January 15, 2015

Jerald Schoenike
Donna Lederer
Virginia Federwitz
Lois Bressette

Polly Goodell
Tim Sweet
Sara Mullen-Hornung

Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Citizens Forum
4. Approval of Minutes from December 17, 2015
5. Approval of December Financial and Special Accounts Report
6. Approval of January 2016 bills
7. Discussion of Librarian’s Report
8. Friends of the Library Report
10. Chamber Membership
11. OWLS County Budget Request Formula
12. Emergencies/Disasters Policy
13. Technology Plan
14. Library Expansion Discussion
15. Set Next Meeting Day and Time
16. Adjourn

JS/jh
Info – 2015 Gift and Memorial Report
The report of 2015 gifts and memorials to the Library is in your packet.

Chamber Membership
There was a question about this at the Finance Committee Meeting this month, and I have received a letter from Sandy Yaeger, Executive Director of the Chamber of Commerce, stating that we considered under the city’s membership to the Chamber and thus refunding the funds for membership. Sandy’s letter is in your packet.

OWLS County Budget Request Formula
In your packet are the Waupaca County Budget Requests for 2015 and the Waupaca County Library Plan for 2015-2019. These two documents will be explained at the meeting to help the board better understand the process and formula for determining the funds received from Waupaca, Outagamie and Shawano counties.

Emergencies/Disasters Policy
Vice-President Lois Bressette asked for this on the agenda and the policy is in your packet. The highlighted section is what we are looking to discuss which focuses on the situation of inclement weather and closing the library.

Technology Plan
In your packet is a revised Technology Plan for the Library. Some of the major changes are taking out the year-by-year information in the background section, removing completed goals, and adding some new ones.

Library Expansion Discussion
Discussion will center on the Wautoma Public Library tour. Included in your packet are the notes that Sara took when we toured Wautoma.
The regular meeting of the Clintonville Library Board was called to order by President Jerald Schoenike at 4:02 p.m. in accordance with Wisconsin Open Meeting Laws and ADA requirements.

The following members responded to roll call: Donna Lederer, Virginia Federwitz, Lois Bressette, Jerald Schoenike, Polly Goodell, and Tim Sweet. Absent: Sara Mullen-Hornung. Others present: Director Jamie Hein, Mayor Judy Magee, and Ralph Williams, representing the F.O.L.

Moved by Sweet, seconded by Goodell to approve the agenda as printed. Motion carried unanimously.

Citizens Forum: No citizens present

Moved by Sweet, seconded by Lederer to approve the minutes of the November 19, 2015 regular meeting as printed. Motion carried unanimously.

Moved by Lederer, seconded by Goodell to approve the November Financial Report and Special Accounts Report as printed. Roll call vote was taken. Motion carried unanimously. The Board requested that, in the future, the fund balance appear as a separate line item in the report.

Moved by Goodell, seconded by Sweet to approve the total December transactions/obligations, including salaries, in the amount of $37,482.36. Roll call vote was taken. Motion carried unanimously.

The Librarian’s Report was discussed and ordered filed.

BUSINESS

Mayor Magee expressed her appreciation to the Board members for their service to the Library.

Friends of the Library Report

Ralph Williams reported for the F.O.L. They had a float in the Christmas parade and have sold 432 books from the used book cart since October 19\textsuperscript{th}. They will be having a used book sale during Winter Whirl January 21-24. In pursuing their goal of more adult programming, they will be sponsoring the appearance of the Wisconsin Poet Laureate in February at the library. The next F.O.L. Board of Directors meeting will be held in February.

Summary of Friends Contributions

The F.O.L. contributed a total of $4658.78 to the Library. The funds were used for the Dr. Seuss program, children’s books, Page Turner treats, publicity, summer program prizes, and Teen Program pizza. The Board expressed their appreciation to Mr. Williams who was present at the meeting representing the F.O.L.

Legislative Update LRB-1760

This bill would allow library boards to have a collection agency or local law enforcement retrieve lost or long overdue materials and/or replacement cost.

Board Timeline

President Schoenike asked that this timeline be distributed to the Board members. It lists, by month, items the Board should consider annually.
2015 Budget

Director Hein provided an itemized list of all the expenses involved in the fund balance transfer of $24,138.38.

2016 Budget

Director Hein reported on the 2016 budget. Changes from the previous year include a $20,000 increase in the OWLS subsidy (a result of Shawano County being billed for resident usage of the CPL), a decrease in the erate reimbursement, and employees paying more of their health care insurance. The Board requested information concerning the formula for determining the OWLS subsidy to libraries.

ACC Planned Service Contract

The ACC contract has been paid through September 1, 2016. The Board discussed the aging of the HVAC equipment, working with ACC vs. local contractors, and consulting with city staff in evaluating whether or not the ACC contract should be renewed. This issue should be discussed by the July board meeting, if not sooner.

Technology Plan

This will be reviewed at the January Board meeting. In discussing this plan, Board members should take into consideration the Library’s long-range plan and the possibility of a building addition.

2016 Calendar of Days Closed

Moved by Bressette, seconded by Sweet to accept the 2016 Calendar of Days Closed with the library being open on December 23rd. Motion carried unanimously. The Board will re-examine the personnel holiday policy at a future date.

Coffee at the Library

Figures were presented concerning the cost and revenue of providing coffee at the library using The Living Room Coffee Shop and the Keurig machine furnished by the F.O. L.

Library Sign

Moved by Bressette, seconded by Sweet to accept the bid of $24,942 for the library sign to be placed at the corner of 9th and Hemlock Streets, constructed by Krueger’s Sign and Electric. Roll call vote was taken. Motion carried unanimously.

Library Expansion Discussion

The tour of the Wautoma Public Library was discussed.

Next Meeting

The next Board meeting is scheduled for Thursday, January 21st at 4:00 p.m.

Moved by Bressette. Seconded by Lederer to adjourn at 6:22p.m. Motion carried unanimously.

Respectfully submitted,

_______________________   _________________________ __
Approved     Virginia Federwitz, Secretary
Clintonville, Wisconsin

December 16, 2015

Tour of the Wautoma Public Library

Board members Donna Lederer, Lois Bressette, Jerald Schoenike, Polly Goodell, and Sara Mullen-Hornung toured the Wautoma Public Library. The tour enabled board members to see a new library that serves a population similar to the size of Clintonville. The Board gathered ideas to be taken into consideration for a possible expansion of the library.

Respectfully submitted,

_________________________   _________________________
Approved     Virginia Federwitz, Secretary
## 204-41-ACCOUNT DESCRIPTION

<table>
<thead>
<tr>
<th>Account Description</th>
<th>December Balance</th>
<th>YTD Balance</th>
<th>10/31/2015 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>204 FUND CARRYOVER FROM PREVIOUS YEAR</td>
<td>181,715.00</td>
<td></td>
<td>204,850.00</td>
</tr>
<tr>
<td>EXCESS BUDGET REVENUE</td>
<td>0.00</td>
<td></td>
<td>-23,135.00</td>
</tr>
<tr>
<td>TOTAL 204 FUND BALANCE</td>
<td>181,715.00</td>
<td>181,715.00</td>
<td></td>
</tr>
</tbody>
</table>

## 805-41-ACCOUNT DESCRIPTION

### CDS
- **66190 Gift & Memorial CD due 8/16/16 First National Bank 0.95%**
  - Miller: 0.00, 1,295.59, 0.00, 1,280.20
  - Gift & Memorial: 0.00, 12,203.26, 0.00, 12,059.72
- **66078 Mantin Savings CD due 4/10/16 First National Bank 1.10%**
  - Miller: 0.00, 11,123.00, 120.91, 10,991.71
- **69383 Combined CD due 2/03/16 at First National Bank 1.05%**
  - Thompson: 0.00, 11,537.69, 385.89, 16,449.80
  - Schultz: 0.00, 30,319.66, 1,013.67, 43,222.99
  - Mantin: 0.00, 11,799.97, 394.41, 16,820.56
  - OES: 0.00, 11,699.53, 391.13, 16,678.40
- **Combined CD Balance**: 0.00, 65,356.85, 93,171.70

### BILLINGS ESTATE DONATION
- **8052461 CD due 1/19/17 First National Bank 1.10%**
  - Miller: 180.24, 199,538.64, 0.00, 197,189.32
- **66157 Billings CD due 7/23/16 First National Bank 1.10%**
  - Miller: 0.00, 206,498.58, 2,246.77, 204,251.81
- **Total Billings Estate Donation**: 180.24, 406,037.22, 401,441.13

### SAVINGS ACCOUNT (Mantin Funds) at Fox Communities
- **120574 BALANCE - JANUARY 1**
  - Interest Received: 2,250.73, 2,250.73
  - Other Revenue: 0.00, 0.00, 0.00, 0.00
  - Subtotal: 2,252.91, 2,250.73
  - Expenditures: 0.00, 0.00, 0.00, 0.00
- **Savings Account Balance**: 2,252.91, 2,250.73

### BANK BALANCE SUBTOTAL
- 498,268.83, 521,195.24

### GIFT & MEMORIAL ACCOUNT
- **805-48500-41 DONATIONS/CONTRIBUTIONS**
  - 0.00, 23,948.53, 22,370.23
  - 107.01, 23,948.53, 22,370.23
- **805-55110-41-3492 EXPENDITURES**
  - 0.00, 0.00, 478.33
- **Subtotal**: 26,748.99, 23,948.53

### TOTAL 805 FUND BALANCE
- 525,017.82, 545,143.77

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**TOTAL 204 & 805 LIBRARY FUND BALANCE**: 706,732.82, 728,858.77
DIRECTOR'S REPORT:
Maker Boxes Show & Tell
Jamie was a presenter at a continuing education workshop at the Appleton Public Library on December 18. He presented the two Makerboxes he organized along with other Waupaca County Library directors. The session had demonstrations for each box and ended with a Q&A.

Historical Society Meeting
On December 14, Jamie gave a presentation to the Clintonville Area Historical Society committee on the Wisconsin Central Airlines and Waupaca County Plat Books that were digitized.

Closed early on Dec. 28 and opened late on Dec. 29
The Library closed at 5:30pm on Monday, December 28 and opened at 11am on Tuesday, December 29, due to the snow storm.

Knitting and Crocheting class
Library Technician Trisha Conto continues to offer her Knitting and Crocheting classes on Tuesday nights at 6:00pm. She gets around 4 to 6 adults and kids for each class.

Installation of New Computers
On January 6, Julie Leopold of OWLS installed new computers for Jamie, Ashley, Diane and the Wisconsin Room. She was able to set up dual monitors for the Jamie, Ashley and Diane’s computers which has been very helpful. The computers that were replaced will be replacing some of our old catalog computers and the self check computer.

YOUTH SERVICES LIBRARIAN'S REPORT:
Diane attended two webinars. One was “On your Mark, Get Set, Read!,” which was focused on the Summer Reading Program theme of sports this summer. The other was titled “When the World Is a Scary Place: Talking with (and Listening to) Kids about Distress.

ASSISTANT LIBRARIAN’S REPORT:
It's been a busy month at the library.

Jamie has been purchasing more blu rays for the library and we decided it was time to get them their own cataloging location code, so I talked with some people at OWLS and they set up a blu ray collection code for our library. This will help patrons searching Infosoup differentiate between blu ray items and dvds.

I've also been doing some weeding when I get a chance with the 5 year no circ list provided by OWLS. As always, I continue to catalog library materials as they come in. Materials donations are also coming in regularly right now, as people hear about the upcoming book sale at the end of January. I try to go through them and see what materials we would like to add to our collection.
I am also working on 2 passive programs for next month, an adult reading challenge and a LEGO checkout club, where every time a person/family checks out, they will be given three LEGOs that they can add to this community creation.

UPCOMING WORKSHOPS, MEETINGS, & CLASSES:
Jamie—OWLS Automation Advisory Committee Meeting on January 15 at 9:30am.

GIFTS AND MEMORIALS:
Treats for the staff were donated by Virginia Chapin and Kathy Mitchell. Meta Krueger made donations in memory Hilary Rosenheim and Pete Oberhauser. W.M. & J.C. Adair made a donation in memory of Beth Mack. Money was donated to the family of Beth Mack in her memory.
## CLINTONVILLE PUBLIC LIBRARY 2015 MONTHLY ACTIVITIES REPORT

### DOOR COUNT

<table>
<thead>
<tr>
<th>Month to Date</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days open</td>
<td>26</td>
<td>23</td>
</tr>
<tr>
<td>Door count</td>
<td>7,281</td>
<td>2,408</td>
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<tr>
<td>Avg per day</td>
<td>280</td>
<td>237</td>
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### CIRCULATION

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circs</td>
<td>6,443</td>
<td>6,222</td>
</tr>
<tr>
<td>Renewals</td>
<td>1,399</td>
<td>1,341</td>
</tr>
<tr>
<td>Subtotal Circulation</td>
<td>7,842</td>
<td>7,563</td>
</tr>
<tr>
<td>Avg circ per day open</td>
<td>302</td>
<td>300</td>
</tr>
<tr>
<td>Overdrive-Audiobook Uses</td>
<td>71</td>
<td>81</td>
</tr>
<tr>
<td>Overdrive-Ebook Uses</td>
<td>261</td>
<td>250</td>
</tr>
<tr>
<td>Overdrive-Video Uses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overdrive-Magazine Uses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Circulation</td>
<td>8,174</td>
<td>7,894</td>
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### INTERLIBRARY LOAN

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<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total loaned</td>
<td>2,484</td>
<td>2,366</td>
</tr>
<tr>
<td>Total borrowed</td>
<td>1,815</td>
<td>1,863</td>
</tr>
<tr>
<td>Net</td>
<td>669</td>
<td>503</td>
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<tr>
<td>Registered Borrowers</td>
<td>6,390</td>
<td>6,513</td>
</tr>
<tr>
<td>Adult</td>
<td>3,218</td>
<td>3,293</td>
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<tr>
<td>Resident</td>
<td>3,172</td>
<td>3,209</td>
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### PROGRAMMING

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<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult programs in library</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Attendance</td>
<td>15</td>
<td>31</td>
</tr>
<tr>
<td>Adult outreach programs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attendance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teen programs in library</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Attendance</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Juvenile programs in library</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>Attendance</td>
<td>391</td>
<td>460</td>
</tr>
<tr>
<td>Juvenile outreach programs</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Attendance</td>
<td>102</td>
<td>95</td>
</tr>
<tr>
<td>Total attendance</td>
<td>517</td>
<td>609</td>
</tr>
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</table>

### COMPUTE STATISTICS

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
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<tbody>
<tr>
<td>Public Computer sessions</td>
<td>703</td>
<td>639</td>
</tr>
<tr>
<td>In-Library Laptop sessions</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>Wireless sessions</td>
<td>464</td>
<td>480</td>
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### VOLUNTEERS

<table>
<thead>
<tr>
<th>Category</th>
<th>2014</th>
<th>2015</th>
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</thead>
<tbody>
<tr>
<td>Number</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Hours worked</td>
<td>3.00</td>
<td>1.00</td>
</tr>
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</table>

### WEB SITE

- *May 2011 changed to Google Analytics for website stats - new statistics are more reliable because they track actual visits and eliminate traffic from web crawlers like Google, Yahoo, Microsoft, and various spam bots.*
<table>
<thead>
<tr>
<th>Date</th>
<th>Donated By</th>
<th>Purpose</th>
<th>Amount Donated</th>
<th>Amount Expended to Date</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-15</td>
<td>Helen Waalkens</td>
<td>Books/Movies</td>
<td>100.00</td>
<td>91.18</td>
<td>8.82</td>
</tr>
<tr>
<td>Feb-15</td>
<td>Robert Knowles</td>
<td>In memory of Phyllis Knowles/Large print materials</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Mar-15</td>
<td>Kathy Mitchell</td>
<td>In memory of Marie Gault/baking, gardening, nursing materials</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Mar-15</td>
<td>Kathleen McInnis-Dittrich</td>
<td>In memory of Mary McInnis/Children's materials</td>
<td>50.00</td>
<td>0.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Mar-15</td>
<td>Kathy Mitchell</td>
<td>In memory of Roger Patrikus</td>
<td>25.00</td>
<td>23.80</td>
<td>1.20</td>
</tr>
<tr>
<td>Mar-15</td>
<td>Betty Patrikus</td>
<td>In memory of Roger Patrikus</td>
<td>200.00</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Mar-15</td>
<td>D. Mitchell Interiors</td>
<td>In memory of Kenneth Reink/ Far ming, woodworking</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Apr-15</td>
<td>Kathy Mitchell</td>
<td>In memory of June Graper/Cats, Casinos, Traveling</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Apr-15</td>
<td>Women of the Moose</td>
<td>donation for Summer Reading Program</td>
<td>200.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>May-15</td>
<td>Township of Mattoon</td>
<td>donation</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>May-15</td>
<td>Angela Rhodes</td>
<td>donation</td>
<td>5.00</td>
<td>0.00</td>
<td>5.00</td>
</tr>
<tr>
<td>Jun-15</td>
<td>Joan Paulson</td>
<td>donation</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Jul-15</td>
<td>TOPS</td>
<td>donation</td>
<td>75.00</td>
<td>0.00</td>
<td>75.00</td>
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<tr>
<td>Oct-15</td>
<td>Helen Waalkens</td>
<td>donation</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
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<tr>
<td>Nov-15</td>
<td>Beverly Wruck</td>
<td>In memory of Joan Paulson</td>
<td>175.00</td>
<td>0.00</td>
<td>175.00</td>
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<tr>
<td>Nov-15</td>
<td>Angela Rhodes</td>
<td>donation</td>
<td>10.00</td>
<td>0.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Nov-15</td>
<td>Barbara Bodoh</td>
<td>In memory of Don Bodoh</td>
<td>280.00</td>
<td>0.00</td>
<td>280.00</td>
</tr>
<tr>
<td>Dec-15</td>
<td>Waupaca Co. Master Gardeners</td>
<td>donation for gardening materials</td>
<td>100.00</td>
<td>19.95</td>
<td>80.05</td>
</tr>
</tbody>
</table>

GIFT & MEMORIAL DONATIONS: 2,595.00
Amount Expended to Date: 434.93
Amount Remaining: 2,160.07
January 12, 2016

RE: Chamber membership

Dear Jamison,

We understand there were questions regarding the Library's membership so we did some research. It is an unusual situation since the Library does have its own Board of Directors that oversee the employees and has its own funds, but wages are paid by the City and some funding comes from the City.

Membership could fall under the City or based on some of the criteria could be considered a separate nonprofit organization. After some discussion the Board has decided to just assume your membership under the City.

Therefore we are returning your membership of $100. Please do continue to send us your information so we can distribute it to our members and put it on our website.

Sincerely,

Sandy Yaeger, Executive Director
### 2016 Waupaca County Library Budget Request

**7/20/2015**

<table>
<thead>
<tr>
<th></th>
<th>2014 Total Circ</th>
<th>2014 Expend</th>
<th>2014 Cost per Circ</th>
<th>2014 County Bill at 100%</th>
<th>2015 Payment</th>
<th>2016 Payment</th>
<th>% Change</th>
<th>% County Formula Change</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clintonville</td>
<td>105,229</td>
<td>$389,095</td>
<td>$3.70</td>
<td>36,227</td>
<td>$134,040</td>
<td>$134,968</td>
<td>-0.69%</td>
<td>100.0%</td>
<td>($928)</td>
</tr>
<tr>
<td>Fremont</td>
<td>39,716</td>
<td>$95,432</td>
<td>$2.40</td>
<td>13,857</td>
<td>$33,257</td>
<td>$32,645</td>
<td>1.87%</td>
<td>100.0%</td>
<td>$612</td>
</tr>
<tr>
<td>Iola</td>
<td>47,133</td>
<td>$185,062</td>
<td>$3.93</td>
<td>22,862</td>
<td>$89,848</td>
<td>$103,141</td>
<td>-12.89%</td>
<td>100.0%</td>
<td>($13,293)</td>
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<tr>
<td>Manawa</td>
<td>47,499</td>
<td>$187,710</td>
<td>$3.95</td>
<td>26,677</td>
<td>$105,374</td>
<td>$91,065</td>
<td>15.71%</td>
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<td>$14,309</td>
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<td>Marion</td>
<td>41,907</td>
<td>$157,418</td>
<td>$3.76</td>
<td>9,165</td>
<td>$34,460</td>
<td>$32,021</td>
<td>7.62%</td>
<td>100.0%</td>
<td>$2,439</td>
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<td>New London</td>
<td>134,085</td>
<td>$434,726</td>
<td>$3.24</td>
<td>40,624</td>
<td>$131,622</td>
<td>$131,622</td>
<td>0.00%</td>
<td>100.0%</td>
<td>$2</td>
</tr>
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<td>Scandinavia</td>
<td>10,314</td>
<td>$29,591</td>
<td>$2.87</td>
<td>5,541</td>
<td>$15,903</td>
<td>$18,164</td>
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<tr>
<td>Waupaca</td>
<td>287,891</td>
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<td>$2.86</td>
<td>128,841</td>
<td>$368,485</td>
<td>$372,639</td>
<td>-1.11%</td>
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<tr>
<td>Weyauwega</td>
<td>50,151</td>
<td>$158,474</td>
<td>$3.16</td>
<td>17,805</td>
<td>$56,264</td>
<td>$57,055</td>
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<tr>
<td><strong>Total</strong></td>
<td>763,925</td>
<td>$2,460,547</td>
<td>$3.22</td>
<td>301,599</td>
<td>$969,253</td>
<td>$973,318</td>
<td>-0.42%</td>
<td>100.0%</td>
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Only expenditures from governmental sources are included.
Waupaca County Library Service Plan: 2015 – 2019
Introduction

Wisconsin counties that participate in public library systems are responsible for providing library services to county residents who reside outside of communities that maintain their own libraries. Because Waupaca County is a member of the Outagamie Waupaca Library System (OWLS), it is required to engage in regular planning to ensure that county residents have access to adequate library services.

While county library service plans can address any appropriate issues, *Wisconsin Statutes* Section 43.11 requires that the Waupaca County plan address at least the following:
- How public library service will be provided to residents of those municipalities in Waupaca County not maintaining a public library.
- The method and level of funding to be provided by the County in order to implement services described in the plan, including the reimbursement of municipal libraries for providing countywide library service.
- A method for allocating membership on the OWLS Board between Outagamie and Waupaca Counties.

In August 2014, the Waupaca County Board of Supervisors appointed a four member Library Planning Committee. (See Appendix A.) The Committee developed this plan, held a public hearing, and presented it to the County Board of Supervisors for approval. It is the Committee’s intent for this plan to supersede the *Waupaca County Library Service Plan: 2010-2014.*

Review of the 2010-2014 County Library Service Plan

The Library Planning Committee’s review of library service in Waupaca County indicates that the 2010-2014 Plan has been generally effective. Public libraries in the county have continued to do a good job of making high quality library services available to all residents of the county. Participation in OWLS has been beneficial for public libraries and library service in the county and OWLS has been effective at coordinating countywide library service. The principles articulated in the 2010-2014 Plan (Appendix B) continue to be valid and have guided the development of this plan.

The 2010-2014 Plan focused on reimbursing libraries at 100% of the funding formula for providing countywide library service.

History of Funding

Due to a change in funding methodologies that occurred in 2000, libraries were being funded at different percentage levels. The 2000-2004 Plan attempted to hold libraries harmless by freezing payments to libraries with higher funding levels and increasing
payments to libraries with lower funding levels. While this approach helped, there was still a large variation in funding levels among libraries.

Because it was not equitable for some libraries to be receiving reimbursements at a higher level than other libraries, the County Finance Committee directed that the distribution of grants to libraries be reviewed and that libraries be brought “to equity by the 2007 budget year.” Consequently, the 2005-2009 Plan included a funding methodology that was more aggressive in moving libraries to the same funding percentage, and beginning in 2007 all libraries were funded at the same percentage level (82%) of the county funding formula.

This action required significant cuts in funding to some libraries. In 2005, the Marion library received a cut, and the Fremont, New London, Scandinavia, and Weyauwega libraries did not receive funding increases. In 2006, the Fremont and New London libraries received funding cuts, and the Scandinavia and Weyauwega libraries did not receive increases. In 2007, the New London, Scandinavia, and Weyauwega libraries all received funding cuts.

The 2010-2014 Plan attempted to address the disparity with the following formula:

1. Determine Each Library’s Cost of Service
   a. A library’s total operating expenditure in a given year, less capital expenditures and expenditures from federal sources, fines, fees, gifts, grants, or donations, is divided by the total number of items loaned (i.e., circulation) during the same year to determine the library’s cost per loan.
   b. A library’s cost per loan is multiplied by its number of loans to county residents living in jurisdictions that do not maintain libraries to determine the library’s cost of service provided to the county.

2. Beginning in 2010 the budget request contained an amount sufficient to increase the overall funding level by 3% each year in order to fund all libraries at the 100% level by 2014.

<table>
<thead>
<tr>
<th>Year:</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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<tr>
<td>Funding Level:</td>
<td>88%</td>
<td>91%</td>
<td>94%</td>
<td>97%</td>
<td>100%</td>
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</table>
3. Determine Each Library’s Payment
   
a. Each library’s payment was determined by multiplying its cost of county service by the funding level for the particular budget year.

b. Each library’s payment under the county formula was compared to the statutory minimum funding level for that library. If a library’s funding under the county’s formula was less than the required state minimum, its appropriation was increased to the required minimum amount.

4. Annually, OWLS coordinated the budget request process and submitted a budget request equaling the total of the payment amounts for all county libraries.

5. The OWLS Board monitored the effectiveness of this funding methodology.

Rationale for the 2015-2019 Plan

The Planning Committee has concluded that the current system of paying for library services (i.e., residents of communities with libraries support them through their local property taxes, and all other county residents pay for library service as part of their county taxes) is fair and equitable for all parties. Furthermore, the Committee believes that the formula for determining a library’s cost of service provided to the county continues to be appropriate and results in an equitable distribution of county funding to municipal libraries.

Equitable funding for library service is a priority. Consequently, the Committee recommends that the county funding level be maintained at 100% funding for the duration of this plan. Because library reimbursements are exempt from the county’s levy limits, Waupaca County is in a position to provide full funding to municipal libraries without any impact on other county programs.

However, the Committee fully understands the economic difficulties facing all levels of government and that the recommended funding methodology is only possible because of the levy exemption. It is understood that should library payments no longer be exempt from county levy limits the recommended funding methodology would need to be revisited.

As in the past, it is also recommended that OWLS continue to be the agent to coordinate the annual budget process.

Municipalities have the authority to appoint up to two non-residents to serve on their library boards. Section 43.60 Wisconsin Statutes also allows counties to appoint up to 5 additional members to municipal library boards, depending on how much of a library’s total funding is provided by the county. The Committee agreed that the Plan should strongly encourage, but not mandate, the appointment of non-residents, especially those
from the towns making the greatest use of the library, to local library boards. Local libraries should also be encouraged to include youth members on their boards.

The Committee also discussed another issue facing some Waupaca County public libraries. Libraries in municipalities located near the county line sometimes provide significant levels of service to residents of other counties without adequate compensation.

**Goals and Objectives**

**Goal A:** To continue membership in OWLS in order to ensure that all residents of Waupaca County have access to all library services provided by all public libraries in the county and library system.

Objectives:

1. Waupaca County shall regularly meet all statutory requirements in order to continue its membership in OWLS. (2015-2019)

2. Waupaca County shall regularly appoint five members to the OWLS Board in accordance with this plan and with Section 43.19, *Wisconsin Statutes*. (2015-2019)

3. Waupaca County shall designate the OWLS Board to coordinate the implementation of countywide library services. (2015-2019)

4. Waupaca County shall encourage all municipal libraries in the county to continue their memberships in OWLS. (2015-2019)

5. OWLS shall continue working with neighboring systems and counties to resolve intersystem service inequities so that Waupaca County libraries are compensated adequately for providing services to residents of other systems. (2015-2019)

**Goal B:** To compensate public libraries at 100% of the funding methodology included in this plan for providing service to county residents residing in jurisdictions without local libraries.

Objectives:

1. OWLS shall annually collect circulation and expenditure data from municipal public libraries in the county and prepare a library budget request based on the County’s funding methodology. (2015-2019)

2. OWLS shall annually submit the library budget request to Waupaca County in accordance with county and statutory deadlines. (2015-2019)
3. Waupaca County shall annually appropriate funding to compensate municipal libraries for providing services to residents of jurisdictions without local libraries. (2015-2019)

4. Waupaca County shall pay its annual library appropriation to OWLS for distribution to the appropriate municipal libraries. (2015-2019)

Goal C: To engage in continuous planning and education regarding the provision of public library services to Waupaca County residents.

Objectives:

1. The OWLS Board shall annually review this plan and shall forward to the County Board any recommended revisions. (2016-2019)

2. The County Board shall appoint a library planning committee to revise this plan or develop a new county library service plan whenever warranted. (2015-2019)

3. The County Board shall appoint a library planning committee to revise this plan or develop a new county library service plan. (2019)

4. OWLS shall annually contact municipal officials to inform them of options for appointing non-residents and youth to local library boards and shall encourage them to make such appointments. (2015-2019)

5. OWLS shall regularly provide detailed statistical information to all municipal libraries about services provided to residents of all jurisdictions within the county. (2015-2019)

6. Waupaca County shall encourage all municipal libraries in the county to regularly share information with town and county officials about library use by their constituents. (2015-2019)
Appendix A

Waupaca County Planning Committee Members
August 2014

Committee Members

Patricia Craig
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New London, WI 54961

Joseph McClone
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Waupaca, WI 54981

Peg Burington
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Waupaca, WI 54981

Jamison Hein
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Clintonville, WI 54929

Support for Committee

Walter Burkhalter
Outagamie Waupaca Library System
225 North Oneida Street
Appleton, WI 54911
Appendix B
Guiding Principles

In order to develop a plan, it is necessary to articulate the underlying principles and assumptions that inform and shape the plan. This plan has been developed in the context of the principles and assumptions listed below. These principles are based on statutory requirements, history, or current practices.

1. All Waupaca County residents should have convenient access to high quality library services and should be free to use any public library in the county or library system.

2. Waupaca County should continue to rely on its existing municipal libraries to provide countywide library service. There is no need for the county to implement a new structure to provide additional library services.

3. The county has a responsibility to fairly compensate municipal libraries for providing countywide service.

4. The county should continue to contract with OWLS, and OWLS should continue to contract with the individual municipal libraries to ensure that countywide service is provided.

5. Public libraries within Waupaca County currently provide sufficient access to a high level of services. Any future county library service plans should attempt to preserve this level of access and services.

6. Because municipal libraries are making satisfactory efforts to provide appropriate services, this plan need not recommend any minimum service standards. However, all municipal libraries are encouraged to develop services in accordance with the Wisconsin Public Library Standards.

7. Local library boards have autonomous authority for determining local library service programs. This authority includes a responsibility to plan and deliver local library services in the most cost-effective manner possible.

8. Local libraries have a responsibility to collect and report the circulation and financial data used to determine county budget requests as accurately as possible.

9. Waupaca County encourages municipalities to appoint non-residents to their public library boards so that all county residents are represented in decision-making regarding library policies and operations.
Inclement Weather-
The Library may close (or postpone opening) when weather conditions exist making it highly dangerous or unwise for travel. The primary factor of any decision made will be the safety of the staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Clintonville Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the director (or senior staff member) will call a board member, preferably the Library Board president, to advise him/her of the situation.

If a decision is made to close or postpone, WFCL/WJMQ Radio Station, NBC-TV CH 26, WBAY-TV CH 2, WFRV CH 5, and WLUK-TV CH 11 will be notified if possible to make the necessary announcements. Notice will also be put on the library’s website and Facebook page if possible. If the decision to close is made during the hours of 8:00 a.m. - 4:30 p.m. the City Administrator will also be notified. Hourly staff members unable to work on the assigned day will not be paid for hours missed.

Health Emergencies-
Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad (or 911) should be called immediately in the event of any serious problem. Staff members should never attempt to transport an injured person. No medication, including aspirin, should ever be dispensed to the public.

Power Failure-
The library will be closed during a power failure and patrons already in the building will be asked to leave. Staff will continue to work with the available light and normal routine may resume when the power is restored.

Tornadoes-
When a tornado has been sighted within the community, the city siren will sound the warning. The library staff will then advise the library’s patrons of the situation and ask them to proceed to the lower level. Patrons or staff unable to walk down the basement steps may seek shelter in the staff restroom. A radio and flashlight should accompany the group. Normal routine may resume when the all clear sign is given.
Fire-
Staff should familiarize themselves with the type, location and application of the fire extinguishers in the building. If the building’s fire alarms should sound, staff should investigate the situation to find out what is happening and where. Staff and patrons should evacuate the building immediately. If there is an indication of fire, the building should be evacuated and the Fire Department phoned. No one should re-enter the building until the all clear has been given by the Fire Department.

Bomb threats-
Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
Pay particular attention to peculiar background noises such as motors running, background music, and any other sounds, which may indicate the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
When the caller hangs up, hang up the phone. After hanging up the phone, do a call trace by picking up the phone and dialing *57. Listen for a message stating that you have successfully activated Call Trace. Hang up and note the date and time. Call the Clintonville Police Department at 823-3117 to report the incident and notify them that you activated a call trace. Clear the building. The police will handle the actual bomb search.
This technology plan has been developed by Jamison Hein, Kathy Mitchell, Director, of the Clintonville Public Library with direction from Rick Krumwiede, Director, Gerri Moeller, Library Automation Manager, and Dave Bacon, Computer Network Manager, of the Outagamie Waupaca Library System (OWLS) and the staff of the Clintonville Public Library. The plan will be reviewed by library staff, system staff, and the Clintonville Public Library Board of Trustees on an annual basis and revised as objectives are accomplished and new goal areas are identified.

Vision Statement

The Clintonville Public Library connects people with the past, present, and future. The mission of the Library is promoted through the strategic use of information technology. In addition to providing 24/7 Internet access to the library’s collection and various databases through the online catalog, InfoSoup, technology is being used to increase the efficiency of the staff, to facilitate resource sharing, and to make training more accessible and affordable. The library will regularly explore, and implement if feasible, new technologies that improve the services offered by the library or the efficiency with which services are offered, including but not limited to, creating content on the web, providing opportunities for patron and staff interaction, and collecting the community’s heritage.

Background

The Clintonville Public Library has been committed to the integration of technology into its services since 1990, when it became a member of the Outagamie Waupaca Library System’s Shared Automation Network (OWLSnet). In 1990 a Minolta RP 605Z universal microfilm system for viewing and printing both microfilm and microfiche was purchased by the library.

The library opened to the public at its current location 75 Hemlock Street on January 6, 1992. Since that time there has been continual growth in the number of workstations available to the staff and public, as well as additional enhancements to the system.

Cabling in the library was upgraded and expanded in 1997 to category five wiring. In 1998 a T-1 telecommunications line for data transmission was installed in order to provide the capability for graphical Internet access and other databases through the automated system. A Local Area Network (LAN) was created in 1999 to connect the six staff personal computers.

The library’s website was created by Outagamie Waupaca Library System personnel in 1999.

Dial-up access to the OWLSnet OPAC was provided through a local telephone number from 1996-2000. It was discontinued due to lack of use after NEWCat, the web based catalog, was introduced in 2000.
Two additional catalog workstations were added in 2001. That year the number of public Internet stations was increased to five, including one in the children’s area.

In 2001, the Library received a computer and printer from a CESA & grant, which was used to upgrade a staff workstation. Additional category five wiring was added for that workstation. In 2002 category five wiring was added to both sides of the library’s meeting room area through a grant from the Bill & Melinda Gates Foundation. The Library also received two public access computers and a networked printer from the Gates Foundation.

A digital camera was purchased in December 2002 and is used to take pictures for the library’s website and to send pictures to news media.

Older computers have been used to provide an offline word processing computer station and two offline game computers in the Children’s Area since 2002.

In 2003 a staff computer workstation was set up on the ledge in the workroom.

A special needs workstation featuring a 19” LCD monitor, large print keyboard, and trackball on an adjustable table was set up in the Wisconsin Room for genealogical research and special needs patrons was made available to the public in 2004.

In 2005 a laptop computer was purchased for presentations to class groups and community organizations as well as for programs held in the library’s meeting room.

In 2006 the OWLSnet automation system migrated from GEAC to Innovative Interfaces Millennium. The online catalog, InfoSoup, was developed by OWLS staff, who continue to maintain and improve it. The library purchased a new address for its website in 2006 which is maintained by library personnel at www.clintonvillelibrary.org. In 2006 the library’s camera security system was upgraded from a videocassette system to a digital video recorder. Additional security cameras were added in 2010. There are currently 13 security cameras inside the library and one outside.

High speed wireless Internet (WiFi) was made available to the public in 2007 after upgrades to the BadgerNet Converged Network and to equipment at the library that allowed the library’s computer network to be segmented, preserving the privacy of staff computer functions. That year the Clintonville Lions Club donated a Telesensory Aladdin Ultra Pro 75 Magnifier to the library.

The library received a laptop computer loaded with Rosetta Stone® (English as a Second Language) software through an OWLS/NFLS Library Services & Technology Act literacy grant in 2008. The laptop and software are available for use in the library.

In 2009 an express self-check workstation was added to allow patrons who have no fines to check out most items without staff intervention. Also in 2009 SAM PC Management System was installed at the library to manage the use of the public Internet computers by the public.
A donation of several digitized issues of the Clintonville Town-Talk newspaper was received in 2009. This newspaper is not available either at our library or the Wisconsin State Historical Society. In July 2010 the digitized records that were donated to the library by Ken Walch, a former resident of Clintonville, became available online as the Clintonville Memory Project, which is part of the InfoSoup Memory Project.

In January 2010 a Facebook Account was created for the library. A member of the Clintonville library staff was trained by OWLS staff and monitors and maintains the library’s Facebook page. This is another avenue used to publicize what is happening at the library.

In 2010 a new laptop was purchased for use in presentations to the public and checking out books off site by the Children’s Librarian. The old laptop will be used by the Director for City Council meetings, presentations, and troubleshooting the wireless network in the library.

A new ST ViewScan Digital Microform Reader-Printer-Viewer-Scanner System was purchased in 2010. The scanner was purchased by the Friends of the Library. Due to space requirements for the microform system, the handicapped accessible workstation which includes an adjustable height table and large print keyboard was moved to Public Internet Station #1 outside the Wisconsin Room.

In 2011 the catalog computer on the adult ledge was converted for use as an additional public internet station. OWLS staff redesigned the library’s website and trained several members of the library staff to use Drupal to maintain the site. The book “Some Movers and Shakers of Clintonville and Points North edited by Jane K. Billings and a collection of photographs of old time residents of Clintonville, photographed and compiled by J. Alva Carter in 1927 were digitized by library staff and added to the Clintonville Memory Project. Two laptops were purchased for in-library use to provide extended computer time for adults with student and career needs.

Current state of technology

At the present time the Library has sixteen computers for public use including four catalog workstations, seven Internet workstations including one in the Wisconsin Room reserved for genealogy research, two laptops, and four off-line computers in the Children’s Area with children’s games, and another off-line computer in the Adult Area with word processing on it. The Library also has eight staff workstations, which include three at the circulation desk, a reference workstation behind the circulation desk, one technical services workstation in the staff workroom, and one workstation in each of the library’s two administrative offices. Three full size printers and six receipt printers are currently connected to the library’s computer network. All the public computers and the staff computers are networked to the printer at the circulation desk. A Hearing Loop was installed at the circulation desk in March 2012 through an LSTA grant administered by OWLS. The library’s bandwidth was
increased in June 2012 from 35.0 mbps to 510.0 mbps. Color copying and printing as well as scanning and email features were added to the copy machine in early 2015. LSTA funds were awarded to the Library in April of 2015 for a digitization project and the Waupaca County Makerboxes. An obituary database was created in 2015 that hopefully will be searchable online in the near future.

Goals and Objectives:

Goal A: To secure technological resources to enable the library to provide optimal services.

1. Maintain a plan and budget to replace, upgrade, and add hardware and software as necessary and feasible. Ongoing

2. Work with OWLS to seek appropriate technology and telecommunications grants and discounts available to libraries, including but not limited to E-rate, TEACH Wisconsin, and digitization projects. Ongoing

3. Maintain participation in the OWLSnet shared automation network. Ongoing

4. Maintain the Library’s Local Area Network. Ongoing

5. Provide wireless Internet access throughout the library. Ongoing

6. Investigate ways to save energy in the library by working with other organizations, including but not limited to, area school classes and Focus on Energy. 2012-2014

7. Evaluate the need for additional electrical outlets to provide additional places for people to use laptops and other mobile devices. 2016

8. Acquire additional laptops and make them available for public use in the library and for staff use in programming. 2012-2014

8. Monitor the need to upgrade the telephone system including the answering machine. 2012-20142016-2018

9. Purchase and implement Sierra in the Wild laptop that would allow staff to check out books for patrons remotely. 2016-2017
Goal B: To maintain a library presence 24/7 on the web.

1. Maintain the library’s website keeping its contents up-to-date. Ongoing

2. Provide access to online full text databases through OWLSnet and participation in the statewide project, Badgerlink, administered by the Wisconsin Department of Public Instruction. Ongoing

3. Work with volunteers and staff to continue to develop and maintain an index to obituaries in the local newspaper which will be available online. Ongoing

4. Investigate the feasibility of digitizing more local history resources and making them available online in the InfoSoup Memory Project either through volunteer help or working with the Clintonville Area Historical Society. Ongoing

5. Work with OWLS to investigate the development of social media sites and services and expand the library’s presence on the web. Ongoing

5-6 Redesign library’s website 2016-2017

Goal C: To assist and support staff and patrons in the use of technology and the resources provided by the library.

1. Designate the library director or a staff member to regularly attend the meetings of the OWLSnet Administrative Advisory Committee (AAC) in order to discuss technical and administrative operation of the network; and to cooperate in standardizing policies, procedures, and practices among network libraries. Ongoing

2. Continually assess and seek to provide the training needed by staff to effectively participate in technology-based programs and services. This will include, but not be limited to, programs offered by OWLS and the library’s annual in-service day. Ongoing

3. Work with OWLS to investigate the feasibility of establishing required technology competencies for staff and including them in job descriptions. 2012-2013 2016-2017

4. Work with OWLS to provide staff training in the required technology competencies. Ongoing
5. Regularly assess ways to offer patron training in the use of the library’s online catalog, the available databases, and downloadable ebooks, audiobooks, and videos in group settings or one to one situations. Ongoing

6. Promote online tutorials available to the public on using the online catalog and databases. Ongoing

7. Publicize the digital microform reader-printer-scanner and teach interested community members how to use it. Ongoing

8. Work with OWLS staff to provide the needed training for staff and patrons during the move from Millennium to the Sierra. 2012-2013 (Moved to Sierra in September, 2012)

Goal D: Engage in continuous study, evaluation, and planning in regard to technology.

1. Work with OWLS to explore the value, timing, and cost of implementing new services locally, as they become available through the shared automation network. Ongoing

2. Regularly assess the number of workstations needed for staff and patron use. Ongoing

3. Inventory and assess the software used in the library, including operating system software. 2012-2013

4. Work with OWLS to explore the feasibility of RFID technology for circulation and security in the future. 2016-2018

5. Work with OWLS, other libraries and possibly vendors to explore the best option for Wireless printing in the library. 2016

6. Explore feasibility of replacing current desktops with other technology, i.e. tablets replacing desktops. 2016-2018

7. Annually review the library’s Internet Policy with input from the library staff, OWLS staff, and trustees. Ongoing

8. Annually review and revise the Technology Plan with input from library staff, OWLS staff, and trustees. Ongoing
I took brief notes on interesting features of the Wautoma Library.

1. They have 7 employees of which the Library Director, Nicole, is the only full-time employee. There are a hand full of volunteers that offset the cost of library payroll.

2. Nicole’s advice a few times was on how outreach and promotion is VERY important. We will get more support from the community. Especially when it comes to needing money such as an expansion.

3. New books and lightly used / donated books are on a shelf with a month sticker. November, December etc.

4. The Wisconsin fiction, non-fiction and reference books are in one spot. These rotate with other libraries to freshen up the collection. There is a small fee associated with this.

5. The library was built in 1934. They have 8,130 square feet. It was the former city hall and fire department etc.

6. Nicole works before/after hours to have undivided attention to her duties. She shifts her hours as needed.

7. Adults are intimidated by electronics. There should be more training for them at the library.

8. Their Pre-K childrens programs usually have 10-18 participating children. There is a moms group with infants that grow into the Pre-K programs.

9. They have “Learning Stations” for children. They rotate from table to table to learn new things using a variety of activities. These are scheduled and led by library staff.

10. Nicole goes to the schools and shares what’s new in books and what’s popular at the teen level.

11. They have an animation class.

12. The UW-Extension office comes in with programs. These are free to the community.

13. Advice: When we expand it is a good idea to have the city maintenance involved. They should keep an eye on the contractor. They used MSA Eagle as their constructor in 2009. (Nicole was not the director at that time.)

14. There is a long, short stack for puzzles and board games that patrons can check out. Late fees on these are less strict.

15. Advice: Apply for grants for electronics such as e-readers etc.

16. The childrens department has a backpack program. The barcoded backpacks are packed with books and activities. They check them out like a book. Started by a retired teacher and library maintains it.

17. There is a free items cart/shelf near the front entrance for books that don’t sell in the book sale room.

18. They have a room designated for a permanent book sale. Books, VHS videos, puzzles etc.

19. The city took out a loan for the library expansion. City pays the loan but the library continues to raise money to help pay the loan. One fundraiser: The library sells bricks to raise money for the expansion bill. (sales tax on bricks) Advertising as a Christmas gift in someone’s name this month.
20. The number of patrons the week we were there / Monday-394 / Tuesday-207
Summers 400/day. Has been 600 at its highest per day. Not common.

21. Large meeting room for community, library activities and childrens programs. The room has a
projector/projection screen, tables and chairs. Rent is $5-10 per reservation. The government is free, non-profit is
$5 per day. The room can hold 75 patrons.

22. They are phasing out the VHS tapes for more DVD/CD collection. They held onto the VHS because they were
getting used. This could be the future teen area???

23. They have a food pantry drop-off area near the circulation desk.

24. They are part of the Winnefox Library system.

25. They have a genealogy/historical area. Sometimes they have genealogy classes in that area.

26. They may turn the VHS tapes area into a teen area? Not sure?

28. The senior center is active with the library.

29. Their wi-fi is popular for vacation home/lake home patrons around Wautoma in the summer.

30. Problems:
   a. Business meeting area is not sufficient for doing business meetings.
   b. Historical/Genealogy area takes up space that could be used for teens.
   c. No quiet rooms for study or small meetings.
   d. They need more digital and electronic items such as computers.
   e. Teen space is needed.
   f. Circulation desk is too high for short patrons and children.
   g. Carpet soils in the community/meeting room.

31. Childrens department is enclosed with interior windows, doors and drinking fountains, story area, couch,
barcoded activity backpacks, little tables and chairs etc. The reading dog house is now the gingerbread house for
Christmas reading.

32. All library holds are on a self-serve shelf for patrons near the circulation desk.

33. The childrens books face forward in bins.

34. Computers are a 60 minute limit at this time. Located in the middle of the library near the circulation desk.
The privacy is lacking with this location. They may have been placed here for librarian monitoring for question-
able activity???

35. They participate in the Taste of Wautoma which is another fundraiser.

36. They participate in Augustfest with a book sale. They prepare for a week.

37. The copier and faxes have been popular and great revenue for the library. Copies 15¢ black / 25¢ color

38. There is camera surveillance in the library. Which came in handy in the past.

We were given the packet that was used to promote the expansion for patrons and the city. (brown folder)
This packet includes the brick purchase forms.

They said that the Rosholt remodel is from a former fire station too.

Coloma Library is different - Not the Dewey Library System but by subject.