45), Victoria (Tori) Simonson, Mary Trice

Absent: Sheri Camann

Also Present: Sue Abrahamson, Peg Burington, Ruth Hoppe

2) Approval of Agenda

1) G. Murphy 2) R. Nelson Unanimously Approved

3) Open Meeting statement read by Julie Eiden

4) Approval of minutes from Tuesday September 12, 2007 Library Board meeting

1) R. Dance 2) M. Trice Unanimously Approved

5) Approval of monthly bills \$13,534.54

1) M. Trice 2) C. Andraschko Unanimously Approved

6) All personnel costs including fringe benefits \$41,355.13

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

7) Fine Income Report

No Discussion

8) Circulation Chart

a. Circulation Chart

b. Geographic Chart

c. Monthly Circulation Report

No Discussion

9 Interloan Chart

No Discussion

10) Library Visits Chart

No Discussion

11) Department Reports

a. Acting Director's/Adult Department Report

No Discussion

b. Reference Department Report

Motion to not publish the podcast of the Library Board meeting on the library web site.

1) G. Murphy 2) C. Andraschko

Unanimously Approved

Motion to send \$6,000 to OWLS for Time Management Software project.

1) W. Parker 2) M. Trice Unanimously Approved

Motion to send a letter of congratulations to Dominic Frandrup for receiving the George Bauer Continuing Education Scholarship

1) W. Parker 2) G. Murphy Unanimously Approved

i. Volunteer Hours chart

No Discussion

d. Children's Department Report

No Discussion

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- e. Young Adult Report
 - i. SLAG Minutes (to be distributed)
No Discussion
- 12) Library Subcommittees
 - a. Library Finance Committee
No meeting
 - b. Library Personnel Committee
 - i. Approval of Peg Burington as Director of the Waupaca Area Public Library as recommended by the Personnel Committee
 - 1) R. Dance 2) R. Nelson Unanimously Approved
 - ii. Next meeting Nov 2, 2007 @ 1:00 PM
 - c. Library Policy Committee
Next meeting - October 26, 2007 @ 9:00 AM
- 13) Old Business
 - a. Internet
A library patron informed a staff member as he was checking out music CD's and using one of our internet computers to download them to his iPod. This is against copyright laws but in the past we have had nothing in our policy to prevent this. We will be revising the Internet Policy so that staff has some recourse to stop someone from doing this in the future.
 - b. Discuss 2008 Budget (revised to include savings from personnel deficiencies in 2007 – to be used in 2008 budget for part time wages and benefits to reinstate Saturday & Sunday hours)
Motion to approve this employee savings to go to 2008 for the purpose of reinstating Sunday hours in 2008
 - 1) W. Parker 2) R. Dance Unanimously Approved
 - c. Self Checkout – Should we include for Capital Budget 2008 as high priority
At this time we will continue to investigate the self checkout machines.
 - d. Discuss hiring Exhibit Room Director from existing library staff - on the agenda for the City Personnel meeting on Tuesday October 16, 2007
No Discussion
- 14) New Business
 - a. Discuss Board packet (content and distribution)
Library staff was given some direction from the board as to how to proceed in changing the content and distribution of future board packets with cost savings in mind. Staff will prepare a revised board packet for the November board meeting for approval or further revision.
- 15) Announcements and Correspondence
 - a. OWLS Membership Agreement
Motion to sign membership agreement with the changes proposed by OWLS.
 - 1) C. Andraschko 2) M. Trice
 - b. Letter addressed to Mayor Smith from Michael Macy
Library Board members would like to see the letter in the Waupaca County Post.
 - c. Thank You letter for Peg Burington's presentation – September 13, 2007 on Teen Programming
No Discussion
 - d. OWLS Meeting Minutes
No Discussion
- 16) Motion to adjourn @ 8:30 PM

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1) R. Dance

2) C. Andraschko

Unanimously Approved

The next meeting of the Waupaca Area Public Library Board will be November 13, 2007 @ 6:30 PM

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

Waupaca Area Public Library November Bills					Budgeted	Amount	Balance	% Remaining
	Date	Name	Memo					
201 Travel				1385.00		-158.92		
	11/06/2007	Dominic Frandrup.	Mileage for PC Manage in GB		-70.81	-229.73		
	11/06/2007	Dominic Frandrup.	Lunch for PC Manage in GB		-8.00	-237.73		
	11/06/2007	Catherine Valentyne	Mileage to GB for Marketing Your Collection Workshop		-58.68	-296.41		
	11/06/2007	Peg Burington.	Mileage to GB for YPCL Conference		-41.23	-337.64		
	11/06/2007	Ruth Hoppe.	Mileage to GB for WLA		-72.75	-410.39		
	11/06/2007	Ruth Hoppe.	Lunch for 3 staff members at WLA	\$ 1,385.00	-30.00	-440.39		
Total 201 Travel					-281.47	-440.39		-32%
202 Training						366.88		
Total 202 Training						366.88		
206 telephones						1,720.53		
	11/06/2007	A.T. & T.	Telephone bill for October	\$ 2,500.00	-200.34	1,520.19		
Total 206 telephones					-200.34	1,520.19		61%
207 Equipment Maintenance				\$ 1,600.00		367.25		
Total 207 Equipment Maintenance						367.25		
209 Insurance & Bonding				\$ 2,000.00		88.75		
Total 209 Insurance & Bonding						88.75		
211 Contracts				\$ 23,700.00		1,604.00		
Total 211 Contracts						1,604.00		
214 Copier Supplies						-895.66		
	11/06/2007	Waupaca Area Public Library Foundation	Foundation mailer	\$ 1,950.00	200.00	-695.66		
Total 214 Copier Supplies					200.00	-695.66		-36%
215 Advertising				\$ 825.00		548.10		
Total 215 Advertising						548.10		
216 postage				\$ 4,000.00		1,655.90		

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		11/06/2007	Postage Meter.	Postage meter		-151.17	1,504.73	
		11/06/2007	Postage Meter.	Petty cash postage		-7.34	1,497.39	
		11/06/2007	Postage Meter.	Petty cash postage		-8.20	1,489.19	
		11/06/2007	Postage Meter.	Petty cash postage	\$ 4,000.00	-2.66	1,486.53	
Total 216 postage						-169.37	1,486.53	37%
217 Membership & Dues					\$ 350.00		28.00	
Total 217 Membership & Dues							28.00	8%
250. Library Materials							7,928.44	
	250 Adult Books						3,774.35	
	250 - 1 -Fiction & Non-fiction				\$ 16,855.00		1,882.40	
		11/06/2007	Baker & Taylor Books.	Adult Books		-37.36	1,845.04	
		11/06/2007	Baker & Taylor Books.	Adult Books		-262.64	1,582.40	
		11/06/2007	Baker & Taylor Books.	Adult Books		-50.87	1,531.53	
		11/06/2007	Baker & Taylor Books.	Adult Books		-63.04	1,468.49	
		11/06/2007	Baker & Taylor Books.	Adult Books		-275.45	1,193.04	
		11/06/2007	Baker & Taylor Books.	Adult Books		-66.69	1,126.35	
		11/06/2007	Baker & Taylor Books.	Adult Books		-8.16	1,118.19	
		11/06/2007	Baker & Taylor Books.	Adult Books		-155.97	962.22	
		11/06/2007	Baker & Taylor Books.	Adult Books		-85.98	876.24	
		11/06/2007	Taste of Home Books	Adult Books		-30.57	845.67	
		11/06/2007	Ingram Library Services	Credit fo returned book		14.97	860.64	
		11/06/2007	Micro Marketing LLC	Credit for 2x payment	\$ 16,855.00	13.55	874.19	
Total 250 - 1 -Fiction & Non-fiction						-1,008.21	874.19	5%
250 -2- Large Print Materials					\$ 7,400.00		1,811.99	
		11/06/2007	Doubleday-Large Print	credit card Large Print Fiction		-20.48	1,791.51	

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		11/06/2007	Doubleday-Large Print	credit card Large Print Fiction		-21.24	1,770.27	
		11/06/2007	Doubleday-Large Print	credit card Large Print Fiction		-91.23	1,679.04	
		11/06/2007	Doubleday-Large Print	credit card Large Print Fiction	\$ 7,400.00	-107.23	1,571.81	
	Total 250 -2- Large Print Materials					-240.18	1,571.81	21%
	250 -3- Reference Materials						413.33	
		11/06/2007	Thomson Healthcare	Credit for returned book	\$ 2,700.00	9.95	423.28	
	Total 250 -3- Reference Materials					9.95	423.28	16%
	250 -4- Standing Order Fiction				\$ 1,400.00		-333.37	
		11/06/2007	Baker & Taylor Books.	Adult Books Auto Yours		-55.90	-389.27	
		11/06/2007	Baker & Taylor Books.	Adult Books Auto Yours		-45.27	-434.54	
		11/06/2007	Baker & Taylor Books.	Adult Books Auto Yours		-37.24	-471.78	
		11/06/2007	Baker & Taylor Books.	Adult Books Auto Yours		-25.72	-497.50	
		11/06/2007	Baker & Taylor Books.	Adult Books Auto Yours		-36.90	-534.40	
		11/06/2007	Baker & Taylor Books.	Adult Books Auto Yours	\$ 1,400.00	-85.60	-620.00	
	Total 250 -4- Standing Order Fiction					-286.63	-620.00	-44%
	250 Adult Books - Other						0.00	
	Total 250 Adult Books - Other						0.00	
	Total 250 Adult Books					-1,525.07	2,249.28	
	250 A Adult Audio Books						1,277.87	
		11/06/2007	MicroMarketing LLC	Adult Audio Books		-47.90	1,229.97	
		11/06/2007	Amazon.com.	credit card Adult Audio Books	\$ 3,718.00	-41.27	1,188.70	
	Total 250 A Adult Audio Books					-89.17	1,188.70	32%
	250 B Youth Books				\$ 22,540.00		1,515.77	
		11/06/2007	Scholastic Library Publishing.	Youth Books		-144.30	1,371.47	
		11/06/2007	Marshall Cavendish.	Youth Books		-137.07	1,234.40	
		11/06/2007	Baker & Taylor Books.	Youth Books		-105.74	1,128.66	

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		11/06/2007	Baker & Taylor Books.	Youth Books		-531.44	597.22	
		11/06/2007	MicroMarketing LLC	Youth Books		-29.65	567.57	
		11/06/2007	MicroMarketing LLC	Youth Books		-13.60	553.97	
		11/06/2007	MicroMarketing LLC	Youth Books		-26.00	527.97	
		11/06/2007	MicroMarketing LLC	Youth Books		-60.25	467.72	
		11/06/2007	MicroMarketing LLC	Youth Books		-28.30	439.42	
		11/06/2007	Amazon.com.	credit card Youth Books	\$ 22,540.00	-97.98	341.44	
Total 250 B Youth Books						-1,174.33	341.44	2%
250 C Youth Audio Books					\$ 2,170.00		556.46	
		11/06/2007	Random House Inc..	Youth Audio		-32.30	524.16	
		11/06/2007	Random House Inc..	Youth Audio		-25.50	498.66	
		11/06/2007	Live Oak Media.	Youth Audio	\$ 2,170.00	-44.90	453.76	
Total 250 C Youth Audio Books						-102.70	453.76	21%
250 D Y.A. Books & Audio Books					\$ 5,080.00		61.84	
		11/06/2007	Baker & Taylor Books.	Teen Books		-5.01	56.83	
		11/06/2007	Baker & Taylor Books.	Teen Books		-16.41	40.42	
		11/06/2007	Baker & Taylor Books.	Teen Books		-9.41	31.01	
		11/06/2007	Baker & Taylor Books.	Teen Books		-48.45	-17.44	
		11/06/2007	Baker & Taylor Books.	Teen Books		-21.87	-39.31	
		11/06/2007	City of Oconto	payment for book	\$ 5,080.00	7.95	-31.36	
Total 250 D Y.A. Books & Audio Books						-93.20	-31.36	-1%
250 E Adult& Y.A. Music C.D.'s					\$ 2,463.90		443.62	
		11/06/2007	Baker & Taylor Entertainment.	Adult Music		-28.69	414.93	
		11/06/2007	Baker & Taylor Entertainment.	Adult Music	\$ 2,463.90	-228.26	186.67	
Total 250 E Adult& Y.A. Music C.D.'s						-256.95	186.67	8%
250 F Youth C.D.'s							298.53	
		11/06/2007	Amazon.com.	credit card Youth Music	\$ 767.00	-52.93	245.60	

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Total 250 F Youth C.D's						-52.93	245.60	32%
250. Library Materials - Other							0.00	
Total 250. Library Materials - Other							0.00	
Total 250. Library Materials						-3,294.35	4,634.09	
251 Periodicals					\$ 7,760.00		917.44	
Total 251 Periodicals							917.44	12%
252 Book Binding					\$ 390.00		80.35	
Total 252 Book Binding							80.35	21%
253 Promotional Materials							588.61	
	11/06/2007	Lighthouse.	Paper for PR		\$ 850.00	-49.86	538.75	
Total 253 Promotional Materials						-49.86	538.75	63%
254. Programing							814.65	
254 Adult Programming					\$ 1,000.00		557.62	
	11/06/2007	Waupaca Area Public Library Foundation	Credit for Docent Training Expenses			36.19	593.81	
	11/06/2007	Sharon Korbeck	Lunch & Learn Speaker fee			-100.00	493.81	
	11/06/2007	Peg Burington.	Sam's Club for Adult Program Supplies			-52.25	441.56	
Total 254 Adult Programming						-116.06	441.56	44%
254 A Youth Programming					\$ 2,500.00		192.54	
	11/06/2007	Lighthouse.	Youth Programs			-22.34	170.20	
	11/06/2007	Oriental Trading Co..	credit card Book Club Prizes			-5.95	164.25	
	11/06/2007	Piggly Wiggly.	credit card Docent Training			-36.19	128.06	
	11/06/2007	Toys to Grow On.com	credit card Games for After School Program to be reimbursed by Safe & Stable Families			-131.95	-3.89	
	11/06/2007	GPN Educational Media	Youth Programs			-47.43	-51.32	
	11/06/2007	Safe & Stable Families	Credit for toys			131.95	80.63	
	11/07/2007	Waupaca Area Public Library Foundation	Reimbursement for Docent Training		\$ 2,500.00	36.19	116.82	
Total 254 A Youth Programming						-75.72	116.82	5%

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254 B Young adult Programming				\$ 500.00		64.49		
		11/06/2007	K Mart.	credit card Teen Program Supplies		-11.58	52.91	
		11/06/2007	Harbor Lights Restaurant	credit card YPCL Dinner to be reimbursed by SLAG		-119.35	-66.44	
		11/06/2007	Slag Student Group.	Reimbursement for Wii Game		59.06	-7.38	
		11/06/2007	Slag Student Group.	Reimbursement for YPCL Dinner	\$ 500.00	119.35	111.97	
Total 254 B Young adult Programming						47.48	111.97	22%
254. Programing - Other							0.00	
Total 254. Programing - Other							0.00	
Total 254. Programing						-144.30	670.35	
286 Software							996.06	
		11/06/2007	Outagamie Waupaca Library System..	Web Domain Services		-80.00	916.06	
		11/06/2007	Win Zip	credit card Win Zip Program	\$ 1,300.00	-29.95	886.11	
Total 286 Software						-109.95	886.11	68%
296. Visual Materials							1,346.32	
296 Adult Visual Materials							525.69	
		11/06/2007	Deep Discount DVD.	credit card Adult Movies	\$ 4,156.00	-263.43	262.26	
Total 296 Adult Visual Materials						-263.43	262.26	6%
296. A- Youth Visual Materials					\$ 2,992.00		654.30	
		11/06/2007	Deep Discount DVD.	credit card Youth Movies		-72.34	581.96	
		11/06/2007	Deep Discount DVD.	credit card Youth Movies		-83.25	498.71	
		11/06/2007	Deep Discount DVD.	credit card Youth Movies	\$ 2,992.00	-7.92	490.79	
Total 296. A- Youth Visual Materials						-163.51	490.79	16%
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							-11.03	
Total 296. Visual Materials						-426.94	919.38	

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299 Miscellaneous					\$ 650.00		209.07	32%	
Total 299 Miscellaneous							209.07		
301 Office Supplies							3,030.75		
301-A Item Processing Materials					\$ 8,000.00		1,997.65		
		11/06/2007	Demco.	Book Jacket Cover			-37.02	1,960.63	
		11/06/2007	Outagamie Waupaca Library System..	Barcode Labels			-78.64	1,881.99	
		11/06/2007	Dymo.	credit card Processing Labels	\$ 8,000.00		-79.70	1,802.29	
Total 301-A Item Processing Materials							-195.36	1,802.29	23%
301 - B Supplies							1,033.10		
		11/06/2007	Outagamie Waupaca Library System..	Receipt Paper	\$ 2,000.00		-65.00	968.10	
Total 301 - B Supplies							-65.00	968.10	48%
301 Office Supplies - Other							0.00		
Total 301 Office Supplies - Other							0.00		
Total 301 Office Supplies							-260.36	2,770.39	
501 Capital Building							0.00		
Total 501 Capital Building							0.00		
502 Capital Equipment							10,833.53		
502 -A- Computers & Printers					\$ 21,000.00		4,773.02		
		11/06/2007	Amazon.com.	credit card Headphones for Internet Computers			-80.33	4,692.69	
		11/06/2007	Packerland Mats	credit card Cushioned Floor Mat for Circ Area			-231.00	4,461.69	
		11/06/2007	Techmicro.com	credit card Wireless mice and rechargeable batteries			-106.49	4,355.20	
Total 502 -A- Computers & Printers							-417.82	4,355.20	21%
502 -B-Internet Timing Software							6,000.00		
		11/06/2007	Outagamie Waupaca Library System..	Internet Time Management Project	\$ 6,000.00		-6,000.00	0.00	
Total 502 -B-Internet Timing Software							-6,000.00	0.00	0%
502 -C- Wireless project					\$ 1,000.00		60.51		
Total 502 -C- Wireless project							60.51	6%	

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502 Capital Equipment - Other						0.00	
Total 502 Capital Equipment - Other						0.00	
Total 502 Capital Equipment					-6,417.82	4,415.71	
1Waupaca Library Budget 2007 - Other						0.00	
Total 1Waupaca Library Budget 2007 - Other						0.00	
				Expenditures for October 2007		-	
						11,154.76	15%
						20,915.29	

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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Memo

Outagamie Waupaca Library System

225 North Oneida Street
Appleton, WI 54911

920 832-6190

October 31, 2007

To: Peg Burington

From: Rick Krumwiede

Subject: Payment for PC-Management Software

Enclosed is an invoice for \$6,000. As we discussed previously, this payment from the Waupaca Area Public Library is for the purpose of acquiring workstation management software, i.e., software for the library's public computers that manage patron access to the Internet.

It is understood that funds paid to OWLS by your library for workstation management software 1) shall remain the property of the Waupaca Area Public Library until spent, 2) are being held by OWLS specifically for the purpose of acquiring workstation management software, 3) will not be spent for workstation management software until authorized by the Waupaca Area Public Library, and 4) will not be used for any other purpose without the written consent of the Waupaca Area Public Library.

Furthermore, the Waupaca Area Public Library may request that OWLS return these funds to the library at any time. OWLS agrees to return the funds to the Waupaca Area Public Library within 30 days of such a request.

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		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-55111-101-000	LIBRARY: SALARIES	8,972.44	114,480.67	166,672.00	52,191.33	68.69
100-55111-102-000	LIBRARY: WAGES	5,755.14	60,308.30	82,288.00	21,979.70	73.29
100-55111-103-000	LIBRARY: OVERTIME	117.73	387.51	.00	(387.51)	00
100-55111-104-000	LIBRARY: PT WAGES	10,841.93	109,068.15	126,783.00	17,714.85	86.03
100-55111-106-000	LIBRARY: HOLIDAY PAY	.00	5,664.06	00	(5,664.06)	00
100-55111-107-000	LIBRARY: SICK PAY	71.40	889.98	.00	(889.98)	.00
100-55111-108-000	LIBRARY: VACATION PAY	5,483.96	20,157.48	00	(20,157.48)	.00
100-55111-109-000	LIBRARY: FUNERAL LEAVE	.00	294.02	.00	(294.02)	.00
100-55111-116-000	LIBRARY: PT RETIRE	610.53	5,001.91	6,130.00	1,128.09	81.60
100-55111-118-000	LIBRARY: SOCIAL SECURITY	2,375.28	23,613.83	28,745.00	5,131.17	82.15
100-55111-119-000	LIBRARY: RETIREMENT (R)	1,840.25	22,971.63	29,875.00	6,903.37	76.89
100-55111-121-000	LIBRARY: GRP HLTH INS	4,457.84	46,378.48	64,349.00	17,970.52	72.07
100-55111-122-000	LIBRARY: LIFE INS	58.56	781.41	800.00	18.59	97.68
100-55111-123-000	LIBRARY: INC PROTECT	122.02	1,524.49	1,800.00	275.51	84.69
100-55111-124-000	LIBRARY: WORK COMP	(1,807.50)	(1,465.85)	1,300.00	2,765.85	(112.76)
100-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	.00	2,060.00	2,500.00	440.00	82.40
100-55111-126-000	LIBRARY: DEF COMP HLTH	436.00	4,578.00	5,250.00	672.00	87.20
	ALL PERSONNEL COSTS	39335.58	416,694.07	516,492.00	100,091.95	
100-55111-201-000	LIBRARY: TRAVEL	182.85	1,198.53	1,185.00	(13.53)	101.14
100-55111-202-000	LIBRARY: TRAINING	80.00	1,577.12	1,700.00	122.88	92.77
100-55111-206-000	LIBRARY: TELEPHONE	200.34	1,740.62	2,500.00	759.38	69.62
100-55111-207-000	LIBRARY: MAINT OF EQUIP	31.25	1,326.50	1,600.00	273.50	82.91
100-55111-209-000	LIBRARY: INS & BONDING	.00	1,911.25	2,000.00	88.75	95.56
100-55111-211-000	LIBRARY: CONTRACT SERVICES	.00	22,096.00	23,700.00	1,604.00	93.23
100-55111-214-000	LIBRARY: REPRODUCTION	236.49	2,865.66	1,650.00	(1,215.66)	173.68
100-55111-215-000	LIBRARY: ADVERTISING	83.90	276.90	1,800.00	1,523.10	15.38
100-55111-216-000	LIBRARY: POSTAGE	151.17	2,343.50	4,000.00	1,656.50	58.59
100-55111-217-000	LIBRARY: MEMBERSHIP & DUES	.00	372.00	350.00	(22.00)	106.29
100-55111-250-000	LIBRARY: BOOKS	2,916.13	56,309.57	65,000.00	8,690.43	86.63
100-55111-251-000	LIBRARY: PERIODICALS	37.90	6,853.25	7,760.00	906.75	88.32
100-55111-252-000	LIBRARY: BOOK BINDING	.00	259.65	390.00	130.35	66.58
100-55111-253-000	LIBRARY: PROMOTIONAL MATERIALS	153.50	411.39	1,025.00	613.61	40.14
100-55111-254-000	LIBRARY: PROGRAMS	621.82	3,552.92	4,000.00	447.08	88.82
100-55111-286-000	LIBRARY: SOFTWARE	.00	165.45	1,300.00	1,134.55	12.73
100-55111-296-000	LIBRARY: VIDEO TAPES	1,426.76	7,329.82	8,200.00	870.18	89.39
100-55111-299-000	LIBRARY: MISC	.00	424.95	650.00	225.05	65.38
100-55111-301-000	LIBRARY: SUPPLIES	764.73	7,287.37	10,000.00	2,712.63	72.87
	TOTAL LIBRARY	46,222.42	534,996.52	655,302.00	120,305.48	81.64
	TOTAL FUND EXPENDITURES	46,222.42	534,996.52	655,302.00	120,305.48	81.64
FUND 450 - CAPITAL PROJECTS FUND						
		PERIOD ACTUAL	YTD ACTUAL AMOUNT	BUDGET AMOUNT	VARIANCE	% OF BUDGET
450-75111-502-000	C/O LIBRARY: C/O EQUIP	74.99	11,392.19	28,000.00	16,607.81	40.69
	TOTAL C/O LIBRARY	74.99	11,392.19	28,000.00	16,607.81	40.69
	TOTAL FUND EXPENDITURES	74.99	11,392.19	28,000.00	16,607.81	40.69

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
NOVEMBER 13, 2007**

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		
Week 2	\$460.74	\$231.85	\$357.20	\$384.80	\$279.20	\$181.80	\$400.95	\$436.58	\$361.01	\$339.90		
Week 3	\$242.75	\$377.50	\$367.75	\$311.40	\$286.45	\$274.55	\$291.90	\$379.55	\$470.88	\$379.43		
Week 4	\$372.13	\$454.50	\$395.55	\$441.85	\$230.85	\$360.44	\$336.15	\$328.75	\$227.15	\$379.85		
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	\$0.00	\$0.00
										Y-T-D	Total	\$14,847.99
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		
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
NOVEMBER 13, 2007**

Circulation Chart 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			7097
Adult Audiobook - Tape	226	247	269	223	191	227	215	172	169	214			2153
Adult Fiction	2650	3239	2801	2562	3336	2829	3889	3495	2868	3341			31010
Adult Large Print	855	743	715	746	704	807	916	944	753	800			7983
Adult Easy Reader	5	0	10	6	3	3	13	10	19	2			71
Adult Magazines	508	351	663	448	352	504	598	469	455	460			4808
Adult Nonfiction	2590	2214	2192	2020	1936	1959	2216	2382	1778	2326			21613
Adult Music	830	697	693	694	705	774	881	847	691	918			7730
Adult DVD	4846	4917	5007	4527	4199	4527	4789	5239	3996	5010			47057
Adult VHS	1284	1293	1232	857	633	672	876	698	582	654			8781
AV Equipment	1	6	11	1	8	8	3	4	2	8			52
Interlibrary Loan	47	35	33	39	46	52	46	44	57	40			439
Adult Software	4	4	0	1	1	2	0	3	2	7			24
Adult Reference/Undefined	0	3	1	1	1	0	3	0	0	4			13
Renewals	417	443	430	514	529	396	477	544	639	668			5057
Adult Total	14955	14926	14802	13283	13305	13463	15614	15620	12680	15240	0	0	143888
YA Audiobook - CD	61	39	41	50	48	55	50	59	48	44			495
YA Audiobook - Tape	4	9	7	9	5	7	9	13	5	6			74
YA Fiction	552	429	606	475	608	775	769	862	472	591			6139
YA Nonfiction	148	91	113	107	97	123	98	112	86	128			1103
YA Magazine	30	18	38	26	22	25	44	45	16	24			288
YA DVD	862	855	863	693	655	843	917	861	654	871			8074
YA VHS	41	1	0	0	0	0	0	0	1	0			43
YA Music	94	57	51	72	58	97	76	79	78	111			773
YA Software	1	1	3	4	1	0	4	1	1	2			18
Renewals	41	47	52	59	56	59	63	74	73	81			605
YA Total	1834	1547	1774	1495	1550	1984	2030	2106	1434	1858	0	0	17612

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
NOVEMBER 13, 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			1913
Child Magazine	32	37	57	45	55	99	67	79	75	81			627
Child DVD	1773	1925	2175	1723	1391	1879	2389	2125	1476	2037			18893
Child VHS	843	822	912	681	531	773	886	827	482	686			7443
Child Fiction	2912	2950	3075	2541	2167	4129	4368	2270	881	1424			26717
Child Nonfiction	924	950	1146	1026	786	1286	1031	944	758	1103			9954
Child Easy Reader	564	653	714	637	607	979	999	2143	2089	2579			11964
Educational Kit/Game/Toy	25	19	27	24	18	31	24	28	12	26			234
Child Music	121	135	152	148	119	152	173	152	94	151			1397
Child Reference	26	19	33	19	13	32	15	17	10	30			214
Child Software	4	2	1	2	0	5	12	7	1	2			36
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			2952
Youth Total	7626	7924	8757	7316	6080	9892	10533	9186	6344	8696	0	0	82354
Total Adult	14955	14926	14802	13283	13305	13463	15614	15620	12680	15240	0	0	143888
Total Young Adult	1834	1547	1774	1495	1550	1984	2030	2106	1434	1858	0	0	17612
Total Youth	7626	7924	8757	7316	6080	9892	10533	9186	6344	8696	0	0	82354
Total Circulation	24415	24397	25333	22094	20935	25339	28177	26912	20458	25794	0	0	243854

Library Visits

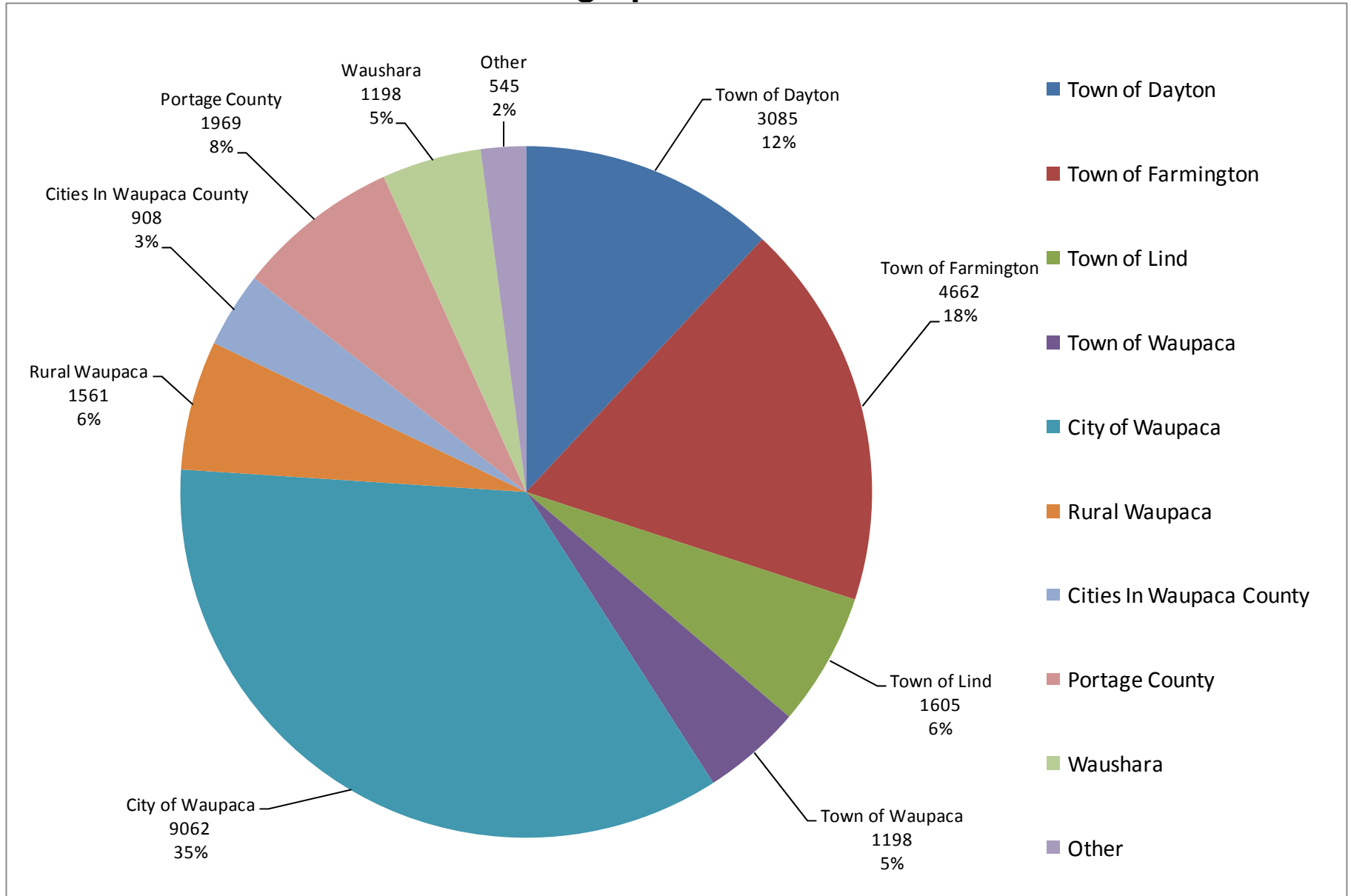
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2007	14351	14161	16237	14587	13620	17373	19949	18106	13180	18727			141564
2006	14845	12492	15795	12972	13660	17257	19229	19092	14845	16079	14924	11844	183034

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 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	0	0	1038.85

Geographical Chart



WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

October Interloan by Library

Year to Date Interloan

Interloan by Library	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,181	2,225	(1,044)	0.53	11,637	21,771	(10,134)	0.53
Appleton	12,750	8,496	4,254	1.50	121,078	83,302	37,776	1.45
Black Creek	1,018	922	96	1.10	9,791	7,870	1,921	1.24
Clintonville	2,007	1,844	163	1.09	18,976	16,153	2,823	1.17
Door County	5,453	4,641	812	1.17	51,270	45,299	5,971	1.13
Florence	583	677	(94)	0.86	5,195	5,101	94	1.02
Fremont	1,295	778	517	1.66	11,870	8,847	3,023	1.34
Gillett	664	854	(190)	0.78	5,772	8,076	(2,304)	0.71
Hortonville	794	1,853	(1,059)	0.43	7,002	18,155	(11,153)	0.39
Iola	1,303	1,234	69	1.06	12,265	10,759	1,506	1.14
Kaukauna	2,573	3,271	(698)	0.79	22,997	29,261	(6,264)	0.79
Keshena	239	33	206	7.24	1,823	298	1,525	6.12
Kewaunee	1,125	701	424	1.60	10,483	6,059	4,424	1.73
Kimberly-Little Chute	3,763	4,262	(499)	0.88	33,459	41,565	(8,106)	0.80
Lakewood	829	808	21	1.03	7,892	8,136	(244)	0.97
Lena	256	791	(535)	0.32	1,870	6,468	(4,598)	0.29
Manawa	936	1,163	(227)	0.80	8,798	10,930	(2,132)	0.80
Marinette County	3,966	4,895	(929)	0.81	44,929	45,551	(622)	0.99
Marion	1,246	929	317	1.34	11,683	9,296	2,387	1.26
New London	2,106	2,303	(197)	0.91	20,331	20,750	(419)	0.98
NFLS	0	935	(935)	0.00	1	8,252	(8,251)	0.00
Oconto	1,010	1,430	(420)	0.71	9,120	14,992	(5,872)	0.61
Oconto Falls	1,365	1,459	(94)	0.94	11,322	14,330	(3,008)	0.79
Oneida Tribal	547	261	286	2.10	4,492	2,021	2,471	2.22
OWLS	0	22	(22)	0.00	38	648	(610)	0.06
Scandinavia	323	362	(39)	0.89	3,936	3,947	(11)	1.00
Seymour	1,353	1,347	6	1.00	13,676	13,907	(231)	0.98
Shawano County	3,220	4,182	(962)	0.77	30,395	38,741	(8,346)	0.78
Shiocton	488	326	162	1.50	4,554	2,733	1,821	1.67
Surfing	539	511	28	1.05	4,951	5,058	(107)	0.98
Waupaca	4,144	3,781	363	1.10	39,519	33,650	5,869	1.17
Weyauwega	773	553	220	1.40	6,306	5,505	801	1.15
TOTAL	57,849	57,849	0	1.00	547,431	547,431	0	1.00

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

NOVEMBER 13, 2007

Director's Report
October 2007

Adult Programs

In conjunction with the Smithsonian Exhibit, the Lunch & learn Program on October 2nd featured Rob Nurre, the Surly Surveyor. We expected a big crowd so we moved the location to the Waupaca Rec Center. The staff at the Rec Center was gracious and helpful and we had a very successful program with 75 people in attendance. We served baked potatoes (donated from Anthony Farms), Caesar salad and cookies (baked by the OPALS). Sue and Vickie helped move items from the library, prepared and served the lunch, directed patrons to the event and helped clean up. The program itself was very interesting interactive and informative. I came away with knowledge of early surveying methods and an appreciation for the incredible endeavor of mapping and dividing our vast state, without the benefit of advanced technology. The next Lunch & Learn will take place on Tuesday, November 13th at 11:30 am. It will be an interactive program featuring Certified Appraiser, Mark Moran and the treasures brought for show and tell by library patrons.

Board Packet

You will see some changes to this month's Board Report. After direction from the Board last month, staff met with Gerri Moeller of OWLS to determine the best way to present statistics. After a lengthy discussion with Gerri, we concluded that the discrepancies in the numbers reported in the last five years provide comparisons that are an unreliable measure of service to library patrons. Gerri helped Ruth Hoppe create an Excel spreadsheet that will more accurately reflect the official circulation (used for the state annual report). In January you can expect see a return to comparing monthly and year-to-date activity, but we will be comparing only 2008 and 2007 numbers. Charts have been changed or eliminated, information condensed and reports relocated. We will have a thorough discussion of these changes at our monthly board meeting.

The Budget

Even before I had enjoyed a full week as Director, I had my first budget crisis. I received word from Rick Krumwiede, Director of OWLS, that the Waupaca County Finance Committee was proposing funding the libraries at a rate less than agreed upon by OWLS/County Plan. I attended two County Finance Committee Meetings and the decision was made to fund the libraries at 82% of what it cost to serve rural patrons (\$302,234) compared to the 83% requested by OWLS (\$305,920). Henry was aware of the County Budget shortfall before the City Budget was passed on October 16th. Henry and Jean Peterson used reserves to cover the deficit in the budget. I did not ask for the rollover of 2007 funds as discussed at our last meeting until we learned the outcome of this new development and had time to discuss the impact.

Staff Development

Dominic Frandrup, Ruth Hoppe and Paula Reedy attended the Wisconsin Library Association Convention in Green Bay on October 17th. Patsy Servey and Cathy Valentyne attended a workshop on "Marketing Your Library Collection." They returned with new ideas for display and environment. I participated in a web based class entitled, "Death to Jargon." The idea was that we should limit the technical language of libraries when dealing with patrons and use everyday language that does not need interpretation. An example includes calling our "Circulation Desk" the Main Desk or Checkout Desk. As librarians we tend to use technical language that to a non-librarian may as well be a foreign language.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

Library Foundation

The Waupaca Library Foundation held a meeting on October 29th. They agreed to hire Patsy Servey, Interlibrary Loan Librarian, as the new Exhibit Room Director. The Foundation will be billed by the City for her services (not to exceed \$3240 annually). Treasurer Jean Peterson will create a new line item in our budget.

Members of the Foundation approved the newly revised brochure and the accompanying letter. Staff and volunteers will be working to get the mailing done before Thanksgiving.

The Foundation honored staff requests for the following items:

Last Spring the Foundation agreed to fund a digital microfilm machine for \$7500. After further investigation staff chose a machine with greater capabilities but the difference in price was more than originally appropriated by the Foundation.

Final Cost	\$8940
Original appropriation	<u>\$7500</u>
Difference	\$1440
Library staff requested	\$1440

to cover the cost of the upgraded machine.

New technology available for repairing scratched cds and dvds.

The Ven Mill Industries 3500 Disc Repair System

Quote for purchase of machine with two year warranty

\$2600 + \$120 (consumables) = **\$2720**

Display cubes for marketing the collection

4 large cubes and 4 small cubes **\$1022**

Price includes shipping and handling

Total requests **\$5182**

Respectfully submitted by Peg Burington, Library Director

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

October 2007 Reference Report #’s compiled by: Dominic Frandrup

Internet ½ Hours Use: 2481 Adult; 112 Children; 657 Teen = **3250 Total ½ Hours**

No Card Internet Registration: 218 (109 of those are from outside Waupaca)

*Approximately 2% of adult internet users this month didn’t have a library card.

Computer Use: 24 Adult, 185 Children = **209 Total Patrons**

Study Room Use: 136 Number of patrons using Internet in study rooms: 67

Meeting Room Use: 58

Microfilm machine use: 8

Volunteer hours worked- 202.25

Adult Reference Transactions: 782 in person; 205 phone;

21 at Circulation desk; 0 via email/other

Youth Reference Transactions: 205 in person; 83 phone

Total Reference Transactions: 1296

First off, you probably noticed that there are a lot less numbers on this report than normal. Never fear, we just moved them to charts elsewhere in this packet they would be more useful and not duplicate what was already accounted for.

Health Insurance meetings have been going well. United Health is playing it’s hand this year in response to the 0% increase we received last year. They are offering a 15% increase, slightly less if we don’t shop for a new carrier. This averages to be about a 7% increase per year which is below trend, but we are always looking to do better. We should have the final numbers on November 8th. We will definitely be shopping again next year.

The Tortilla Curtain by T. Coraghessan Boyle book discussion went well with eight attendees. Lots of discussion about how the “American dream” doesn’t apply to all Americans and yet some Immigrants, illegal and legal, come searching for something that doesn’t exist. Granted the situation may be better in the US than wherever they are coming from but there is no guarantee.

I attended the WLA (Wisconsin Library Association) Conference in Green Bay. And there were good parts but I was disappointed with the vendors. I couldn’t get quotes for a self-checkout machine, or for converting microfilmed newspapers into a digital/ searchable format, and no one was selling CD/ DVD cleaners to try out. The best program was on Library 2.0. This is just jargon for using new online technologies to improve communication and the library experience for staff and patrons. The other good program was on creating a LIFE report for your community. This is done by taking data from county and state organizations, such as Health, Education, Public Safety, Housing, Natural Resources, etc. and putting all into one place which was pretty cool. If you’re interested you can view the one for Fond du Lac at <http://www.fdlpl.org/lifereport.html>.

Lastly I took a week of vacation. I think it would have been less stressful to stay home and just take Friday off of work rather than deal with the Desk Disaster that was awaiting me upon my return.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

Children's Department Board Report
October 2007

Our children's programming began its fall session in October. We offer 8 programs each week: Babygarten (1), Toddler Time (3), Story Time (3) and Wednesday Homework Help Night (1). We are on a three week rotation in the process for planning and executing the programs. Jan Rademacher, Paula Reedy and I share the preschool programming and feel that it helps us develop relationships with the families we serve. We will be analyzing our programs during this fall session to see if adjustments are necessary in our program schedule.

On Friday, October 5th, I attended the annual meeting of system youth liaisons in Madison. This is an opportunity to meet with representatives from the Dept. of Public Instruction and other systems to share ideas on how to better serve our children and their families. As OWLS youth liaison, it is my duty to share this information with the other 16 librarians who work with children in our system. Rick Krumwiede, OWLS Director, has offered to renew the 2-year contract for my services as liaison with an increase of \$500/year to our library. For 2008-10 the Waupaca Area Public Library will receive \$2500 in goods and services as compensation for the time I spend on system youth services projects.

The Smithsonian exhibit, *Between Fences*, wrapped up its stay in Waupaca in October. I believe that the benefits from having this exhibit in our library will be felt in the partnerships we have forged with community organizations for many years to come. Fifty-four docents (87% of them volunteers) manned the exhibit during its stay. The electronic counter showed 4612 people visited the show, while the guest book showed the following demographic: 68% from Waupaca County, 10% from Wisconsin communities, 9% from Central Wisconsin (Portage, Marathon, Wood Counties), 8% from the Fox Valley (Green Bay to Oshkosh), and 5% from out of state. We led 20 groups through the exhibit. Special thanks to Patsy Servey (and family), Jan Rademacher and Mary Jo Tomaras who came to help dismantle the exhibit, pack it and send it off to Hales Corners. There was some damage in the dismantling process, but repairs were quickly made and the transfer went very well.

We were invited to participate in Baylake Bank's Customer Appreciation Day, Friday, October 12. I spent an hour at the bank, prepared to read stories to children at the bank. While no children came to the bank while I was there, it was good to represent the library in the public and I was honored to be invited.

The Chain O'Lakes Elementary School Title I program invited me to speak to their families at their annual "Pasta Night" on Tuesday, October 30. I promoted our Kids Only Reading Club theme, "Go Hog Wild....READ!" and our Family Nights, to be held on the first Thursday of each month from November through May. As of October 31, we have 83 young readers signed up to earn incentives, provided by the Friends of the Library, for every 10 hours of independent reading.

Sue Abrahamson

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
NOVEMBER 13, 2007**

*The
Best Cellar
Designed for teens by teens*

Teen Report
October 2007

Teen Staff created a display of books that had been challenged or censored for Banned Book Week. SLAG members sponsored a Banned Book reading at the Chez Marche Café on October 4th. About 15 people participated in trivia contests and dramatic book readings. It was a great way to celebrate our freedom to read!

On Monday, October 15th SLAG hosted the much awaited Monopoly Tournament in conjunction with the Smithsonian Between Fences Traveling Exhibit. With five tables of Monopoly being run simultaneously it was difficult for this observer to be bored! I stopped by a table to see players at poverty levels only to return a few minutes later to find them wealthy! David Hansen was the Grand Winner and was awarded a \$50 Chamber of Commerce gift certificate. There were 10 other 2nd and 3rd place prizes. Everyone who participated was a winner because they chose to spend their afternoon at the library.

Eight SLAG members, Mary Trice, Library Board Member, and I attended a state sponsored program to build youth leadership in communities. The Youth as Partners in Civic Leadership Conference began on Friday evening and we returned to the Library on Sunday afternoon. The conference was geared towards giving teens tools to help them "have a voice" in their community and beyond. SLAG officers also presented a program on their own experiences in our library. It was touching to hear them speak about how the library had made their lives richer.

We had valuable discussions with youth and adults from across the state. People were impressed with how excited our teens were about their library. Our teens attended sessions on public speaking, film making, creating public service announcements and using art to get your message across. Some of our teens created a very moving film about beauty and violence. As a group we taped a public service announcement about Teen Read Week. Several of our group attended a session on juvenile justice. I learned for the first time that in Wisconsin teens over the age of 16 are treated as adults when they are arrested. The outcome of this experience is that we will be writing a grant to get a library started in the County Jail.

Again this year we celebrated Teen Read Week with a Reading Marathon, a Halloween Party and the traditional pie in my face. We have had greater participation in past years when the high school musical was not a factor.

I delayed the Library Books for Lunch Program until November 1st. On this date I had contact with over 20 students, checked out 15 books, and had 5 books returned to me. I still feel that this program is a way to reach students that may not have access to the resources of the public library.

Respectfully submitted by Peg Burington

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007



SLAG Meeting Notes November 1, 2007

1. We sent a paper round for attendance. 11 SLAG members in attendance.
2. Kokie called the meeting to order at 4:05
3. Kokie read the Treasurer's Report
4. Old Business
 - a. **More jars for sale** – SLAG officers have approved a new recipe for cookie jars. You should have received a postcard asking you to bring an item for the jars. We will be putting the jars together at the Committee Meeting so you can still bring **your** ingredient by Tuesday.
 - b. **Monopoly Tournament – October 15th** – Successful event with 26 participating (including bankers and members in charge of refreshments) What would we do differently next time? Members suggested having different games for a Tournament (Life, Risk)
 - c. **Banned Book Week** – 16 participants. Members who attended felt it went very well. It worked very well after the SLAG Meeting.
 - d. **Teen Read Week** – Bad week because of the Musical? What should we do differently next year? Members agreed that if the Marathon were held earlier in October more would be able to participate. Have it over a weekend and then the following week, have the party on Saturday.
 - e. **Halloween Party** – 12 people came to Halloween Party. People there had fun. They thought the spider tennis ball game was inappropriate for older kids. Once again the Musical interfered and members were unable to attend.
5. New Business
 - a. **How can we raise more money?** Adam suggested we go door to door “asking for more.” Claire E thought we should sell hats. Claire L though the bags we sold several years ago would work again. Cat thought the jewelry we purchased for sale was a good idea.
 - b. **Committee Meeting next Tuesday** – Committee Meeting to be held on Tuesday the 6th at 3:40. We'll be putting the jars together and talking about additional fund raisers.
 - c. **Pizza & Pages – The Song Reader by Lisa Tucker**
 - d. **Snack & book sharing** We ate leftover bagels and cream cheese
Lizzie is reading *Wizard Abroad* by Diane Duane.
Katie is reading *Good Omens* by Neil Gaiman.
Adam is reading *Eclipse* by Stephenie Myers.
Claire is reading *The Extraordinary Adventures of Alfred Kropp* by Richard Yancey.
Sylvia is reading *The Notebook* by Nicholas Sparks and *The Koran*.
Kokie is reading *Feed* by M.T. Anderson.
Claire E is finding her History book very interesting.
Ross just finished *StoryTime* by Edward Bloor.
Cat is reading *Assassin*.
 - e. **Next meeting Thursday, December 6th**
7. **Adjourn at 4:45**

SLAG Treasurer's Report for September 2007			
9/6/2007	Beginning SLAG Balance		\$1,032.61
Total Deposits			\$363.89
Total Expenditures			\$373.07
Monthly balance	Deposits minus expenditures		-\$9.18
10/4/2007	Ending SLAG Balance		\$1,023.43

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
NOVEMBER 13, 2007**

**Waupaca Area Public Library
Personnel Committee Meeting
Friday, November 2, 2007, 1:00 pm**

1. Called to order by Julie Eiden at 1:12 pm. Jerry Murphy, Dick Dance, Julie Eiden and Peg Burington were present. Bill Parker arrived at 1:20 pm.
2. Approval of the agenda 1. Dick Dance 2. Jerry Murphy
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. Discuss Director's probationary period and hiring of new Assistant Director
Committee members discussed memo sent out by City Administer Henry Veleker in reference to probationary periods and filling positions vacated by those in probationary periods. Committee members agreed to draft a response to Mr. Veleker and a letter to Library Director, Peg Burington, outlining the intent of the probationary period.
5. Discuss revised job descriptions for Assistant Director and Reference Librarian
Moved to accept new job descriptions with revisions. 1. Bill Parker 2. Jerry Murphy
6. Go into closed session to discuss contract for Assistant Director 1. Bill Parker 2. Jerry Murphy
7. Moved to accept letter of agreement for Assistant Director with revisions. 1. Jerry Murphy 2. Bill Parker
5. Motion to adjournment 1. Bill Parker 2. Dick Dance

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

Waupaca Area Public Library Policy Committee Meeting Friday, October 26, 2007, 9:00 am

1. Meeting was called to order at 9:08. Present were Policy Committee Members: Robert Nelson, Mary Trice and Connie Andraschko. Also present Library Director Peg Burington and Children's Librarian Sue Abrahamson
2. Approval of the agenda 1. Connie Andraschko 2. Robert Nelson
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. Reviewed revised Internet Policy
5. Moved to accept the Internet Policy with changes as discussed. 1. Connie Andraschko 2. Mary Trice
6. Motion to adjourn 1. Robert Nelson 2. Mary Trice

Waupaca Area Public Library Internet Policy

Please review the following pages **before** signing the Internet Use Card!
This policy also applies to personal equipment (laptops, etc.) utilizing a library Internet connection.

Internet Use Policy

Simply:

The Waupaca Area Public Library does not censor your access to materials or protect you from information you may find offensive. There are sexually explicit, objectionable materials and other information resources which you may personally find controversial or inappropriate. It is your responsibility to determine what is appropriate for you to look at. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

Guidelines

1. You must hold a current Waupaca Area Public Library (OWLS/InfoSoup) library card with an Internet sticker (indicating you have agreed to the Internet Policy), or sign in as a visitor. By signing in, the visitor is agreeing to the Internet policy. You may be asked to provide your library card with Internet sticker before or during use.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

2. Minor children under 16 years of age must have a parent/guardian read, agree to, and sign the Internet Policy in person. Minor children accompanied by a parent/guardian may use the Internet with permission of the parent/guardian.
3. Use of the Internet computers is on a first come, first serve basis. There is a one hour limit of Internet use per day. Sign up is in 30 minute blocks. If other people are waiting, a 30 minute time limit will be enforced. If no one is waiting, then a one hour limit will be enforced. There will be a waiting period of 5 minutes before a reserved computer may be used by another user. A user may **not sign up** for two consecutive 30 minute blocks.
4. You must read these guidelines and sign a statement indicating that you have read and will abide by these guidelines.
5. The Internet computers will be available during normal library hours, subject to periodic maintenance. Internet terminals in the teen library will be available only when staff is present. The Internet terminal in the children's department is reserved for youth under 14 years of age and parents accompanied by small children. The library provides computers with filtered Internet access in the young adult area. A filter is not 100% effective.
6. There will be a \$.10 cent charge for all printed copies.
7. The library expects that all use of the Internet will be responsible and ethical, consistent with the purpose for which this resource is provided. This includes:
 - Use for education, informational and recreational purposes only; **not for any unauthorized, illegal or unethical purposes such as copying software, data, music, movies, etc. as per state and federal law.**
 - Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
 - Further respecting the privacy of others using Internet work stations at the Waupaca Area Public Library by not interfering with their use.
 - Not sending, receiving, or displaying, text or graphics which may reasonably be construed by Library staff as offensive to the public.
 - Not making unauthorized changes to the setup or configuration of the software or hardware at the Waupaca Area Public Library.
8. Any use in violation of this Internet Policy may result in the loss of Internet privileges for 3 months up to one year. For copyright infringement and other illegal offenses the Waupaca City Police Department will be notified. First violation may result in the loss of privileges for up to three months. Second violation may result in the loss of privileges for up to one year.

Why the library offers Internet access

In response to advances in technology and the changing needs of the community, the Waupaca Area Public Library endeavors to develop collections, resources and services that meet the informational, recreational, and educational needs of the Waupaca community. It is within this context that the Waupaca Area Public Library offers access to the Internet.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

The Waupaca Area Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons are responsible for their own use.

All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their minor children. Parents and guardians - and only parents and guardians - may restrict their children - and only their children - from access to Internet resources accessible through the library. Parents are advised to supervise their children's Internet sessions. The library will provide copies of "Child Safety on the Information Highway" to any parent who requests it.

Approved by the Waupaca Area Public Library Board on January 13, 1998.
Revised by the Waupaca Area Public Library Board on April, 13, 1999
Revised by the Waupaca Area Library Board December 14, 1999.
Revised by the Waupaca Area Library Board November 2001.
Revised by the Waupaca Area Library Board September 2005.
Revised by the Waupaca Area Library Board November 2007

Signed: _____ Date Revised: _____
(Library Board President)

Signed: _____ Date Revised: _____
(Library Director)

Name (please print):

Barcode:

I have read and understand the above policies and procedures. I also understand that misuse or abuse of the computers will result in loss of privileges.

Signature:

Parent or Guardian:

(Signature required if applicant is under 16 years of age.)

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

2008 Waupaca County Library Budget Request

Based on County Library Service Plan

Outagamie Waupaca Library System
May 17, 2007

Funding Percentage: 83.0%

	2006 Total Circ	2006 Expend	Cost per Circ	2006 County Circ	County Bill 100%	2007 Payment	2008 Payment	% Change	% County Formula	Change
Clintonville	115,317	\$365,163	\$3.17	35,453	\$112,386	\$97,918	\$93,280	-4.74%	83.0%	(\$4,638)
Fremont	47,825	\$69,200	\$1.45	13,682	\$19,839	\$17,230	\$16,466	-4.43%	83.0%	(\$764)
Iola	55,160	\$150,526	\$2.73	25,918	\$70,756	\$62,032	\$58,728	-5.33%	83.0%	(\$3,304)
Manawa	48,164	\$122,161	\$2.54	27,839	\$70,711	\$57,169	\$58,690	2.66%	83.0%	\$1,521
Marion	42,294	\$132,075	\$3.12	9,432	\$29,428	\$21,651	\$24,425	12.81%	83.0%	\$2,774
New London	139,481	\$361,261	\$2.59	41,317	\$107,011	\$85,558	\$88,819	3.81%	83.0%	\$3,261
Scandinavia	12,658	\$22,632	\$1.79	7,446	\$13,328	\$8,503	\$11,063	30.11%	83.0%	\$2,560
Waupaca	265,175	\$736,658	\$2.78	132,582	\$368,578	\$312,024	\$305,920	-1.96%	83.0%	(\$6,104)
Weyauwega	28,960	\$120,525	\$4.16	9,357	\$38,925	\$36,081	\$32,308	-10.46%	83.0%	(\$3,773)
Total	755,034	\$2,080,201	\$2.76	303,026	\$830,962	\$698,166	\$689,699	-1.21%	83.0%	(\$8,467)

Only expenditures from governmental sources are included.

Waupaca	OWLS Request \$305,920	Finance Committee \$302,234	2008 Budget Unknown
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WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

Outagamie Waupaca Library System Board of Trustees

September 20, 2007 Meeting Minutes

The meeting was called to order at 6:35 p.m. by President Pamperin at the New London Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Peter Gilbert, Paul Girod, Deborah Hoffmann, Eunice Lawrence, Bill Morien, Patricia Pamperin, Theresa Rechner, Stephen Ware.

EXCUSED: Kay Hillskotter, Glenda Rhodes, David Vaclavik.

OTHERS PRESENT: Rick Krumwiede.

Bloedow moved, seconded by Gilbert, to approve the minutes of the August 16, 2007 meeting. Motion carried. Buchholtz moved, seconded by Gilbert, to approve checks numbered 23231-23282, inclusive, in the amount of \$72,830.88 and 8/23/07-9/20/07 payroll expenditures in the amount of \$42,265.06. Motion carried. Hoffmann moved, seconded by Bloedow, to approve the August 2007 financial report. Motion carried.

DIRECTOR'S REPORT

Krumwiede reported on the August 20th meeting between representatives of the City of Marion and the Town of Grant about the possibility of forming a joint library. There was no consensus about the desirability of forming a joint library, but the Town representatives reported to the Town Board on September 5th. The Town Board decided to invite representatives from the Shawano County Library Board to their next meeting to discuss the service and funding inequities.

OWLS has applied for five 2008 LSTA grants: Wireless Connections for OWLS Libraries (\$3,500), Support for Online Databases (\$15,600), Warren Graham Security Training (\$2,400), Enhancing Library Services via Podcasts, Screencasts, and Vodcasts (\$9,327), and Libraries and Literacy Councils: Making a Difference Together (\$25,999). The literacy grant is a joint application with the Nicolet Federated Library System. Grant awards will be announced in December.

Krumwiede also reported on a variety of staff activities including:

- 8/23 Directors' meeting in Waupaca
- 8/28 Acquisitions Camp
- 9/11 "Lunch & Learn" presentation by Evan Bend in Waupaca
- 9/12 Workshop on Emerging Technologies and Gadgets presented by Beth Carpenter in Rice Lake with Stef Morrill

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING NOVEMBER 13, 2007

- 9/13 Developing Successful Teen Programs and Activities Groups workshop
9/15 Between Fences Exhibit grand opening in Waupaca attended by Lawrence and Krumwiede
9/27 Bus trip to Madison on Thursday, September 27, 2007 to hear Karen Hyman talk about the customer centered library and to visit the new Rosemary Garfoot Public Library in Cross Plains
"Introduction to OPAL web conferencing software" (5 sessions) by Leslie Farrell
10/11 Death to Jargon, an OWLS sponsored OPAL session by Karen Schneider
10/17-19 WLA Annual Conference in Green Bay (Holly Ledvina and Gerri Moeller will be presenters)

Krumwiede has been invited to attend a meeting in Denver in December to discuss to role of regional library cooperatives in providing telecommunication, Internet, technology services to member libraries. Invited attendees are from systems and cooperatives identified as providing a high level of technology support to member libraries that might serve as models for other systems or cooperatives. Expenses will be paid by the American Library Association. A travel request will be presented at the next meeting.

OLD BUSINESS

Ware and Lawrence reported on the status of Outagamie County and Waupaca County budget requests. No action was taken on the member library compliance issue.

NEW BUSINESS

OWLS is required to have an annual financial audit and to submit the audit results to DPI. Copies are also sent to Outagamie and Waupaca Counties. Board members reviewed the December 31, 2006 audited financial statements and supplementary reports prepared by Virchow Krause & Company. Gilbert moved, seconded by Morien, to accept the December 31, 2006 financial statements and supplementary reports. Motion carried.

In accordance with OWLS Compensation Policy, each year the Board is required to determine a cost of living percentage and increase all pay ranges by that percentage. In September 2006, a cost of living factor of 3% was set for the period of 10/06 – 9/07. In each of the previous two years the factor was also set at 3%. The latest CPI index indicates a 2.3% increase from July 2005 to July 2006 for all Midwest urban areas, and an increase of 2.1% for Midwest cities of 50,000 – 1,500,000 population. Bloedow moved, seconded by Buchholtz, to set the cost of living factor at 2% for the period of 10/07 – 9/08. Motion carried.

Annually, the Board determines the employer-paid portion of health insurance premiums. In 2007, OWLS is paying 94% of premium costs, not to exceed 103% of the lowest cost plan. One provider's 2008 rates will increase approximately 7%, and the other provider's rates will increase approximately 10%. Gilbert moved, seconded by Bloedow, to set the employer-paid portion of health insurance premiums at 93% not to

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
NOVEMBER 13, 2007**

exceed 103% of the lowest cost plan. Motion carried. Each year OWLS must submit a plan and budget to the state to document compliance with statutory requirements. Krumwiede presented the proposed 2008 plan and budget, which are very similar to the 2007 plan and budget. The most significant system planning that occurred in 2007 was in the area of technology and resource sharing. The Board approved a new *Technology and Resource Sharing Plan: 2007-2010* in June, but because of the required format of the system plan, most of the activities in that *Plan* are not included in the 2008 system plan. Hoffmann moved, seconded by Gilbert, to adopt the 2008 system plan and budget (<http://www.owlsweb.info/plans/SysPlan2008.pdf>) as presented with minor corrections. Motion carried.

The meeting was adjourned by President Pamperin at 8:10 p.m.

Respectfully submitted,

Theresa Rechner
Secretary/Treasurer