



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY JANUARY 18, 2023, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."

1. ROLL CALL
2. APPROVAL OF AGENDA

OPEN MEETING LAW 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 media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. MINUTES FROM MEETING HELD WEDNESDAY, DECEMBER 21, 2022

ACTION ITEM: APPROVE minutes of DECEMBER 21, 2022 Meeting

4. MONTHLY BILLS FOR DECEMBER 2022, **BILLS \$16,640.00, PERSONNEL \$39,738.32, Donations Expenditures \$4,397.60**

ACTION ITEM: APPROVE JANUARY 2023 bills, personnel costs, and donation expenditures

5. LIBRARY EXHIBIT ROOM

- A. Exhibit Coordinator's Report
- B. Chart of Visits

6. LIBRARY STATISTICS

- A. Copy Income and Meeting Room Income Reports
- B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
- C. Interloan Chart
- D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation

7. DEPARTMENT REPORTS

- A. Director's Report
- B. Adult Services Report
- C. Youth Services Report
- D. Teen Services Report

8. COMMITTEE REPORTS

- A. Library Finance Committee
 - a. No Meeting
- B. Library Planning Committee
 - a. No Meeting
- C. Library Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. **ACTION ITEM:** Approve minutes of December 21st, 2022 meeting.

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Closure for HootCon 2023
 - i. **ACTION ITEM: Approve** closure of Library on March 3, 2023 as a staff in-service day.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, February 15, 2023 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND.

THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO
ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.

PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY
OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2022

Mission Statement: "committed to offering opportunities for connections, innovation, and engaged learning."

Meeting was called to order by Holly Olsen at 4:31 pm.

Lori Chesnut, Julie Eiden, John Miller, John Turner, Holly Olsen, Glenda Rhodes, and Mary Zimmerman were present. Chris Jaenke and Gracie Liegl, were absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, Exhibit Room Coordinator, Liz Kneer and Adult Services Librarian, Patsy Servey were also present.

APPROVAL OF AGENDA

MOTION by L. Chesnut, SECOND by J. Turner, to approve the agenda. 7 ayes, 0 nays, 2 absent. Motion passed by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from November 16, 2022 Board Meeting.

MOTION by J. Eiden, SECOND by J. Turner, to approve the November 16 Board Meeting Minutes. 7 ayes, 0 nays, 2 absent. Motion passed by voice vote.

Monthly bills for November 2022, BILLS \$45,680.23, PERSONNEL \$40,251.30. DONATIONS EXPENDITURES \$3,911.36.

MOTION by J. Eiden, SECOND by M. Zimmerman, to approve the November, 2022 bills, personnel costs, and donation expenditures. 7 ayes, 0 nays, 2 absent. Motion passed by roll call vote.

Library Exhibit Room Report

Exhibit Coordinator's report and the chart of visits was included in the packet and highlighted by Library Director Bailey.

Library Statistics

Copy Income **\$371.22**; Meeting Room Income **\$120.00**

Volunteer Hours **11.5**; Reference Transactions **604**; Library Visits **5,727**; Internet Use: **660** wireless, **478** stations; Curbside service **48**

Interloan Chart: **2,459** items loaned, **2,916** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,534**

Consortium Circulation Chart presented

Department Reports

Director's Report, Adult Services Report, Youth Services Report, and Teen Services Report were given.

Committee Reports

Library Finance Committee did not meet.

Library Planning Committee did not meet.

Library Policy Committee did not meet.

Library Personnel Committee met December 21, 2022 at 4pm.

Old Business – None

New Business

Incident Report there were no incidents to report

MOTION by L. Chesnut, SECOND by M. Zimmerman, to approve changes to the Programming and Outreach Coordinator job description. 7 ayes, 0 nays, 2 absent. Motion passed by voice vote.

Announcements & Correspondence

OWLS Meeting minutes from November 2022 were in the packet.

Next meeting will be Wednesday, January 18, 2022 at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by L. Chesnut, SECOND by M. Zimmerman to adjourn. 7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:30 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

2022 Budget Waupaca Area Public Library
Balance Sheet Detail
As of January 19, 2023

DETAILED BUDGET REPORT DEC 2022	Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
					125,380.20		
					125,380.20		
					125,380.20		
100 PERSONNEL					107,219.70		
102 FULL TIME WAGES & BENEFITS					82,422.65		
	FULL TIME WAGES AND BENEFITS	DECEMBER FULL TIME WAGES & BENEFITS		-29,485.27	52,937.38		
Total 102 FULL TIME WAGES & BENEFITS			\$ 498,136.00	-29,485.27	52,937.38	10.6%	89.4%
104 PART TIME WAGES & BENEFITS					24,797.05		
	PART TIME WAGES AND BENEFITS	DECEMBER PART TIME WAGES & BENEFITS		-10,253.05	14,544.00		
Total 104 PART TIME WAGES & BENEFITS			\$ 152,942.00	-10,253.05	14,544.00	9.5%	90.5%
100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL - Other					0.00		
Total 100 PERSONNEL			\$ 653,078.00	-39,738.32	67,481.38	10.3%	89.7%
200 OPERATIONS					10,391.99		
201 TRAVEL & TRAINING					994.44		
	DAIRY QUEEN	VC - FOOD FOR STAFF MEETING #AACEK8QAEAU		-25.99	968.45		
Total 201 TRAVEL & TRAINING			\$ 4,000.00	-25.99	968.45	24.2%	75.8%
207 MAINTENANCE OF EQUIPMENT					6,296.00		
	BIBLIOTHECA	MAINTENANCE AGREEMENT FOR RFID GATES AND SELF CHECK		-6,296.00	0.00		
Total 207 MAINTENANCE OF EQUIPMENT			\$ 6,296.00	-6,296.00	0.00	0.0%	100.0%
209 INS & BONDING					1,000.00		
Total 209 INS & BONDING			\$ 1,000.00		1,000.00	100.0%	0.0%
211 CONTRACT SERVICES					2,281.32		
211 COLLECTIONS					6.20		
Total 211 COLLECTIONS			\$ 350.00		6.20	1.8%	98.2%
211 COPIER SERVICES					2,275.12		
	MBM	COPIER LEASE NOVEMBER DECEMBER 2022 #3981630, 405763		-21.80	2,253.32		
Total 211 COPIER SERVICES			\$ 6,300.00	-21.80	2,253.32	35.8%	64.2%
211 CONTRACT SERVICES - Other					0.00		
Total 211 CONTRACT SERVICES - Other					0.00		
Total 211 CONTRACT SERVICES			\$ 6,650.00	-21.80	2,259.52	34.0%	66.0%
216 POSTAGE					7.57		
	POSTAGE METER	POSTAGE METER READING DECEMBER 2022		-123.82	-116.25		
Total 216 POSTAGE			\$ 1,000.00	-123.82	-116.25	-11.6%	111.6%
217 MEMBERSHIPS & DUES					265.04		
Total 217 MEMBERSHIPS & DUES			\$ 1,700.00		265.04	15.6%	84.4%
218 OWLS MEMBERSHIP					0.00		
Total 218 OWLS MEMBERSHIP			\$ 27,460.00		0.00	0.0%	100.0%
253 PROMOTIONAL MATERIALS					204.83		
Total 253 PROMOTIONAL MATERIALS			\$ 650.00		204.83	31.5%	68.5%
282 TECHNOLOGY					-2,561.82		
	BIBLIOTHECA	RFID WORKSTATION PAYMENT #1		-4,000.00	-6,561.82		
	OUTAGAMIE WAUPACA LIBRARY SYSTEM	SUREFOX LICENSE RENEWAL #4048		-83.22	-6,645.04		
Total 282 TECHNOLOGY			\$ 9,900.00	-4,083.22	-6,645.04	-67.1%	167.1%

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DETAILED BUDGET REPORT DEC 2022	Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
301 SUPPLIES					1,904.61		
	AMAZON.COM	VC - BULBS, NOTE PADS #112-4338116-0627453		-31.13	1,873.48		
	OUTAGAMIE WAUPACA LIBRARY SYSTEM	BARCODES, RECEIPT PAPER (91.44+75.00)		-166.44	1,707.04		
	JAN POPPLE	COOKIE REIMBURSEMENT		-26.43	1,680.61		
Total 301 SUPPLIES			\$ 8,000.00	-224.00	1,680.61	21.0%	79.0%
200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS - Other					0.00		
Total 200 OPERATIONS			\$ 65,917.00	-10,774.83	-382.84	-0.6%	100.6%
251 PRINT MATERIALS					5,457.78		
115 ADULT BOOKS					3,319.27		
	AMAZON.COM	VC - ADULT BOOKS #112-2737286-7236213		-21.29	3,297.98		
	BAKER & TAYLOR	VC - ADULT BOOKS (1463.44+101.27+595.44+459.67+70.05+135.99+43.06)		-2,799.63	498.35		
Total 115 ADULT BOOKS			\$ 16,330.00	-2,820.92	498.35	3.1%	96.9%
120 ADULT LARGE PRINT					0.00		
Total 120 ADULT LARGE PRINT			\$ 3,420.00		0.00	0.0%	100.0%
215 CHILDRENS BOOKS					1,373.66		
	AMAZON.COM	VC - CHILD BOOKS #162396		-8.79	1,364.87		
	AMAZON.COM	VC - CHILD BOOKS (18.59+17.99+16.95+24.96+18.13)		-96.62	1,268.25		
	BAKER & TAYLOR	VC - CHILD BOOKS (4.02+820.24)		-824.26	443.99		
Total 215 CHILDRENS BOOKS			\$ 15,523.00	-929.67	443.99	2.9%	97.1%
315 TEEN BOOKS					811.83		
	BAKER & TAYLOR	VC - TEEN BOOKS #(292.30+508.35)		-800.65	11.18		
Total 315 TEEN BOOKS			\$ 3,175.00	-800.65	11.18	0.4%	99.6%
410 MAG & NEWSPAPERS					-46.98		
Total 410 MAG & NEWSPAPERS			\$ 4,205.00		-46.98	-1.1%	101.1%
251 PRINT MATERIALS - Other					0.00		
Total 251 PRINT MATERIALS - Other					0.00		
Total 251 PRINT MATERIALS			\$ 42,653.00	-4,551.24	906.54	2.1%	97.9%
255 PROGRAMS					371.15		
110 ADULT PROGRAMS					9.97		
Total 110 ADULT PROGRAMS			\$ 1,500.00		9.97	0.7%	99.3%
210 CHILD PROGRAMS					4.90		
Total 210 CHILD PROGRAMS			\$ 3,000.00		4.90	0.2%	99.8%
310 TEEN PROGRAMS					356.28		
	AMAZON.COM	VC - TEEN PROGRAMS #(7.98+52.09+25+137.22+18.77)		-241.06	115.22		
	KWIK TRIP	VC - TEEN PROGRAMS #1621396		-63.08	52.14		
Total 310 TEEN PROGRAMS			\$ 1,000.00	-304.14	52.14	5.2%	94.8%
255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS - Other					0.00		
Total 255 PROGRAMS			\$ 5,500.00	-304.14	67.01	1.2%	98.8%
290 AV MATERIALS					1,939.58		
125 ADULT MOVIES					565.72		
	AMAZON.COM	VC - ADULT MOVIES (175.78+93.46+64.95)		-334.19	231.53		

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DETAILED BUDGET REPORT DEC 2022		Name	Memo	Budget	Amount	Balance	% Unexpended	%Expended
Total 125 ADULT MOVIES				\$ 2,380.00	-334.19	231.53	9.7%	90.3%
130 ADULT AUDIO BOOKS						296.02		
		BAKER & TAYLOR	VC - ADULT AUDIOBOOKS #2037199669		-222.18	73.84		
Total 130 ADULT AUDIO BOOKS				\$ 1,027.00	-222.18	73.84	7.2%	92.8%
135 ADULT MUSIC						29.64		
Total 135 ADULT MUSIC				\$ 552.00		29.64	5.4%	94.6%
220 CHILDRENS MOVIES						315.51		
		AMAZON.COM	VC - CHILDRENS MOVIES (12.96+35.92+19.59)		-68.47	247.04		
Total 220 CHILDRENS MOVIES				\$ 1,701.00	-68.47	247.04	14.5%	85.5%
225 CHILD AUDIO BOOKS						96.67		
Total 225 CHILD AUDIO BOOKS				\$ 854.00		96.67	11.3%	88.7%
320 TEEN MOVIES						256.40		
		AMAZON.COM	VC - TEEN MOVIES #(140.85+46.21)		-187.06	69.34		
		AMAZON.COM	VC - TEEN MOVIES REFUND #111-9207111-4555412		4.22	73.56		
Total 320 TEEN MOVIES				\$ 468.00	-182.84	73.56	15.7%	84.3%
325 TEEN AUDIO BOOKS						250.00		
		AMAZON.COM	VC - TEEN AUDIOBOOKS #(114.96+27.63+59.27)		-201.86	48.14		
Total 325 TEEN AUDIO BOOKS				\$ 250.00	-201.86	48.14	19.3%	80.7%
420 VIDEO GAMES						29.91		
Total 420 VIDEO GAMES				\$ 900.00		29.91	3.3%	96.7%
510 EBOOKS & EAUDIO BOOKS						99.71		
Total 510 EBOOKS & EAUDIO BOOKS				\$ 8,503.00		99.71	1.2%	98.8%
290 AV MATERIALS - Other						0.00		
Total 290 AV MATERIALS - Other						0.00		
Total 290 AV MATERIALS				\$ 16,635.00	-1,009.54	930.04	5.6%	94.4%
TOTAL BUDGET				\$784,522.00				
TOTAL PERSONNEL DECEMBER				\$39,738.32				
TOTAL BILLS FOR DEC (INCLUDING PERSONNEL)				\$56,378.07				
YTD EXPENDITURE				\$715,519.87				
REMAINING BUDGET				\$69,002.13				

Donations December 2022	Name	Memo	Amount	Balance
				-1,558.71
				-1,558.71
				-1,558.71
104 DONATIONS WAGES AND BENEFIT				-712.44
	LIBRARY FOUNDATION	FOUNDATION CK#2248	712.44	0.00
	DONATION PART TIME WAGES AND BENEFITS	DECEMBER DONATION PART TIME WAGES & BENEFITS	-712.44	-712.44
Total 104 DONATIONS WAGES AND BENEFIT			0.00	-712.44
250 DONATIONS MATERIALS				-49.88
250 PRINT MATERIALS				9.92
	BAKER&TAYLOR	VC - LARGE PRINT BOOKS #2037203296	-15.99	-6.07
	LIBRARY FOUNDATION	FOUNDATION CK#2248	590.08	584.01
	RIESER JT REV TRUST	DONATION CK#1760	75.00	659.01
Total 250 PRINT MATERIALS			649.09	659.01
290 AV MATERIALS				-59.80
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK#1645	59.80	0.00
Total 290 AV MATERIALS			59.80	0.00
510 - EBOOKS EAUDIO				0.00
Total 510 - EBOOKS EAUDIO				0.00
250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS - Other				0.00
Total 250 DONATIONS MATERIALS			708.89	659.01
255 DONATIONS PROGRAMS				-303.02
255 ADULT PROGRAMS				-177.00
	OFFICE OUTFITTERS	PAPER AND RETURN ENVELOPES FOR FOUNDATION MAILING	-207.29	-384.29
	PIGGLY WIGGLY	FOOD PANTRY STOCK	-99.88	-484.17
	LIBRARY FOUNDATION	REIMBURSEMENT CK#2248	177.00	-307.17
Total 255 ADULT PROGRAMS			-130.17	-307.17
255 CHILD PROGRAMS				-126.02
	LIBRARY FOUNDATION	FOUNDATION CK #2248	126.02	0.00
Total 255 CHILD PROGRAMS			126.02	0.00
255 EXHIBITS PROGRAMS				0.00
Total 255 EXHIBITS PROGRAMS				0.00

Donations December 2022	Name	Memo	Amount	Balance
255 SUMMER LEARNING PROGRAM				0.00
Total 255 SUMMER LEARNING PROGRAM				0.00
255 TEEN PROGRAMS				0.00
Total 255 TEEN PROGRAMS				0.00
255 TEEN TVA				0.00
Total 255 TEEN TVA				0.00
255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS - Other				0.00
Total 255 DONATIONS PROGRAMS			-4.15	-307.17
255 GRANTS				0.00
Total 255 GRANTS				0.00
282 DONATIONS TECHNOLOGY				0.00
Total 282 DONATIONS TECHNOLOGY				0.00
301 DONATIONS SUPPLIES				-493.37
301 FURNITURE FIXTURES				-334.00
	CHAIN O'LAKES CABINETRY AND COUNTERTOPS	MEETING ROOM CABINETS #122922	-3,362.00	-3,696.00
		REIMBURSEMENT MEETING ROOM		
	WAUPACA AREA LIBRARY FOUNDATION	CABINETS CK#2249	3,362.00	-334.00
Total 301 FURNITURE FIXTURES			0.00	-334.00
301 SUPPLIES				-383.69
	LIBRARY FOUNDATION	REIMBURSEMENT CK #2248	383.69	0.00
Total 301 SUPPLIES			383.69	0.00
301 SUPPLIES RESALE				-353.32
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK#1645	74.69	-278.63
Total 301 SUPPLIES RESALE			74.69	-278.63
301 DONATIONS SUPPLIES - Other				577.64
Total 301 DONATIONS SUPPLIES - Other				577.64
Total 301 DONATIONS SUPPLIES			458.38	-34.99

2022 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual 12/31/2019 Prior Year <u>2019</u>	Actual 12/31/2020 Prior Year <u>2020</u>	Actual 12/31/2021 Prior Year <u>2021</u>	Actual 12/31/2022 Prior Year <u>2022</u>	Budget 12/31/2022 Amended <u>2022</u>	% Expended	% Unexpended
REVENUES								
INTERGOVERNMENTAL								
251-43215-000-000	FEDERAL: LIBRARY GRANTS							
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	374,893	372,765	384,496	378,743	378,743	100.0%	0.0%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	13,931	14,712	16,808	980	14,443	6.8%	93.2%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	2,185	2,430	-	14,443	980	1473.8%	0.0%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	3,500	7,368	4,695	-	-		
	INTERGOVERNMENTAL	394,509	397,275	405,999	394,166	394,166	100.0%	0.0%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,424	2,868	3,503	6,124	4,000	153.1%	0.0%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	8,010	1,179	420	527	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	189	50	60	(133)	100	-133.1%	100.0%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	5,551	1,722	3,515	2,141	3,500	61.2%	38.8%
	PUBLIC CHARGES FOR SERVICE	20,181	5,819	7,498	8,658	7,600	113.9%	0.0%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	3,379	1,156	283	1,128	500	225.5%	0.0%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	235	-	-	-	100	0.0%	100.0%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	3,000	0.0%	100.0%
251-48550-000-000	DONATIONS: LIBRARY	29,640	27,598	36,346	40,513	36,500	111.0%	0.0%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	339,554	346,554	346,554	346,554	100.0%	0.0%
	MISCELLANEOUS	379,808	368,308	383,183	388,195	386,654	100.4%	0.0%
	TOTAL REVENUES	794,498	771,402	796,680	791,019	788,420	100.3%	0.0%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	320,083	350,331	348,781	348,446	380,747	91.5%	8.5%
251-55111-103-000	LIBRARY: OVERTIME	800	945	726	408	-		
251-55111-118-000	LIBRARY: SOCIAL SECURITY	24,814	24,645	25,893	22,988	25,910	88.7%	11.3%
251-55111-119-000	LIBRARY: RETIREMENT (R)	21,392	23,278	23,931	23,524	22,015	106.9%	0.0%
251-55111-121-000	LIBRARY: GRP HLTH INS	57,406	70,185	58,617	46,546	56,232	82.8%	17.2%
251-55111-122-000	LIBRARY: LIFE INS	1,700	2,046	2,249	1,556	2,554	60.9%	39.1%
251-55111-123-000	LIBRARY: INC PROTECT	1,926	2,038	1,910	1,451	1,841	78.8%	21.2%
251-55111-124-000	LIBRARY: WORK COMP	1,409	1,450	1,308	1,318	1,373	96.0%	4.0%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	529	-	2,820	-	6,750	0.0%	100.0%

2022 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual 12/31/2019 Prior Year <u>2019</u>	Actual 12/31/2020 Prior Year <u>2020</u>	Actual 12/31/2021 Prior Year <u>2021</u>	Actual 12/31/2022 Prior Year <u>2022</u>	Budget 12/31/2022 Amended <u>2022</u>	% Expended	% Unexpended
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	660	660	-	316	714	44.3%	55.7%
	LIBRARY FULL-TIME	430,460	475,578	466,234	446,555	498,136	89.6%	10.4%
251-55112-104-000	LIBRARY: PT WAGES	135,708	117,197	120,229	116,945	121,788	96.0%	4.0%
251-55112-116-000	LIBRARY: PT RETIRE	3,836	3,951	4,750	4,338	4,932	88.0%	12.0%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	10,655	8,679	9,119	9,103	10,362	87.8%	12.2%
251-55112-122-000	LIBRARY: LIFE INS	223	395	527	669	600	111.6%	0.0%
	LIBRARY: PART-TIME	150,421	130,223	134,625	131,055	137,682	95.2%	4.8%
251-55115-201-000	LIBRARY: TRAINING	6,238	5,704	4,875	2,792	4,000	69.8%	30.2%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	7,989	4,315	5,139	6,296	6,296	100.0%	0.0%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	1,000	1,000	1,000	1,000	100.0%	0.0%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	10,659	8,776	6,774	6,902	6,650	103.8%	-3.8%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	92	92	-	-		
251-55115-216-000	LIBRARY: POSTAGE	1,168	1,260	1,252	1,116	1,000	111.6%	0.0%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	2,117	2,409	987	1,435	1,700	84.4%	15.6%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	28,001	27,718	27,412	27,460	27,460	100.0%	0.0%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	2,622	614	577	445	650	68.5%	31.5%
251-55115-282-000	LIBRARY: TECHNOLOGY	15,481	8,035	10,270	20,496	9,900	207.0%	0.0%
251-55115-301-000	LIBRARY: SUPPLIES	22,774	12,500	9,147	6,678	8,000	83.5%	16.5%
	LIBRARY: OPERATING EXPENSES	98,048	72,423	67,525	74,620	66,656	111.9%	0.0%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES		-	3,452	8,416	7,605	110.7%	0.0%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY		-	253	655	582	112.5%	0.0%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	1,097	2,038	872	2,282	2,000	114.1%	0.0%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	21,257	19,194	12,788	16,981	12,473	136.1%	0.0%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	828	1,033	11,177	2,216	10,000	22.2%	77.8%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	512	1,424	-	1,330	2,000	66.5%	33.5%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	5,123	7,052	9,058	4,837	2,000	241.9%	0.0%
	LIBRARY: DONATION EXPENSES	28,816	30,740	37,602	36,716	36,660	100.2%	0.0%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	2,277	1,560	1,391	1,490	1,500	99.3%	0.7%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	4,129	2,848	3,244	3,046	3,000	101.5%	0.0%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,007	1,102	1,058	593	1,000	59.3%	40.7%

2022 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual 12/31/2019 Prior Year 2019	Actual 12/31/2020 Prior Year 2020	Actual 12/31/2021 Prior Year 2021	Actual 12/31/2022 Prior Year 2022	Budget 12/31/2022 Amended 2022	% Expended	% Unexpended
	LIBRARY: PROGRAMS	7,413	5,509	5,693	5,129	5,500	93.3%	6.7%
251-55130-250-115	LIBRARY: BOOKS - ADULT	21,731	18,480	17,080	13,480	16,330	82.5%	17.5%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	6,032	3,509	3,881	3,244	3,420	94.9%	5.1%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	22,558	19,090	17,516	14,149	15,523	91.2%	8.8%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,472	3,503	3,415	2,363	3,175	74.4%	25.6%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,022	855	5,165	3,912	4,205	93.0%	7.0%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	4,118	1,291	(320)	22	-		
	LIBRARY: BOOKS	61,933	46,728	46,738	37,170	42,653	87.1%	12.9%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	3,398	3,740	2,943	1,806	2,380	75.9%	24.1%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	2,776	2,553	1,834	407	1,027	39.7%	60.3%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	862	954	782	522	552	94.6%	5.4%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	2,445	2,413	1,872	1,356	1,701	79.7%	20.3%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,245	1,206	1,172	1,297	854	151.9%	0.0%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	809	577	416	212	468	45.2%	54.8%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	477	490	355	-	250	0.0%	100.0%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	1,197	1,165	930	870	900	96.7%	3.3%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	4,238	5,367	6,917	10,903	8,503	128.2%	0.0%
	LIBRARY: A/V	17,505	18,501	17,221	17,373	16,635	104.4%	0.0%
	TOTAL EXPENDITURES	794,596	779,703	775,638	748,619	803,922	93.1%	6.9%
	REVENUES OVER(UNDER) EXPENDITURES	(98)	(8,300)	21,042	42,400	(15,502)		
	BEGINNING FUND BALANCE	36,719	36,622	28,321	49,363			
	ENDING FUND BALANCE	36,622	28,321	49,363	91,763			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
CR	1214043	WI HUMANITIES LIBRARY GRANT - UW ADMIN		6,630.00-	
		Description: WI HUMANITIES LIBRARY GRANT - UW ADMIN			
		12/31/2022 (12/22) Period Totals and Balance	.00 *	6,630.00- *	6,630.00-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO					
		11/30/2022 (11/22) Balance	.00 *	.00 *	378,743.00-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		11/30/2022 (11/22) Balance	.00 *	.00 *	980.00-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	14,443.00-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	5,790.81-
CR	1214060	COPIES LIBRARY DEPOSIT - LIBRARY 11/30/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/30/22		14.17-	
CR	1214082	COPIES LIBRARY DEPOSIT - LIBRARY 12/1/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/1/2022		6.87-	
CR	1214124	COPIES LIBRARY DEPOSIT - LIBRARY 12/2/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/2/22		17.20-	
CR	1214125	COPIES LIBRARY DEPOSIT - LIBRARY 12/3/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/3/22		16.21-	
CR	1214170	COPIES LIBRARY DEPOSIT - 12/5/22 Description: COPIES LIBRARY DEPOSIT - 12/5/22		27.30-	
CR	1214171	Voids receipt - 1.214170 - 12/5/22 Description: Voids receipt - 1.214170 - 12/5/22	27.30		
CR	1214173	COPIES LIBRARY DEPOSIT - LIBRARY 12/5/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/5/2022		27.30-	
CR	1214269	COPIES LIBRARY DEPOSIT - LIBRARY 12/7/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/7/22		14.03-	
CR	1214270	COPIES LIBRARY DEPOSIT - LIBRARY 12/6/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/6/22		15.78-	
CR	1214297	COPIES LIBRARY DEPOSIT - LIBRARY 12/8/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/8/22		13.84-	
CR	1214358	COPIES LIBRARY DEPOSIT - LIBRARY 12/9/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/9/22		24.36-	
CR	1214362	COPIES LIBRARY DEPOSIT - LIBRARY 12/10/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/10/22		11.47-	
CR	1214363	COPIES LIBRARY DEPOSIT - LIBRARY 12/12/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/12/22		8.58-	
CR	1214458	COPIES LIBRARY DEPOSIT - LIBRARY 12/14/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/14/22		7.68-	
CR	1214574	COPIES LIBRARY DEPOSIT - LIBRARY 12/15/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/15/22		5.21-	
CR	1214579	COPIES LIBRARY DEPOSIT - LIBRARY 12/14/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/14/22		3.46-	
CR	1214638	COPIES LIBRARY DEPOSIT - LIBRARY 12/16/222 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/16/222		16.73-	
CR	1214639	COPIES LIBRARY DEPOSIT - LIBRARY 12/17/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/17/22		17.73-	
CR	1214728	COPIES LIBRARY DEPOSIT - library 12/19/22 Description: COPIES LIBRARY DEPOSIT - library 12/19/22		79.67-	
CR	1214780	COPIES LIBRARY DEPOSIT - LIBRARY 12/20/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/20/22		5.40-	
CR	1214900	COPIES LIBRARY DEPOSIT - LIBRARY 12/21/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/21/22		4.41-	
CR	1214901	COPIES LIBRARY DEPOSIT - LIBRARY 12/22/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/22/22		10.14-	
CR	1214902	COPIES LIBRARY DEPOSIT - LIBRARY 12/27/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/27/22		12.70-	
		12/31/2022 (12/22) Period Totals and Balance	27.30 *	360.24 *	6,123.75-
CR	1214992	COPIES LIBRARY DEPOSIT - LIBRARY 12/28/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/28/22		32.32-	
CR	1215047	COPIES LIBRARY DEPOSIT - library 01/03/2023 Description: COPIES LIBRARY DEPOSIT - library 01/03/2023		12.65-	
CR	1215049	COPIES LIBRARY DEPOSIT - LIBRARY 12/29/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/29/22		5.55-	

Journal	Reference Number	Payee or Description				Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES (continued)								
CR	1215050	COPIES LIBRARY DEPOSIT - LIBRARY 1/2/2023					28.86-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/2/2023						
CR	1215113	COPIES LIBRARY DEPOSIT - library 01/04/2023					36.97-	
		Description: COPIES LIBRARY DEPOSIT - library 01/04/2023						
CR	1215153	COPIES LIBRARY DEPOSIT - LIBRARY 01/5/2023					22.37-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/5/2023						
CR	1215213	COPIES LIBRARY DEPOSIT - LIBRARY 1/6/2023					19.05-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/6/2023						
CR	1215214	COPIES LIBRARY DEPOSIT - LIBRARY 1/7/2023					2.84-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/7/2023						
CR	1215297	COPIES LIBRARY DEPOSIT - LIBRARY 01/09/2023					21.61-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/09/2023						
CR	1215322	COPIES LIBRARY DEPOSIT - library 1/10/2023					19.67-	
		Description: COPIES LIBRARY DEPOSIT - library 1/10/2023						
		01/31/2023 (01/23) Period Totals and Balance				.00 *	201.89- *	201.89-
YTD Encumbrance	.00	YTD Actual	201.89- Total	201.89- YTD Budget	.00	Unearned	201.89-	
251-46715-000-000 FEES: LIBRARY POSTAGE								
		11/30/2022 (11/22) Balance				.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00	Unearned	.00	
251-46720-000-000 FEES: LIBRARY PROGRAMS								
		11/30/2022 (11/22) Balance				.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00	Unearned	.00	
251-46725-000-000 FEES: LIBRARY OVERDUE FEES								
		11/30/2022 (11/22) Balance				.00 *	.00 *	526.52-
		01/31/2023 (01/23) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00	Unearned	.00	
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY								
		11/30/2022 (11/22) Balance				.00 *	.00 *	133.10
		01/31/2023 (01/23) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00	Unearned	.00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE						
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,994.43-	
AP	446	CLINTONVILLE PUBLIC LIBRARY	16.99			
		**VendorNo: 391 **Inv. No: OWWAU11232022000001 **Desc: LOST BOOK 31389023258668 **Inv. Date: 11/28/2022				
AP	26	MUEHL PUBLIC LIBRARY	6.99			
		**VendorNo: 1304 **Inv. No: OWWAU11302022000002 **Desc: #31389026198382 **Inv. Date: 11/30/2022				
AP	505	TIGERTON PUBLIC LIBRARY	12.00			
		**VendorNo: 1880 **Inv. No: OWWAU12032022000001 **Desc: LOST BOOK 38006001227779 **Inv. Date: 12/5/2022				
AP	456	DOOR COUNTY LIBRARY	10.00			
		**VendorNo: 530 **Inv. No: OWWAU12152022000001 **Desc: DAMAGED BOOK 374600017722523 **Inv. Date: 12/16/2022				
CR	1214060	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/30/22		32.99-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/30/22				
CR	1214125	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/3/22		12.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/3/22				
CR	1214270	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/6/22		10.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/6/22				
CR	1214574	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/15/22		10.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/15/22				
CR	1214638	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/16/22		21.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/16/22				
CR	1214780	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/20/22		94.65-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/20/22				
CR	1214901	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/22/22		12.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/22/22				
CR	1214902	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/27/22		8.45-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/27/22				
		12/31/2022 (12/22) Period Totals and Balance	45.98 *	201.09- *	2,149.54-	
AP	1	BIRNAMWOOD BRANCH LIBRARY	8.45			
		**VendorNo: 218 **Inv. No: OWWAU12272022000001 **Desc: LOST ITEM 38009000042629 **Inv. Date: 12/28/2022				
		12/31/2022 (13/22) Period Totals and Balance	8.45 *	.00 *	2,141.09-	
CR	1215047	MATERIAL REPL LIB DEPOSIT - library 01/03/2023		25.00-		
		Description: MATERIAL REPL LIB DEPOSIT - library 01/03/2023				
CR	1215049	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/29/22		17.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/29/22				
CR	1215153	MATERIAL REPL LIB DEPOSIT - LIBRARY 01/5/2023		106.95-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 01/5/2023				
CR	1215213	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/6/2023		9.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/6/2023				
CR	1215322	MATERIAL REPL LIB DEPOSIT - library 1/10/2023		32.00-		
		Description: MATERIAL REPL LIB DEPOSIT - library 1/10/2023				
		01/31/2023 (01/23) Period Totals and Balance	.00 *	189.95- *	189.95-	
YTD Encumbrance	.00	YTD Actual	189.95- Total	189.95- YTD Budget	.00 Unearned	189.95-
251-48215-000-000 RENT: MEETING ROOMS						
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,067.70-	
CR	1214297	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/8/22		50.00-		
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/8/22				
CR	1214638	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/16/22		10.00-		
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/16/22				
		12/31/2022 (12/22) Period Totals and Balance	.00 *	60.00- *	1,127.70-	
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-48510-000-000 MISC REV: REBATES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-48550-000-000 DONATIONS: LIBRARY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	37,121.90-
CR	1214125	DONATION- - LIBRARY 12/3/22 Description: DONATION- - LIBRARY 12/3/22		9.15-	
CR	1214362	DONATION- - LIBRARY 12/10/22 Description: DONATION- - LIBRARY 12/10/22		5.91-	
CR	1214363	DONATION- - LIBRARY 12/12/22 Description: DONATION- - LIBRARY 12/12/22		18.74-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		712.44-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		345.69-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		764.78-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		319.98-	
CR	1214579	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		44.35-	
CR	1214579	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		19.96-	
CR	1214579	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		600.00-	
CR	1214579	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		543.43-	
CR	1214639	DONATION- - LIBRARY 12/17/22 Description: DONATION- - LIBRARY 12/17/22		6.81-	
		12/31/2022 (12/22) Period Totals and Balance	.00 *	3,391.24- *	40,513.14-
CR	1215047	DONATION- - library 01/03/2023 Description: DONATION- - library 01/03/2023		75.00-	
CR	1215050	DONATION- - LIBRARY 1/2/2023 Description: DONATION- - LIBRARY 1/2/2023		74.69-	
CR	1215050	DONATION- - LIBRARY 1/2/2023 Description: DONATION- - LIBRARY 1/2/2023		59.80-	
CR	1215050	DONATION- - LIBRARY 1/2/2023 Description: DONATION- - LIBRARY 1/2/2023		3,362.00-	
CR	1215113	DONATION- - library 01/04/2023 Description: DONATION- - library 01/04/2023		509.71-	
CR	1215113	DONATION- - library 01/04/2023		712.44-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48550-000-000 DONATIONS: LIBRARY (continued)					
		Description: DONATION- - library 01/04/2023			
CR	1215113	DONATION- - library 01/04/2023		590.08-	
		Description: DONATION- - library 01/04/2023			
CR	1215113	DONATION- - library 01/04/2023		177.00-	
		Description: DONATION- - library 01/04/2023			
CR	1215214	DONATION- - LIBRARY 1/7/2023		12.76-	
		Description: DONATION- - LIBRARY 1/7/2023			
CR	1215297	DONATION- - LIBRARY 01/09/2023		50.00-	
		Description: DONATION- - LIBRARY 01/09/2023			
		01/31/2023 (01/23) Period Totals and Balance	.00 *	5,623.48- *	5,623.48-
YTD Encumbrance	.00	YTD Actual 5,623.48- Total 5,623.48-	YTD Budget .00	Unearned 5,623.48-	
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-49210-000-000 TRANSFER FROM GENERAL FUND					
		11/30/2022 (11/22) Balance	.00 *	.00 *	346,554.00-
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-49300-000-000 FUND BALANCES APPLIED					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-55111-101-000 LIBRARY: SALARIES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-102-000 LIBRARY: WAGES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	326,999.60
PB	174	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	150.00		
PC	89	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	10,648.28		
PC	232	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	10,648.28		
		12/31/2022 (12/22) Period Totals and Balance	21,446.56 *	.00 *	348,446.16
PB	140	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	150.00		
PC	79	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	10,511.53		
		01/31/2023 (01/23) Period Totals and Balance	10,661.53 *	.00 *	10,661.53
YTD Encumbrance	.00	YTD Actual 10,661.53 Total 10,661.53	YTD Budget .00	Unexpended 10,661.53-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-103-000 LIBRARY: OVERTIME					
		11/30/2022 (11/22) Balance	.00 *	.00 *	408.14
PC	82	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	145.81		
		01/31/2023 (01/23) Period Totals and Balance	145.81 *	.00 *	145.81
YTD Encumbrance	.00	YTD Actual 145.81 Total 145.81 YTD Budget	.00	Unexpended 145.81-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55111-106-000 LIBRARY: HOLIDAY PAY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55111-107-000 LIBRARY: SICK PAY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55111-108-000 LIBRARY: VACATION PAY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	21,442.22
PB	175	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	772.90		
PB	472	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	772.90		
		12/31/2022 (12/22) Period Totals and Balance	1,545.80 *	.00 *	22,988.02
PB	141	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	768.62		
		01/31/2023 (01/23) Period Totals and Balance	768.62 *	.00 *	768.62
YTD Encumbrance	.00	YTD Actual 768.62 Total 768.62 YTD Budget	.00	Unexpended 768.62-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		11/30/2022 (11/22) Balance	.00 *	.00 *	21,756.24
PB	172	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	881.01		
PB	470	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	887.04		
		12/31/2022 (12/22) Period Totals and Balance	1,768.05 *	.00 *	23,524.29
PB	138	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	904.35		
PB	266	PAYROLL TRANS FOR 1/2/2023 PAY PERIOD	156.07		
		01/31/2023 (01/23) Period Totals and Balance	1,060.42 *	.00 *	1,060.42
YTD Encumbrance	.00	YTD Actual	1,060.42	Total	1,060.42
YTD Budget	.00	Unexpended	1,060.42-		
251-55111-121-000 LIBRARY: GRP HLTH INS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	42,024.91
PB	170	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	2,260.99		
PB	468	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	2,260.51		
		12/31/2022 (12/22) Period Totals and Balance	4,521.50 *	.00 *	46,546.41
PB	136	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	2,623.52		
		01/31/2023 (01/23) Period Totals and Balance	2,623.52 *	.00 *	2,623.52
YTD Encumbrance	.00	YTD Actual	2,623.52	Total	2,623.52
YTD Budget	.00	Unexpended	2,623.52-		
251-55111-122-000 LIBRARY: LIFE INS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,456.03
PB	171	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	50.10		
PB	469	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	50.10		
		12/31/2022 (12/22) Period Totals and Balance	100.20 *	.00 *	1,556.23
PB	137	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	50.10		
		01/31/2023 (01/23) Period Totals and Balance	50.10 *	.00 *	50.10
YTD Encumbrance	.00	YTD Actual	50.10	Total	50.10
YTD Budget	.00	Unexpended	50.10-		
251-55111-123-000 LIBRARY: INC PROTECT					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,348.28
PB	173	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	51.58		
PB	471	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	51.58		
		12/31/2022 (12/22) Period Totals and Balance	103.16 *	.00 *	1,451.44
PB	139	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	51.58		
		01/31/2023 (01/23) Period Totals and Balance	51.58 *	.00 *	51.58
YTD Encumbrance	.00	YTD Actual	51.58	Total	51.58
YTD Budget	.00	Unexpended	51.58-		
251-55111-124-000 LIBRARY: WORK COMP					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,318.30
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-129-000 LIBRARY: UNEMPLOYMENT					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		11/30/2022 (11/22) Balance	.00 *	.00 *	316.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55112-104-000 LIBRARY: PT WAGES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	116,194.64
PC		90 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	4,380.23		
PC		91 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD		97.41-	
PC		233 PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	4,998.38		
PC		234 PAYROLL TRANS FOR 12/18/2022 PAY PERIOD		114.82-	
		12/31/2022 (12/22) Period Totals and Balance	9,378.61 *	212.23- *	125,361.02
PC		80 PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	3,855.43		
PC		81 PAYROLL TRANS FOR 1/1/2023 PAY PERIOD		86.51-	
PC		141 PAYROLL TRANS FOR 1/2/2023 PAY PERIOD		156.06-	
		01/31/2023 (01/23) Period Totals and Balance	3,855.43 *	242.57- *	3,612.86
YTD Encumbrance	.00	YTD Actual 3,612.86 Total 3,612.86	YTD Budget .00	Unexpended 3,612.86-	
251-55112-110-000 LIBRARY: PTO					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55112-116-000 LIBRARY: PT RETIRE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	4,036.59
PB		181 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	138.87		
PB		478 PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	162.39		
		12/31/2022 (12/22) Period Totals and Balance	301.26 *	.00 *	4,337.85
PB		147 PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	141.70		
		01/31/2023 (01/23) Period Totals and Balance	141.70 *	.00 *	141.70
YTD Encumbrance	.00	YTD Actual 141.70 Total 141.70	YTD Budget .00	Unexpended 141.70-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	9,045.31
PB	176	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	332.57		
PB	473	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	379.84		
		12/31/2022 (12/22) Period Totals and Balance	712.41 *	.00 *	9,757.72
PB	142	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	287.26		
		01/31/2023 (01/23) Period Totals and Balance	287.26 *	.00 *	287.26
YTD Encumbrance	.00	YTD Actual 287.26 Total 287.26 YTD Budget	.00	Unexpended 287.26-	
251-55112-122-000 LIBRARY: LIFE INS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	596.30
PB	177	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	36.50		
PB	474	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	36.50		
		12/31/2022 (12/22) Period Totals and Balance	73.00 *	.00 *	669.30
PB	143	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	36.50		
		01/31/2023 (01/23) Period Totals and Balance	36.50 *	.00 *	36.50
YTD Encumbrance	.00	YTD Actual 36.50 Total 36.50 YTD Budget	.00	Unexpended 36.50-	
251-55112-123-000 LIBRARY: INC PROTECT					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-201-000 LIBRARY: TRAVEL					
		11/30/2022 (11/22) Balance	.00 *	.00 *	2,427.12
AP	404	US BANK	365.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: WLA-CONFERENCE-2022 **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	365.00 *	.00 *	2,792.12
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-206-000 LIBRARY: TELEPHONE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-207-000 LIBRARY: MAINT OF EQUIP					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
AP	42	BIBLIOTHECA LLC	6,296.00		
		**VendorNo: 2485 **Inv. No: US60860-1 **Desc: ANNUAL MAINTENANCE AGREEMENT FOR RFID GATES/SELF CHECK **Inv. Date: 12/28/2022			
		12/31/2022 (12/22) Period Totals and Balance	6,296.00 *	.00 *	6,296.00
AP	25	BIBLIOTHECA LLC	6,296.00		
		**VendorNo: 2485 **Inv. No: US60860 **Desc: ANNUAL MAINTENANCE AGREEMENT FOR RFID GATES/SELF CHECK **Inv. Date: 12/28/2022			
AP	26	BIBLIOTHECA LLC		6,296.00-	
		**VendorNo: 2485 **Inv. No: US60860 **Desc: ANNUAL MAINTENANCE AGREEMENT FOR RFID GATES/SELF CHECK **Inv. Date: 12/28/2022			
		01/31/2023 (01/23) Period Totals and Balance	6,296.00 *	6,296.00- *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-209-000 LIBRARY: INS & BONDING					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,000.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	6,526.70
AP	212	US BANK	189.18		
		**VendorNo: 1950 **Inv. No: 11/15/22-JWERNER-1 **Desc: Library Copier Maint **Inv. Date: 11/7/2022			
AP	506	UNIQUE MANAGEMENT SERVICES, INC.	59.10		
		**VendorNo: 1943 **Inv. No: 6107449 **Desc: COLLECTION AGENCY **Inv. Date: 12/1/2022			
		12/31/2022 (12/22) Period Totals and Balance	248.28 *	.00 *	6,774.98
AP	11	MBM	9.67		
		**VendorNo: 1209 **Inv. No: IN3981630 **Desc: LEASE PAYMENT **Inv. Date: 11/24/2022			
AP	17	OFFICE TECHNOLOGY GROUP	105.59		
		**VendorNo: 1406 **Inv. No: 27990-1 **Desc: LIBRARY MFP MAINT AGREEMENT **Inv. Date: 12/19/2022			
AP	12	MBM	12.13		
		**VendorNo: 1209 **Inv. No: IN4057363 **Desc: LEASE PAYMENT **Inv. Date: 12/28/2022			
		12/31/2022 (12/22) Period Totals and Balance	127.39 *	.00 *	6,902.37
CR	1214999	LIBRARY CONTRACT REFUND - US BANK		176.00-	
		Description: LIBRARY CONTRACT REFUND - US BANK			
		01/31/2023 (01/23) Period Totals and Balance	.00 *	176.00- *	176.00-
YTD Encumbrance	.00	YTD Actual 176.00- Total 176.00-	YTD Budget .00	Unexpended 176.00	
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-216-000 LIBRARY: POSTAGE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	992.43
JE	1	LIBRARY	123.82		
		12/31/2022 (12/22) Period Totals and Balance	123.82 *	.00 *	1,116.25
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,278.96
AP	771	US BANK	156.00		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: MEMBERSHIPS & DUES **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	156.00 *	.00 *	1,434.96
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		11/30/2022 (11/22) Balance	.00 *	.00 *	27,460.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	414.24
AP	325	US BANK	30.93		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROMOTIONAL MATERIALS **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	30.93 *	.00 *	445.17
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55115-282-000 LIBRARY: TECHNOLOGY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	11,901.15
AP	242	US BANK	479.97		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSEERVEY **Desc: TECHNOLOGY **Inv. Date: 11/7/2022			
AP	681	US BANK	114.68		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSEERVEY **Desc: TECHNOLOGY **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	594.65 *	.00 *	12,495.80
AP	40	BIBLIOTHECA LLC	4,000.00		
		**VendorNo: 2485 **Inv. No: SO-US44025 **Desc: RFID WORKSTATION SHIELD PAYMENT (1 OF 2) **Inv. Date: 11/2/2022			
AP	41	BIBLIOTHECA LLC	4,000.00		
		**VendorNo: 2485 **Inv. No: SO-US44025-1 **Desc: RFID WORKSTATION SHIELD PAYMENT (1 OF 2) **Inv. Date: 11/2/2022			
		12/31/2022 (12/22) Period Totals and Balance	8,000.00 *	.00 *	20,495.80
AP	24	BIBLIOTHECA LLC		4,000.00-	
		**VendorNo: 2485 **Inv. No: SO-US44025 **Desc: RFID WORKSTATION SHIELD PAYMENT (1 OF 2) **Inv. Date: 11/2/2022			
AP	11	OUTAGAMIE WAUPACA LIBRARY	83.22		
		**VendorNo: 1427 **Inv. No: 4048-1 **Desc: SUREFOX LICENSE RENEWAL FOR 6 TABLETS **Inv. Date: 12/17/2022			
		01/31/2023 (01/23) Period Totals and Balance	83.22 *	4,000.00- *	3,916.78-
YTD Encumbrance	.00	YTD Actual	3,916.78-	Total	3,916.78-
		YTD Budget	3,916.78-	Unexpended	3,916.78

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-301-000 LIBRARY: SUPPLIES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	5,804.52
AP	135	US BANK	92.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-EKNEER **Desc: EXHIBIT ROOM **Inv. Date: 11/7/2022			
AP	154	US BANK	509.04		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 7205897 **Inv. Date: 11/7/2022			
AP	161	US BANK	22.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 9020 **Inv. Date: 11/7/2022			
AP	165	US BANK	6.50		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 5019 **Inv. Date: 11/7/2022			
AP	172	US BANK	19.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: DVD CASES 3469 **Inv. Date: 11/7/2022			
AP	255	US BANK	48.91		
		**VendorNo: 1950 **Inv. No: 11/15/22-RMONTGOMERY **Desc: bungee cords lib **Inv. Date: 11/7/2022			
AP	28	OFFICE OUTFITTERS	35.65		
		**VendorNo: 1405 **Inv. No: 477103 **Desc: CARDSTOCK/PAPER **Inv. Date: 11/15/2022			
AP	30	OFFICE OUTFITTERS	19.84		
		**VendorNo: 1405 **Inv. No: 477272 **Desc: 2-YEAR PLANNER **Inv. Date: 11/23/2022			
AP	607	US BANK	10.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 3826 **Inv. Date: 12/7/2022			
AP	610	US BANK	28.84		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: LIBRARY **Inv. Date: 12/7/2022			
AP	612	US BANK	27.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 5420 **Inv. Date: 12/7/2022			
AP	614	US BANK	13.97		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 8269 **Inv. Date: 12/7/2022			
AP	762	US BANK	39.98		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: SUPPLIES **Inv. Date: 12/7/2022			
CR	1214634	ACCOUNT LOOK UP-PCARD PAYBACK FOR RIVERSIDE THEATER		28.84-	
		Description: ACCOUNT LOOK UP-PCARD PAYBACK FOR RIVERSIDE THEATER - POPPLE, JANICE			
		12/31/2022 (12/22) Period Totals and Balance	875.70 *	28.84- *	6,651.38
AP	19	POPPLE, JAN	26.43		
		**VendorNo: 1503 **Inv. No: DEC2022 **Desc: REIMBURSEMENT FOR COOKIE BAKING **Inv. Date: 11/20/2022			
		12/31/2022 (13/22) Period Totals and Balance	26.43 *	.00 *	6,677.81
AP	12	OUTAGAMIE WAUPACA LIBRARY	91.44		
		**VendorNo: 1427 **Inv. No: 4048-2 **Desc: ITEM BARCODES (1,000) **Inv. Date: 12/17/2022			
AP	13	OUTAGAMIE WAUPACA LIBRARY	75.00		
		**VendorNo: 1427 **Inv. No: 4048-3 **Desc: RECEIPT PAPER (1 CASE) **Inv. Date: 12/17/2022			
		01/31/2023 (01/23) Period Totals and Balance	166.44 *	.00 *	166.44
YTD Encumbrance	.00	YTD Actual 166.44 Total 166.44	YTD Budget .00	Unexpended 166.44-	
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	7,754.09
PC	94	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	330.90		
PC	237	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	330.90		
		12/31/2022 (12/22) Period Totals and Balance	661.80 *	.00 *	8,415.89
PC	85	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	330.90		
		01/31/2023 (01/23) Period Totals and Balance	330.90 *	.00 *	330.90
YTD Encumbrance	.00	YTD Actual	330.90	Total	330.90
		YTD Budget	.00	Unexpended	330.90-
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		11/30/2022 (11/22) Balance	.00 *	.00 *	604.30
PB	182	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	25.32		
PB	479	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	25.32		
		12/31/2022 (12/22) Period Totals and Balance	50.64 *	.00 *	654.94
PB	148	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	25.32		
		01/31/2023 (01/23) Period Totals and Balance	25.32 *	.00 *	25.32
YTD Encumbrance	.00	YTD Actual	25.32	Total	25.32
		YTD Budget	.00	Unexpended	25.32-
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,301.59
AP	168	US BANK	11.33		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS DONAT LUCKYDAY 1739 **Inv. Date: 11/7/2022			
AP	170	US BANK	33.02		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS DONAT LUCKYDAY 9131 **Inv. Date: 11/7/2022			
AP	246	US BANK	276.72		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: DONATIONS MATERIALS FNDTN LP **Inv. Date: 11/7/2022			
AP	328	US BANK	68.97		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	678	US BANK	14.24		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSERVEY **Desc: DONATIONS MATERIALS FOUNDATION **Inv. Date: 12/7/2022			
AP	684	US BANK	543.86		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSERVEY **Desc: DONATIONS MATERIALS FOUNDATION **Inv. Date: 12/7/2022			
AP	759	US BANK	31.98		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	980.12 *	.00 *	2,281.71
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	15,417.90
AP	333	US BANK	624.71		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	337	US BANK	19.75		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	338	US BANK	45.60		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	341	US BANK	19.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	342	US BANK	19.78		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	344	US BANK	19.97		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	345	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	29	OFFICE OUTFITTERS	177.00		
		**VendorNo: 1405 **Inv. No: 477201 **Desc: PROMOTIONAL PENS (FOUNDATION SUPPORTED) **Inv. Date: 11/16/2022			
AP	766	US BANK	47.46		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/7/2022			
AP	768	US BANK	78.56		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/7/2022			
AP	805	US BANK	18.54		
		**VendorNo: 1950 **Inv. No: 12/15/22-TWILCOX **Desc: TVA SMORES KITS - YULETIDE **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	1,086.34 *	.00 *	16,504.24
AP	15	OFFICE OUTFITTERS	477.00		
		**VendorNo: 1405 **Inv. No: 477294 **Desc: FOUNDATION ANNUAL CAMPAIGN SUPPLIES **Inv. Date: 11/17/2022			
		12/31/2022 (12/22) Period Totals and Balance	477.00 *	.00 *	16,981.24
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,896.00
AP	331	US BANK	319.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: TECHNOLOGY DONATION EXPENSE **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	319.98 *	.00 *	2,215.98
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,249.76
AP	171	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LUCKY DAY MOVIES 3049 **Inv. Date: 11/7/2022			
AP	763	US BANK	59.88		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: AUDIO VISUAL DONATION EXPENSE **Inv. Date: 12/7/2022			
AP	764	US BANK		.08-	
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: AUDIO VISUAL DONATION EXPENSE **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	79.84 *	.08- *	1,329.52
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,056.88
AP	155	US BANK	16.78		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: SNACKS REIMB BY FRIENDS WALM **Inv. Date: 11/7/2022			
AP	160	US BANK	37.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: COFFEE FRIENDS REIMB 5053 **Inv. Date: 11/7/2022			
AP	166	US BANK	20.76		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: STYLUS FRIENDS REIM 8211 **Inv. Date: 11/7/2022			
AP	241	US BANK	267.90		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: DONATIONS SUPPLIES **Inv. Date: 11/7/2022			
AP	604	US BANK	50.94		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: COFFEE FRIENDS REIMB 3837 **Inv. Date: 12/7/2022			
AP	608	US BANK	23.75		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: COFF CUPS FRIENDS RESALE 7467 **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	418.12 *	.00 *	1,475.00
AP	44	CHAIN O'LAKES CABINETRY & COUNTERTOPS	3,362.00		
		**VendorNo: 2493 **Inv. No: EB122922-1 **Desc: CABINETS IN MEETING ROOM **Inv. Date: 12/29/2022			
		12/31/2022 (12/22) Period Totals and Balance	3,362.00 *	.00 *	4,837.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55125-255-000 LIBRARY: PROGRAMS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55125-255-110 LIBRARY: PROGRAMS - ADULT					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,143.31
AP	243	US BANK	50.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 11/7/2022			
AP	244	US BANK	37.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 11/7/2022			
AP	245	US BANK	69.06		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 11/7/2022			
AP	679	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 12/7/2022			
AP	680	US BANK	65.98		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 12/7/2022			
AP	682	US BANK	18.90		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 12/7/2022			
AP	683	US BANK	21.10		
		**VendorNo: 1950 **Inv. No: 12/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 12/7/2022			
AP	761	US BANK	71.70		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: ADULT PROGRAMS **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	346.72 *	.00 *	1,490.03
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		11/30/2022 (11/22) Balance	.00 *	.00 *	2,697.90
AP	335	US BANK	112.03		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/7/2022			
AP	343	US BANK	32.80		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/7/2022			
AP	352	US BANK	30.38		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/7/2022			
AP	756	US BANK	62.50		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 12/7/2022			
AP	769	US BANK	56.95		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 12/7/2022			
AP	770	US BANK	53.60		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	348.26 *	.00 *	3,046.16
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		11/30/2022 (11/22) Balance	.00 *	.00 *	511.07
AP	406	US BANK	18.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: PROGRAM-TEEN-2022 **Inv. Date: 11/7/2022			
AP	951	PAUL, HAILEE	25.77		
		**VendorNo: 2526 **Inv. No: DEC 2022 **Desc: TEEN FOODWISE PROGRAM **Inv. Date: 11/23/2022			
AP	765	US BANK	37.28		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: TEEN PROGRAMS **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	82.03 *	.00 *	593.10
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-000 LIBRARY: BOOKS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		11/30/2022 (11/22) Balance	.00 *	.00 *	9,649.15
AP	156	US BANK	179.39		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY ADULT BKS 7012 **Inv. Date: 11/7/2022			
AP	167	US BANK	600.84		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS 1739 **Inv. Date: 11/7/2022			
AP	169	US BANK	278.89		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS 9131 **Inv. Date: 11/7/2022			
AP	559	US BANK	19.00		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	560	US BANK	8.27		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	561	US BANK	31.94		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	562	US BANK	14.95		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	563	US BANK	14.07		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	564	US BANK	6.22		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	565	US BANK	13.08		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	566	US BANK	210.73		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	567	US BANK	6.77		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	568	US BANK		6.38-	
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	569	US BANK	10.00		
		**VendorNo: 1950 **Inv. No: 12/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 12/7/2022			
AP	596	US BANK	93.71		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: LIBRARY ADULT BKS 3250 **Inv. Date: 12/7/2022			
AP	609	US BANK	2,349.29		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: LIBRARY ADULT BKS 5892 **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	3,837.15 *	6.38- *	13,479.92
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		11/30/2022 (11/22) Balance	.00 *	.00 *	3,244.04
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	12,272.03
AP	327	US BANK	95.33		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	329	US BANK	587.26		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	336	US BANK	14.19		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	339	US BANK	14.89		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	340	US BANK	197.63		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	346	US BANK	33.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	347	US BANK	39.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	348	US BANK	43.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	351	US BANK	12.72		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	755	US BANK	15.49		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/7/2022			
AP	758	US BANK	822.86		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	1,877.31 *	.00 *	14,149.34
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,865.32
AP	403	US BANK	13.59		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: BOOKS-TEEN-2022 **Inv. Date: 11/7/2022			
AP	405	US BANK	484.26		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: BOOKS-TEEN 2022 **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	497.85 *	.00 *	2,363.17
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		11/30/2022 (11/22) Balance	.00 *	.00 *	3,911.84
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		11/30/2022 (11/22) Balance	.00 *	.00 *	21.73
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		11/30/2022 (11/22) Balance	.00 *	.00 *	.00
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,571.44
AP	153	US BANK	24.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 8203 **Inv. Date: 11/7/2022			
AP	158	US BANK	22.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 8203 **Inv. Date: 11/7/2022			
AP	159	US BANK		.22-	
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY **Inv. Date: 11/7/2022			
AP	163	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 2616 **Inv. Date: 11/7/2022			
AP	164	US BANK	24.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 1016 **Inv. Date: 11/7/2022			
AP	173	US BANK	26.33		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 03468 **Inv. Date: 11/7/2022			
AP	594	US BANK		26.33-	
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: CREDIT ADULT MOVIES 01828 **Inv. Date: 12/7/2022			
AP	595	US BANK	24.96		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 01828 **Inv. Date: 12/7/2022			
AP	597	US BANK	22.96		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 9020 **Inv. Date: 12/7/2022			
AP	598	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 9030 **Inv. Date: 12/7/2022			
AP	599	US BANK	25.67		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 32106922 **Inv. Date: 12/7/2022			
AP	600	US BANK	34.75		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 32106922 **Inv. Date: 12/7/2022			
AP	601	US BANK		22.96-	
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: CREDIT ADULT MOVIES 9020 **Inv. Date: 12/7/2022			
AP	605	US BANK	8.71		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 6234 **Inv. Date: 12/7/2022			
AP	606	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 9030 **Inv. Date: 12/7/2022			
AP	611	US BANK	205.77		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 9808 **Inv. Date: 12/7/2022			
AP	613	US BANK		205.77-	
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 9808 **Inv. Date: 12/7/2022			
AP	615	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MOVIES 3035 **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	490.04 *	255.28- *	1,806.20
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		11/30/2022 (11/22) Balance	.00 *	.00 *	385.32
AP	157	US BANK	21.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT AUDIO 7012 **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	21.99 *	.00 *	407.31
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		11/30/2022 (11/22) Balance	.00 *	.00 *	487.95
AP	162	US BANK	11.45		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MUSIC 9412 **Inv. Date: 11/7/2022			
AP	602	US BANK	25.97		
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: ADULT MUSIC 0265 **Inv. Date: 12/7/2022			
AP	603	US BANK		3.01-	
		**VendorNo: 1950 **Inv. No: 12/15/22-JPOPPLE **Desc: CREDIT ADULT MUSIC 0265 **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	37.42 *	3.01- *	522.36
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		11/30/2022 (11/22) Balance	.00 *	.00 *	1,015.13
AP	326	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	330	US BANK	14.76		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	332	US BANK	55.15		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	334	US BANK	17.95		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	349	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	350	US BANK		.28-	
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	757	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	760	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	767	US BANK	14.95		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	772	US BANK	6.47		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	773	US BANK	13.99		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	774	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	775	US BANK	21.98		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
AP	776	US BANK	117.53		
		**VendorNo: 1950 **Inv. No: 12/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	340.69 *	.28- *	1,355.54
		01/31/2023 (01/23) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description					Debit Amount		Credit Amount	Balance	
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE (continued)											
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	1,296.96
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	.00
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	211.60
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	.00
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	498.62
AP	401 US BANK						185.94				
	**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: VIDEO GAMES-2022 **Inv. Date: 11/7/2022										
AP	402 US BANK						56.65				
	**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: VIDEO GAMES-2022 **Inv. Date: 11/7/2022										
AP	804 US BANK						128.88				
	**VendorNo: 1950 **Inv. No: 12/15/22-TWILCOX **Desc: VIDEO GAMES **Inv. Date: 12/7/2022										
	12/31/2022 (12/22)	Period Totals and Balance					371.47	*	.00	*	870.09
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	10,903.29
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL											
	11/30/2022 (11/22)	Balance					.00	*	.00	*	.00
	01/31/2023 (01/23)	Period Totals and Balance					.00	*	.00	*	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00		
Number of transactions: 271 Number of accounts: 86							Debit	Credit	Proof		
Grand Totals:							99,147.60	27,878.56-	71,269.04		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-610	LIBRARY: A/V - MATERIAL REPL (continued)				

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda December 2022

We had our January Exhibit Room Committee meeting at 11a on January 4 in the Exhibit Room and discussed the Youth Art Month installation and reception. We also covered updates on the Exhibit Room remodel and the 2023 schedule. Our next meeting is planned for January 31, 11a after we take down the *Women* exhibit.

The annual campaign for the Library Foundation was mailed before the end of the year. Every year a few items are returned to us, and these have been re-addressed and mailed out. There have been quite a few online/Paypal donations; this method could be highlighted next year through Facebook posts or a QR code on the wish list.

Eric and I looked at the spreadsheet we use for tracking donations and will work with Sue and Nick on ways to make this tool beneficial to everyone that uses it.

Planning continues for remodeling the Exhibit Room, with updated numbers on furniture and the display cases. Once the Library Foundation and donor approve choices and budget, we will be set to move ahead. The goal is to have the project wrapped up in time for the opening of our June/Summer Learning Program exhibit.

2022 Year End Report

What a difference a year makes! It is great to look at our total attendance numbers and see that we are comparable-and exceed, in some cases-total attendance numbers from previous years. We created many meaningful connections with our patrons this year:

- We hosted 7 exhibits with a total of 14,368 visitors
- We provided 10 in-person programs with 551 in attendance
- We provided 7 virtual programs/exhibits with 513 participants
- Through Facebook posts we reached 27,351 and engaged with 1,798 Facebook users

My goals for 2023 are to keep looking for new ways to market and get the word out about the Exhibit Room, especially with the opportunity to highlight our remodeling project. I also look forward to working with our new Programming/Outreach Librarian to collaborate on meaningful programs and events that relate to our exhibits.

We will start the year with a remaining budget of \$2,678,57 from 2022. At this time, I am not requesting any additional funding for items outside of our general budget.

The 2022 Budget, 2022 Program Attendance Report, 2022 Monthly Visits Report, 2022 Exhibit Room Show Attendance and the Proposed 2023 Exhibit Room Budget are included with this report, as well as the December Monthly Visit Chart.

ON EXHIBIT:

Women (December 3, 2022-January 28, 2023)

Women is off to a great start, with 966 people visiting the exhibit in December. This exhibit will be installed through the end of the month, with loaned items being returned at the beginning of February.

I am still working on programming for this exhibit (as of 1/9/2023), but we will host a reception/meet the artist event for Doris Weed, whose beautiful artwork compliments and enlivens the more factual museum pieces of the exhibit. Children's Department Librarian, Paula Reedy, is working to engage more homeschool families through activities and programming. They have expressed interest in opportunities relating to the Exhibit Room; Paula and I are collaborating to host an event on January 16 that will reach our homeschool families, but also benefit ALL families, since this is a scheduled day off of school.

UPCOMING EXHIBIT:

Youth Art Month (February 13, 2023-March 31, 2023)

This exhibit is a wonderful collaboration with the Waupaca School District art teachers, and draws new faces-especially students and their caregivers-to the library. After speaking with the WSD art teachers, we decided to move the opening date ahead a week to accommodate their school schedule. The exhibit will be installed the week of February 6th, be judged on February 11th or 13th and open on the 13th, with an in-person reception and awards ceremony from 6-7p. Our virtual gallery/website has been very successful for the last few years, and we will provide this again for those that can't visit the exhibit in person.

2023 Schedule

- *Women*: December 10-January 28
- *Youth Art Month*: February 13-March 31
- *30 Years of Waupaca Rotary*: April 8-June 3
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science (Summer Learning Program)*: June 10-late August
- *Drake Hokanson photography*-Late August/September
- *Waupaca History 101 (digitized historic collection)*-October/November
- *Typewriters*-December/January

2024 Schedule

- *Typewriters*-December/January
- *Black History Month*: January/February
- *Youth Art Month*: February 3-March 30
- *Creative Power Collection/ WorkLife (Artists with disabilities/Employment inclusion)*: Late August/September

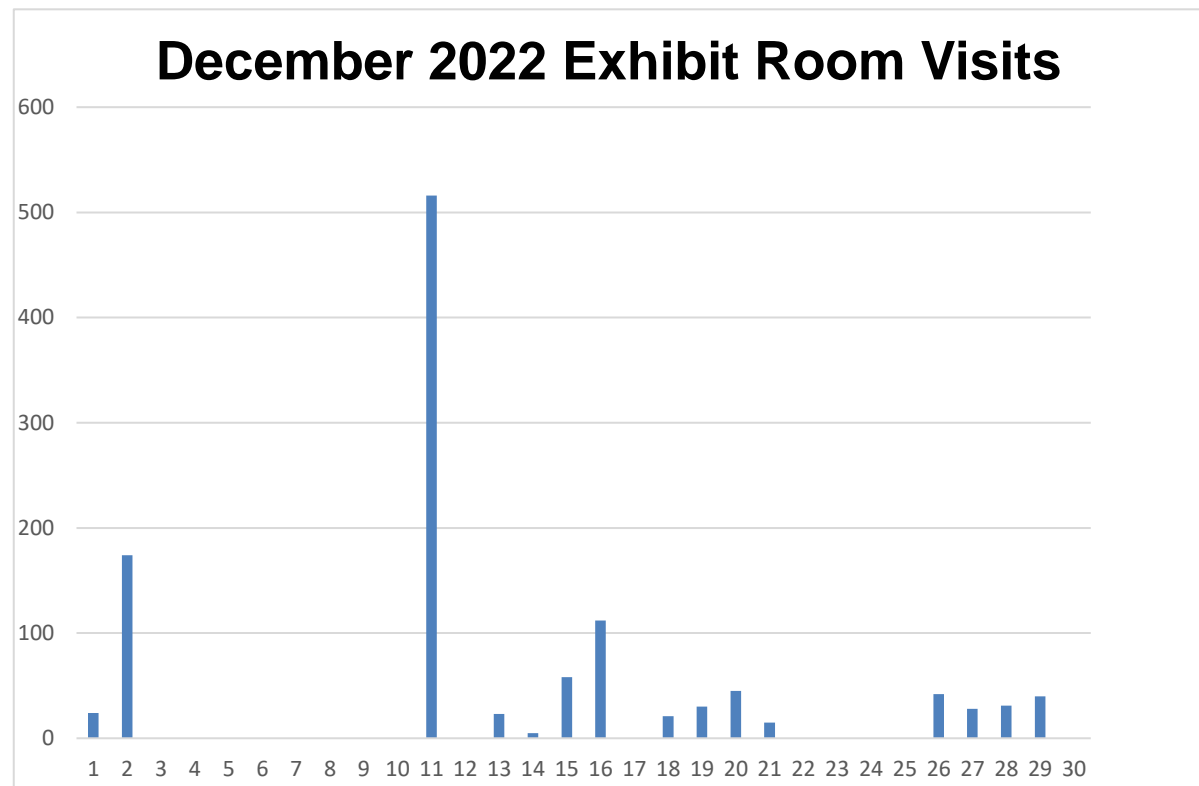
DECEMBER 2022 EXHIBIT ROOM VISITS

12/1/2022	Thursday	-
12/2/2022	Friday	24
12/3/2022	Saturday	174
12/4/2022	Sunday	closed
12/5/2022	Monday	install
12/6/2022	Tuesday	install
12/7/2022	Wednesday	install
12/8/2022	Thursday	install
12/9/2022	Friday	install
12/10/2022	Saturday	-
12/11/2022	Sunday	closed
12/12/2022	Monday	516
12/13/2022	Tuesday	-
12/14/2022	Wednesday	23
12/15/2022	Thursday	5
12/16/2022	Friday	58
12/17/2022	Saturday	112
12/18/2022	Sunday	closed
12/19/2022	Monday	21
12/20/2022	Tuesday	30
12/21/2022	Wednesday	45
12/22/2022	Thursday	15
12/23/2022	Friday	closed
12/24/2022	Saturday	closed
12/25/2022	Sunday	closed
12/26/2022	Monday	closed
12/27/2022	Tuesday	42
12/28/2022	Wednesday	28
12/29/2022	Thursday	31
12/30/2022	Friday	40
12/31/2022	Saturday	closed
TOTAL		1164

NOTE: Count is taken each morning as door is unlocked. Two counts are subtracted for employee going in once in the morning to unlock/count and once in the afternoon to lock up.

Celebrating 125 Years of Bethany: Waupaca's Healthcare History (October) = 613
Celebrating 125 Years of Bethany: Waupaca's Healthcare History (November) = 842
Celebrating 125 Years of Bethany: Waupaca's Healthcare History (December) = 198
Celebrating 125 Years of Bethany: Waupaca's Healthcare History TOTAL = 1653

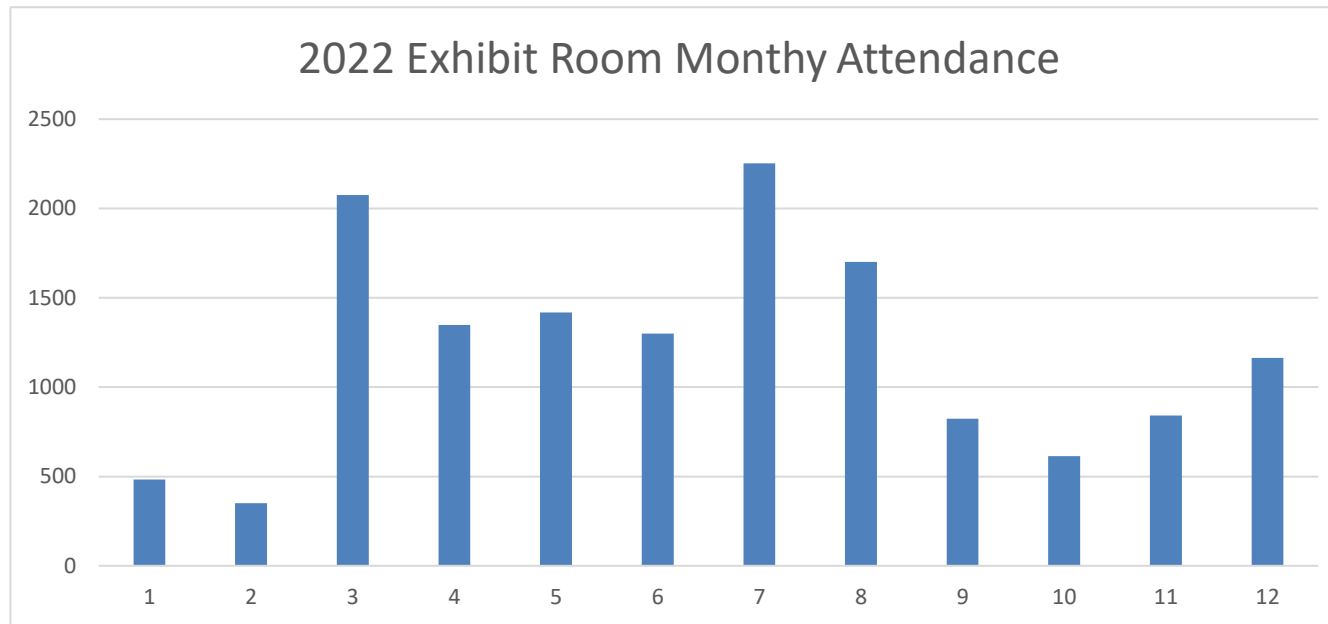
Women (December) = 966



2022 Waupaca Area Public Library Exhibit Room Total Monthly Attendance

January	483
February	350
March	2076
April	1348
May	1417
June	1299
July	2253
August	1700
September	823
October	613
November	842
December	1164

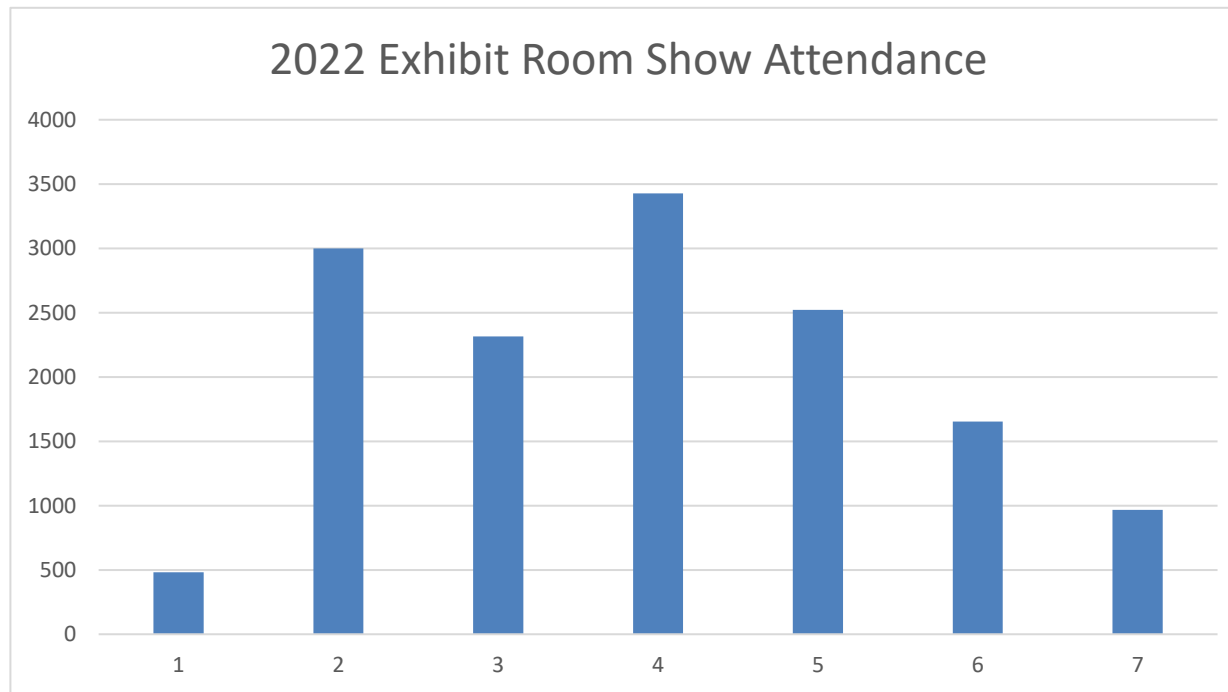
TOTAL 14368



2022 Waupaca Area Public Library Exhibit Room Show Attendance

Art & Words of Missy Mittel	483
Youth Art Month	2999
Roots of Jazz	2316
50 Years of the Iola Car Show	3428
Waupaca Arts Hub	2523
Celebrating 125 Years of Bethany Home	1653
Women	966

TOTAL 14368



Total Attendance in 2009 = 13,817

Total Attendance in 2010 = 17,526

Total Attendance in 2011 = 11,923

Total Attendance in 2012 = 13,441

Total Attendance in 2013 = 13,530

Total Attendance in 2014 = 19,096

Total Attendance in 2015 = 18,974

Total Attendance in 2016 = 14,760

Total Attendance in 2017 = 13,955

Total Attendance in 2018 = 17,162

Total Attendance in 2019 = 18,959

Total Attendance in 2020 = 3611*

Total Attendance in 2021 = 1579*

Total Attendance in 2022 = 14368

***Exhibit Room closed March 2020-August 2021,**

October 2021 due to Covid-19 restrictions

2022 Exhibit Room Programs

<u>Date</u>	<u>Program</u>	<u>Exhibit</u>	<u>Attendance</u>
2/2/2022	Life Class: Benefits of Nature on Mental Health (virtual)	Missy Mittel	3
2/23/2022	Life Class: Benefits of Nature-Rotary Presentation	Missy Mittel	45
2/5/2022	Tiny Canvas Art Kits	Youth Art Month	50
2/5/2022	Tiny Canvas Art Kits Instructional Video (virtual)	Youth Art Month	50
3/1/2022	Youth Art Month Exhibit (virtual)	Youth Art Month	307
3/1/2022	Youth Art Month Awards (virtual)	Youth Art Month	81
4/26/2022	Durable Dane/Exhibit Reception	Roots of Jazz	86
4/1/2022	Roots of Jazz Exhibit (virtual)	Roots of Jazz	44
4/1/2022	Waupaca High School Jazz Ensemble: Desertland (virtual)	Roots of Jazz	16
4/1/2022	WHS Jazz Ensemble: Wisconsin Waltz (virtual)	Roots of Jazz	28
6/29/2022	The Iola Car Show: A Remarkable Phenomenon	Iola Car Show	1
7/12/2022	Greg's Speedshop	Iola Car Show	100
7/21/2022	Car Show on the Square	Iola Car Show	150
8/15/2022	Arts Hub Reception	Arts Hub	100
10/17/2022	Healthy Strength & Wellness	Bethany	0
11/1/2022	History of Bethany Home	Bethany	0
1/17/2022	Dementia & Memory Strengthening	Bethany	3
TOTAL			1064

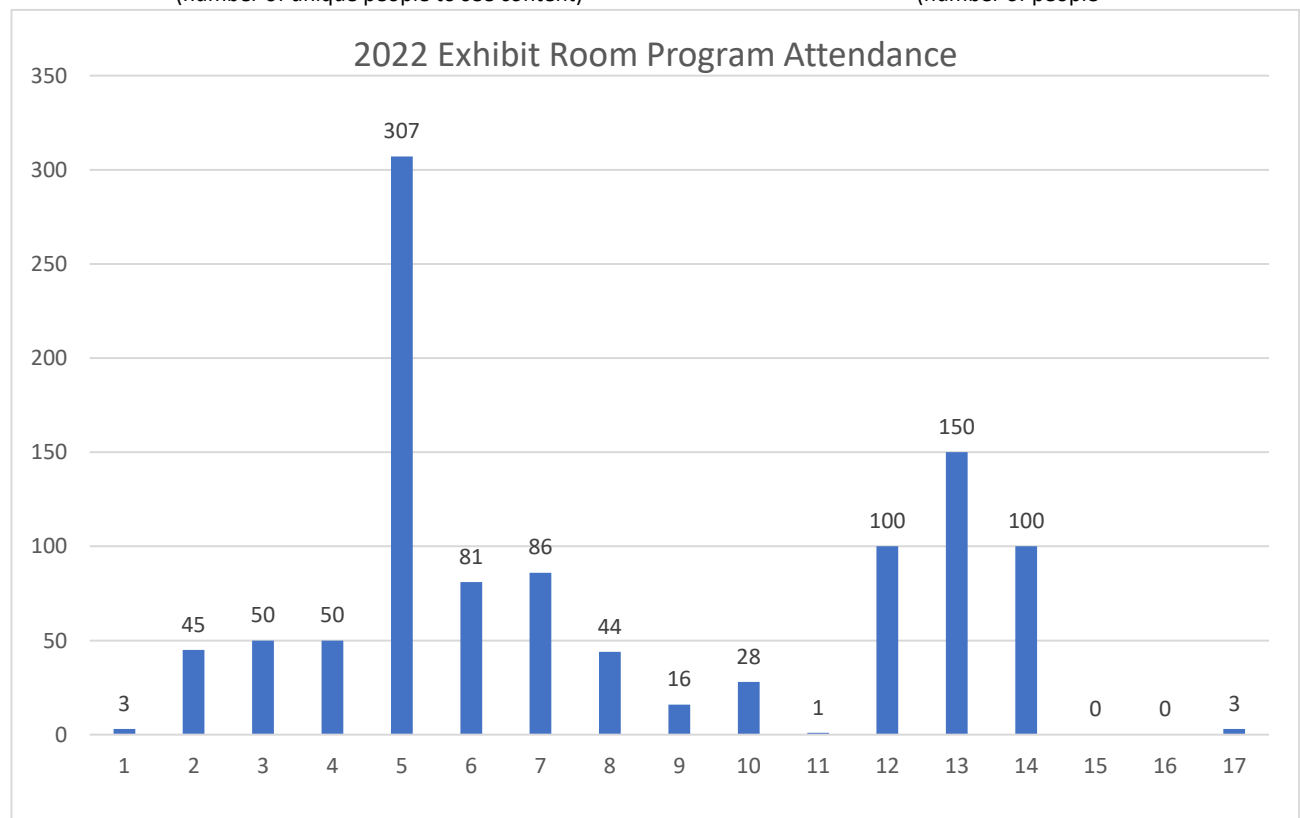
Facebook

Population Reached: 27,351

(number of unique people to see content)

Engaged: 1,798

(number of people



2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24	\$22.84	\$0.00	\$0.00	\$15.26	\$0.10	\$3.30	\$3.98	\$0.00	\$0.81	\$0.00	\$0.00	\$50.53
2022 Running Total												
\$4.24	\$27.08	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74	\$49.72	\$49.72	\$50.53	\$50.53	\$50.53	\$50.53
2021 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44	\$220.49	\$3,694.25
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70
2021 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00	\$0.00	\$283.00
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$138.95	\$138.93	\$196.92	\$179.27	\$250.94	\$247.77	\$467.35	\$277.00	\$191.00	\$351.90	\$418.03	\$175.10	\$3,033.16
-\$43.95	-\$6.99	-\$62.00	-\$41.00	-\$85.00	-\$10.00	-\$33.99	-\$99.88	-\$50.95	\$0.00	-\$206.90	-\$63.98	-\$704.64
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$111.12	\$2,328.52
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18	\$25.48	\$268.94
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$3,709.30	\$2,089.40	\$53.15	\$75.22	\$464.30	\$53.50	\$65.40	\$52.65	\$264.60	\$14.60	\$6.40	\$7,041.17
2021 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$313.83	\$1,592.04	\$7,008.67	\$1,335.03	\$1,505.79	\$513.00	\$1,452.61	\$242.25	\$55.65	\$84.60	\$116.15	\$186.85	\$14,406.47

2022 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	718	712	822	599	593	740	711	844	764	640	611	512	8,266
2021	1,117	586	681	537	541	729	732	771	615	1,016	702	667	8,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859

2022 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903	7,312	5,528	6,643	5,727	5,315	68,972
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052	4,378	49,776
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528

2022 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 wireless	441	443	493	516	576	731	813	925	757	1,036	660	565	7,956
2022 stations	350	519	623	508	409	504	484	594	452	500	478	329	5,750
2021 wireless	326	306	398	483	564	749	776	683	621	584	522	538	6,550
2021 stations	309	307	414	397	385	509	602	636	475	160	387	310	4,891
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901

2022 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	174	128	105	82	54	61	53	57	56	39	48	46	903
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

2022 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	11	14	25	25	26	26	19	28	18	13.5	11.5	6	223
2021					20	32	45	54.75	41.25	0	14	10	217

Dec 2022 Interlibrary Lender/Borrower Statistics

Library	Code	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,398	941	457	1.49
Appleton	OOAPL	8,544	8,949	(405)	0.95
Baileys Harbor	NDBAI	635	411	224	1.55
Birnamwood	NSBIR	596	168	428	3.55
Black Creek	OOBCL	1,610	811	799	1.99
Bonduel	NSBON	272	701	(429)	0.39
Clintonville	OWCPL	1,684	739	945	2.28
Coleman	NMCOL	469	557	(88)	0.84
Crivitz	NMCRI	502	1,038	(536)	0.48
Egg Harbor	NDEGG	594	420	174	1.41
Ephraim	NDEPH	301	98	203	3.07
Fish Creek	NDFIS	242	292	(50)	0.83
Florence	NFFLO	381	519	(138)	0.73
Forestville	NDFOR	495	388	107	1.28
Fremont	OWFPL	660	479	181	1.38
Gillett	NOGIL	503	268	235	1.88
Goodman	NMGOO	96	163	(67)	0.59
Green Earth	NBON2	142	0	142	#DIV/0!
Hortonville	OOHPL	1,208	1,879	(671)	0.64
Iola	OWIVL	1,065	894	171	1.19
Kaukauna	OOKAU	1,924	2,722	(798)	0.71
Kewaunee	NKKEW	1,406	845	561	1.66
Kimberly	OOKIM	2,646	2,868	(222)	0.92
Lakewood	NOLAK	772	872	(100)	0.89
Lena	NOLEN	462	244	218	1.89
Little Chute	OOLIT	1,667	3,220	(1,553)	0.52
Manawa	OWMAN	886	891	(5)	0.99
Marinette	NMMRT	1,214	1,214	0	1.00
Marion	OWMAR	1,084	989	95	1.10
Mattoon	NSMAT	81	57	24	1.42
New London	OWNLP	1,413	1,291	122	1.09
NFLS	NFLS	0	0	0	#DIV/0!
Niagara	NMNIA	361	532	(171)	0.68
Oconto	NOOCO	731	624	107	1.17
Oconto Falls	NOOCF	1,129	813	316	1.39
Oneida	NBONE	506	84	422	6.02
OWLS	OWLS	1	2	(1)	0.50
Peshtigo	NMPES	294	475	(181)	0.62
Scandinavia	OWSCA	408	424	(16)	0.96
Seymour	OOSEY	1,467	1,157	310	1.27
Shawano	NSSHA	1,975	1,966	9	1.00
Shiocton	OOSHI	375	480	(105)	0.78
Sister Bay	NDSIS	953	1,158	(205)	0.82
Sturgeon Bay	NDSTR	2,284	2,209	75	1.03
Suring	NOSUR	445	481	(36)	0.93
Tigerton	NSTIG	216	422	(206)	0.51
Washington Island	NDWSH	311	302	9	1.03
Waupaca	OWWAU	2,499	2,866	(367)	0.87
Wausaukee	NMWAS	370	521	(151)	0.71
Weyauwega	OWWEY	935	594	341	1.57
Wittenberg	NSWIT	151	325	(174)	0.46

TOTAL 50363 50363 0 1.00

YTD

Items Loaned	Items Borrowed	Net	Ratio
17,026	12,503	4,523	1.36
104,281	92,785	11,496	1.12
8,436	5,264	3,172	1.60
6,022	1,833	4,189	3.29
20,302	9,285	11,017	2.19
3,691	7,958	(4,267)	0.46
29,124	11,087	18,037	2.63
6,129	6,798	(669)	0.90
6,479	15,749	(9,270)	0.41
7,230	6,744	486	1.07
3,804	1,172	2,632	3.25
3,313	3,620	(307)	0.92
5,224	4,849	375	1.08
5,758	4,148	1,610	1.39
8,099	5,744	2,355	1.41
5,410	3,392	2,018	1.59
1,082	2,958	(1,876)	0.37
1,346	10	1,336	134.60
14,798	23,784	(8,986)	0.62
12,604	10,999	1,605	1.15
22,600	38,401	(15,801)	0.59
17,357	10,825	6,532	1.60
29,080	42,604	(13,524)	0.68
10,355	9,838	517	1.05
4,870	2,621	2,249	1.86
22,116	39,404	(17,288)	0.56
10,518	9,573	945	1.10
15,535	16,708	(1,173)	0.93
12,278	9,353	2,925	1.31
993	555	438	1.79
17,004	16,833	171	1.01
0	129	(129)	0.00
4,873	7,196	(2,323)	0.68
10,708	8,329	2,379	1.29
12,385	8,790	3,595	1.41
6,282	1,516	4,766	4.14
71	81	(10)	0.88
3,506	5,340	(1,834)	0.66
4,876	4,478	398	1.09
17,145	14,466	2,679	1.19
22,824	22,942	(118)	0.99
4,776	5,405	(629)	0.88
11,052	14,473	(3,421)	0.76
27,602	28,599	(997)	0.97
4,885	5,989	(1,104)	0.82
2,162	6,833	(4,671)	0.32
3,098	3,406	(308)	0.91
31,378	35,185	(3,807)	0.89
4,041	5,352	(1,311)	0.76
11,323	7,751	3,572	1.46
1659.00	3853	-2194.00	0.43

617510.00 617510.00 0.00 1.00

	<u>Borrowed by</u>	<u>Borrowed by</u>	
Loaned by	NFLS libraries	OWLS libraries	Total
NFLS libraries	11,109	9,178	20,287
OWLS libraries	7,997	22,079	30,076
Total	19106	31257	50363

	<u>Borrowed by</u>	<u>Borrowed by</u>	
Loaned by	NFLS libraries	OWLS libraries	Total
NFLS libraries	140,003	105,134	245,137
OWLS libraries	100,208	272,165	372,373
Total	240211.00	377299.00	617510.00

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2022

Circulation Statistics 2022														
Waupaca 2022 Circulation		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2202 Downloads - ebooks		1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934	896	897	12,240
2021 Downloads - ebooks		1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Audio		947	825	958	925	1,000	938	959	1,016	993	1,018	1,035	995	11,609
2021 Downloads - Audio		734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Magazine		54	66	65	73	46	44	40	51	54	36	56	48	633
2021 Downloads - Magazine		67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoopla		100	97	97	126	122	140	137	136	161	199	204	191	1,710
2021 Downloads - Hoopla										13	30	48	65	156
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		3,025	2,654	3,179	2,695	2,873	2,273	2,319	2,368	2,334	2,518	2,194	1,988	30,420
Checkouts		9,266	8,798	10,720	9,161	8,677	11,435	10,358	11,075	9,354	9,283	9,340	8,403	115,870
Total Circulation w/renewals		12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	10,391	146,290
2021 Totals		9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788
2020 Totals		18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983
2019 Totals		20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality

Town/City/County	July	2022	August	2022	September	2022	October	2022	November	2022	December	2022
Dayton	1,731	14%	1,791	13%	1,585	14%	1,491	13%	1,497	13%	1,536	15%
Farmington	2,088	16%	2,234	17%	1,925	16%	2,013	17%	2,234	19%	1,773	17%
Lind	572	5%	611	5%	490	4%	511	4%	441	4%	365	4%
Waupaca (Town)	766	6%	776	6%	564	5%	767	6%	841	7%	643	6%
Town Total	5,157	41%	5,412	40%	4,564	39%	4,782	41%	5,013	43%	4,317	42%
Waupaca (City)	4,091	32%	4,540	34%	3,973	34%	4,219	36%	3,915	34%	3,703	36%
Waushara County	857	7%	579	4%	724	6%	662	6%	480	4%	416	4%
Portage County	795	6%	1,003	7%	854	7%	807	7%	815	7%	804	8%
Other	1,777	14%	1,909	14%	1,573	13%	1,331	11%	1,311	11%	1,151	11%
Total	12,677		13,443		11,688		11,801		11,534		10,391	

Monthly/YTD Circs and Renewals - December 2022

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,238	570	2,808	29,745	7,480	37,225
Appleton	31,845	12,176	44,021	415,942	129,520	545,462
Black Creek	1,915	586	2,501	26,033	8,016	34,049
Clintonville	1,638	762	2,400	39,508	8,268	47,776
Door Cty - Baileys Harbor	720	252	972	12,443	2793	15,236
Door Cty - Egg Harbor	893	213	1,106	14,411	3331	17,742
Door Cty - Ephraim	213	76	289	3203	723	3926
Door Cty - Fish Creek	432	98	530	6915	1254	8,169
Door Cty - Forestville	620	364	984	8,209	3515	11,724
Door Cty - Sister Bay	2,774	786	3,560	39,452	9,577	49,029
Door Cty - Sturgeon Bay	6,028	1,718	7,746	84,421	21,336	105,757
Door Cty - Washington Island	679	137	816	10,170	1835	12,005
Florence	825	207	1,032	9,673	1995	11,668
Fremont	948	320	1,268	13,856	4558	18,414
Gillett	454	132	586	7,039	1600	8,639
Hortonville	3,612	1,488	5,100	58,549	17,479	76,028
Iola	1,791	499	2,290	21,048	5,952	27,000
Kaukauna	7,176	2,027	9,203	109,130	28,268	137,398
Kewaunee	1,878	728	2,606	28,677	8851	37,528
Kimberly	7,406	2,568	9,974	116,103	35,283	151,386
Lakewood	2,080	435	2,515	29,259	5470	34,729
Lena	466	160	626	7,639	1696	9,335
Little Chute	6,792	2,469	9,261	108,444	32,599	141,043
Manawa	1,684	476	2,160	22,281	5956	28,237
Marinette Cty - Coleman	992	423	1,415	17,030	4524	21,554
Marinette Cty - Crivitz	1,681	555	2,236	25,819	7,021	32,840
Marinette Cty - Goodman	155	82	237	3107	882	3989
Marinette Cty - Marinette	2,736	860	3,596	43,727	11,266	54,993
Marinette Cty - Niagara	663	358	1,021	10,608	3398	14,006
Marinette Cty - Peshtigo	809	252	1,061	10,283	2549	12,832
Marinette Cty - Wausaukee	1,204	202	1,406	12425	2415	14840
Marion	2,073	692	2,765	27,753	7093	34,846
New London	3,157	745	3,902	49,143	9,619	58,762
Oconto	2,243	488	2,731	26,565	7,229	33,794
Oconto Falls	2,526	577	3,103	31,325	6,793	38,118
Oneida Tribal - Green Earth	23	6	29	307	9	316
Oneida Tribal - Oneida	134	67	201	2119	936	3055
Scandinavia	399	215	614	4889	2199	7088
Seymour	2,302	748	3,050	31,706	9,506	41,212
Shawano Cty - Birnamwood	1,715	109	1,824	20,783	1206	21,989
Shawano Cty - Bonduel	710	347	1,057	9,893	4015	13,908
Shawano Cty - Mattoon	86	34	120	999	376	1375
Shawano Cty - Shawano	7,091	1,536	8,627	86,863	17,894	104,757
Shawano Cty - Tigerton	620	141	761	9,027	2250	11,277
Shawano Cty - Wittenberg	438	128	566	5399	1707	7,106

Monthly/YTD Circs and Renewals - December 2022

Shiocton	670	60	730	8,771	1347	10,118
Suring	1,010	273	1,283	14,081	3175	17,256
Waupaca	8,403	1,988	10,391	115,870	30,420	146,290
Weyauwega	1,410	602	2,012	21,191	7,758	28,949
Total	128,358	40,736	169,094	1,811,833	492,942	2,304,775

Posted 1/1/23

January 2023 Director's Report

Cabinets Installed

The cabinets in Meeting Room A have been installed and look fantastic. It was thanks to assistance from Tim Gauerke at Chain Cabinetry, Jarod Rachu in Community Development, and support from Sue and Patsy that we were able to beat our January 1 deadline for installation.

Update: Programming and Outreach Coordinator

I am delighted to report that following the December approval of the revised Programming and Outreach Coordinator job description the hiring process has gone well. The job was posted internally for 2 weeks, we received interest in the position, conducting an interview and are in the process of finalizing the job offer. Library staff have begun the process of identifying places we can become more efficient, to allow for more time to be spent in support of programming.

Jack Rhodes Day

On February 2nd we will be hosting Jack Rhodes Day at the Library, showing five (5) of Jack's favorite movies throughout the day. We will also be showing highlights of Jack's commentaries over the years in the Conference Room and will have an informational display set up for folks to learn more about Jack. To find out more, visit the website: <https://waupacalibrary.org/events/jack-rhodes-day/>

New Website Now Live!

The new website is now live! Thanks to everyone who provided feedback, it was very helpful. If you come across anything incorrect, missing or misleading please let Patsy Servey (psurvey@waupacalibrary.org) and Molly Reinke (mreinke@waupacalibrary.org) know. There are still things to polish.

Leadership Courses

The City of Waupaca is making available to all employees a series of monthly leadership training courses in 2023. Dr. Ivan Wayne will be leading the first course and will be coordinating the speakers and curriculum for the others. Many Library staff members have already signed up.

End of Fiscal Year 2022

Fiscal Year 2022 has come to an end, but there are still December invoices arriving that need to be paid. Next month will provide a clearer picture. I will include that information in my presentation of the FY 2022 Annual Report for the State of Wisconsin in February. Initial indications are that we will have a soft landing for the year.

Respectfully submitted,
Eric Scott Bailey

Adult Services Report December 2022

December Programs

- **Thursday, December 1st 1:30pm** First Thursday Film with Jack Rhodes recorded lecture: "*Lady & the Tramp*" hosted by Patsy Servey, popcorn assistance by Paula Reedy 34 attended
- **Saturday, December 3rd 11:00am** David H.B. Drake holiday songs at Yuletide Trail hosted by Sue Abrahamson 45 attended
- **Saturday, December 10** Book Group Discussion of "*The Christmas Pig*" by J.K. Rowling hosted by Laura Jandacek 5 attended
- ~~**Thursday, December 15 6pm** Life Class with Dr. Ivan Wayne *365 Days of Cheer* Hosted by Laura Jandacek canceled due to winter storm~~

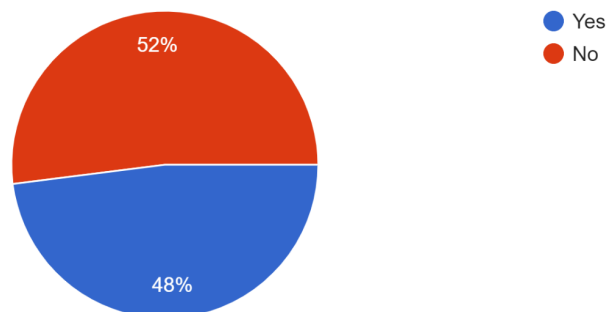
The Little Free Pantry is now open and stocked with a variety of foods. Special thanks once again to Hansen's Appliance, Furniture and Mattress for the donated refrigerator. We are now able to offer individual pieces of fruit and cheese sticks; and hope to offer garden produce during the growing season.

With the help of IT experts Steven Baumann and Dave Bacon from OWLS I have been able to complete the replacement of five InfoSoup Catalog tablets in the library and the first half of the RFID workstation conversion. We should receive the second half of the RFID workstations in late February or March.

As we wrap up the last year I am pleasantly surprised at the number of programs offered and patrons reached during a turbulent and ever changing year. We are excited to use the following information as well as the Adult Programs Survey to plan a robust list of offerings for adults in the coming year.

Some Quick View Responses from Adult Programs Survey -100 responses

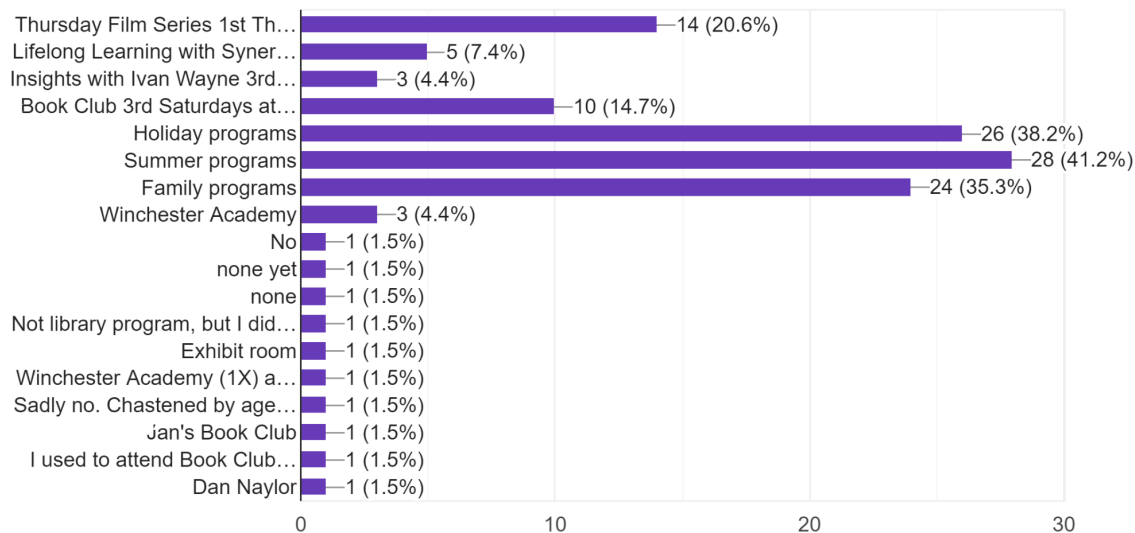
Do you regularly use our library's website? www.waupacalibrary.org
100 responses



Adult Services Report December 2022

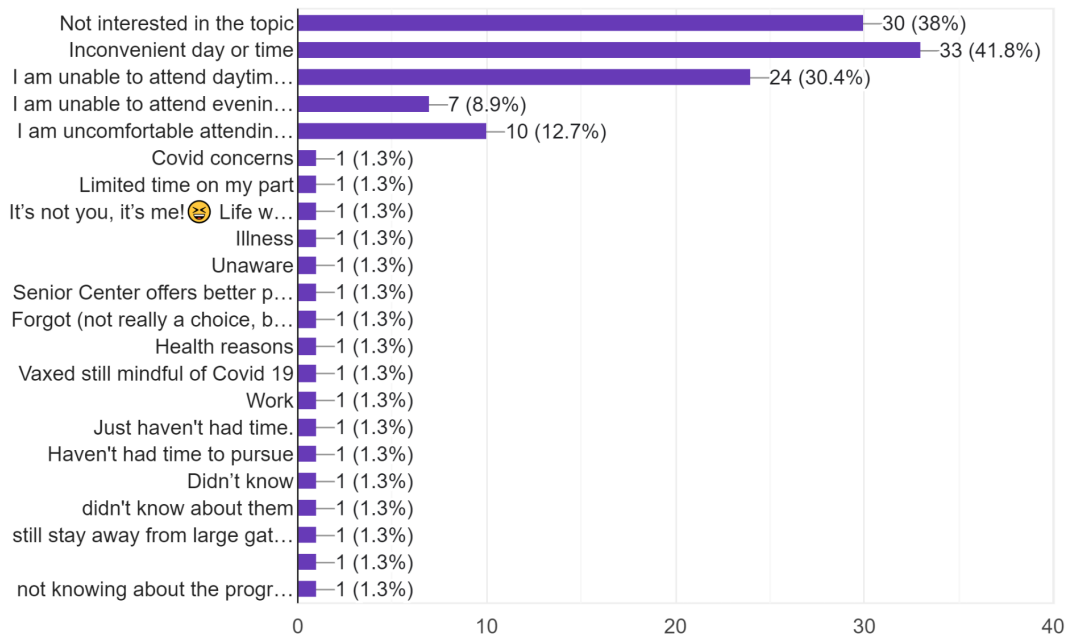
Have you attended any of the following programs in the last six months?

68 responses



If you have chosen not to attend any library program in the last six months, what was the reason?

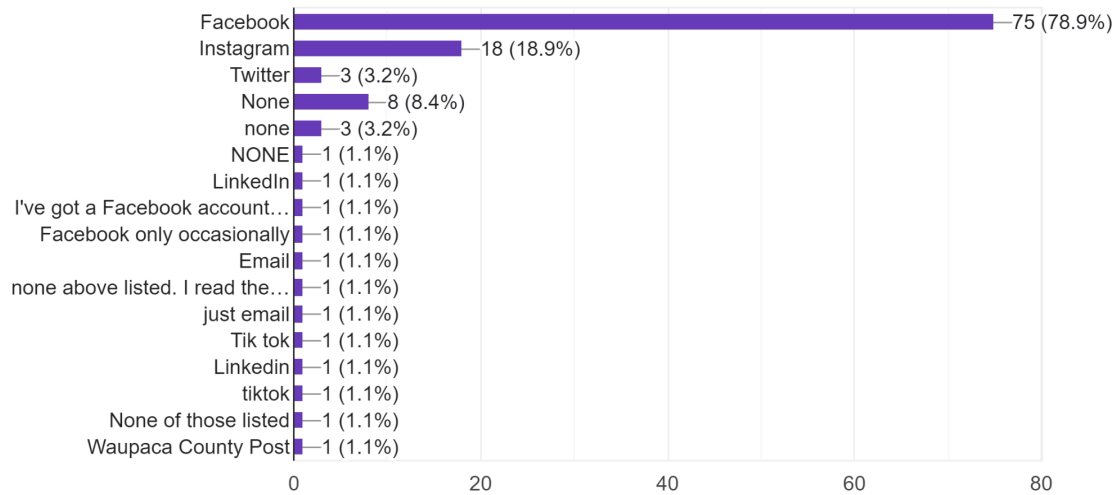
79 responses



Adult Services Report December 2022

Which social media platforms do you use?

95 responses



* We also received 43 entries that included ideas for programming as well as multiple comments that will help us improve our marketing tactics.

Programming planned for adults and general audiences in 2022

59 programs in all reaching 896 patrons (average of 15 per program)

- 3 outreach programs to Waupaca Rotary - reaching an audience of 45 each time
- 8 in-person Synergy Lifelong Learning programs – 52 people
- 5 in-person Life Class with Ivan Wayne programs – 18 people
- 4 virtual Life Class programs with library staff presentations - 16 people
- 4 in-person First Thursday Film programs - 117 people
- 4 virtual Film lectures shared- 34 views
- 4 virtual cooking demonstration videos shared- 145 views
- 25 virtual & in-person book discussion programs - 90 participants overall
- 3 in-person evening programs - 18 people
- 4 in-person daytime programs - 234 people
- A greater number of shared programs in collaboration with other departments

Technology Training and Job Services Assistance

- 39.75 Hours = 40-50 Sessions of staff led, one-on-one, Technology Training
 - 6 Hours = 4-6 Sessions of staff led, one-on-one, Job Services Assistance
- * We know that there were more hours/sessions completed but these numbers indicate those we have tracked. Laura Jandacek and I are working on an improved method and building better habits for staff tracking these services.

Respectfully submitted by Patsy Servey and Laura Jandacek

December 2022 – Children’s Dept. Board Report

I love the end of the year because it is a time to delve into the numbers, reflect on what we have accomplished, and review where changes that need to be made for the coming year. It is a bit of a crunch time in that these numbers need to be compiled quickly for the Annual Report to the DPI, but we used a “tracker” that helped us collect this data all throughout the year. I’m pretty confident that this is a true reflection of our work in providing programming to area children and families. Our department offered 197 programs to 8841 people over the last 12 months. That’s almost 4 programs and 170 people per week!

Programming planned for children ages 0-5

96 programs in all reaching 5241 children (average of 55 per program)

- 43 outreach programs to Sunny Day - reaching 1945 children (average of 45 children per program) 29 Babygarten programs (1214 kiddos) and 14 Story Time programs (731 kiddos)
- Outreach to 4K students to promote Summer Library programs
- 20 in-house Babygarten programs – 488 people
- 12 in-house Story Time programs – 246 people
- Tours to 4K students from Tiny Treasures
- 19 Pre-recorded virtual story times reached 2520 children through classes and individual viewing

Programming planned for children ages 6-11

92 programs in all reaching 3286 children (average of 36 per program)

- 13 self-guided activities (STEM kits, scavenger hunts, etc.) – 708 participants
- 2 live-virtual events for Read for the Record – 414 students participating
- 14 in-house afterschool tutoring sessions for 3rd & 4th graders – 45 students
- 8 First Grade school visits for students to get first library cards – 164 students
- 3 tours for homeschool families – 72 people
- 5 Hour of Code STEM programs in December – 27 students
- Interactive Movie Event for Yuletide Trail – 79 people
- Outreach – or programs outside of the library building
 - 9 book talks to students at school – 233 students
 - 5 Summer Program promotional presentations – 495 students
 - Full Strawberry Moon Hike – 30 people
 - 28 Summer park programs – 769 people
 - Family Fun Day at Depot – 78 people
 - Library Day at Turners Market – 115 people
 - CEC Full Harvest Moon Event – 57 people

Programming planned for adults and all ages

9 programs in all reaching 314 people (average of 35 per program)

- Youth Educator Book Club (meets virtually) monthly meetings averaging 3-5 people
- Early Childhood Educators Continuing Education Event at FVTC Waupaca – 34 people
- Library Day at Greg’s Speed Shop – 100 people
- Grow Potatoes in a Bag – 3 events (2 planting, 1 harvesting) – 145 people
- STEM Petting Zoo (“Try Before You Buy” event) – 20 people

Yuletide Trail activities were a great way to begin the holiday season. We offered a fun Interactive showing of How the Grinch Stole Christmas, starring Jim Carrey, on Friday night, the eve of Yuletide Trail. Seventy-nine people came to enjoy the festivities and play along with the prompts of the movie. We learned that marketing with a ticket-looking flyer was effective and have plans to add this “ticket” to the free movie in the holiday collectible tins next year. On Saturday, we provided a special story time and a holiday folk singer. It was quite cold and windy that day. Many of the outdoor activities moved indoors and our story time room was home to the Arts Hub cookie pick-up and craft activity. Many people who had never been down to our level before were excited to find the treasure that is the Children’s Dept.

We have begun meeting regularly for lunch with the programming leadership at **Waupaca Park & Rec.** We find that we can cross-promote our programming and find better ways to collaborate. We are working on several joint ventures for 2023 including Splash Pad Story time in the summer, Full Moon Hikes and Paddles, and an Environmental Education Day at the ECO Park.

December was a month of staff vacations as well. How every year sneaks up on us without us having taken our well-deserved vacations is always a surprise. Thanks to all team members who stepped up to cover during these days off. We have decided to resume regular programming to preschool children and their families without a break in 2023. This will include our weekly outreach to Sunny Day Child Care Center, in-house Story Time (Wednesdays) and Babygarten (Fridays).

Happy New Year and thank you for being champions for literacy to area families and children.

Respectfully submitted,
Sue Abrahamson

December 2022 Board Report Teen Department

The Teen Volunteer Agents were more than happy to help out at Yuletide Trail this year, and they were very thankful for the opportunity to do so. 3 of our teen volunteers came out on Saturday, December 3rd to help out and man our S'Mores Kit table. Not only did they work hard and have fun while manning their spot, they were also excited to raise \$67 in donations that would go towards their future projects.

The most popular program during winter break was the Teen Dungeons and Dragons One Shot. Special thank you goes to Simon Baumgart for offering his services as a game master over the break. The Teen Room had 9 teens participating. Something our Teen Librarian has noticed over the last year or so is that Dungeons and Dragons-based programs are some of the best attended programs in their department. The Teen Department would like to offer more in the future during teens days off and during their built-in school breaks. Other programs during the winter break included boardgames day, pom-pom keychain crafts, and a Trivia Tournament which was a special request from our Teen Volunteer Agents.

December Teen Programs and Events Included (Participants counted for the whole month):

- TVA Meeting: 4 participants
- TVA-Yuletide Trail: 3 volunteers

Winter Break:

- Boardgames: 3 participants
- Dungeons and Dragons: 9 participants
- Teen Trivia: 5 participants

2022 Teen Programs – Annual Report Summary

The Teen Department provided 88 in-person programs that were group-guided and had 467 teen participants. The most popular programs that were provided were programs that provided teens with experiences instead of making things to bring home. Some examples include the Teen/Tween Nailed It program, the Teen Foodwise/How to Cook Program in November, and the Teen Dungeons and Dragons programming as was mentioned earlier. Taylor would like to focus even more on providing more “learning and experience-based” programs in future Teen Programs.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

January 11th, 2023



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE MINUTES
WEDNESDAY, DECEMBER 21, 2022, 4:00 PM
CITY OF WAUPACA COUNCIL CHAMBERS

Mission Statement: "...committed to offering opportunities for connections innovation, and engaged learning."

Eric Bailey called the meeting to order at 4:05pm.

Lori Chesnut, Julie Eiden and Holly Olsen, were present. Chris Jaenke and Mary Zimmerman were absent. Library Director Eric Bailey, and Children's Services Librarian Sue Abrahamson were also present.

MOTION by J. Eiden, SECOND by L. Chesnut, to approve the agenda. 3 ayes, 0 nays, 2 absent.
Motion passed by voice vote.

The open meeting law statement was ready by Library Director Eric Bailey.

The updated Programming and Outreach Coordinator job description was reviewed.

MOTION by L. Chesnut, SECOND by H. Olsen, to recommend the updated Programming and Outreach Coordinator job description to the Library Board for approval. 3 ayes, 0 nays, 2 absent.
Motion passed by voice vote.

MOTION by J. Eiden, SECOND by H. Olsen, to adjourn. 3 ayes, 0 nays, 2 absent. Motion passed by voice vote.

Meeting adjourned at 4:19 pm

Chaired by Eric Bailey, Library Director

Minutes taken by Sue Abrahamson and compiled by Patsy Servey

Closure for HootCon

The Outagamie Waupaca Library System (OWLS) will be hosting a one-day conference for member library staff on Friday, March 3, 2023 with gatherings on an array of professional subjects. The Library holds an annual in-service day for staff training, for which we close. As with last year, HootCon will be that annual in-service and it is requested that the Library not open that day so that all staff can attend.

Respectfully submitted,

Eric Scott Bailey

Outagamie Waupaca Library System
Board of Trustees
November 17, 2022. Meeting Minutes

The meeting was called to order at 6:00 p.m. by President Frola.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Cathy Thompson.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Peter Gilbert, Mark Marnocha, Marcia Trentlage, Angela Ver Voort.

Forsythe moved, seconded by Hankins, to approve the agenda as presented. Motion carried.

Hankins moved, seconded by Forsythe, to approve the October 20th, 2022 meeting minutes as presented. Motion carried.

Hankins moved, seconded by Herman, to accept the October 2022 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Baeten, to approve the October 2022 and November 2022 checks numbered 32881-32924 inclusive in the amount of \$101,917.24 and payroll-related expenditures in the amount of \$70,734.31. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.

BUSINESS

Looker moved, seconded by Forsythe, to approve MOU with WILS for Recollection Wisconsin. Motion carried.

Baeten moved, seconded by Buchholtz, to approve paying for hardware ordered under the ARPA 2021-2022 IT Hardware Improvements & Upgrade Grant out of the 2023 OWLSnet operating budget and/or fund balance if the hardware does not arrive by December 31, 2022. Motion carried.

Trustees discussed cancellation of December 15, 2022 Board Meeting. The meeting will go ahead as scheduled with an abbreviated agenda. No action taken.

Hankins moved, seconded by Forsythe, to authorize the Director to sign the 2023 Outagamie County Agreement provided the language is not materially changed from previous years. Motion carried.

Girod moved, seconded by Buchholtz, to approve reimbursing OWLS Trustees for travel to Legislative Day. Motion carried.

Herman moved, seconded by Hankins, to approve the revised Employee Handbook. Motion carried.

Forsythe moved, seconded by Ajmera to approve updated Director job description. Motion carried.

Forsythe moved, seconded by Frola, to move into closed session pursuant to section 19.85(1)(c) Stat. for the purpose of considering specific employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion carried on a unanimous roll call vote.

- Employee compensation
- Director's performance evaluation

Forsythe moved, seconded by Ajmera, to re-convene in open session. Motion carried.

Thompson moved, seconded by Forsythe, to approve the performance evaluation of the Director as written. Motion carried.

Looker moved, seconded by Malvik-Shower, to approve employee compensation as proposed by the Personnel Committee, which includes no wage increases above the cost of living raises approved in September, bonuses of 4.3% for professional staff who received the lower cost of living increase, and bonuses for new employees who were not eligible for the cost of living increase. Bonuses will be paid with the December 8, 2022 payroll. Motion carried.

Having completed the agenda, the meeting was adjourned by Frola at 7:28 pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.