

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
January 14, 2008

WAUPACA PUBLIC LIBRARY BOARD MEETING
TUESDAY, JANUARY 14, 2008
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. Approval of minutes from December 11, 2007
5. Approval of monthly bills **\$5010.32**
6. All personnel costs including fringe benefits **\$45, 478.84**
7. Fine Income Report
8. Circulation Report
 - a. Volunteers
 - b. Circulation Chart
 - c. Library Visits
 - d. Geographical Chart
 - e. Interloan Chart
9. Department Reports
 - a. Director's/Adult Department Report
 - i. 2007 Adult Program Report
 - b. Reference Department Report
 - c. Children's Department Report
 - d. Teen Department Report
 - i. SLAG Report
10. Library Subcommittees
 - a. Library Finance Committee
 - b. Library Personnel Committee
 - i. Minutes from meeting held on December 20, 2007
 - ii. Approval of Exhibit Room Director job description

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- c. Library Policy Committee
 - i. Minutes from meeting held on January 2, 2008
 - ii. Approval of changes in Meeting Room Policy and reservation form (reservation form placed at end of packet)
 - iii. Set meeting date
 - d. Planning Committee
 - e. Exhibit Room Committee information (to be distributed)
11. Old Business
- a. Internet
12. New Business
13. Announcements and correspondence
- a. Foundation Agenda
 - b. Foundation Meeting Minutes from meeting held October 29th, 2007
14. The Library Board will join the Waupaca Library Foundation Meeting to discuss the Exhibit Director Job Description.
15. Motion to adjourn

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

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

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

Library Board Meeting Minutes December 11, 2007

Call to Order

Meeting Called to order at 6:30 PM by Library Board President Julie Eiden

1) Roll Call

Present: Shari Camann-Left at 7:45, Richard Dance, Julie Eiden, Gerald Murphy-Arrived at 6:45, William Parker, Mary Trice

Absent: Connie Andraschko, Robert Nelson, Victoria (Tori) Simonson

Also Present: Sue Abrahamson, Peg Burington, Dominic Frandrup, Ruth Hoppe

2) Approval of Agenda

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

3) Open Meeting statement read by Julie Eiden

4) Approval of minutes from Tuesday November 13, 2007 Library Board meeting

With corrections

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

5) Approval of monthly bills \$9,342.15

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

6) All personnel costs including fringe benefits \$54,774.03

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

7) Fine Income Report

No Discussion

8) Circulation Chart

a. Circulation Chart

b. Library Visits

c. Volunteers

d. Geographical Chart

No Discussion

9) Department Reports

a. Director's/Adult Department Report

No Discussion

b. Reference Department Report

No Discussion

c. Children's Department Report

No Discussion

d. Teen Department Report

Discussion of teens loitering in the lobby and directly outside of library doors. This is causing patrons who are entering or exiting the library to feel intimidated. Underage youth are also smoking on the premises. Peg will talk to Henry Veleker with the suggestion of making the City Hall/Library square smoke free.

i. SLAG Report

No Discussion

10) Library Subcommittees

a. Library Finance Committee

No meeting

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- b. Library Personnel Committee
Next meeting date December 20, 2007 @ 5:30 PM
 - c. Library Policy Committee
Next meeting date January 2, 2008 @ 4:00 PM
 - d. Planning Committee
 - i. Minutes from meeting held on December 5, 2007
No Discussion
 - ii. Approval of 2008 Goals and Objectives
Motion to approve the 2008 Goals and Objectives as recommended by the Planning committee.
1) S. Camann 2) W. Parker Unanimously Approved
 - e. Exhibit Room Committee information to be distributed
Peg Burington passed out minutes from the December 5, 2007 Exhibit Room Committee meeting. Peg stated that the transition to Patsy Servey serving as Exhibit Room Director is going smoothly. A suggestion will be made to the Library Foundation to thank outgoing exhibit committee members in some way.
- 11) Old Business
- a. Internet
Peg attended a program on Ethics/My Space/Social Networking and explained to the board members what these things are and why they are important to the community.
 - b. Discuss 2008 budget and weekend hours
Peg handed out a budget sheet that shows savings the will allow us to reinstate Saturday afternoon & Sunday hours for 2008. She suggested that we re-examine the budget during the summer of 2008 to make sure the budget will still support this in the fall.
Motion to reinstate Saturday afternoon and Sunday hours for 2008
1) W. Parker 2) S. Camann Unanimously Approved
- 12) New Business
- a. Youth Services Liaison Agreement
Motion to authorize Julie Eiden to sign the Youth Services Liaison Agreement
1) R. Dance 3) G. Murphy Unanimously Approved
 - b. Discuss date of January 2008 Library Board Meeting
The January Library Board meeting will be rescheduled for Monday January 14, 2008
- 13) Announcements and Correspondence
- a. OWLS Meeting Minutes
No Discussion
- 14) Motion to Adjourn @ 7:55 PM
- 1) R. Dance 2) M. Trice

The next meeting of the Waupaca Area Public Library Board will be January 14, 2008 @ 6:30 PM

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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Account	Date	Name	Memo	Budget	Amount	Balance	% Unexpended
201 Travel				1,385.00		-440.39	
	01/03/2008	Peg Burington.	mileage to Appleton for Readers' Advisory		-39.77	-480.16	
Total 201 Travel					-39.77	-480.16	-35%
202 Training				1,500.00		366.88	
	01/09/2008	Fred Pryor Seminars	Credit card - supervisory training for Dominic		-74.00	292.88	
Total 202 Training					-74.00	292.88	20%
206 telephones				3,200.00		1,336.39	
	01/04/2008	One Communications	Erate Reimbursement		1,388.77	2,725.16	
	01/07/2008	A.T. & T.	Telephone service for December 2007		-188.03	2,537.13	
Total 206 telephones					1,200.74	2,537.13	79%
207 Equipment Maintenance				1,600.00		201.35	
	01/03/2008	Newegg.com.	Credit card - External hard drive		-152.03	49.32	
Total 207 Equipment Maintenance					-152.03	49.32	3%
209 Insurance & Bonding				2,000.00		88.75	
Total 209 Insurance & Bonding						88.75	4%
211 Contracts				23,700.00		1,604.00	
Total 211 Contracts						1,604.00	7%
214 Copier Supplies				1,950.00		-790.66	
	01/03/2008	Lighthouse.	Paper for PR		-11.95	-802.61	
Total 214 Copier Supplies					-11.95	-802.61	-41%
215 Advertising				825.00		548.10	
Total 215 Advertising						548.10	66%
216 postage				4,000.00		1,082.21	
	01/03/2008	Lighthouse.	Credit card- postage to return monitors		-76.80	1,005.41	
	01/04/2008	Postage Meter.	Postage meter for December 2007		-172.53	832.88	
Total 216 postage					-249.33	832.88	21%
217 Membership & Dues				400.00		28.00	
Total 217 Membership & Dues						28.00	7%

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250. Library Materials					65,000.00		1,959.29	
250 Adult Books					28,355.00		811.01	
250 - 1 -Fiction & Non-fiction					16,855.00		-169.06	
		01/03/2008	Baker & Taylor Books	Credit for return		33.95	-135.11	
		01/03/2008	Baker & Taylor Books.	Adult books		-217.84	-352.95	
		01/03/2008	Baker & Taylor Books.	Adult books		-13.99	-366.94	
		01/03/2008	Baker & Taylor Books.	Adult books		-78.13	-445.07	
		01/03/2008	MicroMarketing LLC	Adult nonfiction		-19.50	-464.57	
		01/07/2008	Baker & Taylor Books.	Adult books		-108.61	-573.18	
		01/07/2008	Baker & Taylor Books.	Adult books		-45.49	-618.67	
Total 250 - 1 -Fiction & Non-fiction						-449.61	-618.67	-4%
250 -2- Large Print Materials					7,400.00		1,176.79	
		01/03/2008	Center Point Large Print	Adult Large Print		-72.19	1,104.60	
		01/07/2008	Doubleday-Large Print	Large print fiction		-240.18	864.42	
Total 250 -2- Large Print Materials						-312.37	864.42	12%
250 -3- Reference Materials					2,700.00		423.28	
Total 250 -3- Reference Materials							423.28	16%
250 -4- Standing Order Fiction					1,400.00		-620.00	
Total 250 -4- Standing Order Fiction							-620.00	-44%
250 Adult Books - Other							0.00	
Total 250 Adult Books - Other							0.00	
Total 250 Adult Books						-761.98	49.03	
250 A Adult Audio Books					3,718.00		903.31	
		01/03/2008	Baker & Taylor Books.	Adult audio books		-19.36	883.95	
		01/03/2008	Baker & Taylor Books.	Adult audio books		-352.43	531.52	
		01/03/2008	Baker & Taylor Books.	Adult audio books		-9.34	522.18	
		01/03/2008	Baker & Taylor Books.	Adult audio books		-16.47	505.71	

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		01/03/2008	Baker & Taylor Books	Credit for returns		41.31	547.02	
		01/07/2008	Baker & Taylor Books.	Adult audio books		-291.39	255.63	
Total 250 A Adult Audio Books						-647.68	255.63	7%
250 B Youth Books					22,540.00		385.62	
		01/03/2008	Baker & Taylor Books.	Children's Books		-3.14	382.48	
		01/03/2008	Baker & Taylor Books.	Children's Books		-408.75	-26.27	
		01/03/2008	Baker & Taylor Books.	Children's Books		-23.75	-50.02	
		01/03/2008	Baker & Taylor Books.	Children's Books		-59.78	-109.80	
		01/03/2008	Baker & Taylor Books.	Children's Books		-23.26	-133.06	
		01/03/2008	Wisconsin Public Service	For Children's books		50.00	-83.06	
		01/03/2008	Fence Calendar Sales	From calendar sales		92.00	8.94	
Total 250 B Youth Books						-376.68	8.94	0%
250 C Youth Audio Books					2,170.00		268.46	
		01/03/2008	Live Oak Media.	Children's audio books		-71.85	196.61	
		01/03/2008	Random House Inc..	Children's audio books		-20.40	176.21	
		01/03/2008	Random House Inc..	Children's audio books		-106.25	69.96	
		01/03/2008	Scholastic Library Publishing.	Children's audio books		-59.80	10.16	
Total 250 C Youth Audio Books						-258.30	10.16	0.00
250 D Y.A. Books & Audio Books					5,080.00		-227.20	
		12/18/2007	Book Replacement	deposited from book replacement		154.00	-73.20	
		01/03/2008	Baker & Taylor Books.	Teen fiction		-5.59	-78.79	
		01/07/2008	Baker & Taylor Books.	Teen fiction		-9.51	-88.30	
Total 250 D Y.A. Books & Audio Books						138.90	-88.30	-2%
250 E Adult& Y.A. Music C.D.'s					2,370.00		-279.67	
		01/03/2008	Baker & Taylor Entertainment.	Adult music		-11.88	-291.55	
Total 250 E Adult& Y.A. Music C.D.'s						-11.88	-291.55	-12%
250 F Youth C.D's					767.00		97.76	

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		01/03/2008	Amazon.com.	Children's Music		-12.99	84.77	
	Total 250 F Youth C.D's					-12.99	84.77	
	250. Library Materials - Other						0.00	
	Total 250. Library Materials - Other						0.00	
	Total 250. Library Materials					-1,930.61	28.68	0%
	251 Periodicals				7,760.00		753.49	
		01/03/2008	Woodcarving Illustrated	Subscription renewal		-39.90	713.59	
		01/03/2008	CardMaker	Subscription renewal		-34.97	678.62	
		01/03/2008	Milwaukee Journal/Sentinal	Subscription renewal		-250.80	427.82	
		01/03/2008	Wisconsin Taxpayer Alliance	Subscription renewal		-12.00	415.82	
		01/04/2008	The Old Schoolhouse	Credit card - Subscription to magazine		-25.00	390.82	
	Total 251 Periodicals					-362.67	390.82	5%
	252 Book Binding				340.00		80.35	
	Total 252 Book Binding						80.35	
	253 Promotional Materials				1,000.00		538.75	
		01/04/2008	Magnets 4 Less	Credit Card - Library hours magnets		-182.50	356.25	
		01/07/2008	OnlineLabels.com	Credit card - labels		-39.95	316.30	
	Total 253 Promotional Materials					-222.45	316.30	32%
	254. Programming						681.82	
	254 Adult Programming				1,000.00		287.07	
		12/18/2007	Peg Burington.	Supplies for programs purchased from Sam's Club		-74.42	212.65	
		12/18/2007	Sam's Club.com	Credit Card - Sam's Club.com Supplies for Adult Programs		-79.17	133.48	
	Total 254 Adult Programming					-153.59	133.48	13%
	254 A Youth Programming				2,500.00		282.78	
		01/03/2008	PuppetUniverse.com	Credit Card- partially reimbursed by Friends		-477.84	-195.06	
		01/03/2008	Pick N Save	Credit card - supplies for Story Time		-22.91	-217.97	
		01/03/2008	Friends of the Library.	for Children's puppets		242.91	24.94	
	Total 254 A Youth Programming					-257.84	24.94	1%

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254 B Young adult Programming				500.00		111.97		
		12/18/2007	Gamestop.	Credit Card - Game for PS2 to be reimbursed by SLAG		-59.06	52.91	
		12/18/2007	Fire Mountain Gems and Beads	Credit Card - jewelry to be reimbursed by SLAG		-56.78	-3.87	
		12/18/2007	Slag Student Group.	Reimbursement for jewelry		56.78	52.91	
		12/18/2007	Slag Student Group.	Reimbursement for PS2 game		59.06	111.97	
Total 254 B Young adult Programming						0.00	111.97	22%
254. Programming - Other							0.00	
Total 254. Programming - Other							0.00	
Total 254. Programming						-411.43	270.39	
286 Software					1,300.00		672.74	
Total 286 Software							672.74	52%
296. Visual Materials							402.18	
296 Adult Visual Materials					4,156.00		176.82	
		12/28/2007	Deep Discount DVD	Credit card – Adult DVD		169.46	7.36	
Total 296 Adult Visual Materials							7.36	0%
296. A- Youth Visual Materials					2,992.00		59.03	
		01/03/2008	Deep Discount DVD.	Credit Card - Children's DVD		-34.32	24.71	
		01/03/2008	Amazon.com.	Credit Card - Children's DVD		-112.90	-88.19	
		01/03/2008	Deep Discount DVD.	Credit Card - Children's DVD		-108.00	-196.19	
		01/03/2008	Friends of the Library.	for Children's DVDs		196.58	0.39	
Total 296. A- Youth Visual Materials						-58.64	0.39	0%
296. B. Y.A. Visual Materials					1,052.00		177.36	
		01/03/2008	Deep Discount DVD.	Credit Card - Teen DVDs		-172.39	4.97	
Total 296. B. Y.A. Visual Materials						-172.39	4.97	0%
296. Visual Materials - Other							-11.03	
Total 296. Visual Materials - Other							-11.03	
Total 296. Visual Materials						-231.03	171.15	
299 Miscellaneous					650.00		159.07	

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		01/03/2008	Peg Burington.	Home Depot - hooks for meeting rooms		-62.37	96.70	
		01/07/2008	Toprborgs	hooks for meeting rooms		-79.80	16.90	
		01/07/2008	Toprborgs	hooks for meeting rooms		-19.46	-2.56	
		01/07/2008	Torborgs	return of hooks for meeting rooms		79.80	77.24	
Total 299 Miscellaneous						-81.83	77.24	12%
301 Office Supplies							1,569.94	
301-A Item Processing Materials						8,000.00	908.37	
		01/03/2008	showcases.	audio book cases		-1,357.99	-449.62	
		01/03/2008	Demco.	Paper trimmer, book tape		-272.50	-722.12	
		01/03/2008	Outagamie Waupaca Library System..	Barcode labels		-78.08	-800.20	
Total 301-A Item Processing Materials						-1,708.57	-800.20	-10%
301 - B Supplies						2,000.00	677.56	
		01/03/2008	Corporate Express.	VOID:		0.00	677.56	
		01/03/2008	Corporate Express.	VOID:		0.00	677.56	
		01/03/2008	Lighthouse.	Calendar		-5.49	672.07	
		01/03/2008	Lighthouse.	Library stamp		-21.20	650.87	
Total 301 - B Supplies						-26.69	650.87	33%
301 Office Supplies - Other							-15.99	
Total 301 Office Supplies - Other							-15.99	
Total 301 Office Supplies						-1,735.26	-165.32	-8%
501 Capital Building							0.00	
Total 501 Capital Building							0.00	
502 Capital Equipment							403.28	
502 -A- Computers & Printers						21,000.00	342.77	
		12/18/2007	Waupaca Area Public Library Foundation	reimbursement for display cubes		1,022.21	1,364.98	
		12/18/2007	Waupaca Area Public Library Foundation	Reimbursement for CD/DVD Cleaner		2,446.19	3,811.17	
		12/18/2007	Waupaca Area Public Library Foundation	for Microfilm machine		8,940.00	12,751.17	
		12/18/2007	Clear Image Solutions	Microfilm machine - invoiced through Library Foundation		-8,940.00	3,811.17	

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		01/04/2008	CDW G	Computer Monitors		-1,760.64	2,050.53	
		01/04/2008	CDW G	Computer Monitors		-1,854.00	196.53	
		01/04/2008	CDW G	Monitor screen protectors		-393.00	-196.47	
Total 502 -A- Computers & Printers						-539.24	-196.47	-1%
502 -B-Internet Timing Software					7,000.00		0.00	
Total 502 -B-Internet Timing Software							0.00	
502 -C- Wireless project					1,000.00		60.51	
Total 502 -C- Wireless project							60.51	6%
502 Capital Equipment - Other							0.00	
Total 502 Capital Equipment - Other							0.00	
Total 502 Capital Equipment					28,000.00	-539.24	-135.96	0%
1Waupaca Library Budget 2007 - Other							0.00	
Total 1Waupaca Library Budget 2007 - Other							0.00	
				Total bills December 2007		-5010.32		
				Remaining budget 2007		6235.22		
				Percentage unexpended		1%		

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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	LIBRARY	PER. ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	% BUDGET
100-55111-101-	LIBRARY: SALARIES	10,717.87	137,263.48	166,672.00	\$29,408.52	82.36
100-55111-102-	LIBRARY: WAGES	6,138.64	74,982.55	82,288.00	\$7,305.45	91.12
100-55111-103-	LIBRARY: OVERTIME	421.79	940.35	0.00	(\$940.35)	0
100-55111-104-	LIBRARY: PT WAGES	12,392.25	137,470.35	126,783.00	(\$10,687.35)	108.43
100-55111-106-	LIBRARY: HOLIDAY PAY	2,796.28	10,697.36	0.00	(10,697.36)	0
100-55111-107-	LIBRARY: SICK PAY	204.15	1,253.46	0.00	(1,253.46)	0
100-55111-108-	LIBRARY: VACATION PAY	2,213.90	23,762.02	0.00	(\$23,762.02)	0
100-55111-109-	LIBRARY: FUNERAL LEAVE	0.00	294.02	0.00	(\$294.02)	0
100-55111-116-	LIBRARY: PT RETIRE	714.95	6,591.50	6,130.00	(\$461.50)	107.53
100-55111-118-	LIBRARY: SOCIAL SECURITY	2,655.33	29,348.68	28,745.00	(\$603.68)	102.10
100-55111-119-	LIBRARY: RETIREMENT (R)	2,514.57	28,314.26	29,875.00	\$1,560.74	94.78
100-55111-121-	LIBRARY: GRP HLTH INS	3,986.20	56,815.62	64,349.00	\$7,533.38	88.29
100-55111-122-	LIBRARY: LIFE INS	60.30	902.01	800.00	(\$102.01)	112.75
100-55111-123-	LIBRARY: INC PROTECT	122.02	1,829.54	1,800.00	(\$29.54)	101.64
100-55111-124-	LIBRARY: WORK COMP	0.00	-1,465.85	1,300.00	\$2,765.85	-112.76
100-55111-125-	LIBRARY: HLTH INS DEDUC	104.59	2,279.59	2,500.00	\$220.41	91.18
100-55111-126-	LIBRARY: DEF COMP HLTH	436.00	5,668.00	5,250.00	(\$418.00)	107.96
	Total Personnel Costs	45,478.84	516,946.94	516,492.00	(\$454.94)	-0.00088
100-55111-201-	LIBRARY: TRAVEL	39.77	1,519.78	1,185.00	(\$334.78)	128.25
100-55111-202-	LIBRARY: TRAINING	0.00	1,577.12	1,700.00	\$122.88	92.77
100-55111-206-	LIBRARY: TELEPHONE	-1,200.74	723.68	2,500.00	\$1,776.32	28.95
100-55111-207-	LIBRARY: MAINT OF EQUIP	197.15	1,523.65	1,600.00	\$76.35	95.23
100-55111-209-	LIBRARY: INS & BONDING	0.00	1,911.25	2,000.00	\$88.75	95.56
100-55111-211-	LIBRARY: CONTRACT SERV	0.00	22,096.00	23,700.00	\$1,604.00	93.23
100-55111-214-	LIBRARY: REPRODUCTION	95.00	2,760.66	1,650.00	(\$1,110.66)	167.31
100-55111-215-	LIBRARY: ADVERTISING	0.00	276.90	1,800.00	\$1,523.10	15.38
100-55111-216-	LIBRARY: POSTAGE	172.53	2,920.35	4,000.00	\$1,079.65	73.01
100-55111-217-	LIBRARY: MEMBERSHIP &	0.00	372.00	350.00	(\$22.00)	106.29
100-55111-250-	LIBRARY: BOOKS	2,916.69	62,325.00	65,000.00	\$2,675.00	95.88
100-55111-251-	LIBRARY: PERIODICALS	158.95	7,012.20	7,760.00	\$747.80	90.36
100-55111-252-	LIBRARY: BOOK BINDING	0.00	259.65	390.00	\$130.35	66.58
100-55111-253-	LIBRARY: PROMOTIONAL I	0.00	461.25	1,025.00	\$563.75	45
100-55111-254-	LIBRARY: PROGRAMS	163.16	3,625.14	4,000.00	\$374.86	90.63
100-55111-286-	LIBRARY: SOFTWARE	213.37	488.77	1,300.00	\$811.23	37.6
100-55111-296-	LIBRARY: VIDEOTAPES	4.14	7,474.49	8,200.00	\$725.51	91.15
100-55111-299-	LIBRARY: MISC	0.00	474.95	650.00	\$175.05	73.07
100-55111-301-	LIBRARY: SUPPLIES	1,203.42	8,762.65	10,000.00	\$1,237.35	87.63
	TOTAL LIBRARY	49,442.28	643,512.43	655,302.00	11,789.57	98.20

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
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2007 Fine Income Report

	January	February	March	April	May	June	July	August	September	October	November	December
Week 1	\$401.65	\$308.20	\$381.41	\$333.65	\$342.90	\$263.60	\$244.05	\$382.88	\$221.65	\$260.66	\$331.95	\$397.05
Week 2	\$460.74	\$231.85	\$357.20	\$384.80	\$279.20	\$181.80	\$400.95	\$436.58	\$361.01	\$339.90	\$413.00	\$390.55
Week 3	\$242.75	\$377.50	\$367.75	\$311.40	\$286.45	\$274.55	\$291.90	\$379.55	\$470.88	\$379.43	\$251.45	\$299.80
Week 4	\$372.13	\$454.50	\$395.55	\$441.85	\$230.85	\$360.44	\$336.15	\$328.75	\$227.15	\$379.85	\$416.50	\$196.73
Week 5	\$369.54				\$337.09			\$388.00		\$269.30		
	\$1,846.81	\$1,372.05	\$1,501.91	\$1,471.70	\$1,476.49	\$1,080.39	\$1,273.05	\$1,915.76	\$1,280.69	\$1,629.14	\$1,412.90	\$1,284.13
										Y-T-D	Total	\$17,545.02
Amount Waived		\$472.00			\$80.82	\$1,005.25				\$1,169.54		
Items Donated		672				676				1030		
2007 Running Total		\$3,218.86	\$4,720.77	\$6,192.47	\$7,668.96	\$8,749.35	\$10,022.40	\$11,938.16	\$13,218.85	\$14,847.99	\$16,260.89	\$17,545.02
2006 Running Total		\$3,085.75	\$4,853.10	\$6,009.77	\$7,505.02	\$9,117.43	\$10,644.06	\$12,480.01	\$13,623.51	\$15,083.21	\$16,859.59	\$18,097.09

Volunteer Hours

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

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2008**

Item Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Adult Audiobook - CD	692	734	745	644	661	703	692	769	669	788	793	668	8558
Adult Audiobook - Tape	226	247	269	223	191	227	215	172	169	214	151	118	2422
Adult Fiction	2650	3239	2801	2562	3336	2829	3889	3495	2868	3341	2806	2844	36660
Adult Large Print	855	743	715	746	704	807	916	944	753	800	631	633	9247
Adult Easy Reader	5	0	10	6	3	3	13	10	19	2	7	1	79
Adult Magazines	508	351	663	448	352	504	598	469	455	460	469	410	5687
Adult Nonfiction	2590	2214	2192	2020	1936	1959	2216	2382	1778	2326	2095	1581	25289
Adult Music	830	697	693	694	705	774	881	847	691	918	905	892	9527
Adult DVD	4846	4917	5007	4527	4199	4527	4789	5239	3996	5010	4591	4788	56436
Adult VHS	1284	1293	1232	857	633	672	876	698	582	654	684	651	10116
AV Equipment	1	6	11	1	8	8	3	4	2	8	4	0	56
Interlibrary Loan	47	35	33	39	46	52	46	44	57	40	62	31	532
Adult Software	4	4	0	1	1	2	0	3	2	7	0	0	24
Adult Reference/Undefined	0	3	1	1	1	0	3	0	0	4	0	0	13
Renewals	417	443	430	514	529	396	477	544	639	668	662	714	6433
Adult Total	14955	14926	14802	13283	13305	13463	15614	15620	12680	15240	13860	13331	171079
YA Audiobook - CD	61	39	41	50	48	55	50	59	48	44	55	31	581
YA Audiobook - Tape	4	9	7	9	5	7	9	13	5	6	1	1	76
YA Fiction	552	429	606	475	608	775	769	862	472	591	503	454	7096
YA Nonfiction	148	91	113	107	97	123	98	112	86	128	121	106	1330
YA Magazine	30	18	38	26	22	25	44	45	16	24	16	39	343
YA DVD	862	855	863	693	655	843	917	861	654	871	700	764	9538
YA VHS	41	1	0	0	0	0	0	0	1	0	3	0	46
YA Music	94	57	51	72	58	97	76	79	78	111	69	82	924
YA Software	1	1	3	4	1	0	4	1	1	2	3	1	22
Renewals	41	47	52	59	56	59	63	74	73	81	74	84	763
YA Total	1834	1547	1774	1495	1550	1984	2030	2106	1434	1858	1545	1562	20719

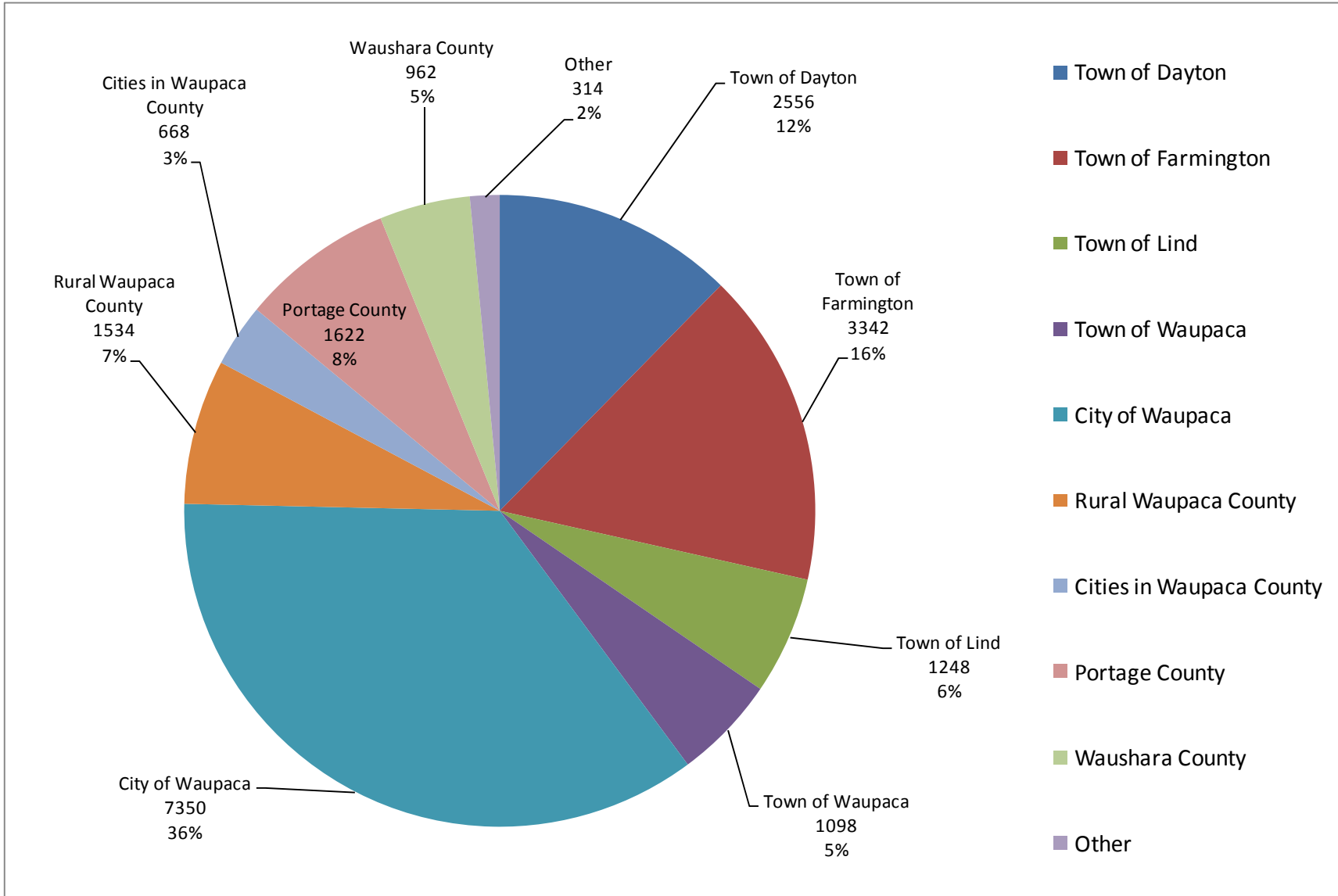
**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2008**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Child Audiobook	145	166	200	178	150	229	245	270	136	194	138	121	2172
Child Magazine	32	37	57	45	55	99	67	79	75	81	72	60	759
Child DVD	1773	1925	2175	1723	1391	1879	2389	2125	1476	2037	2005	1742	22640
Child VHS	843	822	912	681	531	773	886	827	482	686	590	485	8518
Child Fiction	2912	2950	3075	2541	2167	4129	4368	2270	881	1424	1092	810	28619
Child Nonfiction	924	950	1146	1026	786	1286	1031	944	758	1103	876	603	11433
Child Easy Reader	564	653	714	637	607	979	999	2143	2089	2579	2309	1546	15819
Educational Kit/Game/Toy	25	19	27	24	18	31	24	28	12	26	16	14	264
Child Music	121	135	152	148	119	152	173	152	94	151	97	92	1586
Child Reference	26	19	33	19	13	32	15	17	10	30	8	13	235
Child Software	4	2	1	2	0	5	12	7	1	2	3	4	43
Child Professional Collection	1	0	1	1	0	1	0	3	1	2		1	11
Renewals	256	246	264	291	243	297	324	321	329	381	362	310	3624
Youth Total	7626	7924	8757	7316	6080	9892	10533	9186	6344	8696	7568	5801	95723
Total Adult	14955	14926	14802	13283	13305	13463	15614	15620	12680	15240	13860	13331	171079
Total Young Adult	1834	1547	1774	1495	1550	1984	2030	2106	1434	1858	1545	1562	20719
Total Youth	7626	7924	8757	7316	6080	9892	10533	9186	6344	8696	7568	5801	95723
Total Circulation	24415	24397	25333	22094	20935	25339	28177	26912	20458	25794	22973	20694	287521

Library Visits

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2007	14351	14161	16237	14587	13620	17373	19949	18106	13180	18727	13607	12353	173898
2006	14845	12492	15795	12972	13660	17257	19229	19092	14845	16079	14924	11844	183034

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008



WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

December 2007 Items Loaned and Borrowed

Year end Items Loaned and Borrowed

Library	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	905	2,032	(1,127)	0.45	13,694	26,235	(12,541)	0.52
Appleton	9,997	7,193	2,804	1.39	143,250	99,000	44,250	1.45
Black Creek	800	654	146	1.22	11,616	9,422	2,194	1.23
Clintonville	1,175	1,589	(414)	0.74	22,064	19,546	2,518	1.13
Door County	4,602	3,868	734	1.19	61,437	53,330	8,107	1.15
Florence	455	548	(93)	0.83	6,231	6,271	(40)	0.99
Fremont	917	707	210	1.30	13,969	10,485	3,484	1.33
Gillett	597	730	(133)	0.82	7,088	9,622	(2,534)	0.74
Hortonville	635	1,277	(642)	0.50	8,398	21,072	(12,674)	0.40
Iola	1,142	960	182	1.19	14,704	12,788	1,916	1.15
Kaukauna	2,213	2,607	(394)	0.85	27,747	35,022	(7,275)	0.79
Keshena	187	64	123	2.92	2,183	476	1,707	4.59
Kewaunee	936	419	517	2.23	12,509	7,050	5,459	1.77
Kimberly-Little Chute	2,964	3,575	(611)	0.83	39,935	49,100	(9,165)	0.81
Lakewood	666	713	(47)	0.93	9,324	9,522	(198)	0.98
Lena	214	542	(328)	0.39	2,323	7,662	(5,339)	0.30
Manawa	826	727	99	1.14	10,474	12,580	(2,106)	0.83
Marinette County	4,100	4,255	(155)	0.96	53,466	55,110	(1,644)	0.97
Marion	924	743	181	1.24	13,752	10,911	2,841	1.26
New London	1,526	1,814	(288)	0.84	23,866	24,804	(938)	0.96
NFLS	0	723	(723)	0.00	1	9,776	(9,775)	0.00
Oconto	854	1,020	(166)	0.84	10,964	17,285	(6,321)	0.63
Oconto Falls	1,193	1,111	82	1.07	13,832	16,813	(2,981)	0.82
Oneida Tribal	461	149	312	3.09	5,438	2,332	3,106	2.33
OWLS	0	22	(22)	0.00	38	707	(669)	0.05
Scandinavia	240	272	(32)	0.88	4,460	4,582	(122)	0.97
Seymour	1,065	1,107	(42)	0.96	16,031	16,406	(375)	0.98
Shawano County	2,713	3,658	(945)	0.74	36,115	46,803	(10,688)	0.77
Shiocton	396	292	104	1.36	5,395	3,372	2,023	1.60
Suring	482	315	167	1.53	5,918	5,834	84	1.01
Waupaca	3,433	3,015	418	1.14	46,892	40,156	6,736	1.17
Weyauwega	609	526	83	1.16	7,601	6,641	960	1.14
TOTAL	47,227	47,227	0	1.00	650,715	650,715	0	1.00

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

Director's Report
December 2007

It is exciting to start a new year with funds available for new library materials. I began a weeding project in anticipation of more books. It is always difficult to make discard decisions but removing outdated or worn-out items makes the collection more visually attractive and more inviting to our patrons. I ordered a weeding list from OWLS for Adult Fiction and have begun discarding books that have not circulated in over three years that were published over 6 years ago. I've also discarded duplicates of books that are no longer popular. I am keeping books in series, famous authors and classics. I haven't made much progress. But I am encouraged by the appearance of Fiction A-D.

I had committed to several speaking engagements prior to being hired Library Director. I would like to be able to keep honor those commitments with approval from this Board. Additionally, I have been asked to speak to librarians about working with teens at a workshop for the Indianhead Library System (date not yet determined). With the Board's permission I would like to participate in this opportunity to share my knowledge.

Adult Programs

I am both vastly relieved and truly excited that the Lunch & Learn Programs are in place for Winter/ Spring 2008. They are as follows:

Feb. 12 New Year's Resolutions with Ann Menzies, Dietitian

March 11 Crafting a Beautiful Salad with Sandy, Salad Artist, of the The Freckled Frogg

April 8 Birds of North America with Carol Elvery

May 13 The Leader Dog Training Program with Annie and Donna Wierzchowski

June 10 What's New in the Garden with Jayne Jansen of Firefly Floral and Gifts

I've included a spreadsheet of 2007 Adult Program totals following this report.

Staff Development

On December 6th, I attended the workshop, "Ethics, Social Networking and the Library." Dr. Elizabeth Buchanan of UW Milwaukee lead participants to an understanding of what social networking is and how libraries are making this available to their patrons. A social networking site has participants create a profile, often with personal information and a picture. The site allows interaction with others who belong to the site. Examples of Social Networking sites are: Myspace, Facebook, and Blogspot . The person creating the profile can decide how "public" they wish to make their site. You may have your site accessible only to friends you invite or to anyone who happens to be surfing. This workshop also addressed language that should be included in Internet Policies and Internet Safety. We will be incorporating some of these ideas into our Internet Policy when we revise it.

Patsy Servey and I have joined the newly formed OWLSnet Readers' Advisory Group. We traveled to Appleton for the organizational meeting on December 13th and will be participating

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

in the group six times a year. This group will give Patsy the opportunity to gain ideas for books groups and we will both be prepared with suggestions of reading material for patrons.

Teen Responsibility

Dominic has agreed to take on the supervision of Teen Staff, which includes monitoring and scheduling staff. He will have a greater presence in the teen room and will allow him an opportunity to gain some management experience. For now I will retain the responsibility for Teen Programming and SLAG.

Video Security

Last year we decided to remove locks from our DVDs. We were spending over \$2000 a year on locks. Since we removed the locks we have found empty cases in other areas of the library. It is obvious that someone is taking advantage of our reduced security. It is very frustrating for staff and there is little money for replacement of stolen DVDs. We have gone back to locking all DVDs but are short locks. We are reluctant to invest in more locks if there is a better security method. Dominic and I did look at video surveillance systems and they are not very expensive, but a camera focused on the DVD area may be a deterrent to our thieves.

Biographies for Freshmen

In years past I have spent a day at the High School book talking biographies for students in Nancy Cumming's classes. This year I didn't have the time to spare and sent books to school that the student may look at and request. I missed the contact with the students but it is an acceptable compromise.

Books Behind Bars

SLAG was granted \$200 from Youth as Partners in Civic Leadership for the Books Behind Bars Project. SLAG members and I visited with Jacci Olson of the Waupaca County Jail to get the project started. We have ordered books for the new jail library through Dragonwings Book Store and will be receiving advanced readers copies (publisher's proofs) for every book ordered. We will be creating a radio public service announcement to make people aware of the project and encourage them to donate books to the library.

Respectfully submitted by Peg Burington

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2008**

		2007 Adult Programs		
		Attendance	Speaker	Cost
Lunch & Learn				
Feb	2/6/2007	45	Judy Rohde from Passport Travel	
March	3/6/2007	76	Dick Campbell - Tracing the Oregon Trail	\$50
April	3/10/2007	27	Dr. Denis Scharine - On a Dental Mission to Africa	\$50
May	5/1/2007	57	Carol Elvery and Lyn Wyler - Elderhostel	\$50
June	6/5/2007	72	Jane Jansen - Firefly Floral - What's New in the Garden?	
Sept	9/11/2007	28	Evan Bend - Genealogy Resoures	
Oct	10/2/2007	75	Bob Nurre - Surley Surveyor	\$600
Nov	11/13/2007	38	Mark Moran - Your Collectible Treasures	
Dec	12/4/2007	42	Sharon Korbeck Verbeten - Toys	\$100
	Totals	460	Total Funding from Adult Programs Budget	\$850
Third Thursday				
April	4/19/2007	60	An Appraisal Fair	\$100
May	5/17/2007	42	An Historic Authors Event	\$100
June	6/21/2007	85	Annie Hughes & Ron Reynolds	\$300
July	7/19/2007	92	Sloppy Jo; A Slopgrass Band	\$250
Aug	8/16/2007	85	Dorm Drombowski and the Happy Notes	\$350
Sept	9/20/2007	78	Author Jaqueline Mitchard	
	Totals	442	Total funding from Friends	\$1,100
Outreach				
	11/16/2007	30	Lion's Club Talk	\$16
Passive Programs				
	8/3/2007	2000	Summer Adult Baskets	\$30
	12/22/2007	1188	Christmas Baskets	\$20
Total Cost of Adult Programs \$2016				
Total attendance at Adult Programs 932 (not passive)				

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

December 2007 Reference Report #'s compiled by: Dominic Frandrup

Internet ½ Hours Use: 2016 Adult; 91 Children; 562 Teen = 2669 Total ½ Hours
No Card Internet Registration: 137 (68 of those are from outside Waupaca)
*Approximately 1% of adult Internet users this month didn't have a library card.
Computer Use: 32 Adult, 140 Children = 172 Total Patrons
Study Room Use: 86 Number of patrons using Internet in study rooms: 35
Meeting Room Use: 40
Microfilm machine use: 8
Volunteer hours worked: 90.5

Adult Reference Transactions: 625 in person; 215 phone;
50 at Circulation desk; 0 via email/other
Youth Reference Transactions: 110 in person; 37 phone
Total Reference Transactions: 1037

I won an OWLS scholarship to attend the PLA National Conference in Minneapolis during the last week of March. This is my first national conference and I'm pretty excited to be going. I will be reimbursed for the conference registration, millage, and meals. The thing that's strange to me is that there isn't a set dollar amount award like the scholarship I won from WLA. I'll be couch surfing with friends so there won't be hotel fees.

With the last of our capital budget I purchased 19" LCD monitors for Circulation and technical services stations. Staff can now view all of our circulation client options without scrolling which is very handy. They have lots of height and viewing angle options for staff with bifocals or for rotating around for patrons to see the screens. I also had enough to replace all of our public 17" CRT monitors with 17" LCDs, some of which were previously staff monitors that I've reassigned, but there are eight new ones as well. They look great, but more importantly they give patrons more room to work at the computers and they are more energy efficient. Speaking of energy efficiencies, we will be shutting down all the computers every night to save money. Some sources have this energy savings at 5% of the monthly electric bill but every bit will certainly help.

I rebuilt Peg's old desktop and redeployed it in the Teen room as #5. While there may technically be room to add another Internet station on the computer bar, the space is currently being used by Teens to play PS2 games and house Guitar Hero guitars.

Truck- a Love Story by Michael Perry was fantastic. Every time we talk about one of his books it generates some great discussion about life in a small town and what makes it unique. We had about 10 participants with a couple new faces, including the first guy I can recall at a discussion in a long time. This is wonderful because our library programs, in general, tend to draw mostly female participants. I am trying to cater more book discussions to males by catering to their reading habits because they are currently underserved from a programming standpoint. The hard part is keeping my awesome core group intact while trying to acquire new members.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

December 2007

Children's Dept. Board Report

In retrospect, 2007 was a crazy but fulfilling year.

- We started a new program, Babygarten that really caught on not just with patrons but with staff, so much so that we are adding another session of Babygarten in 2008.
- Hosting the Smithsonian Exhibit, *Between Fences*, was a major milestone that, yes, took massive amounts of energy, but was certainly well worth it. We expect to see increased attendance to upcoming exhibits due to the exposure of the fence show.
- Mobilizing a volunteer force for the exhibit allowed us to tap into an army of library supporters that we have known about and appreciated for quite some time. Recognizing these volunteers is crucial to the relationships we have built.
- We've been increasing our knowledge and use of new technologies that will help us connect with more library patrons through online resources. Three Children's Dept. employees are enrolled in Project Play, an on-line course provided through OWLS for librarians to "learn more, play more and fear less" with these new technologies.
- Our first ever online registration for Summer Reading Program netted 10% of our patrons signing up through their computers.

I would be remiss to leave out the disappointments of the year

- Our Family Night story times have been a big disappointment. Granted, the school calendar has not meshed well with our first Thursday story time, but I do feel I could have marketed the events better and plan to do better in 2008.
- We will most likely pull the plug on No TV Week activities here at the library in 2008. Again it seems as though families would only participate if it was school mandated. We plan to reallocate the funds from No TV Week to improve our celebration of Children's Book Week, recently switched from November to May.
- Our Book Munchers school book discussions have been postponed this fall/winter. I can blame the Smithsonian, but realistically, we just ran out of time to get it all organized. I am a little disappointed that our school partners (teachers & librarians) haven't even missed us. Despite the late start, Jan Rademacher and I will be introducing the program again in January with hopes of continuing through May 2008.
- A report of long overdue/billed Children's Dept. materials shows an increase since July 2007 of \$685.87 (from \$2104.20 to \$2790.07) and an increase of 21 (from 58 to 79) delinquent patrons. I still believe that our method of trying to reach the patron first by telephone and then sending a collection letter is a good way of staying in contact with the patron in order to get the material back. This takes a time and energy that might be better spent elsewhere.

We have weeded the Children's Music collection with help from OWLS. They have generated a report showing all our kids' music CDs, the number of circulations and the last date of circulation. We have a limited space for this collection and need to keep it relevant to the patron's needs.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

Evan from OWLS is helping us create a monthly book list for the home school families in our area. Hopefully this invitation to the families to use InfoSoup for their curricular needs will help them and we will also offer them a packet of worksheets each month that they can pick up here at the library. This will help us identify the families that are using this feature on line.

Kudos to the Children's Dept. staff members who have been terrific stewards of the tax dollars this year. All of our budget line items finished the year in the black! Check this out:

Youth Books	\$ 8.94 left
Youth Audio	\$10.16 left
Youth Music	\$84.77 left
Youth Programs	\$24.94 left
Youth Movies	\$.39 left

We will all be learning new accounting methods in 2008 with the goal to keep track of our accounts more efficiently, and to allow the patron to see what library materials we have ordered and be able to place holds on these items before they arrive and are processed.

We will spend January, as we usually do, getting things in order by shelf reading, weeding and processing materials, planning the next 12-week session of preschool programming, and preparing for "*Catch the Reading Bug*" our 2008 Summer Library Program.

The entire Children's Dept. staff would like to wish your family a Happy New Year!

Respectfully Submitted,

Sue Abrahamson

Don't wish it were easier, wish you were better.
Don't wish for less problems, wish for more skills.
Don't wish for less challenge, wish for more wisdom.
--Source Unknown

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2008**



December 2007

Young Adult Board Report

For the month of December we have had a lot more people using the room. During the day we have had around 15 to 16 kids

using the room at one point of time. We have had to ask for help every now and then because of too many people.

Starting on the 1st of January SLAG raised the price of soda to \$0.75. So far no one has really complained.

We have created a display of popular DVDs on the back counter. We also made a display for all of the new books on the large display module in the middle of the room. I think the new books are really visible to teens in this new place.

Good News! The computers all have new monitors. And they look great. Also something new for the YA Room is a New Boss. Dominic is the new Young Adult room boss. We have been having fun. Dominic has made our work schedule on our blog. He also has been getting new DVDs and books.

We have had a lot more people come for SLAG and Pizza & Pages. We have more and more people asking when and where, how do I sign up, or what's the next book.

The next half day we are going to have for school is on January 10th. We are going to have the game "Rock Band". We will also have the Wii.

Until we meet again. This is TJ Thiele signing off.

Total for Teen Programs 2007	
Summer Programs	376
Outreach	422
SLAG	216
Other Programs	106
Total Attendance	1120
Total programs	78
Average Attendance	14

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

Slag Minutes January 3rd, 2008

1. Attendance - 18 people attended, no new members.
2. Kokie called the meeting to order at 4:02
3. The minutes from the last meeting were entered into the record.
4. Alex motioned that the treasure's report will also be entered and Claire 2nd it.
5. Old Business
 - a. **Jewelry for Sale**- The selections are available up at the circulation desk and are on display
 - b. **Gaming** - Sylvia was mentioning the new game RockBand, but we have decided to really focus on Books Behind Bars before we buy any more gaming equipment.
 - c. **Soda Prices** - We mentioned at the last meeting about how the prices will be going up to \$.75. This is now in effect and important because before we weren't making any money on the soda.
 - d. **Internet Photo release forms** - Please, these forms need to be signed as soon as possible so that we can start putting pictures up on our website.
 - e. **Books Behind Bars** - To gain some book for the jail, we will be having a book drive in January. We will be working on a PSA to get the word out over the radio.
 - f. **Book Buying Trip** - The trip will be on January, Saturday the 12th. We will be spending 500 hundred dollars on books and an extra hundred on the antique mall to find old band posters and other things for the room.
6. New business
 - a. **Pizza and Pages - Schooled by Gordon Korman.**
 - b. **Early dismissal** - Thursday, January 10th. Matt will be bringing RockBand from 1 - 3.
 - c. **Adjourn** - Our next meeting will be February 7th.

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2008**

**Waupaca Area Public Library
Personnel Committee Meeting
Thursday, December 20, 2007, 5:30 pm**

1. Meeting called to order at 5:37. Julie Eiden, Richard Dance, Jerry Murphy and Peg Burington present
2. Approval of the agenda 1) Jerry Murphy 2) Richard Dance
3. Julie Eiden read the open meeting statement. This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.
4. Discuss search for Assistant Director. Jerry Murphy moved that the committee accept the new advertisement for the Assistant Director's position. 2) Richard Dance
5. Discuss job description for Exhibit Room Director. Jerry Murphy moved that the committee accept the job description for the Exhibit Room Director with changes. 2) Richard Dance
6. Jerry Murphy moved to go into closed session in accordance with Wis. Stats. 19.85(1)(c) to discuss employee compensation and performance 2) Richard Dance Jerry Murphy moved to go into open session. 2) Richard Dance
7. Committee members discussed moving Jan Popple from Library Assistant I status to Library Assistant II after she has trained to perform reference duties and begins staffing the Information Desk. 1) Richard Dance 2) Julie Eiden
8. Committee discussed evaluation of the Director and decided to use the evaluation form used in the past for the Director. The Library Board will have employees complete the evaluation. In addition they will use the monthly goals for the Library to determine if the Director has successfully completed probationary period. The Personnel Committee will meet prior to the April Library Board Meeting.
5. Motion to adjournment 1) Richard Dance 2) Jerry Murphy

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

Part Time Exhibit Room Director

CITY OF WAUPACA

JOB DESCRIPTION

Position Title: Part Time Exhibit Room Director

Department/Location: Public Library

Reports To: Library Director and Library Foundation

Employees Supervised: Exhibit Room Committee made up of volunteers

Interrelationships: This employee has frequent contact with the public, works closely with volunteers and acts as a liaison between library staff, the Exhibit Committee and the Library Foundation.

Position Summary: The Exhibit Room Director is responsible for the daily operations of the Library Exhibit Room, including setting up library exhibits, making contact with exhibitors, scheduling and training docents, and producing public relations pieces for exhibits. This position is funded through the Waupaca Area Public Library Foundation at an hourly wage set by the Foundation.

Qualifications:

1. Education: High School Degree, any coursework beyond a plus
2. Experience: Prefer background in design or art. Experience working with volunteers.
3. Background in public relations, communications and marketing
4. Proficiency in using computer applications for communication and publishing.

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Position Duties/Essential Job Functions:

1. Plan and facilitate monthly meetings with Exhibit Room Committee. Schedule library meeting rooms for planned meetings. Keep in contact with Exhibit Room Committee members by email, phone or mail.
2. Prepare monthly reports for the Waupaca Library Board and/or attend library board meetings to present the report.
3. Prepare an annual budget and annual report for the Exhibit Room and present it to the Library Foundation.
4. This employee will serve as liaison with the library staff keeping them informed of upcoming exhibits and anything related to exhibits that will affect staff. Participate in planning related library and community group programs.
5. Oversee the setup of each new exhibit. Duties include: help volunteer chairpersons with arrangements, arrange transportation, set lights, obtain background information, help with labeling, host receptions and/or programs and oversee dismantling of show.
6. This employee will investigate possible exhibits and related programs and make initial contact with promising exhibitors, screen shows for appropriate exhibition in the library keeping in mind that the room is located adjacent to the Children's Department. Write grants as opportunities arise.
7. This employee is responsible for publicity for a show/exhibit. Duties may include but not limited to: creation of posters and brochures, newspaper articles (in local and regional publications), television (WINTV), update bulletin boards and kiosk, and other publicity pieces. The Director will also give information about exhibits to the Library Webmaster to place on the website.
8. This employee will assist the Library Foundation and Library Director in fundraising efforts. Duties include: maintenance of a mailing list; tracking donations received; sending recognition of donations; and accounting of contributions made to the Exhibit Room (donation box).
9. This employee will take an active role in community education by giving presentations and meeting with community groups.

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10. This employee will recruit, train and schedule docents and other volunteers as the need arises and train individuals in the handling and care of Exhibit Room materials and facilities.

11. This employee will schedule and conduct private tours as requested.

12. This employee will keep an historical record of exhibits. (Scrapbook of comments, newspaper articles, photographs, etc.)

Other Duties:

1. Attend required meetings and participate actively in any work group or committee assignments.

2. Order supplies and equipment as needed.

3. Perform additional duties as assigned.

Personal Attributes Required:

Must be well organized and detail oriented. Must be tactful, patient, and diplomatic in dealing with patrons and library staff. Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal and communication skills. Must be able to represent the Library in dealings with other library staff and the community. Must understand the need for teamwork, timeliness, accuracy and service. Must be able to assume responsibility and work with a high level of independence.

Essential Physical/ Mental Requirements:

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

2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting and pushing up to 50 pounds without assistance.

3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.

4. Must be able to move throughout the facility.

5. Must be able to reach in all directions and bend/stoop to use library/office equipment.

6. Must have dexterity and hand/eye coordination necessary to use keyboard, office and audio/visual equipment.

7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.

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JANUARY 14, 2008**

8. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize basic math skills of addition, subtraction, multiplication and division.
12. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.
13. Must demonstrate proper English language skills, including spelling, grammar and proofreading.

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

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

Originated December 2007

**WAUPACA AREA PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2008**

**Waupaca Area Public Library
Policy Committee Meeting
Wednesday, January 2nd, 2008, 4:00 pm**

1. Called to order by Julie Eiden at 4:09. Tori Simonson, Connie Andraschko, Robert Nelson, Mary Trice and Peg Burington present
2. Approval of the agenda 1) Connie Andraschko 2) Robert Nelson
3. Julie read the Open Meeting Statement: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.
4. Discussion of Meeting Room Policy and Meeting Room Reservation form revisions
1) Robert Nelson moved to approve the meeting Room Policy and Reservation Form as revised. 2) Mary Trice
5. Motion to adjourn 1) Julie Eiden 2) Mary Trice

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING

JANUARY 14, 2008

Meeting Room Policy

Meetings are scheduled on a first-come, first-served basis. The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. Information must be provided at this time regarding the program and AV equipment needs. There must be an adult present at every meeting. The meeting rooms may be reserved by any group up to 6 months in advance.

All library or City committees (Library Board, sub-committees, Foundation, Friends group, library programs and city elections) may book the meeting room an unrestricted number of times. If a library event or election conflicts with another reservation, the group will be contacted as soon as possible.

Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility. Fees may be charged for damage or cleaning of the room.

Meetings may be held between 9:00 AM and 8:00 PM, Monday through Thursday and during other open library hours. Exceptions may be made for library meetings or by special arrangement. Organizations are responsible for their own room setup, clean up and garbage removal.

Meetings must be free and open to the general public at all times.

Groups may choose the meeting rooms based on expected attendance. Meeting Room A (70), Meeting Room B (40), Meetings Room A & B (120 occupancy) or Meeting Room C (12-15). Meeting Rooms A & B are located in the lower level. Meeting Room C is located on the main level. No refreshments are to be served in Meeting Room C. The Teen Program Room or Children's Story Time Room may be available upon request.

The meeting rooms may not be used for the following:

1. Any purpose which may interfere with the regular operation of the library.
2. Personal or family parties.
3. Programs involving the sale, advertising, solicitation, or promotion of products, services, memberships or classes. This includes tutoring where compensation is received.

There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance. Some serving utensils are provided. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots. The kitchen must be left clean.

Any audiovisual equipment or material needed must be reserved at the time of room booking. The library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting, unless the library is closed. If the library is closed, equipment should be left in the meeting room.

No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration. Meetings should end on time so that the room can be readied for

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other meetings. Individuals responsible for the meeting should be sure all attendees know where the fire exits are located. No smoking or consumption of alcohol is permitted.

Exceptions will be made for library programs in all cases.

By signing the Meeting Room Reservation Form, the applicant agrees that:

1. S/he has read the Meeting Room Policy and understands it.
2. S/he understands that any failure to abide by these regulations may result in a loss of meeting room privileges. Failure to notify library staff of a cancellation may also result in loss of meeting room privileges.
3. S/he accepts the financial responsibility for any and all damage caused to the building, furnishings, or equipment beyond normal wear/and or usage as determined by library staff.
4. All meetings must have adult supervision (someone over 18).

Originally adopted July 13, 1993 by Mary Keefer, Board President and Gerald A. Brown, Library Director

Revised August 9, 1994 by John Snider, Board President and Gerald A. Brown, Library Director

Revised June 25, 1998 by Susan Helbach, Board President and Gerald A. Brown, Library Director

Revised 2/ 01, Richard Dance, Library Board President and Gerald A. Brown, Library Director

Revised 9/13/05, Julie Eiden, Library Board President and Gerald A Brown Library Director

Revised 1/14/08, Julie Eiden, Library Board President and Peg Burington Library Director

SIGNED _____ DATE: _____
(Library Board President)

SIGNED _____ DATE _____
(Library Director)

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING

JANUARY 14, 2008

TO: Waupaca Library Foundation Board

DATE: January 2, 2008

There will be a meeting of the Waupaca Library Foundation Board on Monday, January 14, 2008, at 7:00 P.M. at the Library.

AGENDA

I Approval of the October 29, 2007, Library Foundation Meeting Minutes II Treasurer's Report

III Election of 2008 Foundation Board
Terms Expire for David Wenberg, Paul Hagen, and Lynette Johnson

IV Election of Officers

V Updated Job Description of Exhibit Room Director

Minutes of the Waupaca Library Foundation October 29, 2007

The Waupaca Public Library Foundation, Inc., met on Monday, October 29, 2007, at the Library.

Foundation members present were John Snider, Jim Olsen, Lynette Johnson, Carl Strassburg, Diane Klismet, and Julie Eiden. Absent were Paul Hagen, Dave Robinson, and Dave Wenberg. Also present were Peg Burington, Library Director, and Patsy Servey. Sue Abrahamson arrived later in the meeting.

Diane Klismet moved approval of the minutes of the August 13, 2007, Foundation meeting as presented. Second by Jim Olsen and carried.

Jim Olsen moved approval of the Treasurer's Report dated October 29, 2007, with a balance on hand of \$48,848.41. Second by Julie Eiden and carried.

Diane Klismet moved approval of the new fundraising brochure as amended. Second by Jim Olsen and carried. It was decided that the library staff would choose the paper that the accompanying letter would be printed on.

Jim Olsen moved approval of a \$200.00 expenditure for printing costs of the fundraising brochure and cover letter. Second by Julie Eiden and carried.

Peg Burington stated that she presented the following proposal to the City of Waupaca Personnel Committee, which was then approved by the City: "With the retirement of Exhibit Room Director David DeBolt, the Waupaca Library Foundation is proposing to fund the Director's position through the City of Waupaca. The Foundation would appoint an individual already on library staff. The new director would log hours and the Foundation would be billed by the City for the hours on a monthly basis. Treasurer Jean Peterson would create another line item for the budget and bill the Foundation for the wage and benefits, not to exceed \$3,240.00 annually." Jim Olsen moved to approve the annual payment to support the City in taking over the responsibility of the Exhibit Room as outlined in the above proposal. Second by Julie Eiden. The Foundation also expressed their support of Patsy Servey taking on those responsibilities.

WAUPACA AREA PUBLIC LIBRARY BOARD MEETING JANUARY 14, 2008

Julie Eiden moved that the Foundation present a \$200.00 Chamber of Commerce gift certificate to Sue Abrahamson for all the extra work she did in connection with the Smithsonian Between Fences Exhibit. Second by Carl Strassburg and carried.

Julie Eiden moved approval of an expenditure not to exceed \$75.00 to Waupaca Glass for plexiglass repair on the Smithsonian Between Fences Exhibit. Second by Carl Strassburg and carried.

Sue Abrahamson arrived at this time.

Jim Olsen moved approval of the library staff request to upgrade the microfilm machine purchase from \$7,500 to \$8,940 which would require an additional \$1,440. Second by Diane Klismet and carried.

Julie Eiden moved approval of a \$2,720 expenditure to cover the cost of a 3,500 Disk Repair System to be used for repairing scratched cds and dvds. Second by Carl Strassburg and carried.

Jim Olsen moved to purchase 4 large cubes and 4 small cubes to be used for collection marketing in the amount of \$1,022. Second by Julie Eiden and carried.

It was agreed that Peg Burington update the Exhibit Room Director's Job Description and come back to the Foundation with a proposal at the January, 2008, meeting.

It was further agreed that the Foundation's next meeting will be held on Monday, January 14, 2008, at 7:00 P.M. at the Library.

Diane Klismet moved to adjourn. Second by Julie Eiden and carried. The meeting adjourned at 7:30 P.M.
Respectfully Submitted,
Lynette Johnson, Secretary