

# LIBRARY BOARD SEPTEMBER 12, 2007

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WAUPACA PUBLIC LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 12, 2007  
6:00 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. Exhibit Room information (to be distributed)
5. Approval of minutes from Tuesday August 14, 2007 & Special Library Board Meeting held on Monday, August 27, 2007
6. Approval of monthly bills \$ 6,482.76
7. All personnel costs including fringe benefits \$42,635.49
8. Fine Income Report
9. Circulation Report
  - a. Circulation Chart
  - b. Geographical Chart
  - c. Monthly Circulation Report
10. Interloan Chart
11. Library Visits Chart
12. Department Reports
  - a. Acting Director's/Adult Department Report
  - b. Reference Department Report
    - i. Volunteer Hours Chart
  - d. Children's Department Report
  - e. Teen Department Report
    - i. SLAG Report (to be distributed)

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### 13. Library Subcommittees

- a. Library Finance Committee
- b. Library Personnel Committee
  - i. Update on new Director hiring process
- c. Library Policy Committee meeting
  - i. Meeting minutes from Policy Committee held on Monday, August 27th
  - ii. Approval of Unattended Child Policy (Unattended Minor Policy) as revised by policy committee on Monday, August 27th
- d. Planning Committee

### 14. Old Business

- a. Internet
- b. Discuss 2008 Budget
- c. Discuss hiring Exhibit Room director from existing library staff

### 15. New Business

- a. Discuss Sunday hours for 2007

### 16. Announcements and correspondence

- a. OWLS meeting minutes

### 17. 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 if you are unable to attend.

# LIBRARY BOARD SEPTEMBER 12, 2007

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

Library Board Meeting  
August 14, 2007

## Call to Order

Meeting Called to order at 6:34 PM by Library Board President Julie Eiden

### 1) Roll Call

Present: Connie Andraschko, Shari Camann, Richard Dance, Julie Eiden, Gerald Murphy, Robert Nelson, William Parker (Arrived at 6:55), Mary Trice

Absent: Victoria (Tori) Block (excused)

Also Present: Sue Abrahamson, Gerald Brown, Peg Burington, Ruth Hoppe

### 2) Approval of Agenda

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

### 3) Open Meeting statement read by Julie Eiden

### 4) Exhibit Room Information

Jerry Brown passed out the August 2, 2007 Exhibit Room meeting minutes. Theresa Drinka & Sue Martin have both resigned from the committee. Dave DeBolt will be resigning at the end of 2007.

The board discussed their options for possibly replacing Dave with a library staff person.

- a. Motion to pursue the option of replacing Dave DeBolt with a library staff person through the City of Waupaca with funds from the Library Foundation.

1) R. Dance                      2) S. Camann                      Unanimously Approved

### 5) Approval of minutes from Tuesday July 10, 2007

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

### 6) Approval of monthly bills \$6460.64

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

### 7) All personnel costs including fringe benefits \$40,651.12

1) S. Camann                      2) C. Andraschko                      Unanimously Approved

### 8) Fine Income Report

No Discussion

### 9) Circulation Chart

a. Circulation Chart

b. Geographic Chart

c. Monthly Circulation

No Discussion

### 10) Interloan Chart

No Discussion

### 11) Library Visits Chart

No Discussion

### 12) Department Reports

a. Director's Report

No Discussion

b. Adult Department Report

No Discussion

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- c. Reference Department Report
    - i. Reference Chart  
No Discussion
    - ii. Volunteer Hours chart for all library volunteer hours (238.4)  
No Discussion
  - d. Youth Department Report (survey responses to be distributed)  
No Discussion
  - e. Young Adult Report  
No Discussion
    - i. SLAG Minutes  
No Discussion
- 13) Library Subcommittees
- a. Library Finance Committee  
Minutes from Thursday July 26, 2007 meeting
    - i. Motion to go to the City of Waupaca Department Head budget meeting with an  
to offer a 4% increase in library budget over 2007.  
1) R. Dance                      2) C. Andraschko                      Unanimously Approved
    - ii. Motion to go to the City of Waupaca Department Head budget meeting with the  
option of cutting \$14,000 from capital  
1) S. Camann                      2) R. Dance                      Unanimously Approved
  - b. Library Personnel Committee
    - i. Minutes from Tuesday July 22, 2007 meeting
    - ii. Personnel meeting to be held on August 22 @ 5:30 PM to review applications for the  
Director's position and determine the interview process  
No Discussion
  - c. Library Policy Committee  
Next meeting date August 27, 2007 @ 1:00 PM
  - d. Library Planning Committee  
No Discussion
- 14) Old Business
- a. Internet  
No Discussion
- 15) New Business
- a. Appoint an acting/interim director  
Motion to appoint Peg Burington acting/interim director until a replacement director can be  
hired with compensation of \$100.00 per week  
1) G. Murphy                      2) S. Camann                      Unanimously Approved
  - b. In appreciation for Molly Muenster's two years of service to the library  
Library Board members present signed a card of thanks for Molly.
  - c. Smithsonian Exhibit  
Sue Abrahamson informed the board that the opening day of the Smithsonian Exhibit will  
be Saturday September 15<sup>th</sup> and consist of an open house and light brunch at 9:00 am.  
She also explained the need for docents and that docent training will be held Thursday  
September 6<sup>th</sup> @ 10:30 AM, 1:30 PM & 6:30 PM.
  - d. Open House for Jerry Brown  
An Open House for Jerry Brown's retirement will be held on August 29<sup>th</sup> from

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6:00 – 8:00. It will be held in the Library's lower level meeting rooms. Light refreshments will be served. Invitations were given to each board member.

16) Announcements and Correspondence

a. OWLS meeting minutes

No Discussion

17) Motion to adjourn @ 8:42 PM

1) R. Dance

2) C. Andraschko

Unanimously Approved

The next meeting of the Waupaca Area Public Library Board will be September 11, 2007 @ 6:30 PM

### WAUPACA AREA PUBLIC LIBRARY SPECIAL BOARD MEETING MINUTES MONDAY, AUGUST 27, 2007 5:00 PM

1. Call to order

Present: Connie Andraschko, Richard Dance, Gerald Murphy, Robert Nelson – Arrived @ 5:30, William Parker, Tori Simonson, Mary Trice Also Present: Sue Abrahamson, Jerry Brown, Peg Burington, Ruth Hoppe

2. Open meeting statement read by Library Board President Julie Eiden

3. Approval of Agenda

1) R. Dance

2) G. Murphy

4. Discuss changes to the proposed library budget for 2008 to comply with the City Council's mandate to come up with a budget that is only 1.5% over the 2007 budget.

a. Motion to eliminate library Sunday hours and make Saturday hours 9:00 AM to 1:00 PM year-round for a budget savings of \$7483 and to reduce line items by \$6702 to comply with the mandate.

1) G. Murphy

2) R. Dance

Unanimously Approved

5. Discuss changing the regularly scheduled library board meeting (September 11th) so that staff and board may attend the special council meeting being held on the same evening.

Library board meeting will be changed to September 12 @ 6:00 PM.

6. Motion to Adjourn @ 5:50 PM

R. Dance

2) G. Murphy

## LIBRARY BOARD SEPTEMBER 12, 2007

			Date	Name	Memo	Amount	Budgeted	Balance	% Remaining
<b>201 Travel</b>								<b>239.90</b>	
			09/04/2007	Peg Burington.	Mileage reimbursement for Acquisitions Camp	-41.71		198.19	
			09/04/2007	Ruth Hoppe.	mileage reimbursement for Circ/Tech meeting in Appleton	-40.26		157.93	
Total 201 Travel						-81.97	1385.00	157.93	11%
<b>202 Training</b>								<b>782.00</b>	
Total 202 Training							1,500.00	782.00	52%
<b>206 telephones</b>								<b>2,098.22</b>	
			09/04/2007	A.T. & T.	telephone charges for 8/2007	-190.92		1,907.30	
Total 206 telephones						-190.92	3,200.00	1,907.30	60%
<b>207 Equipment Maintenance</b>								<b>367.25</b>	
Total 207 Equipment Maintenance							1600.00	367.25	23%
<b>209 Insurance &amp; Bonding</b>								<b>2,000.00</b>	
Total 209 Insurance & Bonding							2000.00	2,000.00	100%
<b>211 Contracts</b>								<b>1,604.00</b>	
Total 211 Contracts							23700.00	1,604.00	7%
<b>214 Copier Supplies</b>								<b>-659.17</b>	
Total 214 Copier Supplies							1950.00	-659.17	-34%
<b>215 Advertising</b>								<b>632.00</b>	
Total 215 Advertising							825.00	632.00	77%
<b>216 postage</b>								<b>2,126.19</b>	
			09/04/2007	Postage Meter.	postage meter	-189.02		1,937.17	
			09/04/2007	Waupaca Area Public	petty cash out for postage	-4.44		1,932.73	

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			library.					
		09/04/2007	Waupaca Area Public library.	petty cash out for postage	-2.66		1,930.07	
		09/04/2007	Waupaca Area Public library.	petty cash out for postage	-14.12		1,915.95	
		09/04/2007	Waupaca Area Public library.	petty cash out for postage	-2.66		1,913.29	
		09/04/2007	Waupaca Area Public library.	petty cash out for postage	-4.17		1,909.12	
Total 216 postage					-217.07	4000.00	1,909.12	48%
<b>217 Membership &amp; Dues</b>							<b>28.00</b>	
Total 217 Membership & Dues						400.00	28.00	7%
<b>250. Library Materials</b>							<b>13,783.37</b>	
	<b>250 Adult Books</b>						<b>6,017.30</b>	
	<b>250 - 1 -Fiction &amp; Non-fiction</b>						<b>3,228.64</b>	
		08/30/2007	Baker & Taylor Books.		-39.85		3,188.79	
		08/30/2007	Baker & Taylor Books.		-9.42		3,179.37	
		08/30/2007	Baker & Taylor Books.		-75.92		3,103.45	
		08/30/2007	Baker & Taylor Books.		-82.62		3,020.83	
		08/30/2007	Gate 8 Publishing	The Interim	-15.50		3,005.33	
		08/30/2007	Ingram Library Services.	adult books	-66.32		2,939.01	
		08/30/2007	Ingram Library Services.	adult books	-199.17		2,739.84	
		08/30/2007	Ingram Library Services.	adult books	-104.15		2,635.69	
		08/30/2007	ABC-CIIO..	adult book	-71.74		2,563.95	
		08/30/2007	MicroMarketing LLC	adult nonfiction	-38.20		2,525.75	
		08/30/2007	MicroMarketing LLC	adult book	-22.00		2,503.75	
		08/30/2007	MicroMarketing LLC	adult nonfiction	-23.75		2,480.00	
		08/30/2007	MicroMarketing LLC	adult nonfiction	-29.75		2,450.25	
		08/30/2007	MicroMarketing LLC	adult book	-17.00		2,433.25	
		08/30/2007	MicroMarketing LLC	adult book	-21.25		2,412.00	
		08/30/2007	MicroMarketing LLC	adult fiction	-22.10		2,389.90	
		08/30/2007	MicroMarketing LLC	credit on account	258.30		2,648.20	
		08/30/2007	Ingram Library Services		24.59		2,672.79	

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		08/30/2007	Ingram Library Services		14.40		2,687.19		
		09/04/2007	MicroMarketing LLC	Adult book	-17.00		2,670.19		
		09/04/2007	MicroMarketing LLC	adult book	-14.45		2,655.74		
		09/04/2007	Ingram Library Services	credit for duplicate	20.97		2,676.71		
		09/04/2007	Baker & Taylor Books.	adult fiction	-27.38		2,649.33		
		09/04/2007	Amazon.com.	credit card - adult books	-87.74		2,561.59		
	Total 250 - 1 -Fiction & Non-fiction					-667.05	16855.00	2,561.59	15%
	<b>250 -2- Large Print Materials</b>							<b>2,221.31</b>	
		08/30/2007	Doubleday-Large Print	credit card	-20.97		2,200.34		
		08/30/2007	MicroMarketing LLC	LP book	-22.05		2,178.29		
		08/30/2007	Center Point Large Print	LP fiction	-26.11		2,152.18		
		09/04/2007	MicroMarketing LLC	Large Print book	-13.55		2,138.63		
		09/04/2007	MicroMarketing LLC	LP dictionary	-17.95		2,120.68		
	Total 250 -2- Large Print Materials					-100.63	7,400.00	2,120.68	29%
	<b>250 -3- Reference Materials</b>							<b>513.23</b>	
	Total 250 -3- Reference Materials						2,700.00	513.23	19%
	<b>250 -4- Standing Order Fiction</b>							<b>54.12</b>	
		08/30/2007	Baker & Taylor Books.		-29.06		25.06		
		08/30/2007	Baker & Taylor Books.		-26.82		-1.76		
		08/30/2007	Baker & Taylor Books.		-72.12		-73.88		
		08/30/2007	Baker & Taylor Books.		-22.80		-96.68		
		09/04/2007	Baker & Taylor Books.	author program	-22.15		-118.83		
	Total 250 -4- Standing Order Fiction					-172.95	1,400.00	-118.83	-8%
	<b>250 Adult Books - Other</b>							<b>0.00</b>	
	Total 250 Adult Books - Other							0.00	
	Total 250 Adult Books					-940.63		5,076.67	

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<b>250 A Adult Audio Books</b>							<b>1,902.25</b>	
		08/30/2007	Baker & Taylor Books.	Audio books	-298.80		1,603.45	
		08/30/2007	MicroMarketing LLC	audio books	-24.98		1,578.47	
		08/30/2007	MicroMarketing LLC	audio books	-12.00		1,566.47	
		08/30/2007	Audio Adventures/Landmark.	replacement cd	-10.00		1,556.47	
		09/04/2007	MicroMarketing LLC	adult books on cd	-39.98		1,516.49	
		09/04/2007	Baker & Taylor Books.	adult book on cd	-21.97		1,494.52	
Total 250 A Adult Audio Books					-407.73	3,718.00	1,494.52	40%
<b>250 B Youth Books</b>							<b>3,035.72</b>	
		09/04/2007	Dragonwings Bookstore.	credit card children's books	-98.22		2,937.50	
		09/04/2007	Baker & Taylor Books.	Children's books	-44.44		2,893.06	
		09/04/2007	Baker & Taylor Books.	Children's books	-267.73		2,625.33	
		09/04/2007	Baker & Taylor Books.	Children's books	-52.19		2,573.14	
		09/04/2007	Pentworthy.	Children's books	-757.00		1,816.14	
Total 250 B Youth Books					-	22,540.00	1,816.14	8%
<b>250 C Youth Audio Books</b>							<b>877.33</b>	
		09/04/2007	Random House Inc..	Books on cd	-76.50		800.83	
		09/04/2007	Random House Inc..	Books on cd	-38.25		762.58	
		09/04/2007	Random House Inc..	Books on cd	-46.75		715.83	
		09/04/2007	Random House Inc..	books on cd	-20.40		695.43	
Total 250 C Youth Audio Books					-181.90	21,700.00	695.43	3%
<b>250 D Y.A. Books &amp; Audio Books</b>							<b>442.28</b>	
		09/04/2007	Baker & Taylor Books.	Teen series book	-6.90		435.38	
		09/04/2007	Baker & Taylor Books.	teen fiction	-12.72		422.66	
		09/04/2007	Baker & Taylor Books.	teen fiction	-33.72		388.94	
		09/04/2007	Baker & Taylor Books.	teen fiction	-22.31		366.63	
		09/04/2007	Baker & Taylor Books.	teen fiction & career	-29.58		337.05	

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		09/04/2007	Baker & Taylor Books	credit for returns	18.95		356.00	
		09/04/2007	Baker & Taylor Books	credit for returns	18.46		374.46	
Total 250 D Y.A. Books & Audio Books					-67.82	5,080.00	374.46	7%
<b>250 E Adult&amp; Y.A. Music C.D.'s</b>							<b>1,162.01</b>	
Total 250 E Adult& Y.A. Music C.D.'s						2,463.90	1,162.01	47%
<b>250 F Youth C.D's</b>							<b>346.48</b>	
		09/04/2007	Amazon.com.	credit card Children's music	-47.95		298.53	
Total 250 F Youth C.D's					-47.95	767.00	298.53	39%
<b>250. Library Materials - Other</b>							<b>0.00</b>	
Total 250. Library Materials - Other							0.00	
Total 250. Library Materials					-	2,865.61	10,917.76	
<b>251 Periodicals</b>							<b>1,682.74</b>	
		09/04/2007	Manawa Advocate.	Subscription renewal	-34.00		1,648.74	
		09/04/2007	Gannett Newspapers.	Green Bay Gazette renewal	-361.40		1,287.34	
		09/04/2007	Wisconsin Historical Society	credit card microfilm	-332.00		955.34	
Total 251 Periodicals					-727.40	7,760.00	955.34	12%
<b>252 Book Binding</b>							<b>80.35</b>	
Total 252 Book Binding						340.00	80.35	
<b>253 Promotional Materials</b>							<b>858.96</b>	
		09/04/2007	Elan check card - ALA Store.	Credit card Banned Book Week PR	-72.00		786.96	
		09/04/2007	Elan check card - ALA Store.	Credit card Banned Book Week PR	-49.30		737.66	
		09/04/2007	Highsmith.	TRW PR	-44.85		692.81	
Total 253 Promotional Materials					-166.15	850.00	692.81	82%

## LIBRARY BOARD SEPTEMBER 12, 2007

<b>254. Programing</b>							<b>1,814.50</b>	
<b>254 Adult Programming</b>							<b>724.40</b>	
		09/04/2007	Ruth Hoppe.	Program supplies from Sam's	-54.22		670.18	
Total 254 Adult Programming					-54.22	1,000.00	670.18	67%
<b>254 A Youth Programming</b>							<b>940.28</b>	
		09/04/2007	McDonald's of Waupaca	credit card for Finale	-75.17		865.11	
		09/04/2007	Marion Amazement Park	credit card for volunteer appreciation	-96.00		769.11	
		09/04/2007	JR's True Value Hardware	supplies for programs	-26.58		742.53	
		09/04/2007	Lighthouse.	Supplies for Children's Programs	-19.99		722.54	
		09/04/2007	Lighthouse.	Supplies for Children's Programs	-39.99		682.55	
		09/04/2007	Lighthouse.	Supplies for Children's Programs	-8.99		673.56	
		09/04/2007	Lighthouse.	Supplies for Children's Programs	-6.49		667.07	
		09/04/2007	Fiirst State Bank	Donation for SLP	50.00		717.07	
		09/04/2007	Friends of the Library.	Volunteer appreciation	96.00		813.07	
Total 254 A Youth Programming					-127.21	2,500.00	813.07	33%
<b>254 B Young adult Programming</b>							<b>149.82</b>	
		09/04/2007	Axis Games	Credit card - Replace PS2 - to be reimbursed by SLAG	-109.99		39.83	
		09/04/2007	Elan Check card - Wisconsin Glass Plus	credit card Supplies for teen programs	-17.28		22.55	
		09/04/2007	Elan Check Card - Gamestop.com	credit card for Wii Game System - to be reimbursed from S & S Families grant money	-396.62		-374.07	
		09/04/2007	Slag Student Group.	reimbursement for PS2	101.00		-273.07	
		09/04/2007	Slag Student Group.	Reimbursement for Wii	396.62		123.55	
Total 254 B Young adult Programming					-26.27	500.00	123.55	25%
<b>254. Programing - Other</b>							<b>0.00</b>	
Total 254. Programing - Other							0.00	
Total 254. Programing					-207.70		1,606.80	

## LIBRARY BOARD SEPTEMBER 12, 2007

<b>286 Software</b>							<b>996.06</b>	
Total 286 Software						1,300.00	996.06	77%
<b>296. Visual Materials</b>							<b>2,227.46</b>	
<b>296 Adult Visual Materials</b>							<b>1,197.53</b>	
		09/04/2007	Baker & Taylor Entertainment.	Adult DVD		-14.39	1,183.14	
		09/04/2007	Baker & Taylor Entertainment.	Adult DVD		-58.98	1,124.16	
Total 296 Adult Visual Materials						-73.37	4,156.00	1,124.16 27%
<b>296. A- Youth Visual Materials</b>							<b>733.28</b>	
		09/04/2007	Deep Discount DVD.	credit card		-616.03	117.25	
		09/04/2007	Deep Discount DVD.	credit card		-26.30	90.95	
		09/04/2007	Deep Discount DVD.	credit card		-77.91	13.04	
Total 296. A- Youth Visual Materials						-720.24	2,992.00	13.04 0%
<b>296. B. Y.A. Visual Materials</b>							<b>307.68</b>	
Total 296. B. Y.A. Visual Materials							1,052.00	307.68 29%
<b>296. Visual Materials - Other</b>							<b>-11.03</b>	
Total 296. Visual Materials - Other								-11.03
Total 296. Visual Materials						-793.61		1,433.85
<b>299 Miscellaneous</b>							<b>348.63</b>	
		09/04/2007	Framing by Preston's	Credit card photo framed for library		-45.93	302.70	
		09/04/2007	Appleton Post Crescent Newspaper	Jerry's retirement photo		-29.95	272.75	
		09/04/2007	spinLife.com	credit card - wheels for walker		-29.95	242.80	
		09/05/2007	Elan Check card - Walgreens	credit card - batteries for sound system		-33.73	209.07	
Total 299 Miscellaneous						-139.56	650.00	209.07 32%

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<b>301 Office Supplies</b>							<b>5,001.62</b>	
<b>301-A Item Processing Materials</b>							<b>3,545.50</b>	
		09/04/2007	Dymo.	credit card processing labels	-119.35		3,426.15	
		09/04/2007	Demco.	labels	-231.04		3,195.11	
		09/04/2007	Demco.	book cover, audio cases	-555.94		2,639.17	
		09/04/2007	Brodart Co..	Labels	-18.49		2,620.68	
Total 301-A Item Processing Materials					-924.82	8,000.00	2,620.68	33%
<b>301 - B Supplies</b>							<b>1,456.12</b>	
		09/04/2007	Corporate Express.	pens, post-its, envelopes, tape	-68.54		1,387.58	
		09/04/2007	Corporate Express.	tape, folders	-100.87		1,286.71	
		09/04/2007	Lighthouse.	envelopes	-7.29		1,279.42	
Total 301 - B Supplies					-176.70	2,000.00	1,279.42	64%
<b>301 Office Supplies - Other</b>							<b>0.00</b>	
Total 301 Office Supplies - Other							0.00	
Total 301 Office Supplies					-	1,101.52	3,900.10	
<b>501 Capital Building</b>							<b>0.00</b>	
Total 501 Capital Building							0.00	
<b>502 Capital Equipment</b>							<b>16,034.32</b>	
<b>502 -A- Computers &amp; Printers</b>							<b>9,973.81</b>	
		09/04/2007	Logtech USB	credit card - microphone for recording board meetings and podcasting	-24.98		9,948.83	
Total 502 -A- Computers & Printers					-24.98	21,000.00	9,948.83	47%
<b>502 -B-Internet Timing Software</b>							<b>6,000.00</b>	
Total 502 -B-Internet Timing Software						6,000.00	6,000.00	100%

## LIBRARY BOARD SEPTEMBER 12, 2007

	<b>502 -C- Wireless project</b>						<b>60.51</b>	
	Total 502 -C- Wireless project					1,000.00	60.51	6%
	<b>502 Capital Equipment - Other</b>						<b>0.00</b>	
	Total 502 Capital Equipment - Other						0.00	
	Total 502 Capital Equipment					-24.98	16,009.34	
	<b>1Waupaca Library Budget 2007 - Other</b>						<b>0.00</b>	
	Total 1Waupaca Library Budget 2007 - Other						0.00	
						- 6,516.49	45,529.91	

## LIBRARY BOARD SEPTEMBER 12, 2007

CITY OF WAU PACA

EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 8 MONTHS ENDING AUGUST 31, 2007

### FUND 100 - GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
	LIBRARY						
100-55111-101-000	LIBRARY: SALARIES	12,079.89	97,316.19	166,672.00	69,355.81	58.39	
100-55111-102-000	LIBRARY: WAGES	6,269.82	48,864.92	82,288.00	33,423.08	59.38	
100-55111-103-000	LIBRARY: OVERTIME	.00	215.25	.00 (	215.25 )	.00	
100-55111-104-000	LIBRARY: PT WAGES	11,373.45	87,397.02	126,783.00	39,385.98	68.93	
100-55111-106-000	LIBRARY: HOLIDAY PAY	.00	4,432.29	.00 (	4,432.29)	.00	
100-55111-107-000	LIBRARY: SICK PAY	61.35	818.58	.00 (	818.58)	.00	
100-55111-108-000	LIBRARY: VACATION PAY	883.28	10,105.11	.00 (	10,105.11 )	.00	
100-55111-109-000	LIBRARY: FUNERAL LEAVE	.00	294.02	.00 (	294.02)	.00	
100-55111-116-000	LIBRARY: PT RETIRE	510.82	3,844.88	6,130.00	2,285.12	62.72	
100-55111-118-000	LIBRARY: SOCIAL SECURITY	2,326.53	18,917.58	28,745.00	9,827.42	65.81	
100-55111-119-000	LIBRARY: RETIREMENT (R)	2,303.90	19,061.07	29,875.00	10,813.93	63.80	
100-55111-121-000	LIBRARY: GRP HLTH INS	4,341.18	37,285.31	64,349.00	27,063.69	57.94	
100-55111-122-000	LIBRARY: LIFE INS	80.88	654.00	800.00	146.00	81.75	
100-55111-123-000	LIBRARY: INC PROTECT	153.94	1,264.49	1,800.00	535.51	70.25	
100-55111-124-000	LIBRARY: WORK COMP	864.45	341.65	1,300.00	958.35	26.28	
100-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	950.00	1,485.00	2,500.00	1,015.00	59.40	
100-55111-126-000	LIBRARY: DEF COMP HLTH	436.00	3,706.00	5,250.00	1,544.00	70.59	
100-55111-201-000	LIBRARY: TRAVEL	140.66	1,163.71	1,185.00	21.29	98.20	
100-55111-202-000	LIBRARY: TRAINING	375.00	718.00	1,700.00	982.00	42.24	
100-55111-206-000	LIBRARY: TELEPHONE	190.92	1,353.51	2,500.00	1,146.49	54.14	
100-55111-207-000	LIBRARY: MAINT OF EQUIP	314.95	1,295.25	1,600.00	304.75	80.95	
100-55111-209-000	LIBRARY: INS & BONDING	1,364.99	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	.00	2,629.17	1,650.00 (	979.17)	159.34	
100-55111-215-000	LIBRARY: ADVERTISING	.00	193.00	1,800.00	1,607.00	10.72	
100-55111-216-000	LIBRARY: POSTAGE	189.02	1,911.06	4,000.00	2,088.94	47.78	
100-55111-217-000	LIBRARY: MEMBERSHIP & DUES	.00	372.00	350.00 (	22.00)	106.29	
100-55111-250-000	LIBRARY: BOOKS	2,744.61	50,505.00	65,000.00	14,495.00	77.70	
100-55111-251-000	LIBRARY: PERIODICALS	395.40	6,483.35	7,760.00	1,276.65	83.55	
100-55111-252-000	LIBRARY: BOOK BINDING	.00	259.65	390.00	130.35	66.58	
100-55111-253-000	LIBRARY: PROMOTIONAL MATERIALS	.00	130.09	1,025.00	894.91	12.69	
100-55111-254-000	LIBRARY: PROGRAMS	86.02	2,626.94	4,000.00	1,373.06	65.67	
100-55111-286-000	LIBRARY: SOFTWARE	59.95	165.45	1,300.00	1,134.55	12.73	
100-55111-296-000	LIBRARY: VIDEOTAPES	975.24	5,675.40	8,200.00	2,524.60	69.21	
100-55111-299-000	LIBRARY: MISC	29.95	315.84	650.00	334.16	48.59	
100-55111-301-000	LIBRARY: SUPPLIES	672.96	5,591.31	10,000.00	4,408.69	55.91	
	TOTAL LIBRARY	50,175.16	441,399.34	655,302.00	213,902.66	67.36	
	TOTAL FUND EXPENDITURES	50,175.16	441,399.34	655,302.00	213,902.66	67.36	
	NET REVENUES OVER EXPENDITURES (	50,175.16	441,399.34) (	655,302.00	213,902.66 (	206.36)	

## LIBRARY BOARD SEPTEMBER 12, 2007

CITY OF WAUPACA EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 8 MONTHS ENDING AUGUST 31, 2007								
FUND 450 - CAPITAL PROJECTS FUND								
		PERIOD BUDGET						
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	% OF	BUDGET	
	C/O LIBRARY							
450-75111-502-000	C/O LIBRARY: C/O EQUIP (	253.05)	11,502.41	28,000.00	16,497.59	41.08		
	TOTAL C/O LIBRARY (	253.05)	11,502.41	28,000.00	16,497.59	41.08		
	TOTAL FUND EXPENDITURES (	253.05)	11,502.41	28,000.00	16,497.59	41.08		
	NET REVENUES OVER EXPENDITURES	253.05	(11,502.41	) ( 28,000.00)	( 27,996.00	( 41.09)		

# LIBRARY BOARD SEPTEMBER 12, 2007

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Week 1</b>	\$401.65	\$308.20	\$381.41	\$333.65	\$342.90	\$263.60	\$244.05	\$382.88				
<b>Week 2</b>	\$460.74	\$231.85	\$357.20	\$384.80	\$279.20	\$181.80	\$400.95	\$436.58				
<b>Week 3</b>	\$242.75	\$377.50	\$367.75	\$311.40	\$286.45	\$274.55	\$291.90	\$379.55				
<b>Week 4</b>	\$372.13	\$454.50	\$395.55	\$441.85	\$230.85	\$360.44	\$336.15	\$328.75				
<b>Week 5</b>	\$369.54				\$337.09			\$388.00				
	<b>\$1,846.81</b>	<b>\$1,372.05</b>	<b>\$1,501.91</b>	<b>\$1,471.70</b>	<b>\$1,476.49</b>	<b>\$1,080.39</b>	<b>\$1,273.05</b>	<b>\$1,915.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Waived \$472.00 \$80.82 \$1,005.25

672 Food Items

Title One

676 Food items

2007

Y-T-D Total

**\$11,938.16**

<i>2007 Running Total</i>	<i>\$3,218.86</i>	<i>\$4,720.77</i>	<i>\$6,192.47</i>	<i>\$7,668.96</i>	<i>\$8,749.35</i>	<i>\$10,022.40</i>	<i>\$11,938.16</i>					
<i>2006 Running Total</i>	<i>\$3,085.75</i>	<i>\$4,853.10</i>	<i>\$6,009.77</i>	<i>\$7,505.02</i>	<i>\$9,117.43</i>	<i>\$10,644.06</i>	<i>\$12,480.01</i>	<i>\$13,623.51</i>	<i>\$15,083.21</i>	<i>\$16,859.59</i>	<i>\$18,097.09</i>	
<i>2005 Running Total</i>	<i>\$3,431.19</i>	<i>\$5,301.35</i>	<i>\$6,638.90</i>	<i>\$7,817.05</i>	<i>\$9,416.65</i>	<i>\$10,858.94</i>	<i>\$12,885.76</i>	<i>\$14,428.63</i>	<i>\$16,352.67</i>	<i>\$18,054.94</i>	<i>\$20,047.47</i>	
<i>2004 Running Total</i>	<i>\$3,287.12</i>	<i>\$5,438.75</i>	<i>\$6,880.81</i>	<i>\$8,283.12</i>	<i>\$10,031.76</i>	<i>\$11,632.17</i>	<i>\$13,236.09</i>	<i>\$14,973.92</i>	<i>\$16,530.77</i>	<i>\$18,066.17</i>	<i>\$19,576.64</i>	

<b>2006</b>	\$1,652.30	\$1,433.45	\$1,767.35	\$1,156.67	\$1,495.25	\$1,612.41	\$1,526.63	\$1,835.95	\$1,143.50	\$1,459.70	\$1,776.38	\$1,237.50
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2006 YTD Fines **\$18,097.09**

<b>2005</b>	\$1,679.49	\$1,751.70	\$1,870.16	\$1,337.55	\$1,178.15	\$1,599.60	\$1,442.29	\$2,026.82	\$1,542.87	\$1,924.04	\$1,702.27	\$1,992.53
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2005 YTD Fines **\$20,047.47**

<b>2004</b>	\$1,612.38	\$1,674.74	\$2,151.63	\$1,442.06	\$1,402.31	\$1,748.64	\$1,600.41	\$1,603.92	\$1,737.83	\$1,556.85	\$1,535.40	\$1,510.47
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2004 YTD Fines **\$19,576.64**

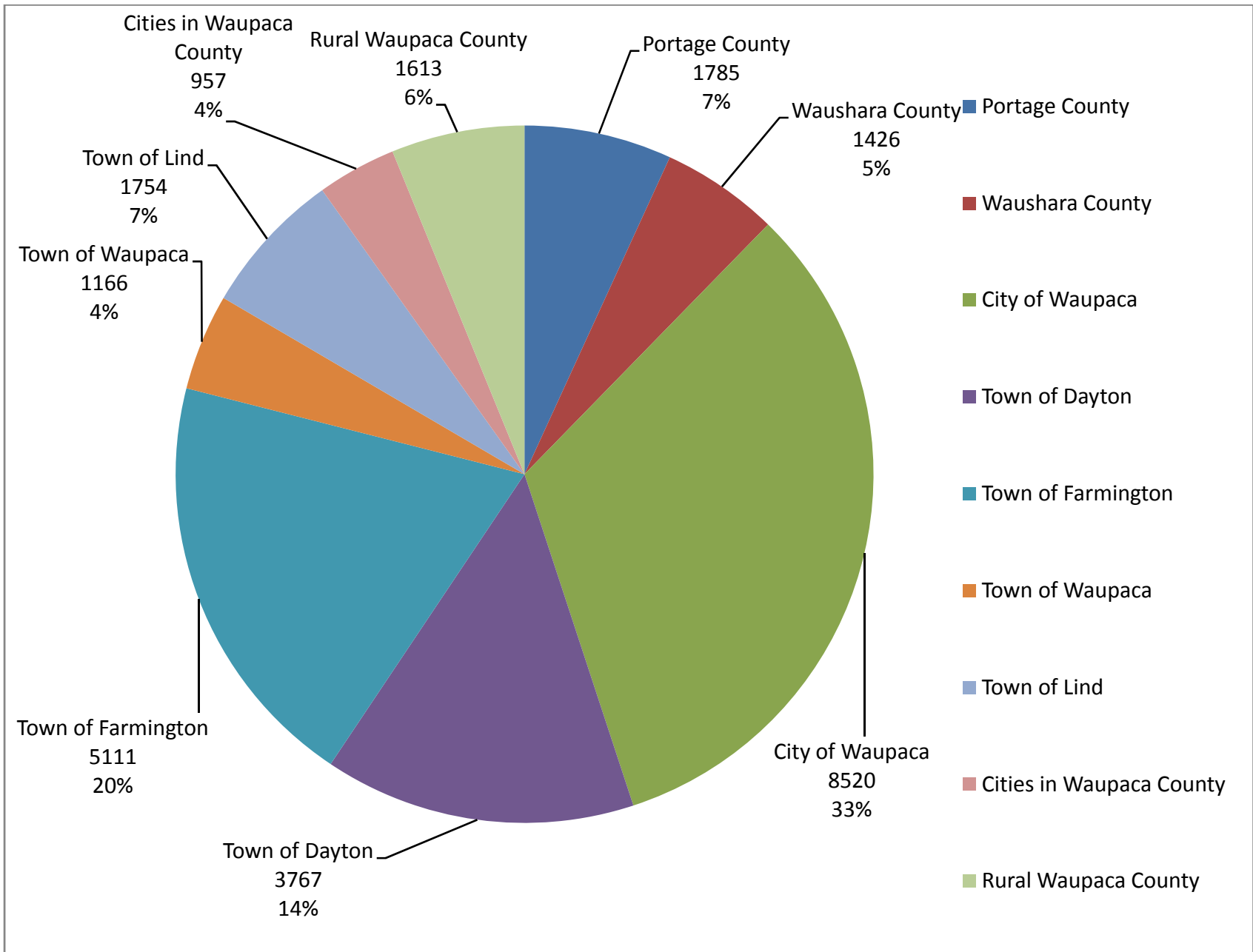
## LIBRARY BOARD SEPTEMBER 12, 2007

Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
<b>Adult Audiobook - CD</b>	654	740	745	645	664	705	693	769					<b>5615</b>
<b>Adult Audiobook - Tape</b>	216	248	269	224	191	227	215	172					<b>1762</b>
<b>Adult Fiction</b>	3163	3263	2834	2572	3384	2867	3943	3541					<b>25567</b>
<b>Adult Large Print</b>	695	753	717	746	710	809	918	951					<b>6299</b>
<b>Adult Easy Reader</b>	7	0	10	6	2	3	13	10					<b>51</b>
<b>Adult Magazines</b>	381	351	663	448	352	504	598	469					<b>3766</b>
<b>Adult Nonfiction</b>	2058	2223	2228	2046	1985	1976	2223	2414					<b>17153</b>
<b>Adult Music</b>	636	697	693	696	705	775	879	847					<b>5928</b>
<b>Adult DVD</b>	4138	4961	5012	4529	4202	4529	4786	5243					<b>37400</b>
<b>Adult VHS</b>	1007	1311	1234	862	633	673	879	704					<b>7303</b>
<b>AV Equipment</b>	6	6	11	1	8	8	3	4					<b>47</b>
<b>Interlibrary Loan</b>	31	35	39	58	46	52	46	44					<b>351</b>
<b>Adult Software</b>	1	4	0	1	1	1	0	3					<b>11</b>
<b>Adult Reference/Undefined</b>	1	3	1	1	2	2	5	0					<b>15</b>
<b>Renewals</b>	417	443	430	514	529	396	477	544					<b>3750</b>
<b>Adult Total</b>	<b>13411</b>	<b>15038</b>	<b>14886</b>	<b>13349</b>	<b>13414</b>	<b>13527</b>	<b>15678</b>	<b>15715</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115018</b>
<b>YA Audiobook - CD</b>	39	41	42	51	48	58	50	59					<b>388</b>
<b>YA Audiobook - Tape</b>	3	9	7	11	5	7	9	13					<b>64</b>
<b>YA Fiction</b>	412	448	641	522	636	810	791	884					<b>5144</b>
<b>YA Nonfiction</b>	98	92	114	108	100	125	99	112					<b>848</b>
<b>YA Magazine</b>	9	18	38	26	22	25	44	45					<b>227</b>
<b>YA DVD</b>	630	858	863	693	656	843	928	862					<b>6333</b>
<b>YA VHS</b>	41	1	0	0	0	0	0	0					<b>42</b>
<b>YA Music</b>	52	57	51	72	59	97	76	79					<b>543</b>
<b>YA Software</b>	1	1	3	4	1	0	4	1					<b>15</b>
<b>Renewals</b>	41	47	52	59	56	59	63	74					<b>451</b>
<b>YA Total</b>	<b>1326</b>	<b>1572</b>	<b>1811</b>	<b>1546</b>	<b>1583</b>	<b>2024</b>	<b>2064</b>	<b>2129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14055</b>

## LIBRARY BOARD SEPTEMBER 12, 2007

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
<b>Child Audiobook</b>	193	169	201	180	150	231	245	272					<b>1641</b>
<b>Child Magazine</b>	35	37	57	45	56	99	67	80					<b>476</b>
<b>Child DVD</b>	1614	1941	2196	1737	1412	1887	2392	2129					<b>15308</b>
<b>Child VHS</b>	947	827	916	690	534	773	890	830					<b>6407</b>
<b>Child Fiction</b>	3357	3160	3195	2649	2201	4243	4417	2295					<b>25517</b>
<b>Child Nonfiction</b>	955	998	1198	1044	836	1327	1036	950					<b>8344</b>
<b>Child Easy Reader</b>	729	782	874	720	640	1049	1035	2192					<b>8021</b>
<b>Educational Kit/Game/Toy</b>	47	29	28	25	18	31	25	29					<b>232</b>
<b>Child Music</b>	94	136	160	155	119	153	174	152					<b>1143</b>
<b>Child Reference</b>	14	19	34	19	13	33	15	17					<b>164</b>
<b>Child Software</b>	1	2	1	2	0	5	12	7					<b>30</b>
<b>Child Professional Collection</b>		0	1	1	0	1	0	3					<b>6</b>
<b>Renewals</b>	256	246	264	291	243	297	324	321					<b>2242</b>
<b>Youth Total</b>	<b>8242</b>	<b>8346</b>	<b>9125</b>	<b>7558</b>	<b>6222</b>	<b>10129</b>	<b>10632</b>	<b>9277</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69531</b>
<b>Total Adult</b>	13411	15038	14886	13349	13414	13527	15678	15715	0	0	0	0	<b>115018</b>
<b>Total Young Adult</b>	1326	1572	1811	1546	1583	2024	2064	2129	0	0	0	0	<b>14055</b>
<b>Total Youth</b>	8242	8346	9125	7558	6222	10129	10632	9277	0	0	0	0	<b>69531</b>
<b>Total Circulation</b>	22979	24956	25822	22453	21219	25680	28374	27121	0	0	0	0	<b>198604</b>
<b>Visits</b>	14351	14161	16237	14587	13620	17373	19949	18106					<b>128384</b>

# LIBRARY BOARD SEPTEMBER 12, 2007



## LIBRARY BOARD SEPTEMBER 12, 2007

		August 2007			
		Adult	Young Adult	Children	TOTAL
August	2006	15188	2906	10527	28621
August	2007	15715	2129	9277	27121
	DIFFERENCE	527	-777	-1250	-1500
INCREASE/DECREASE		3%	-27%	-12%	-5%

### YEAR TO DATE CIRCULATION

		Adult	Young Adult	Children	TOTAL
	Year to Date 2006	109357	20789	67724	197870
	Year to Date 2007	115018	14055	69531	198604
	DIFFERENCE	5661	-6734	1807	734
INCREASE/DECREASE		5%	-32%	3%	0.37%

### LIBRARY VISITS

Average per day

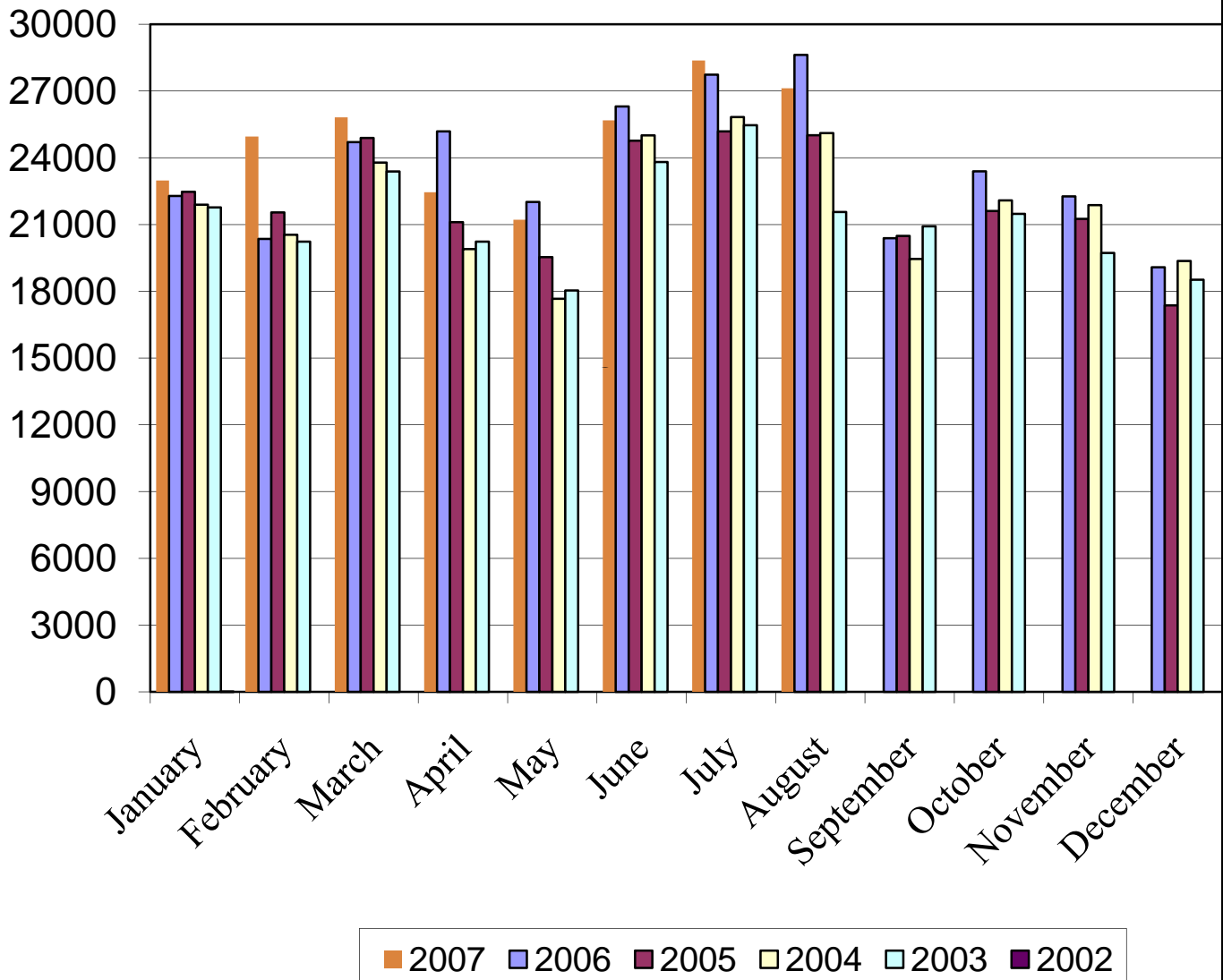
August	2006	19092
August	2007	18106
	DIFFERENCE	-986
INCREASE/DECREASE		-5%

### YEAR TO DATE VISITS

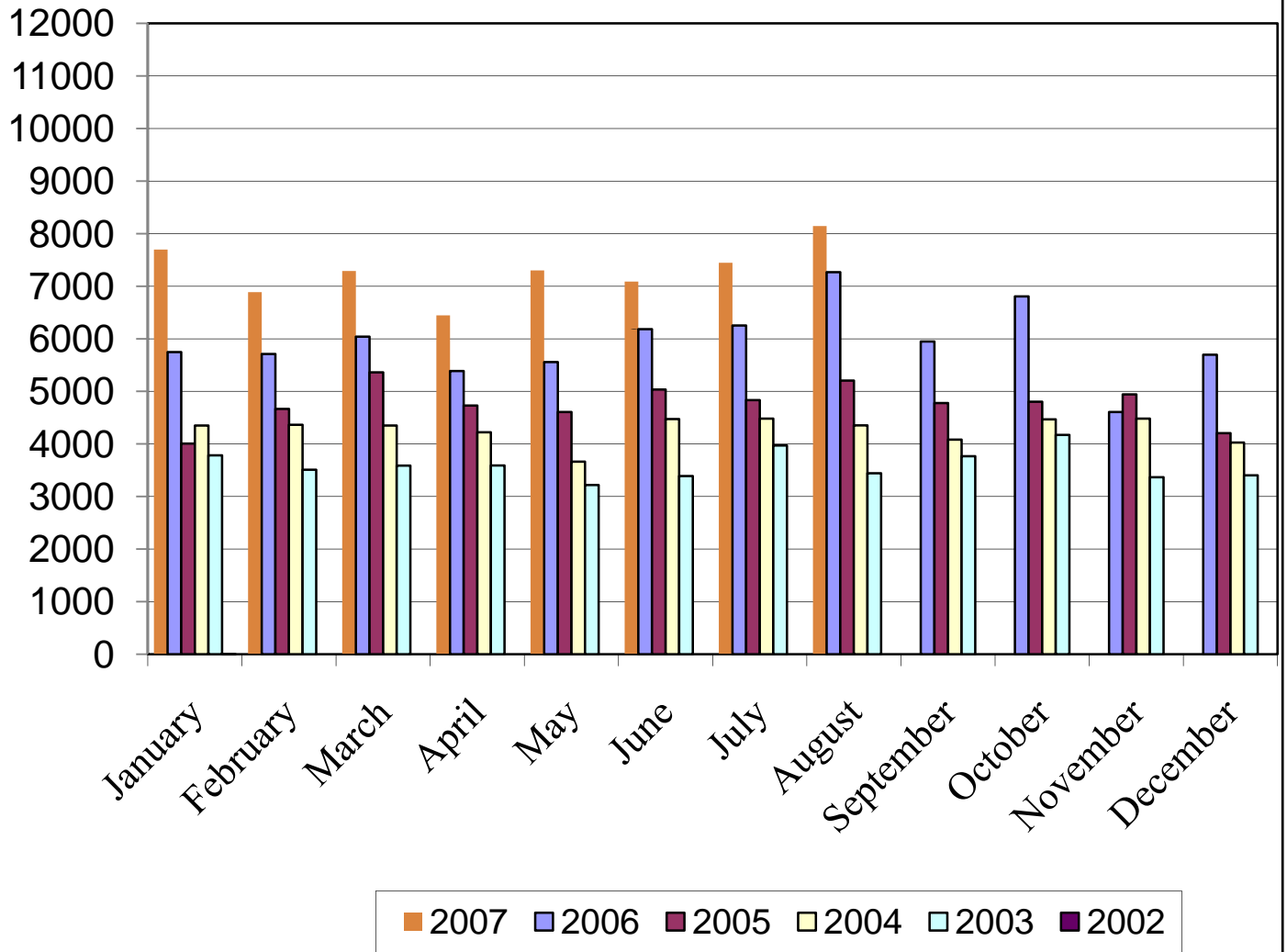
Average per day

	YEAR TO DATE 2006	125342
	YEAR TO DATE 2007	128384
	DIFFERENCE	3042
INCREASE/DECREASE		2%

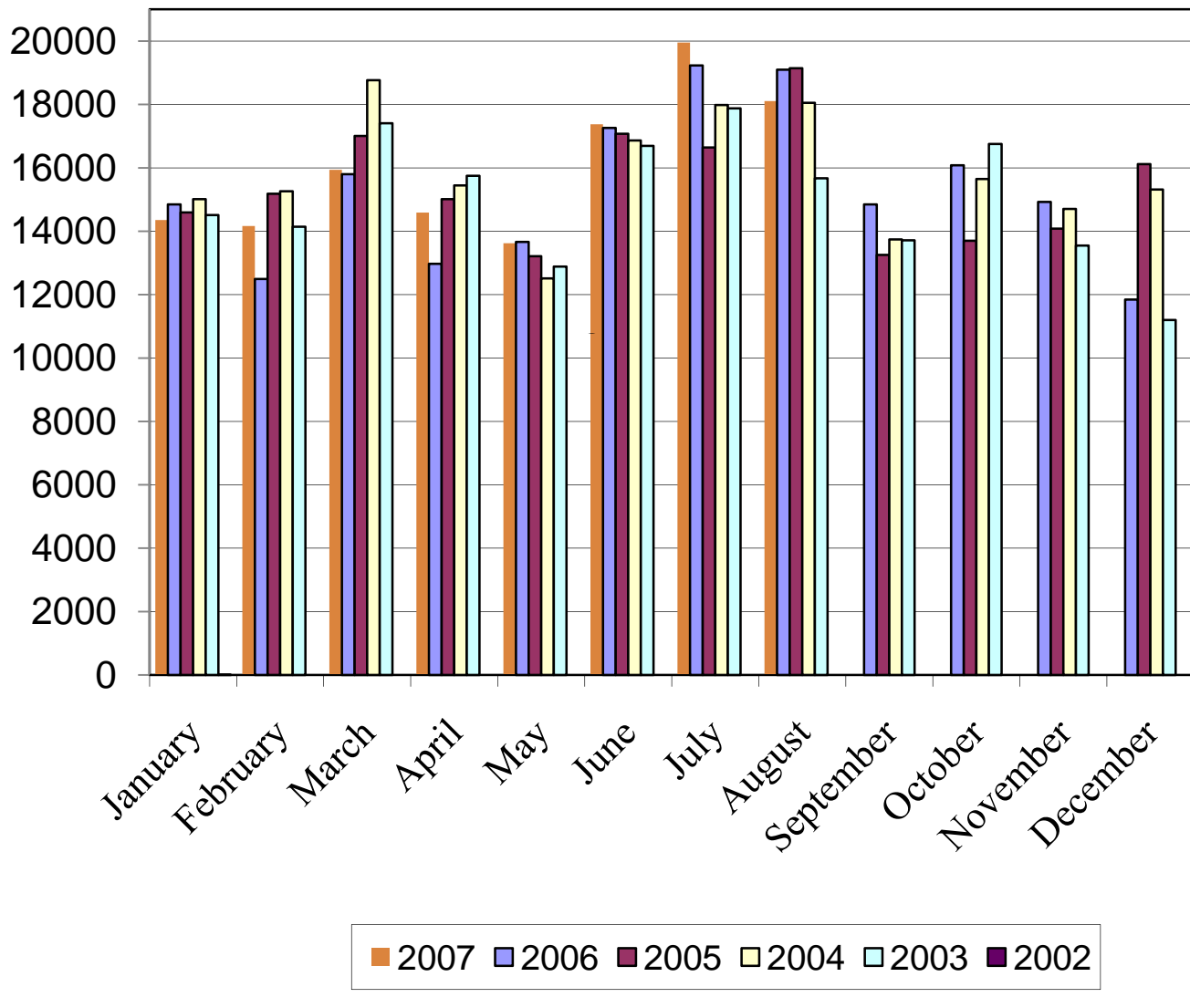
### Waupaca Area Library Circulation 2007



### Waupaca Area Library Interloan 2007



### Waupaca Area Library Visits 2007



# LIBRARY BOARD SEPTEMBER 12, 2007

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Acting Director/Adult Department Report  
August 2007

## **Adult Programs**

The Third Thursday Program for August featured the polka band, Norm Dombrowski and the Happy Notes. About 85 people turned out with their lawn chairs to listen. SLAG sold refreshments and Sue was in charge in my absence. Sue and I were on the WDUX morning show to publicize this program and other library activities.

On Tuesday, August 8<sup>th</sup> Patsy hosted a Book Club Luncheon. She invited all members of existing book clubs and anyone interested in joining a book club. As facilitator, Patsy reviewed the process for placing holds and created a book list of books with multiple copies. She served a beautiful lunch of sandwiches, fruit and dessert, which was paid for with a goodwill offering. The best part of the program was the sharing that went on between book club members. The attendees requested that we consider holding an annual luncheon. Kudos to Patsy! That same afternoon visitors from our Sister City in Japan visited the library for an informal tour. They were impressed with our facility and teen room.

The following Tuesday, I held an OPALS (Older Patrons Assisting Library Staff) luncheon. We discussed library services for senior citizens. I have included the notes of that meeting with this report.

## **Library Foundation**

The Library Foundation met on Monday, August 13<sup>th</sup>. They discussed preparing a letter for the annual letter fund drive. They also accepted the resignation of Exhibit Director David Debolt and discussed hiring another director. The Foundation Treasurer, Jim Olsen, would like to see a different arrangement so he is no longer responsible for writing out payroll checks and filing employment tax forms. We have an individual on staff with strong interpersonal and public relations skills. This individual would be willing to take on the extra duties. John Snider and the rest of the Foundation agreed to explore the possibility of having someone on staff take on the Exhibit Director's position and the Foundation would pay for the position through the City of Waupaca. Jeanne Peterson, Treasurer for the City of Waupaca said they have a similar arrangement with the Waupaca School District for the Police Liaison Officer. Terry Dawson, Director of Appleton Public Library, said they have an arrangement with their Library Foundation for a Volunteer Coordinator. The Library includes the position in their budget. The City bills the Foundation at the end of the year for that amount. I am scheduled for the City Personnel Committee to discuss this matter.

## **Acquisitions Camp**

Millennium, the circulation system adopted by OWLS last February, has an accessory program that allows libraries to track and record acquisitions. The advantage of the system is that it allows you to keep track of materials budgets and encumber money to be spent. The statistics may be valuable in making budgetary and collection development decisions. We have been given the login to practice the program and will plan on implementing in January of 2008.

## **Jerry's Retirement**

We were able to give retiring Director Jerry Brown a memorable staff breakfast complete with roast (not beef) and host an Open House on the evening of August 29. Staff baked delicious cookies and bars for the occasion. Representative Kevin Peterson presented Jerry with a plaque from the State of Wisconsin for his years for exemplary service. Jerry had the opportunity to visit with friends, retired librarians and library patrons. It was a most enjoyable occasion!

# LIBRARY BOARD SEPTEMBER 12, 2007

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## **Directors' Meeting**

On August 30<sup>th</sup>, the Waupaca library hosted the biannual OWLS Directors' Meeting. It is always interesting to hear about the activities that other libraries are offering. OWLS staff talked about continuing education opportunities, LSTA grants and new technology that will make web classes possible. Jerry passed the torch to Barbara Wentzel, the OWLS librarian who has been library director for the greatest number of years.

Thank you for your support and confidence in this transitional time.  
Respectfully submitted by Peg Burington

## **OPALS Minutes**

Hello! We had a lovely luncheon last Tuesday. If you were unable to attend I thought you may appreciate a list of subjects we talked about. Don't forget to sign up for the next Lunch and Learn.  
See you at the library. Peg Burington

1. We've had requests for an honors puzzle collection. What do you think?

Those present thought we should give this idea a try. Jane Boers volunteered to be puzzle piece counter.

2. Is there more we need to do for our homebound patrons?

We decided that the services were in place but that people just did not know about it. Jean Sinclair said she just called the library when she was sick and a staff member picked out books for her and delivered and picked up the books she was finished with. Glenda suggested we put brochures at the Thedacare Homebound Office on Main Street. Peg said she would remember to mention the service on the radio.

3. How can we do a better job serving senior citizens?

- Parking is a problem
- Love the walkers (shopping carts)!
- Need longer arms to reach the drive up drop.
- More large print paperbacks (not so heavy)
- Those at the meeting felt we were doing a good job serving our seniors but that there are Seniors who don't know about our services.
- The suggestion was brought up that we should do a brochure for summer visitors (grandparents) and distribute through the Chamber, and area restaurants.
- Jean Sinclair would like to see the author on the due date slip. Peg will check with OWLS to see if it is possible.
- Another suggestion was a source list for information: Who is an expert in any one area?
- Place higher chairs with arms throughout the library. The comfortable cushy chairs are difficult for people with bad knees, arthritis, etc to get in and out of. The chairs at tables are without arms.

4. Collections for Seniors?

Collect current health, history, biographies, popular culture from the decades  
Maybe have each person checking out large print fill out a very short survey?

## LIBRARY BOARD SEPTEMBER 12, 2007

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5. Formal classes? Should we consider offering formal classes? Many other community partners already offer classes in computers and other areas. Perhaps we need to find out the gaps? Our new microfilm machine with scanning capabilities will be arriving in September. We may need to offer some formal training of use of the new machine. The company that will be installing the machine will be offering a lunchtime training session (extra Lunch & Learn) in November. Date to be announced.

One person suggested we have some program on demystifying your DVD player but because they are all so different it may not work. What about partnering teens with Seniors to work out the kinks?

6. Lunch & Learn
- a. Hand out schedule for this fall. (Will be included in this mailing)
  - b. Ask for dessert volunteers. Still need two desserts for September 11<sup>th</sup>. Call or email Peg if you can help with this.
  - c. Any further ideas for programs? We talked about having a gentleman who owns a games magazine come in and talk about and demonstrate board games that are available. We thought this may be a really good program for families.
  - d. Winter/ Spring Programs – cooking and eating

Sandy at the Freckled Frog

David at Nine Pines

Carol Peotter from the Hospital

Bonnie miller from the Chez

Should we offer another gardening program in June? All present said yes!

# LIBRARY BOARD SEPTEMBER 12, 2007

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## **August 2007 Reference Report** #’s compiled by: Dominic Frandrup

Internet ½ Hours Use: 2662 Adult; 131 Children; 817 Teen = **3610 Total ½ Hours**  
No Card Internet Registration: 419 (253 of those are from outside Waupaca)  
\*Approximately 1% of adult internet users this month didn’t have a library card.  
Computer Use: 21 Adult, 283 Children = **304 Total Patrons**  
Study Room Use: 86 Number of patrons using Internet in study rooms: 47

### ***Meeting Room Use: 44***

Microfilm machine use: 17

### ***Items Borrowed: 3725 (OWLS generated circulation Statistics)***

### ***Items Loaned: 4418 (OWLS generated circulation Statistics)***

### ***Out of System Holds Placed: 44 (WISCAT generated ILL Statistics)***

### ***Total Holds Placed: 3769***

Adult Reference Transactions: 879 in person; 294 phone;  
54 at Circulation desk; 0 via email/other  
Youth Reference Transactions: 182 in person; 76 phone

### **Total Reference Transactions: 1485**

### **Library Visits- 18106**

### **Volunteer hours worked- 123**

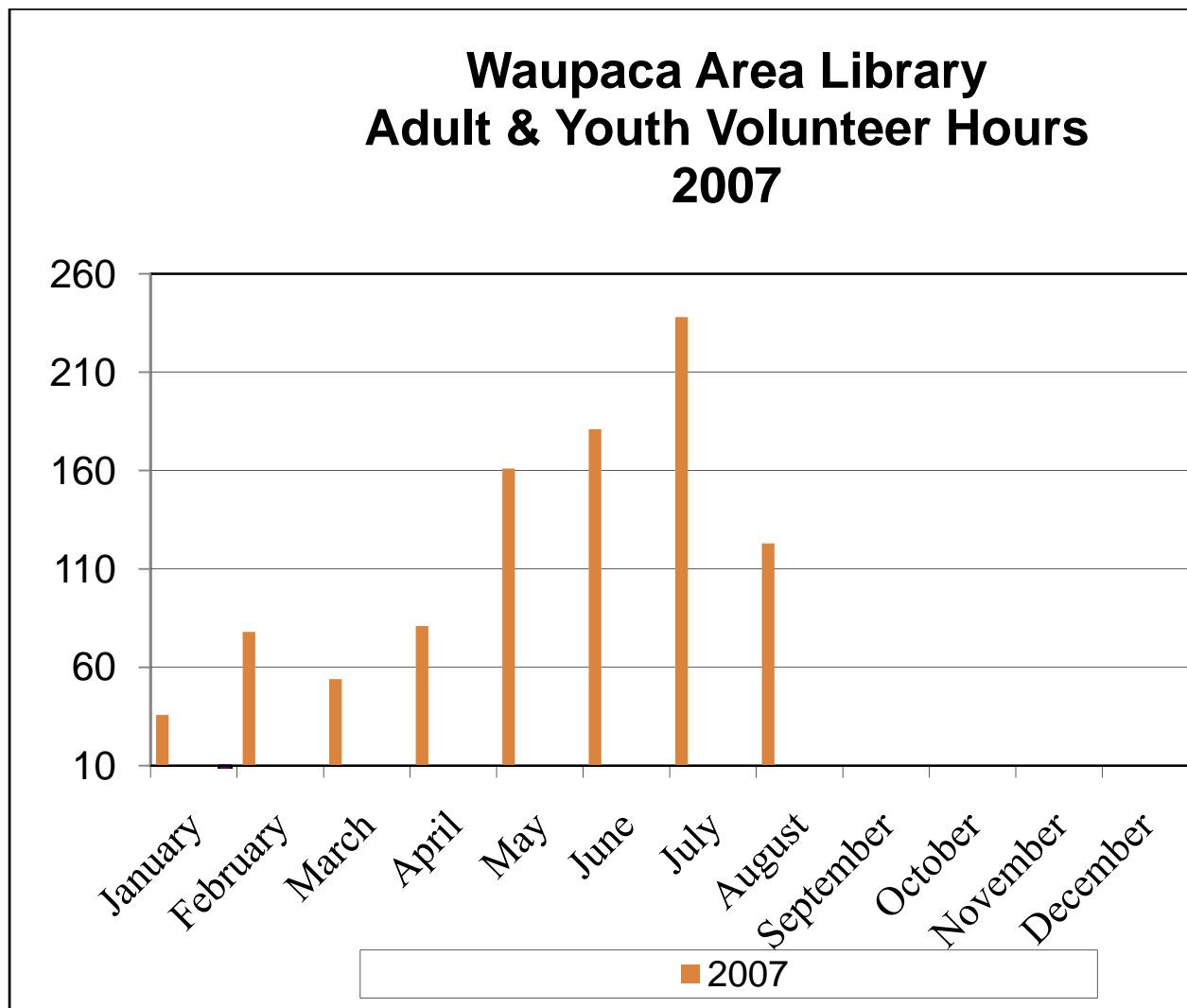
I got a call from Dave at OWLS that Adult Internet #3 was sending massive amounts of spam emails using the SMTP email protocol. OWLS found out about the problem when it was blacklisted by several security sites. The Escan antivirus definitions and Windows Defender anti-spyware program were both working properly and up-to-date. I scanned the machine with every piece of anti-virus and anti-spyware software I have and found nothing. This leads me to believe that someone installed the program on the machine, probably unintentionally through chatting or email because when I took the computer offline the spamming program was deleted because of Deepfreeze. OWLS can be removed from the blacklists when it removes the ability to send email using STMP from its server and applies to the security companies with proof that the problem is fixed. Until that time logging in to some secure networks may be affected. The computer back out for public use 24 hours after I found out about the incident.

During the city’s health insurance meeting the committee decided to stay with United Health but to switch our billing cycle from January 1<sup>st</sup> of every year to March 1<sup>st</sup>. By moving the renewal date to later in the year we should be better able to negotiate insurance increases because the underwriters will have more time for discussions because of reduced workload. We should also be able to see what other agencies are seeing for rate increases before receiving our rates. Also if we go to market every year we might get a bad reputation as an insurance hopper.

## LIBRARY BOARD SEPTEMBER 12, 2007

The OWLS/ Nicolet/ Brown County PC management committee looked at two programs this month; CybraryN & Pharos. This was done via webinar which is essentially viewing a Powerpoint presentation over the Internet. Then you get a phone # and special code for the teleconference so you can talk to other members. Webinars work alright for a presentation, but it lacked the hands-on aspect of trying the software which I miss. The sales rep for CybraryN was more knowledgeable but I'm not convinced that either choice is optimal at this point. We still have two more webinars to attend in September, and I hope one solution stands out.

The first Smithsonian Between Fences book discussion for "Devil's Highway" went very well with nine attending. The discussion raised myriad questions about Mexican immigration and how they related to our own ancestors immigrating to the United States. We talked about how immigration laws have changed within the last one hundred years and how the personal reasons for it have remained the same. One comment was how the author seemed to paint both the immigrants and the border patrol guards in a humanistic and largely positive light and even though they are on different sides they have common goals. Overall it was an emotional discussion over an exceedingly complicated issue.



## LIBRARY BOARD SEPTEMBER 12, 2007

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August 2007 Board Report  
Children's Department

August is traditionally a time for reviewing our Summer Library Program, recognizing our volunteers and putting the children's department in order. Shelf reading allows us to look over our books for damage and be sure they are in the right spot on the shelf so that patrons can locate them easily. We did a more thorough examination in our **chapter book area**. I was able to have OWLS generate a list of materials of a certain age showing how many times the item had circulated and the last date of circulation. From this list we "weeded" old books to make room for newer titles.

We took 16 of our 24 volunteers to the **Marion A-Maze-Ment Park for a mystery trip**. The weather was perfect. Thanks to the Friends of the Library for funding the bus and the admission to the park for these young people. Some of these kids put in as much as 6 volunteer hours each week.

Our library day at the **Timber Rattler game** was a hot one. We ordered tickets for 45 adults and 49 kids (2 babies were free). This was the first year we tried a daytime game, thinking we would draw more families. The difference was so minimal that I suspect we will opt for a cooler evening in the future. Good news..... the T-Rats won in the 10<sup>th</sup> inning!

Jan Rademacher, Paula Reedy and I have enrolled in an OWLS sponsored class called Project Play. **Project Play** is a free, online, self-discovery program that encourages the exploration of Web 2.0 tools and new technologies. The Project is a collaboration of South Central Library System, Outagamie Waupaca Library System and Winnefox Library System. It's based on the very successful Learning 2.0 Program created by Helene Blowers of the Public Library of Charlotte and Mecklenburg County, under their Creative Commons license which allows others to duplicate the program. The first 12-week semester begins Sept. 17 with another 12-week semester scheduled for January 14, 2008. This class is available online whenever we are. It is my intention to earmark time for playing with this new knowledge in our schedule. Our goals are to:

- expose staff to emerging technologies that they are hearing about and which many of their patrons are already using
- encourage learning through play (with the focus on *participation*, not necessarily on doing something *right*)
- empower and encourage people to take responsibility for their own lifelong learning
- expand people's knowledge and confidence
- and eliminate fear of the unknown.

I met with Pastors Nate Liedtke and Jim Bump regarding a grant available through the Evangelical Lutheran Church Synod for congregations (Trinity Lutheran, Living Waters, and possibly United Methodist) to work together to provide **after school programs** in communities. They were impressed with the results of our Wednesday Homework Help Nights and are looking for space to offer a similar program on Tuesday and Thursdays. After finding out the our Safe & Stable Grant monies are ending, maybe this is a program we can let go of and allow others to step up to the plate. I offered my knowledge and experience toward their new venture.

## LIBRARY BOARD SEPTEMBER 12, 2007

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We hired a **new library page** to replace our college-bound, Nick Burington. Peg and I interviewed five very capable young people. One of the parts of the interview asked each candidate to place materials on a cart in order for shelving. This exercise really helps us find the best candidate for the job. Our new page, Jennifer Arnold, will start on Sept. 5<sup>th</sup>. The three pages (Elliot Lear, Tiffany Schmidt and Jennifer Arnold) will alternate shelving library materials in both the adult and children's dept. every weeknight and weekend. The only day we will have a paid person shelving during the day is Friday.

Paula Reedy and Jan Rademacher spent the week of August 20-24 in Madison attending a class on Using **Puppets in the Library**. This opportunity was made available to them through funding from OWLS in exchange for my service as system youth liaison. They will prepare a presentation to OWLS children's librarians, and already they are using their new skills in preparing puppet productions at the library and in outreach programs.

Peg, Ruth and I attended an "**Acquisitions Camp**" conducted by OWLS. This is a relatively new technique for encumbering funds in accounts when items are ordered. Not only is the fiscal bookkeeping more manageable, but our Millennium system will create records for items ordered so patrons will be able to place holds and see that we have items on order. We will be practicing this fall to work out any "bugs" and hopefully be ready to dive right in to the acquisitions software in January when new budgets are allocated.

A huge truck delivered 15 giant cases of "**Between Fences**" exhibit materials from the Smithsonian on Friday, August 31<sup>st</sup>. Invitations have been sent to dignitaries for the opening ceremonies, to senior citizen groups and schools for tours, to community organizations interested in hosting a presentation about the exhibit, and to area media for coverage. Six canvas banners will be placed at city entrance points, and area businesses with marquees have been asked to place a "Welcome Smithsonian *Between Fences*" message on their display. Three sessions of docent training are scheduled for Thursday, Sept. 6. You will each receive a calendar of local events that are planned during the exhibit's six week visit. Thank you for all your support in this once-in-a-lifetime opportunity.

Respectfully submitted,

Sue Abrahamson, Children's Librarian

*The  
Best Cellar  
Designed for teens by teens*

August 2007 Teen Board Report

The teen room continued to be busy through August. We've tightened up the registrations for the game system and Internet computers. All teens must sign up at the desk and staff will check every half hour to make sure teens are signed up as required.

We saw many students come in to pick up summer reading books, but I had made the decision to not hold the books in the room. Instead we made the books accessible through a hyperlinked list on Infosoup. Judging from the drop in circulation, students may have decided to purchase their summer reading books. We will reevaluate the system before next summer.

On August 30<sup>th</sup> SLAG hosted an outdoor film at dusk. We had over 75 people come to view the film, "Unaccompanied Minors." There were families with children as well as teens at the event. We will consider another program like this for next summer.

We are gearing up for the Monopoly Tournament on October 15th and SLAG will be planning Banned Book Week (September 29<sup>th</sup> – October 6<sup>th</sup>) and Teen Read Week (October 14<sup>th</sup> – 20<sup>th</sup>) activities.

Sue and I attended a meeting for the Safe & Stable Families Grant this month and received a check to help sustain teen programming, specifically the Early Dismissal Programs we provide. Jessi James, YA Assistant, has obtained a full time benefitted position and will be cutting back drastically on the hours she works at the Library. We will miss her calm assertiveness and resourcefulness.

On August 17<sup>th</sup>, I traveled to Ashland, where I presented a workshop on Teen Collection Development. The evaluations were overwhelmingly positive and I am gratified that I was able to share my experiences and expertise. On September 15<sup>th</sup>, I am facilitating a program on Teen Programming for OWLS. I will be working with four other teen librarians from the area and we will be providing hands-on experiences. I have been asked to book talk for sixth graders in the Waupaca Middle School and hope to continue the outreach programs I have started.

Peg Burington, Teen Coordinator

## LIBRARY BOARD SEPTEMBER 12, 2007

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### Waupaca Area Public Library Policy Committee Meeting Minutes Monday, August 27, 2007 1:00 pm

1. Peg Burington called the meeting to order at 1:08. Committee members Mary Trice and Connie Andraschko were present. Peg Burington and Sue Abrahamson were also present.
2. Approval of the agenda Mary Trice made a motion to approve the agenda. Seconded by Connie Andraschko.
3. Peg read: 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. The committee reviewed the Unattended Child Policy. They discussed posting this policy in the library and decided to post the first sentence of the second paragraph and include a shortened version of the policy in the Summer Reading flyer. Sue Abrahamson will prepare a card with policy highlights to present to patrons who need to have knowledge of the policy. Several other wording changes were made including the name of the policy: "Unattended Minor Policy."
5. Connie Andraschko moved to adjourn at 1:35 pm. Seconded by Mary Trice.

### UNATTENDED MINOR POLICY

The Waupaca Area Public Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. Sharing this environment with other people requires that all follow the **Rules for Patron Responsibility and Conduct** that have been established by the Board of Library Trustees and are available by request or on the Library website.

The Waupaca Area Public Library wants children to use its facilities and services. Children **under the age of 8** must always be in close contact with a parent/guardian or assigned caregiver over the age of 12. The assigned caregiver must be a responsible person and must carry emergency contact information. An exception would be children attending a library program without a parent/caregiver in the room. However, the parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.

When children are left alone they may become frightened or anxious. If they wander through the building they may encounter hazards such as stairs, doors, furniture or electrical equipment. They may also become bored and restless and could disturb the enjoyment and work of others.

## LIBRARY BOARD SEPTEMBER 12, 2007

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The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with the library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users.

If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the policy. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.

If a child in this age group violates the Rules for Patron Responsibility and Conduct, the child and the parent/caregiver will be informed of the policy. If inappropriate behavior continues, they may be asked to leave the library.

Patrons age 8 and older may use the library on their own. However, parents are still responsible for the actions of their minor child(ren). Minors using inappropriate behavior may be asked to leave the library. All minors should have the telephone number of someone who can assist them in an emergency.

Approved by the Waupaca Area Library Board May 2003.

Signed: \_\_\_\_\_ Date Revised: \_\_\_\_\_  
(Library Board President)

Signed: \_\_\_\_\_ Date Revised: \_\_\_\_\_  
(Library Director)

Revised by the Policy Committee on Monday, August 27, 2007

# LIBRARY BOARD SEPTEMBER 12, 2007

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## **Outagamie Waupaca Library System Board of Trustees**

July 19, 2007 Meeting Minutes

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

PRESENT: Bobbie Buchholtz, Peter Gilbert, Paul Girod, Kay Hillskotter, Deborah Hoffmann, Eunice Lawrence, Bill Morien, Patricia Pamperin, Stephen Ware.

EXCUSED: Will Bloedow, Theresa Rechner, Glenda Rhodes, David Vaclavik.

OTHERS PRESENT: Rick Krumwiede.

Morien moved, seconded by Gilbert, to approve the minutes of the June 21, 2007 meeting. Motion carried.

Gilbert moved, seconded by Morien, to approve checks numbered 23124-23173, inclusive, in the amount of \$418,201.05 and 6/28/07-7/12/07 payroll expenditures in the amount of \$29,943.76. Motion carried.

Gilbert moved, seconded by Buchholtz, to approve the June 2007 financial report. Motion carried.

### DIRECTOR'S REPORT

Krumwiede reported on the status of a proposed revision to statutory patron privacy language and a conversation with Brown County Library Board member Kathy Pletcher.

The Department of Public Instruction has approved OWLS Technology and Resource Sharing Plan: 2007-2010.

Representatives of the Legislative Audit Bureau visited OWLS on July 10, 2007 as part of a study of public library service best practices. They are visiting systems and individual libraries, including several libraries within OWLS.

OWLS is working on several possible LSTA grant applications for submission in September. It is likely that a joint grant with Nicolet Federated Library System will be submitted in the special needs literacy category to acquire tools to assist people learning English as a second language.

A grant to assist libraries in implementing wireless Internet access for patrons will also be submitted. Other possibilities under consideration include grants for the innovative use of technology and for training.

Agenda items at the July 13, 2007 OWLSnet Administrative Advisory Committee meeting included a demonstration of the new OWLSnet.info web site, a report on the committee to investigate computer sign-up/management software, options for adding wireless Internet access, bandwidth issues, a demonstration of the InfoSoup local history and digital collection pages, results of the "too long in transit study," assigning employee patron types, and the release of the new Harry Potter book.

## LIBRARY BOARD SEPTEMBER 12, 2007

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Emily Koss's last day was July 11. Review of applications for the Circulation Librarian position will begin next week. Fourteen applications have been received to date.

Weyauwega Public Library has hired a new director. She will start full-time in August.

Waupaca library director Jerry Brown will be retiring in August. Krumwiede has been consulting with the Waupaca library board regarding the hiring process.

Auditors from Virchow Kruse were at OWLS this week to do the field work on the annual audit. The financial statements and audit report will be reviewed by the board at the August or September meeting.

### OLD BUSINESS

Krumwiede reported that the 2008 Outagamie County budget request has been submitted to the County Executive.

### NEW BUSINESS

The OWLSnet Planning Committee has finished its work, and the draft plan was discussed at the July 13, 2007 OWLSnet Administrative Advisory Committee (AAC) meeting. The AAC agreed to recommend the plan to the OWLS Board for formal approval. Hoffmann moved, seconded by Ware, to approve the OWLSnet Plan: 2007 – 2010. Motion carried.

Krumwiede reported that the AAC has been unable to agree upon a policy recommendation regarding billing for long overdue items. A recommendation is likely to be brought to the board for consideration in the future.

The AAC did agree to recommend a change to the patron home agency policy stating that patrons must select the library they use the most or the library where they reside as their home agency. Lawrence moved, seconded by Hillskotter, to approve the Patron Home Agency Policy as recommended by the AAC. Motion carried.

Action to revise the 2007 budget was postponed until a future meeting.

The meeting was adjourned by President Pamperin at 7:53 p.m.

Respectfully submitted,

Deborah B. Hoffmann

Acting Secretary