

WAUPACA PUBLIC LIBRARY BOARD MEETING
TUESDAY, FEBRUARY, 12, 2008

WAUPACA PUBLIC LIBRARY BOARD MEETING
TUESDAY, FEBRUARY, 12, 2008
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 Monday, January 14, 2008
5. Approval of monthly bills **\$23,838.07**
6. All personnel costs including fringe benefits **\$28,440.97**
7. Fine Income Report
8. Circulation Report
 - a. Library Visits
 - b. Circulation Chart
 - c. Geographical Chart
 - d. Volunteers
 - e. Interloan Chart
9. Department Reports
 - a. Director's/Adult Department Report
 - b. Reference Department Report
 - c. Children's Department Report
 - i. Teen Department Report
 - ii. SLAG Report (to be distributed)
10. Library Subcommittees
 - a. Library Finance Committee

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- b. Library Personnel Committee
 - i. Set Meeting date for staff evaluations (after February 29th)
- c. Library Policy Committee
 - i. Distribute Policy Manual
 - ii. Set meeting date
- d. Planning Committee
- e. Exhibit Room Committee information (to be distributed)

11. Old Business

- a. Internet
- b. Security

12. New Business

13. Announcements and correspondence
- a. OWLS minutes

14. Motion to adjourn

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

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

WAUPACA PUBLIC LIBRARY BOARD MEETING
TUESDAY, FEBRUARY, 12, 2008

Library Board Meeting
January 14, 2008

Call to Order

Meeting Called to order at 6:05 PM by Library Board President Julie Eiden

1. Roll Call

Present: Connie Andraschko, Shari Camann-Arrived at 6:40, Julie Eiden, Gerald Murphy, Robert Nelson,

William Parker, Victoria (Tori) Simonson-Left at 6:30, Mary Trice

Absent: Richard Dance

Also Present: Sue Abrahamson, Peg Burington, Ruth Hoppe, Patsy Servey

2. Approval of Agenda

1. R. Nelson 2. M. Trice Unanimously Approved

3. Open Meeting statement read by Julie Eiden

4. Approval of minutes from Tuesday December 11, 2007 Library Board meeting

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

5. Approval of monthly bills \$5,010.32

1. M. Trice 2. T. Simonson Unanimously Approved

6. All personnel costs including fringe benefits \$45,478.84

1. W. Parker 2. C. Andraschko Unanimously Approved

7. Fine Income Report

No Discussion

8. Circulation Report

- a. Volunteers
- b. Circulation Chart
- c. Library Visits
- d. Geographical Chart
- e. Interloan Chart

No Discussion

9. Department Reports

a. Director's/Adult Department Report

Motion to grant permission to Peg Burington to participate in previous commitments as a Young Adult Trainer.

1. W. Parker 2. R. Nelson

i. 2007 Adult Program Report

No Discussion

b. Reference Department Report

No Discussion

c. Children's Department Report

No Discussion

d. Teen Department Report

i. SLAG Report

No Discussion

10. Library Subcommittees

a. Library Finance Committee

No meeting

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- b. Library Personnel Committee
 - i. Minutes from meeting held on December 20, 2007
Motion to move Jan Popple to a Librarian II pay scale as she takes on duties at the reference desk as recommended by the Personnel Committee
 - 1. G. Murphy
 - 2. S. CamannUnanimously Approved
 - ii. Approval of Exhibit Room Director job description
Motion to approve Exhibit Room Director Job Description as recommended by the Personnel Committee
 - 1. G. Murphy
 - 2. R. NelsonUnanimously Approved
 - c. Library Policy Committee
 - i. Minutes from meeting held on January 2, 2008
 - ii. Approval of changes in Meeting Room Policy and reservation form
Motion to approve the Meeting Room Policy and reservation form
 - 1. R. Nelson
 - 2. M. TriceUnanimously Approved
 - iii. Set Meeting Date
Meeting has been tabled until after the February 12, 2008 Board meeting
 - d. Planning Committee
No Discussion
 - e. Exhibit Room Committee information (to be distributed)
Patsy Servey, Exhibit Director, passed out the following information about the Exhibit Room:
 - 2008 Exhibit Room schedule
 - 2008 proposed budget
 - 2007 Exhibit Room attendance by show
 - Exhibit Room attendance by year 2002 - 2007
11. Old Business
- a. Internet
No Discussion
12. New Business
13. Announcements and Correspondence
- a. Foundation Agenda
No Discussion
 - b. Foundation Meeting Minutes from Meeting held October 29th 2007
No Discussion
14. The Library Board will join the Waupaca Library Foundation Meeting to discuss the Exhibit Director Job Description
15. Motion to Adjourn @ 7:35 PM
- 1. S. Camann
 - 2. W. Parker
- Unanimously Approved

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January 2008 Bills (non materials) Accounts 201 - 252											
	201	202	206	207	209	211	214	215	216	217	252
	Travel	Training	Tele phone	Main Equip	Ins & Bond	Contract Services	Copier Supplies	Adver tising	Postage	Memb er Dues	Book Binding
	\$1,385	\$1,500	\$2,200	\$1,600	\$2,000	\$24,000	\$3,822	\$825	\$3,000	\$400	\$340
Peg Burington	41.60										
Dominic Frandrup Supervisor Seminar	41.41										
Bauernfeind Business Technologies							169.50				
JP Lockwood Enterprises - toner for Ref printer							95.00				
Corporate Express - Maintenance agreement for copier				357.00							
Motion Picture Licensing Corp						69.00					
AT&T			180.87								
Postage Meter									144.23		
WLA										376.00	
Subtotals	83.01	0.00	180.87	357.00	0.00	69.00	264.50	0.00	144.23	376.00	0.00
2008 Budget	1,385.00	1,500.00	2,200.00	1,600.00	2,000.00	24,000	3,822.00	825.00	3,000.00	400.00	340.00
Previous Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spent to date	83.01	0.00	180.87	357.00	0.00	69.00	264.50	0.00	144.23	376.00	0.00
Unexpended	1,301.99	1,500.00	2,019.13	1,243.00	2,000	23,931	3,557.50	825.00	2,855.77	24.00	340.00
Budget expended	6%	0%	8%	22%	0%	0%	7%	0%	5%	94%	0%

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January 2008 Bills (non materials) Accounts 253 -301								
	253	254 A	254 B	254 C	286	299	301	301-A
	Promotion	Adult Programs	Child Programs	Teen Programs	Soft ware	Misc	Office Supplies	Book Processing
	1,000.00	1,000.00	3,000.00	750.00	1,300.00	650.00	1,000.00	7,500.00
Little Caesars (Pizza for Programs)				10.55				
Target(games for programming)				159.99				
Elements 5 - Get Data - Software recovery for computer					69.95			
CDWG - Software for website maintenance					469.00			
Share it .com WD Sync Software					39.95			
Corporate Express - Maintenance agreement for copier							115.03	
Demco								509.70
Specialty Services - dvd cases								78.83
Lighthouse			13.99					
Science Line			93.86					
Upstart			216.43					
Playnation Kites R US			44.00					
Subtotals	0.00	0.00	368.28	170.54	578.90	0.00	115.03	588.53
2008 Budget	1,000.00	1,000.00	3,000.00	750.00	1,300.00	650.00	1,000.00	7,500.00
Previous Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spent to date	0.00	0.00	368.28	170.54	578.90	0.00	115.03	588.53
Unexpended	1,000.00	1000	2631.72	579.46	721.1	650	884.97	6911.47
Budget expended	0%	0%	12%	23%	45%	0%	12%	8%

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January 2008 (Material) Account 250									
	250-1	250-2	250-3	250 A	250 B	250 C	250 D	250E	250 F
	Adult Fiction & NF	Adult Large Print	Adult Ref	Adult Audio	Child Books	Child Audio	Teen Books & Audio	Adult/Teen Music	Child Music
	\$21,155.00	\$5,000.00	\$2,700.00	\$3,718.00	\$22,540.00	\$2,170.00	\$6,080.00	\$2,370.00	\$767.00
Baker & Taylor	1,412.94			82.37	1,211.15		404.11	326.58	
Amazon.com (credit card)				14.95					
Micromarketing				124.84	13.60		59.95		
Gale LP (prepaid)		28.06							
Center Point LP		600.00							
Doubleday Large Print (credit card)		180.50							
Barnes & Noble	146.20								
Shed Antler Press	12.50								
ABC Clio (Refund)	-88.00								
Bernan Essential Govt Publications - Zip Code Directory			51.00						
Dr. James & Mary Fico					-300.00				
Child's World					501.65				
Capstone Press					1,545.45				
Penworthy					1,787.36				
Marshall Cavendish					137.09				
Live Oak Media						128.75			
Random House						152.15			
Subtotals	1,483.64	808.56	51.00	139.79	4,896.30	280.90	464.06	326.58	0.00
2008 Budget	\$21,155.00	\$5,000.00	\$2,700.00	\$3,718.00	\$22,540.00	\$2,170.00	\$6,080.00	\$2,370.00	\$767.00
Previous Expenditures									
Spent to date	1,483.64	808.56	51.00	139.79	4,896.30	280.90	464.06	326.58	0.00
Unexpended	19,671.36								
Budget expended	7%	16%	2%	4%	22%	13%	8%	14%	0%

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January Bills (Material and Capital)							
	251	296 A	296 B	296 C	Capital		
	Magazines	Adult Movies	Child Movies	Teen Movies	Computers	Reference Desk	Internet Management Project (Held by OWLS)
	\$7,760.00	\$4,160.00	\$2,990.00	\$1,050.00	14,000.00	4,000.00	6,000.00
Baker & Taylor							
Deep Discount DVD (credit card)		163.78	157.36				
Amazon.com (credit card)		241.77					
Amazon.com (credit card)			57.88				
Guaranteed School Plan	2,552.71						
Value Line Investment Survey	798.00						
Dell - 6 computers					7,680.00		
Newegg.com - portable hard drive					185.99		
ScienceLine.net - insect computer mice					215.15		
CDWG - Screen protector					38.71		
Subtotals	3,350.71	405.55	215.24	0.00	8,119.85	0.00	0.00
2008 Budget	7,760.00	4,160.00	2,990.00	1,050.00	14,000.00	4,000.00	6,000.00
Previous Expenditures							
Spent to date	3,350.71	405.55	215.24	0.00	8,119.85	0.00	0.00
Unexpended	4,409.29	3,754.45	2,774.76	1,050.00	5,880.15	4,000.00	6,000.00
Budget expended	43%	10%	7%	0%	58%	0%	0%
2008 Budget		159,732.00					
Total January Expenditures for all Accounts		23,838.07					
Unexpended		135,893.93					
Budget expended		15%					

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		PERIOD	YTD ACTUAL	BUDGET	VARIANCE	% OF
		ACTUAL		AMOUNT		BUDGET
100-55111-101-000	SALARIES	6,045.75	6,045.75	170,672.00	164,626.25	3.54%
100-55111-102-000	WAGES	4,180.96	4,180.96	84,756.00	80,575.04	4.93%
100-55111-104-000	PT WAGES	7,648.31	7,648.31	121,552.00	113,903.69	6.29%
100-55111-106-000	HOLIDAY PAY	1,090.20	1,090.20	0.00	(1,090.20)	0
100-55111-107-000	SICK PAY	85.79	85.79	0.00	(85.79)	0
100-55111-108-000	VACATION PAY	198.56	198.56	0.00	(198.56)	0
100-55111-116-000	PT RETIRE	418.96	418.96	5,713.00	5,294.04	7.33%
100-55111-118-000	SOCIAL SECURITY	1,449.56	1,449.56	28,839.00	27,389.44	5.03%
100-55111-119-000	RETIREMENT (R)	1,337.97	1,337.97	30,652.00	29,314.03	4.37%
100-55111-121-000	GRP HLTH INS	5,364.13	5,364.13	71,000.00	65,635.87	7.56%
100-55111-122-000	LIFE INS	60.30	60.30	870.00	809.70	6.93%
100-55111-123-000	INC PROTECT	122.02	122.02	1,900.00	1,777.98	6.42%
100-55111-124-000	WORK COMP	0.00	0.00	1,300.00	1,300.00	0
100-55111-125-000	HLTH INS DEDUCTIB	0.00	0.00	2,500.00	2,500.00	0
100-55111-126-000	DEF COMP HLTH	438.46	438.46	5,600.00	5,161.54	7.83%
TOTAL						
PERSONNEL		28,440.97	28,440.97	525,354.00	496,913.03	5%
100-55111-201-000	TRAVEL	0.00	0.00	1,385.00	1,385.00	0
100-55111-202-000	TRAINING	0.00	0.00	1,500.00	1,500.00	0
100-55111-206-000	TELEPHONE	180.87	180.87	2,200.00	2,019.13	8.22%
100-55111-207-000	MAINT OF EQUIP	0.00	0.00	1,600.00	1,600.00	0
100-55111-209-000	INS & BONDING	0.00	0.00	2,000.00	2,000.00	0
100-55111-211-000	CONTRACT SERVICES	0.00	0.00	24,000.00	24,000.00	0
100-55111-214-000	REPRODUCTION	0.00	0.00	3,822.00	3,822.00	0
100-55111-215-000	ADVERTISING	0.00	0.00	825.00	825.00	0
100-55111-216-000	POSTAGE	144.23	144.23	3,000.00	2,855.77	4.81%

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000						
100-55111-217-000	MEMBERSHIP & DUES	0.00	0.00	400.00	400.00	0
100-55111-250-000	BOOKS	(486.00)	(486,00)	66,500.00	66,986.00	-0.73%
100-55111-251-000	PERIODICALS	2,552.71	2,552.71	7,760.00	5,207.29	32.90%
100-55111-252-000	BOOK BINDING	0.00	0.00	340.00	340.00	0
100-55111-253-000	PROMOTIONAL MATERIALS	0.00	0.00	1,000.00	1,000.00	0
100-55111-254-000	PROGRAMS	0.00	0.00	4,750.00	4,750.00	0
100-55111-286-000	SOFTWARE	0.00	0.00	1,300.00	1,300.00	0
100-55111-296-000	VIDEO TAPES	0.00	0.00	8,200.00	8,200.00	0
100-55111-299-000	MISC	0.00	0.00	650.00	650.00	0
100-55111-301-000	SUPPLIES	0.00	0.00	8,500.00	8,500.00	0
	TOTAL LIBRARY	30,832.78	30,832.78	665,086.00	634,253.22	4.64%

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2008 Fine Income Report

	January	February	March	April	May	June	July	August	September	October	November	December
Week 1	\$414.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 2	\$299.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 3	\$326.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 4	\$415.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Week 5	\$0.00				\$0.00			\$0.00		\$0.00		
	\$1,455.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
										Y-T-D	Total	\$1,455.07
Amount Waived	\$691.85											
Items Donated												
2008 Running Total												
2007 Running Total		\$3,218.86	\$4,720.77	\$6,192.47	\$7,668.96	\$8,749.35	\$10,022.40	\$11,938.16	\$13,218.85	\$14,847.99	\$16,260.89	\$17,545.02

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2008	15564												15564
2007	14351	14161	16237	14587	13620	17373	19949	18106	13180	18727	13607	12353	186251
2006	14845	12492	15795	12972	13660	17257	19229	19092	14845	16079	14924	11844	183034

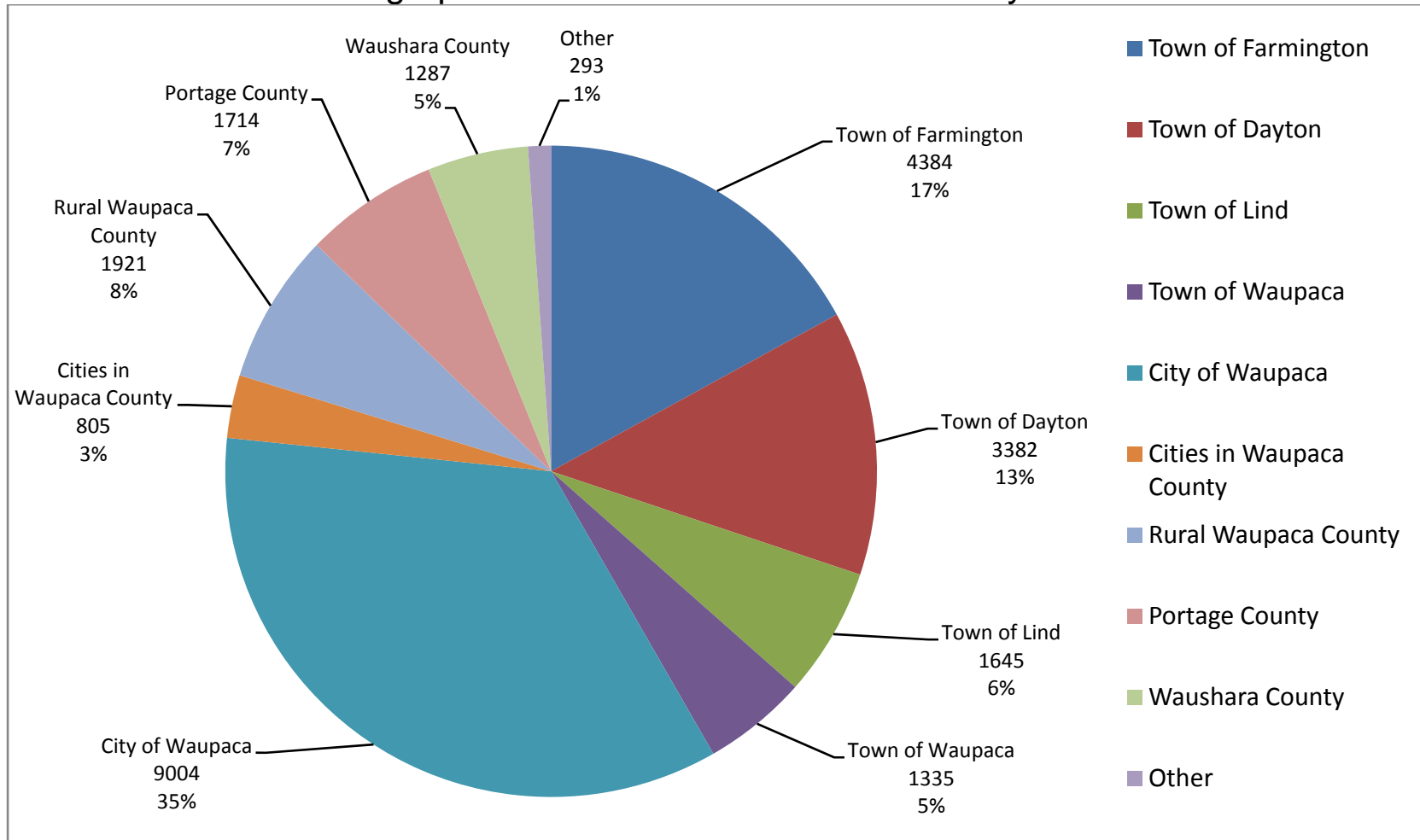
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Item Type	Jan
Adult Audiobook CD	700
Adult Audiobook Tape	122
Adult DVD Total	5998
Adult Easy Reader	6
Adult Equipment	7
Adult Fiction	3166
Adult Interlibrary Loan	47
Adult Large Print	792
Adult Magazine	557
Adult Music	972
Adult NonFiction	2294
Adult Reference/Undefined	5
Adult Software	2
Adult VHS	929
Adult Renewals	774
Adult Total	16371
Teen Audiobook CD	36
Teen Audiobook Tape	5
Teen DVD	940
Teen Fiction	517
Teen Magazine	39
Teen Music	127
Teen NonFiction	124
Teen Software	2
Teen VHS	0
Teen Renewals	89
Teen Total	1879

Child Audiobook	152
Child DVD	2044
Child Easy Reader	2010
Child Fiction	1220
Child Game/Toy/Kit	14
Child Magazine	58
Child Music	117
Child NonFiction	1069
Child Professional Collection	2
Child Reference	44
Child Software	2
Child VHS	434
Child Renewals	356
Child Total	7522
Total Adult	16371
Total Teen	1879
Total Child	7522
Total Circulation	25772

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Geographical Chart of Circulation – January 2008



Volunteers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2008	130												130
2007	77.75	54	81	58.75	161.45	65.25	123.4	123	92	202.25	104	90	1233

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January 2008 Interloan Items by Library

Library	Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,083	2,158	(1,075)	0.50
Appleton	11,957	8,507	3,450	1.41
Black Creek	1,049	723	326	1.45
Clintonville	1,905	1,602	303	1.19
Door County	5,286	4,517	769	1.17
Florence	597	573	24	1.04
Fremont	1,236	997	239	1.24
Gillett	552	931	(379)	0.59
Hortonville	770	2,022	(1,252)	0.38
Iola	1,265	1,038	227	1.22
Kaukauna	2,407	2,757	(350)	0.87
Keshena	137	23	114	5.96
Kewaunee	1,066	547	519	1.95
Kimberly-	3,530	3,990	(460)	0.88
Little Chute				
Lakewood	794	710	84	1.12
Lena	105	669	(564)	0.16
Manawa	855	1,230	(375)	0.70
Marinette	4,505	4,509	(4)	1.00
County				
Marion	1,167	1,206	(39)	0.97
New London	2,133	2,427	(294)	0.88
NFLS	0	775	(775)	0.00
Oconto	688	1,520	(832)	0.45
Oconto Falls	1,126	1,357	(231)	0.83
Oneida	423	236	187	1.79
Tribal				
OWLS	11	181	(170)	0.06
Scandinavia	442	487	(45)	0.91
Seymour	1,423	1,300	123	1.09
Shawano	3,319	4,057	(738)	0.82
County				
Shiocton	421	257	164	1.64
Suring	593	494	99	1.20
Waupaca	4,231	3,467	764	1.22
Weyauwega	685	494	191	1.39

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**Director's Report
January 2008**

I was able to get away for a much needed vacation in January. While in Honolulu, I read five books, registered for a Hawaii State Library card, and met an author I've been corresponding with. All this in addition to hiking, snorkeling, sightseeing and catching some rays! Staff handled things well in my absence. I understand we escaped some horrible weather as the Mayor saw fit to close the Library at 5pm on two different evenings.

I will be going to a workshop in mid February on preparing the annual report. I plan to have it completed for the March Board Meeting. We will be holding interviews for the Assistant Director's position before the end of this month.

Adult Programs

I'm looking forward to the new Lunch & learn Programs scheduled to begin in February. I have been planning Third Thursday Programs and have a few programs finalized.

May 15 – Thomas Asp "Building a Viking Ship"

July 17 – Bill Jamerson "Songs & Stories on the Civilian Conservation Core"

September 18 – Chad Lewis, Author of *Hidden Headlines of Wisconsin: Strange, Unusual, & Bizarre Newspaper Stories 1860-1910*

I am still in the planning process for June and August and will continue our traditional outdoor programs.

Staff Development

Staff attended an OWLS sponsored program on Library Security. We will be discussing security issues and will include it in our long term planning process.

Dominic attended a Fred Pryor Supervisory training seminar and came away with strong ideas.

Acquisitions

We have begun using the Acquisitions Module for Millennium. Ruth Hoppe has been entering item records as they are ordered and marking them received when they come in. It has been a real learning experience and we hope to be able to create reports based on what items have been ordered. This will allow a clearer picture of the funds we have encumbered. We have some work to do yet with our vendors to have an FTP (file transfer protocol) process that will automatically create records as items are ordered.

Video Security

At our last Board Meeting we discussed securing our DVD and CD collection. We currently use a locking case mechanism, which may not be practical in the long term. The locks are expensive, labor intensive and cause tendon and muscle strain for Circulation Staff. I polled other Directors on their DVD security methods:

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Kimberly-Little Chute, Appleton and Clintonville have security on the disk. Kaukauna has locked cases and surveillance cameras. They are considering a self serve kiosk. Black Creek and Seymour do a swap.

Administrative Advisory Committee

I attended the AAC Meeting on Friday, January 18th. Libraries voted to discontinue billing other libraries for items not returned by their patrons. We will continue to push for a collection agency for recovery of long overdue materials.

There was a long discussion about the growth of the interloan system. Rick was looking for insight on why some libraries are net borrowers and other net lenders. There was some suggestion that the limits on holds placed by patrons may be influencing the inconsistencies. Appleton only allows 10 holds, some libraries limit it to 75 items, and Waupaca has a 25 hold limit. I would urge the libraries to come up with a number that is universal for all the libraries. I believe the more we are alike the less confusing it is for the patrons.

Books Behind Bars

SLAG sponsored a book drive in January. We also ordered books new books form Dragonwings. For every new book we ordered, Ellen Davis donated an advanced reader's proof. Donated and new books were processed and the first delivery to the jail will take place on Tuesday, February 12th.

Food For Fines

We held a very successful Food For Fines food drive this month. We waived \$691.85. The food is being stored in the Assistant Director's Office and will be sorted, boxed and counted by volunteers from a Girl Scout troop on Sunday, February 10th.

Respectfully submitted by Peg Burington

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January 2008 Reference Report

#s Compiled by: Dominic Frandrup

Internet ½ hours Use: 2412 Adult; 93 Children; 616 Teen= 3121 Total ½ Hours

No Card Internet Registration: 111 (57 of those are from outside Waupaca)

Approximately 6% of Adult Internet users this month didn't have a library card.

Computer use: 43 Adult; 180 Children= 223 Total Patrons

Study Room use: 94 Number of patrons using Internet in study rooms: 45

Meeting Room use: 49

Microfilm machine use: 12

Volunteer hours worked: 130

Adult Reference Transactions: 770 In Person; 268 Phone; 72 Circulation Desk; 2 email/
mail

Youth Reference Transactions: 168 In Person; 67 Phone

Total Reference Transactions: 1347

After viewing the last board packet, I realized I could make Peg's job a bit easier by calculating stats from different Excel worksheets. Now the year-to-date numbers are calculated automatically, and by converting old Excel spreadsheets to the Office 2007 file type I made the change retroactive as well.

The first month of supervising Teen Room staff has been fun, but it's clear that there needs to be more changes to make things run smoothly. One of the first changes I implemented was creating blogs and online calendars for both Page and Teen staff. Both applications run using Google software, Blogger and Google Calendar, which makes them easy to administer and free to use. Both are restricted to "authors" which means that I send email invitations to staff so that they register their email accounts in order to view and change posts to the blog or to alter the staff schedule that I integrated with each blog.

Due to failing power supplies, but in line with our computer replacement policy, I purchased and installed six new circulation and tech services computers. They are running Microsoft Vista which is still unsupported by OWLS. Since support from Microsoft on the XP operating system scheduled to end this year, I thought it was prudent to make the leap. The three computers we have been using with Vista installed have been performing well so I feel the risk was minimal. We will be getting a new version of our Millennium circulation software client shortly which should function better, and include some improvements from the current version.

The word processing computer in study room #2 will be pulling double duty for the next few months because it's also the one designated for filing taxes online. I've already had several people use it for that purpose, but there are still patrons using the regular Internet computers for filing online as well.

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I attended a Fred Pryor supervisor training seminar in Appleton where I learned some new things. Some were procedural, but mostly I came away with some tips and tricks to keep myself and staff on task and working well together.

Library security training day was very enlightening. Unfortunately it appears that our library has a long way to go in order to become more secure for our patrons and staff. This issue appears to be more long term and needs to include recurring staff training. Ruth and I attended the Envisionware and SAM PC Management software (computer timeout) demos in Appleton. I also put together a blog for the committee members as well so we could discuss each option. Either one will fill our needs, but how they function for patrons and staff will be the deciding factor. An online survey was sent to everyone who attended both demonstrations so we can get some outside feedback. The committee will be meeting mid-February to make our final decision. We are still on track to have the software installed this spring with OWLS picking up the cost.

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**Children's Dept. Board Report
January 2008**

Kudos go to the **Children's Dept. staff**, who worked exceptionally hard during this month off of programming to catch up on some projects that have been put on the back burner for a long time. We didn't get them all done but did succeed in cleaning our storage areas, shelf reading the children's dept, weeding or repairing books, processing lots of new books, attended OWLS training, and more. Still left to finish is the puppet theater painting project and inventory of children's dept. furnishings.

Paula's computer crashed, taking along with it most of her records for delinquent patrons and movie data. This was a real crisis moment for Paula. Dominic helped recover as much as possible, but it did create a high level of stress in the work room. I've advised her to take this opportunity to rethink the work process, possibly making some changes to alleviate the stress. We all learned to back-up our computer on a regular schedule.

We have tried to contribute to the **homeschool** family computer bulletin board to increase awareness of the library's services to this population. I have created a book list entitled "Celebrate the States" in InfoSoup and linked to it on their site. We have a new magazine published just for homeschool families. I was also able to share the American Library Association Book Awards with their listserv the day it was announced.

Salesmen were in no short supply this month. We traditionally see four salesmen in January, particularly to see their new non-fiction books. We try to provide something on most subjects in three reading levels for kids. Most times it is difficult to choose non-fiction by reading reviews. They all know by now that I will not pay for shipping so they don't even try to pull that anymore. These salesmen offer many publishers and stronger, library bindings.

Both Jan Rademacher and I visited the WLC to promote and begin this year's **Book Muncher** Program. This is an opportunity for students who might not have access to the public library to participate in a book club during lunch recess at school once a month. Jan has over 50 fourth graders signed up and I have 35 fifth graders. This program is generously supported by Dr. Jim and Mary Fico, who buy at least 2 book sets (25 paperbacks) each year for the students to check out. You are all welcome, at any time, to join us at Book Munchers. For dates and time, just inquire in the Children's Dept.

We again hosted the **Head Start Parent Meeting** on January 22. I was happy to announce to these families that the library would again waive their fines so they could have a clean slate again. Twenty-five children were at the special story time that evening, while their parents held their meeting in our meeting rooms. Our goal is to excite these families with the resources at their public library and remind them of its affordability.

It was "**L**" **Week** in Kindergarten, so Ms. Bergen and Ms. Olsen brought their lively, little, learning listeners to the library. It's always great fun to host a school group and get them all excited about reading and the library.

The month ended with us attending a wonderful **OWLS workshop on Safety** at the Library. Presenter for the workshop was Warren Graham, author of Black-Belt Librarians. He offered great suggestions about when and how to approach patrons who may be a security problem. He

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also suggested we reevaluate some of our policies and procedures to create a safer working environment. Sometimes we lose sight of our role as a library over our desire to be a community meeting place. I expect us to be talking about this workshop for months to come.

The old cliché, “Never say never”, has come home to roost regarding the library’s participation with the school on **TV Turn-Off Week**. We had such a poor response from parents, teachers, and administrators last year that I “pulled the plug.” Now, wouldn’t you know, the Parent Teacher Groups are interested in co-sponsoring the event again. Nationally No TV Week is held April 21-25, 2008. We have agreed to host three evenings of programming after school for families that week. I am seeking sponsorship from the Waupaca Foundry to bring in a Native American (Oneida) Storyteller that week.

William Durbin, author of historical fiction books for young readers, will be the Fox Valley for a school visit the first week of March. He contacted me about adding a Waupaca stop to his schedule at a reduced price as the Appleton School District is already covering his travel expenses. We are working with the Waupaca Middle School and Waupaca Learning Center to schedule 4 presentations in a one day visit (3 at school and one public program at the library). Ellen Davis of Dragonwings Bookstore has been very accommodating in working with the author to order books and arrange a book signing event that day as well. When students actually meet the author they feel even more connected to the stories. Hopefully some budding writers will be inspired.

We are steadily working on our plans for the 2008 Summer Library Program, “**Catch the Reading Bug.**”

Almost all of our performers are scheduled. Two will be at no charge to our budget as they are paid for by an OWLS grant. We continue to seek alternative prize opportunities at a cost we can afford. Collectively, several OWLS libraries will be ordering Scholastic paperback books at discounted prices as prizes.

Last but certainly not least, veteran employee, **Dona Saunders**, (she is the only employee left from the old building) has announced that she plans to retire on Memorial Day. Fortunately for us, Dona is already talking of volunteering as a shelf reader, continuing her favorite part of the job. We will review the hours Dona works and come up with a job description to post in May. She has been a dedicated member of the team in the youth department and will be missed.

That’s all for now.

Respectfully submitted,
Sue Abrahamson, Children’s Librarian

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January 2008

Teen Report

The Pizza & Pages book for this month was “Schooled” by Gordon Korman. The discussion took place on Thursday, February 7. Six participated in the discussion and most of them had read the book! The next book is “The Amulet of Samarkand” by Jonathan Stroud. Several participants have read the series and recommended the book for discussion.

Peg purchased the video game “Rock Band” for use in the Teen Program Room. This game allows participants to play drums, guitar, bass and sing into a microphone. It really simulates the garage and experience and teens have been asking for it. SLAG voted to have it used on alternating days with the Wii. Matt Brown had brought his game system and Rock Band in for an early dismissal day last month.

Dominic has done a nice job supervising teen staff and ordering teen materials. The teens respond to Dominic and he has provided some much needed organization.

There was an incident in the Teen Room in which one student stole a game memory card from another. When confronted, the boy denied having stolen anything but when asked to empty his pockets he produced the stolen object. I’ve advised this young man that he is not allowed to use the library for a full year. I was unable to reach the parent by phone so I sent a letter to his house, asking the parent to get in touch with me to discuss the matter. I have not heard from the parent.

Respectfully submitted by Peg Burington

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**Outagamie Waupaca Library System
Board of Trustees**

November 15, 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, Carol Diehl, Peter Gilbert, Kay Hillskotter, Deborah Hoffmann, Eunice Lawrence, Bill Morien, Patricia Pamperin, Stephen Ware.

EXCUSED: Bobbie Buchholtz, Paul Girod, Theresa Rechner, Glenda Rhodes, David Vaclavik.

OTHERS PRESENT: Rick Krumwiede.

Gilbert moved, seconded by Hoffmann, to approve the minutes of the October 25, 2007 meeting. Motion carried.

Lawrence moved, seconded by Morien, to approve checks numbered 23331-23365, inclusive, in the amount of \$133,698.68 and 11/01/07-11/15/07 payroll expenditures in the amount of \$27,341.90. Motion carried.

Hoffmann moved, seconded by Gilbert, to approve the October 2007 financial report. Motion carried.

DIRECTOR'S REPORT

Krumwiede reported that the state LSTA Advisory Committee met recently, and it is likely that OWLS will receive funding for all five applications that were submitted.

- Libraries and Literacy Councils: Making a Difference Together (\$25,999)
- Support for Online Databases (\$15,600)
- Enhancing Library Services via Podcasts, Screencasts, and Vodcasts (\$9,327)
- Wireless Connections for OWLS Libraries (\$3,500)
- Warren Graham Security Training (\$2,400)

SB 214 has passed both houses of the Legislature and will soon be signed by the Governor. This bill allows law enforcement officials to have access to library surveillance video tapes without having to obtain a court order. Further legislation is necessary to allow for third-parties to assist libraries in recovering materials from patrons without obtaining a court order.

Krumwiede also reported on the YouTube InfoSoup contest planned for January and the teen gaming project. In addition, the board discussed the partnership with the

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Nicolet Federated Library System and the possibility of Brown County Library joining OWLSnet.

OLD BUSINESS

The Marion Public Library has been out of compliance with system membership requirements because the director's certification lapsed. The director has completed her two required courses for regular Grade III certification and has applied for re-certification. Morien moved, seconded by Bloedow, to notify the Marion Public Library Board of compliance with system membership requirements, contingent upon renewal of the library director's recertification by DPI. Motion carried. (Note: The library director has been recertified by DPI.)

NEW BUSINESS

Annually, OWLS is required to sign a new resource library agreement with Appleton Public Library. The OWLS and APL directors have drafted a proposed 2008 agreement. The proposed agreement is very similar to past agreements. A few new elements have been included, and costs have been updated to reflect 2008 budgets. Krumwiede reviewed the proposed agreement which was distributed to board members prior to the meeting. Hoffmann moved, seconded by Gilbert, to approve the 2008 Resource Library Agreement with Appleton Public Library as presented. Motion carried.

Annually, OWLS is required to sign a budget agreement with Outagamie County. The agreement specifies that OWLS will use the county funding for the purposes specified, will return any unspent funds, and will provide the county with an annual financial report. The budgeted amount is the only thing that has changed in the agreement from previous years. Ware moved, seconded by Bloedow, to approve the 2008 budget agreement with Outagamie County. Motion carried.

The current Web Services Policy was adopted in 2001. Several minor changes were needed to bring the policy up to date, e.g., position titles. It was proposed that additional language be added to reflect the evolution of web services provided to and offered by member libraries. Bloedow moved, seconded by Morien, to approve the revised Web Services Policy. Motion carried. (The revised policy is posted at <http://www.owlsweb.info/pols/web services.pdf>.)

The 2006 annual audit completed a three-year audit engagement. The board discussed audit options for upcoming years. Bloedow moved, seconded by Ware, to accept a three-year audit engagement proposal from Virchow, Krause & Company, LLP. Motion carried.

Recent activities and more up-to-date financial information have resulted in the need to make several minor adjustments to the 2007 budget. Krumwiede proposed the following revisions to the budget:

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Lawrence moved, seconded by Morien, to approve the revisions to the 2007 budget as presented. Motion carried.

The meeting was adjourned by President Pamperin at 7:50 p.m.

Respectfully submitted,
Deborah B. Hoffmann
Acting Secretary