



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, FEBRUARY 15, 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, JANUARY 18, 2023

**ACTION ITEM: APPROVE** minutes of JANUARY 18, 2023 Meeting

4. MONTHLY BILLS FOR JANUARY 2023, **BILLS \$6,583, PERSONNEL \$57,922, Donations Expenditures \$1,097**

**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 January 18, 2023 Meeting.
  - b. **ACTION ITEM:** Approve minutes of February 8, 2023 Meeting.

## 9. OLD BUSINESS

- a. None

## 10. NEW BUSINESS

- a. Incident Reports
- b. Director's Performance Evaluation
  - i. The Board may convene into closed session under exemption 19.85 (1) (c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility).
  - ii. **ACTION ITEM: Approve** recommendation of Personnel Committee regarding probationary period.
- c. Annual Report for 2022 (**Available at Meeting**)
  - i. **ACTION ITEM: Approve** report for submission to the State of Wisconsin.

## 11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, March 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



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

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

Meeting was called to order by Holly Olsen at 4:30 pm

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

Open meeting statement was read Holly Olsen.

Approval of agenda as presented.

MOTION by L. Chesnut, SECOND by G. Liegl, to approve the agenda. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Minutes from December 21, 2022 Library Board meeting.

MOTION by J. Eiden, SECOND by G. Rhodes, to approve the December 21 Board Meeting minutes. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Monthly bills and donations for December 2022, **BILLS \$16,640.00, PERSONNEL \$39,738.32, Donations Expenditures \$4,397.60.**

MOTION by M. Zimmerman, SECOND by C. Jaenke, to approve the December 2022 bills, personnel costs, and donation expenditures. 9 ayes, 0 nays, 0 absent. Motion Passed on a roll call vote.

#### LIBRARY EXHIBIT ROOM

Exhibit Coordinator's Report was shared with the June Chart of Visits

#### LIBRARY STATISTICS

Copy Income **\$220.49** and Meeting Room Income **\$60.00**

Volunteer Hours **6**, Reference Transactions **512**, Library Visits **5,315**, Internet Use Wireless **565**, Stations **329**, Curbside Service **46**

Interloan Chart: **2,499** items loaned, **2,866** items borrowed

#### Circulation Charts

Circulation & Renewals with Municipality Chart showed a total circulation of **10,391**. Consortium Circulation Chart presented

#### DEPARTMENT REPORTS

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

#### COMMITTEE REPORTS

Library Finance Committee, Library Planning Committee, and Library Policy Committee did not meet.

Personnel Committee meeting minutes for December 21

MOTION by J. Turner, SECOND by L. Chesnut, to approve the December 21 Personnel Committee minutes. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Next meeting scheduled for February 8, 2023 at 4:30 pm

OLD BUSINESS- none

#### NEW BUSINESS

No incidents were reported

Closure for HootCon 2023

MOTION by M. Zimmerman, SECOND by J. Miller, to approve closure of the Library on March 3, 2023 as a staff in-service day. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

#### ANNOUNCEMENTS & CORRESPONDENCE

OWLS Minutes November 2022 were presented

Next meeting will be Wednesday, February 15, 2023 at 4:30 pm in Council Chambers

#### ADJOURNMENT

MOTION by L. Chesnut, SECOND by C. Jaenke, to adjourn. 9 ayes, 0 nays, 0 absent. Motion Passed on a voice vote.

Meeting adjourned at 5:11pm

Chaired by Holly Olsen, Library Board President

Compiled by Patsy Servey

# 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>	2/8/2023 CURRENT YTD Actual	Budget Amended <u>2023</u>	% Expended	% Unexpended
<b>REVENUES</b>									
<b>INTERGOVERNMENTAL</b>									
251-43215-000-000	FEDERAL: LIBRARY GRANTS								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	374,893	372,765	384,496	378,743	-	408,286	100%	0%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	13,931	14,712	16,808	14,443	-	14,466	100%	0%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	2,185	2,430	-	980	-	1,960	100%	0%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	3,500	7,368	4,695	-	-	-		
	<b>INTERGOVERNMENTAL</b>	<b>394,509</b>	<b>397,275</b>	<b>405,999</b>	<b>394,166</b>	<b>-</b>	<b>424,712</b>	<b>100%</b>	<b>0%</b>
<b>PUBLIC CHARGES FOR SERVICE</b>									
251-46710-000-000	FEES: LIBRARY COPIES	6,424	2,868	3,503	6,124	439	6,000	93%	7%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	8,010	1,179	420	527	29	-	0%	0%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	189	50	60	(133)	(39)	100	139%	-39%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	5,551	1,722	3,515	2,141	147	3,500	96%	4%
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>20,181</b>	<b>5,819</b>	<b>7,498</b>	<b>8,658</b>	<b>576</b>	<b>9,600</b>	<b>94%</b>	<b>6%</b>
<b>MISCELLANEOUS</b>									
251-48215-000-000	RENT: MEETING ROOMS	3,379	1,156	283	1,128	110	500	78%	22%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	235	-	-	-	-	100	100%	0%
251-48550-000-000	DONATIONS: LIBRARY	29,640	27,598	36,346	40,513	6,793	42,650	84%	16%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	339,554	346,554	346,554		346,554	100%	0%
	<b>MISCELLANEOUS</b>	<b>379,808</b>	<b>368,308</b>	<b>383,183</b>	<b>388,195</b>	<b>6,903</b>	<b>389,804</b>	<b>98%</b>	<b>2%</b>
	<b>TOTAL REVENUES</b>	<b>794,498</b>	<b>771,402</b>	<b>796,680</b>	<b>791,019</b>	<b>7,478</b>	<b>824,116</b>	<b>99%</b>	<b>1%</b>
<b>EXPENDITURES</b>									
251-55111-102-000	LIBRARY: SALARIES	320,083	350,331	348,781	348,446	32,431	380,957	91%	9%
251-55111-103-000	LIBRARY: OVERTIME	800	945	726	408	146	-	0%	0%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	24,814	24,645	25,893	22,988	2,318	24,823	91%	9%
251-55111-119-000	LIBRARY: RETIREMENT (R)	21,392	23,278	23,931	23,524	3,044	23,337	87%	13%
251-55111-121-000	LIBRARY: GRP HLTH INS	57,406	70,185	58,617	46,546	7,871	70,261	89%	11%
251-55111-122-000	LIBRARY: LIFE INS	1,700	2,046	2,249	1,556	150	1,255	88%	12%
251-55111-123-000	LIBRARY: INC PROTECT	1,926	2,038	1,910	1,451	155	1,931	92%	8%
251-55111-124-000	LIBRARY: WORK COMP	1,409	1,450	1,308	1,318	-	1,036	100%	0%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	529	-	2,820	-	-	6,000	100%	0%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	(259)	-	-	-	-	-	0%	0%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	660	660	-	316	-	748	100%	0%
	<b>LIBRARY FULL-TIME</b>	<b>430,460</b>	<b>475,578</b>	<b>466,234</b>	<b>446,555</b>	<b>46,115</b>	<b>510,348</b>	<b>91%</b>	<b>9%</b>

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual	Actual	Actual	Actual	2/8/2023	Budget Amended 2023	% Expended	% Unexpended
		12/31/2019	12/31/2020	12/31/2021	12/31/2022	CURRENT YTD			
		Prior Year	Prior Year	Prior Year	Prior Year	Actual			
		2019	2020	2021	2022				
251-55112-104-000	LIBRARY: PT WAGES	135,708	117,197	120,229	116,945	10,452	121,788	91%	9%
251-55112-116-000	LIBRARY: PT RETIRE	3,836	3,951	4,750	4,338	434	4,932	91%	9%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	10,655	8,679	9,119	9,103	812	10,362	92%	8%
251-55112-122-000	LIBRARY: LIFE INS	223	395	527	669	110	600	82%	18%
	<b>LIBRARY: PART-TIME</b>	<b>150,421</b>	<b>130,223</b>	<b>134,625</b>	<b>131,055</b>	<b>11,808</b>	<b>137,682</b>	91%	9%
251-55115-201-000	LIBRARY: TRAINING	6,238	5,704	4,875	2,792	-	4,000	100%	0%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	7,989	4,315	5,139	6,296	-	6,000	100%	0%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	1,000	1,000	1,000	-	1,000	100%	0%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	10,659	8,776	6,774	6,902	(176)	6,500	103%	-3%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	92	92	-	300	-	0%	0%
251-55115-216-000	LIBRARY: POSTAGE	1,168	1,260	1,252	1,116	-	1,000	100%	0%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	2,117	2,409	987	1,435	-	1,200	100%	0%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	28,001	27,718	27,412	27,460	-	27,591	100%	0%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	2,622	614	577	445	-	650	100%	0%
251-55115-282-000	LIBRARY: TECHNOLOGY	15,481	8,035	10,270	20,496	(1,609)	11,974	113%	-13%
251-55115-301-000	LIBRARY: SUPPLIES	22,774	12,500	9,147	6,678	316	7,500	96%	4%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>98,048</b>	<b>72,423</b>	<b>67,525</b>	<b>74,620</b>	<b>(1,169)</b>	<b>67,415</b>	102%	-2%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES		-	3,452	8,416	1,354	8,000	83%	17%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY		-	253	655	104	650	84%	16%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	1,097	2,038	872	2,282	-	2,000	100%	0%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	21,257	19,194	12,788	16,981	(360)	18,000	102%	-2%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	828	1,033	11,177	2,216	-	10,000	100%	0%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	512	1,424	-	1,330	-	2,000	100%	0%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	5,123	7,052	9,058	4,837	-	2,000	100%	0%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>28,816</b>	<b>30,740</b>	<b>37,602</b>	<b>36,716</b>	<b>1,097</b>	<b>42,650</b>	97%	3%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	2,277	1,560	1,391	1,490	-	1,500	100%	0%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	4,129	2,848	3,244	3,046	-	3,000	100%	0%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,007	1,102	1,058	593	-	1,000	100%	0%
	<b>LIBRARY: PROGRAMS</b>	<b>7,413</b>	<b>5,509</b>	<b>5,693</b>	<b>5,129</b>	<b>-</b>	<b>5,500</b>	100%	0%

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual	Actual	Actual	Actual	2/8/2023	Budget Amended 2023	% Expended	% Unexpended
		12/31/2019	12/31/2020	12/31/2021	12/31/2022	CURRENT YTD			
		Prior Year 2019	Prior Year 2020	Prior Year 2021	Prior Year 2022	Actual			
251-55130-250-115	LIBRARY: BOOKS - ADULT	21,731	18,480	17,080	13,480	-	17,000	100%	0%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	6,032	3,509	3,881	3,244	-	3,420	100%	0%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	22,558	19,090	17,516	14,149	12	16,000	100%	0%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,472	3,503	3,415	2,363	-	3,175	100%	0%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,022	855	5,165	3,912	-	4,750	100%	0%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	4,118	1,291	(320)	22	-	-	0%	0%
	<b>LIBRARY: BOOKS</b>	<b>61,933</b>	<b>46,728</b>	<b>46,738</b>	<b>37,170</b>	<b>12</b>	<b>44,345</b>	<b>100%</b>	<b>0%</b>
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	3,398	3,740	2,943	1,806	-	2,500	100%	0%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	2,776	2,553	1,834	407	-	500	100%	0%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	862	954	782	522	-	750	100%	0%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	2,445	2,413	1,872	1,356	-	1,701	100%	0%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,245	1,206	1,172	1,297	-	854	100%	0%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	809	577	416	212	-	468	100%	0%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	1,197	1,165	930	870	-	900	100%	0%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	4,238	5,367	6,917	10,903	-	8,503	100%	0%
	<b>LIBRARY: A/V</b>	<b>17,505</b>	<b>18,501</b>	<b>17,221</b>	<b>17,373</b>	<b>-</b>	<b>16,176</b>	<b>100%</b>	<b>0%</b>
	<b>TOTAL EXPENDITURES</b>	<b>794,596</b>	<b>779,703</b>	<b>775,638</b>	<b>748,619</b>	<b>65,341</b>	<b>824,116</b>	<b>92%</b>	<b>8%</b>
	REVENUES OVER(UNDER) EXPENDITURES	(98)	(8,300)	21,042	42,400		-		
	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
<b>251-43215-000-000 FEDERAL: LIBRARY GRANTS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 408,286.00-	Unearned 408,286.00	
<b>251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 14,466.00-	Unearned 14,466.00	
<b>251-43730-000-000 COUNTY AID: LIBRARY PORTAGE</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,960.00-	Unearned 1,960.00	
<b>251-43735-000-000 STATE GRANT: LIBRARY YOUTH</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) 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
<b>251-46710-000-000 FEES: LIBRARY COPIES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
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-	
CR	1215050	COPIES LIBRARY DEPOSIT - LIBRARY 1/2/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/2/2023		28.86-	
CR	1215113	COPIES LIBRARY DEPOSIT - library 01/04/2023 Description: COPIES LIBRARY DEPOSIT - library 01/04/2023		36.97-	
CR	1215153	COPIES LIBRARY DEPOSIT - LIBRARY 01/5/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/5/2023		22.37-	
CR	1215213	COPIES LIBRARY DEPOSIT - LIBRARY 1/6/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/6/2023		19.05-	
CR	1215214	COPIES LIBRARY DEPOSIT - LIBRARY 1/7/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/7/2023		2.84-	
CR	1215297	COPIES LIBRARY DEPOSIT - LIBRARY 01/09/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/09/2023		21.61-	
CR	1215322	COPIES LIBRARY DEPOSIT - library 1/10/2023 Description: COPIES LIBRARY DEPOSIT - library 1/10/2023		19.67-	
CR	1215376	COPIES LIBRARY DEPOSIT - LIBRARY 1/12/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/12/2023		19.43-	
CR	1215377	COPIES LIBRARY DEPOSIT - LIBRARY 01/12/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/12/2023		7.25-	
CR	1215431	COPIES LIBRARY DEPOSIT - LIBRARY 01/13/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/13/23		10.76-	
CR	1215432	COPIES LIBRARY DEPOSIT - LIBRARY 01/14/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/14/23		7.77-	
CR	1215516	COPIES LIBRARY DEPOSIT - LIBRARY 1/16/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/16/23		6.07-	
CR	1215562	COPIES LIBRARY DEPOSIT - LIBRARY 1/17/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/17/23		29.15-	
CR	1215666	COPIES LIBRARY DEPOSIT - LIBRARY 1/18/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/18/23		21.09-	
CR	1215754	COPIES LIBRARY DEPOSIT - library 1/19/23 Description: COPIES LIBRARY DEPOSIT - library 1/19/23		6.11-	
CR	1215811	COPIES LIBRARY DEPOSIT - LIBRARY 1/21/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/21/23		7.25-	
CR	1215846	COPIES LIBRARY DEPOSIT - LIBRARY 1/23/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/23/23		20.85-	
CR	1215863	COPIES LIBRARY DEPOSIT - LIBRARY 1/24/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/24/23		20.33-	
CR	1215897	COPIES LIBRARY DEPOSIT - LIBRARY 01/25/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/25/23		17.44-	
CR	1215931	COPIES LIBRARY DEPOSIT - LIBRARY 1/26/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/26/23		16.59-	
CR	1215965	COPIES LIBRARY DEPOSIT - LIBRARY 1/27/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/27/23		23.32-	
CR	1215966	COPIES LIBRARY DEPOSIT - LIBRARY 1/27/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/27/23		13.32-	
CR	1215982	COPIES LIBRARY DEPOSIT - LIBRARY 1/30/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/30/23		10.66-	
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>439.28- *</b>	<b>439.28-</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-46710-000-000 FEES: LIBRARY COPIES (continued)						
CR	1216069	COPIES LIBRARY DEPOSIT - LIBRARY 1/31/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/31/23		20.90-		
CR	1216096	COPIES LIBRARY DEPOSIT - LIBRARY 2/1/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/1/2023		13.93-		
CR	1216097	COPIES LIBRARY DEPOSIT - LIBRARY 2/2/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/2/2023		15.45-		
CR	1216193	COPIES LIBRARY DEPOSIT - LIBRARY 2/4/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/4/23		2.75-		
CR	1216194	COPIES LIBRARY DEPOSIT - LIBRARY 2/3/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/3/23		13.70-		
CR	1216249	COPIES LIBRARY DEPOSIT - LIBRARY 2/6/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/6/23		79.31-		
		02/28/2023 (02/23) Period Totals and Balance	.00 *	146.04- *	585.32-	
YTD Encumbrance	.00	YTD Actual	585.32- Total	585.32- YTD Budget	6,000.00- Unearned	5,414.68
251-46715-000-000 FEES: LIBRARY POSTAGE						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
		02/28/2023 (02/23) 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						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
		02/28/2023 (02/23) 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						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
CR	1215810	FINES LIBRARY DEPOSIT - LIBRARY 1/20/23 Description: FINES LIBRARY DEPOSIT - LIBRARY 1/20/23		17.68-		
CR	1215846	FINES LIBRARY DEPOSIT - LIBRARY 1/23/23 Description: FINES LIBRARY DEPOSIT - LIBRARY 1/23/23		1.15-		
CR	1215863	FINES LIBRARY DEPOSIT - LIBRARY 1/24/23 Description: FINES LIBRARY DEPOSIT - LIBRARY 1/24/23		.05-		
CR	1215863	FINES LIBRARY DEPOSIT - LIBRARY 1/24/23 Description: FINES LIBRARY DEPOSIT - LIBRARY 1/24/23		10.00-		
		01/31/2023 (01/23) Period Totals and Balance	.00 *	28.88- *	28.88-	
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	28.88-	
YTD Encumbrance	.00	YTD Actual	28.88- Total	28.88- YTD Budget	.00 Unearned	28.88-
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY						
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00	
AP	51	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6108431 **Desc: DEC. COLLECTIONS (4) **Inv. Date: 1/1/2023	39.40			
		01/31/2023 (01/23) Period Totals and Balance	39.40 *	.00 *	39.40	
CR	1216096	COLLECTION - LIBRARY 2/1/2023 Description: COLLECTION - LIBRARY 2/1/2023		10.00-		
		02/28/2023 (02/23) Period Totals and Balance	.00 *	10.00- *	29.40	
YTD Encumbrance	.00	YTD Actual	29.40 Total	29.40 YTD Budget	100.00- Unearned	129.40

Journal	Reference Number	Payee or Description		Debit Amount	Credit Amount	Balance
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE						
		01/01/2023 (00/23) Balance		.00 *	.00 *	.00
AP	78	PAVELSKI, ANNE		24.95		
		**VendorNo: 2534 **Inv. No: OWWAU10520230000003 **Desc: DVD RETURNED #31389017688540 **Inv. Date: 1/5/2023				
AP	36	APPLETON PUBLIC LIBRARY		30.00		
		**VendorNo: 102 **Inv. No: OWWAU010520230000004 **Desc: LOST BOOK 31110006412571 **Inv. Date: 1/6/2023				
AP	79	BENTANCUR, ZACHERY C		18.00		
		**VendorNo: 2535 **Inv. No: ONLINE01192023000030 **Desc: CHILD BOOK RETURNED #31389019268333 **Inv. Date: 1/19/2023				
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				
CR	1215432	MATERIAL REPL LIB DEPOSIT - LIBRARY 01/14/23			20.95-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 01/14/23				
CR	1215516	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/16/23			3.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/16/23				
CR	1215810	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/20/23			6.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/20/23				
		01/31/2023 (01/23) Period Totals and Balance		72.95 *	219.90- *	146.95-
CR	1216069	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/31/23			45.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/31/23				
CR	1216096	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/1/2023			30.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/1/2023				
CR	1216249	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/6/23			26.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/6/23				
		02/28/2023 (02/23) Period Totals and Balance		.00 *	101.00- *	247.95-
YTD Encumbrance	.00	YTD Actual	247.95- Total	247.95- YTD Budget	3,500.00- Unearned	3,252.05
251-48215-000-000 RENT: MEETING ROOMS						
		01/01/2023 (00/23) Balance		.00 *	.00 *	.00
CR	1215377	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 01/12/2023			30.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 01/12/2023				
CR	1215516	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1/16/23			20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1/16/23				
CR	1215863	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1/24/23			10.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1/24/23				
CR	1215931	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1/26/23			50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1/26/23				
		01/31/2023 (01/23) Period Totals and Balance		.00 *	110.00- *	110.00-
CR	1216096	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/1/2023			20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/1/2023				
		02/28/2023 (02/23) Period Totals and Balance		.00 *	20.00- *	130.00-
YTD Encumbrance	.00	YTD Actual	130.00- Total	130.00- YTD Budget	500.00- Unearned	370.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	100.00- Unearned	100.00	
<b>251-48451-000-000 INSURANCE CLAIMS LIBRARY</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
<b>251-48510-000-000 MISC REV: REBATES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
<b>251-48550-000-000 DONATIONS: LIBRARY</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
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		3,362.00-	
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	1215113	DONATION- - library 01/04/2023 Description: DONATION- - library 01/04/2023		712.44-	
CR	1215113	DONATION- - library 01/04/2023 Description: DONATION- - library 01/04/2023		590.08-	
CR	1215113	DONATION- - library 01/04/2023 Description: DONATION- - library 01/04/2023		177.00-	
CR	1215113	DONATION- - library 01/04/2023 Description: DONATION- - library 01/04/2023		509.71-	
CR	1215214	DONATION- - LIBRARY 1/7/2023 Description: DONATION- - LIBRARY 1/7/2023		12.76-	
CR	1215297	DONATION- - LIBRARY 01/09/2023 Description: DONATION- - LIBRARY 01/09/2023		50.00-	
CR	1215377	DONATION- - LIBRARY 01/12/2023 Description: DONATION- - LIBRARY 01/12/2023		6.00-	
CR	1215432	DONATION- - LIBRARY 01/14/23 Description: DONATION- - LIBRARY 01/14/23		5.77-	
CR	1215754	DONATION- - library 1/19/23 Description: DONATION- - library 1/19/23		712.44-	
CR	1215754	DONATION- - library 1/19/23 Description: DONATION- - library 1/19/23		237.59-	
CR	1215754	DONATION- - library 1/19/23 Description: DONATION- - library 1/19/23		207.29-	
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>6,792.57- *</b>	<b>6,792.57-</b>
CR	1216193	DONATION- - LIBRARY 2/4/23 Description: DONATION- - LIBRARY 2/4/23		22.37-	
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>22.37- *</b>	<b>6,814.94-</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48550-000-000 DONATIONS: LIBRARY (continued)</b>					
YTD Encumbrance	.00	YTD Actual 6,814.94- Total	6,814.94- YTD Budget	42,650.00- Unearned	35,835.06
<b>251-48900-000-000 OTHER: REVENUE MISCELLANEOUS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-49210-000-000 TRANSFER FROM GENERAL FUND</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	346,554.00- Unearned	346,554.00
<b>251-49300-000-000 FUND BALANCES APPLIED</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-55111-101-000 LIBRARY: SALARIES</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>251-55111-102-000 LIBRARY: WAGES</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
PB		140 PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	150.00		
PB		672 PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	150.00		
PC		79 PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	10,511.53		
PC		249 PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	10,648.28		
PC		375 PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	10,971.34		
		01/31/2023 (01/23) Period Totals and Balance	32,431.15 *	.00 *	32,431.15
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	32,431.15
YTD Encumbrance	.00	YTD Actual 32,431.15 Total	32,431.15 YTD Budget	380,957.00 Unexpended	348,525.85
<b>251-55111-103-000 LIBRARY: OVERTIME</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
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
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	145.81
YTD Encumbrance	.00	YTD Actual 145.81 Total	145.81 YTD Budget	.00 Unexpended	145.81-
<b>251-55111-105-000 LIBRARY: CALL-IN PAY</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) 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
<b>251-55111-106-000 LIBRARY: HOLIDAY PAY</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-107-000 LIBRARY: SICK PAY</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-108-000 LIBRARY: VACATION PAY</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-118-000 LIBRARY: SOCIAL SECURITY</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
PB	141	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	768.62		
PB	413	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	767.92		
PB	673	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	781.16		
		01/31/2023 (01/23) Period Totals and Balance	2,317.70 *	.00 *	2,317.70
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	2,317.70
YTD Encumbrance	.00	YTD Actual 2,317.70 Total 2,317.70	YTD Budget 24,823.00	Unexpended 22,505.30	
<b>251-55111-119-000 LIBRARY: RETIREMENT (R)</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
PB	138	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	904.35		
PB	266	PAYROLL TRANS FOR 1/2/2023 PAY PERIOD	156.07		
PB	411	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	1,038.13		
PB	670	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	945.81		
		01/31/2023 (01/23) Period Totals and Balance	3,044.36 *	.00 *	3,044.36
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	3,044.36
YTD Encumbrance	.00	YTD Actual 3,044.36 Total 3,044.36	YTD Budget 23,337.00	Unexpended 20,292.64	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-121-000 LIBRARY: GRP HLTH INS</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	136	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	2,623.52		
PB	409	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	2,623.52		
PB	668	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	2,623.52		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>7,870.56 *</b>	<b>.00 *</b>	<b>7,870.56</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>7,870.56</b>
YTD Encumbrance	.00	YTD Actual	7,870.56	Total	7,870.56
YTD Budget	70,261.00	Unexpended	62,390.44		
<b>251-55111-122-000 LIBRARY: LIFE INS</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	137	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	50.10		
PB	410	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	50.10		
PB	669	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	50.10		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>150.30 *</b>	<b>.00 *</b>	<b>150.30</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>150.30</b>
YTD Encumbrance	.00	YTD Actual	150.30	Total	150.30
YTD Budget	1,255.40	Unexpended	1,105.10		
<b>251-55111-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	139	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	51.58		
PB	412	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	51.58		
PB	671	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	51.58		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>154.74 *</b>	<b>.00 *</b>	<b>154.74</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>154.74</b>
YTD Encumbrance	.00	YTD Actual	154.74	Total	154.74
YTD Budget	1,931.00	Unexpended	1,776.26		
<b>251-55111-124-000 LIBRARY: WORK COMP</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	1,035.86	Unexpended	1,035.86		
<b>251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	6,000.00	Unexpended	6,000.00		
<b>251-55111-126-000 LIBRARY: DEF COMP HLTH</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	748.00	Unexpended	748.00		
<b>251-55112-104-000 LIBRARY: PT WAGES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
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-	
PC	250	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	3,823.75		
PC	251	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD		122.09-	
PC	376	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	4,596.43		
PC	377	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD		105.56-	
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>12,275.61 *</b>	<b>470.22- *</b>	<b>11,805.39</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>11,805.39</b>
YTD Encumbrance	.00	YTD Actual	11,805.39	Total	11,805.39
YTD Budget	121,788.00	Unexpended	109,982.61		
<b>251-55112-110-000 LIBRARY: PTO</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
<b>251-55112-116-000 LIBRARY: PT RETIRE</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	147	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	141.70		
PB	419	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	121.00		
PB	679	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	171.39		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>434.09 *</b>	<b>.00 *</b>	<b>434.09</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>434.09</b>
YTD Encumbrance	.00	YTD Actual	434.09	Total	434.09
YTD Budget	4,932.00	Unexpended	4,497.91		
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	142	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	287.26		
PB	414	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	284.81		
PB	674	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	343.93		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>916.00 *</b>	<b>.00 *</b>	<b>916.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>916.00</b>
YTD Encumbrance	.00	YTD Actual	916.00	Total	916.00
YTD Budget	10,362.00	Unexpended	9,446.00		



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-122-000 LIBRARY: LIFE INS</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	143	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	36.50		
PB	415	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	36.50		
PB	675	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	36.50		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>109.50 *</b>	<b>.00 *</b>	<b>109.50</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>109.50</b>
YTD Encumbrance	.00	YTD Actual 109.50 Total 109.50 YTD Budget 600.00 Unexpended 490.50			
<b>251-55112-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55115-201-000 LIBRARY: TRAVEL</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 4,000.00 Unexpended 4,000.00			
<b>251-55115-206-000 LIBRARY: TELEPHONE</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55115-207-000 LIBRARY: MAINT OF EQUIP</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
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			
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>6,296.00 *</b>	<b>6,296.00- *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 6,000.00 Unexpended 6,000.00			
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 1,000.00 Unexpended 1,000.00			
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1214999	LIBRARY CONTRACT REFUND - US BANK		176.00-	
		Description: LIBRARY CONTRACT REFUND - US BANK			
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>176.00- *</b>	<b>176.00-</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>176.00-</b>
YTD Encumbrance	.00	YTD Actual 176.00- Total 176.00- YTD Budget 6,500.00 Unexpended 6,676.00			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	107	OUTAGAMIE WAUPACA LIBRARY	300.00		
		**VendorNo: 1427 **Inv. No: 4025-1 **Desc: SWANK MOVIE LICENSING **Inv. Date: 10/1/2022			
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>300.00 *</b>	<b>.00 *</b>	<b>300.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>300.00</b>
YTD Encumbrance	.00	YTD Actual 300.00 Total 300.00	YTD Budget .00	Unexpended 300.00-	
<b>251-55115-216-000 LIBRARY: POSTAGE</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
<b>251-55115-217-000 LIBRARY: MEMBERSHIP &amp; DUES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,200.00	Unexpended 1,200.00	
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 27,591.00	Unexpended 27,591.00	
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 650.00	Unexpended 650.00	
<b>251-55115-282-000 LIBRARY: TECHNOLOGY</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
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	76	BIBLIOTHECA LLC	2,307.84		
		**VendorNo: 2485 **Inv. No: SO-US44025-2 **Desc: RFID WORKSTATION SHIELDED PAYMENT 2 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			
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>2,391.06 *</b>	<b>4,000.00- *</b>	<b>1,608.94-</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,608.94-</b>
YTD Encumbrance	.00	YTD Actual 1,608.94- Total 1,608.94-	YTD Budget 11,974.00	Unexpended 13,582.94	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-301-000 LIBRARY: SUPPLIES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	108	OUTAGAMIE WAUPACA LIBRARY	70.00		
		**VendorNo: 1427 **Inv. No: 4025-2 **Desc: RECEIPT PAPER **Inv. Date: 9/6/2022			
AP	109	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4036 **Desc: SPINE LABELS - 2 ROLLS **Inv. Date: 10/12/2022			
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			
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>316.44 *</b>	<b>.00 *</b>	<b>316.44</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>316.44</b>
YTD Encumbrance	.00	YTD Actual 316.44 Total	316.44	YTD Budget 7,500.00 Unexpended	7,183.56
<b>251-55115-320-000 LIBRARY: BUILDING EXPENSES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
<b>251-55120-104-000 LIBRARY: DONATIONS PT WAGES</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PC	85	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	330.90		
PC	254	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	675.00		
PC	380	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	347.70		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>1,353.60 *</b>	<b>.00 *</b>	<b>1,353.60</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,353.60</b>
YTD Encumbrance	.00	YTD Actual 1,353.60 Total	1,353.60	YTD Budget 8,000.00 Unexpended	6,646.40
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	148	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	25.32		
PB	420	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	51.64		
PB	680	PAYROLL TRANS FOR 1/29/2023 PAY PERIOD	26.60		
		<b>01/31/2023 (01/23) Period Totals and Balance</b>	<b>103.56 *</b>	<b>.00 *</b>	<b>103.56</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>103.56</b>
YTD Encumbrance	.00	YTD Actual 103.56 Total	103.56	YTD Budget 650.00 Unexpended	546.44
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS</b>					
		<b>01/01/2023 (00/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2023 (02/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 2,000.00 Unexpended	2,000.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
AP	106	OFFICE OUTFITTERS		477.00-	
		**VendorNo: 1405 **Inv. No: 477294 **Desc: FOUNDATION ANNUAL CAMPAIGN SUPPLIES **Inv. Date: 11/17/2022			
AP	44	MOTION PICTURE LICENSING C	116.83		
		**VendorNo: 1295 **Inv. No: 504414426 **Desc: LIBRARY UMBRELLA MOVIE LICENSE FOR PERIOD 3/1/2023-3/1/2024 **Inv. Date: 12/31/2022			
		01/31/2023 (01/23) Period Totals and Balance	116.83 *	477.00- *	360.17-
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	360.17-
YTD Encumbrance	.00	YTD Actual 360.17- Total	360.17- YTD Budget	18,000.00 Unexpended	18,360.17
<b>251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	10,000.00 Unexpended	10,000.00
<b>251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00
<b>251-55120-301-000 LIBRARY: DONATIONS SUPPLIES</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00
<b>251-55125-255-000 LIBRARY: PROGRAMS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>251-55125-255-110 LIBRARY: PROGRAMS - ADULT</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00
<b>251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00
<b>251-55125-255-310 LIBRARY: PROGRAMS - TEEN</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-000 LIBRARY: BOOKS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55130-250-115 LIBRARY: BOOKS - ADULT</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 17,000.00	Unexpended 17,000.00	
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,420.00	Unexpended 3,420.00	
<b>251-55130-250-215 LIBRARY: BOOKS - CHILDRENS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
AP	75	GREG BIBA	12.00		
**VendorNo: 2434 **Inv. No: JAN2023 **Desc: DEATH WISH AT MACHU PICCHU - CHILD BOOK 2023 **Inv. Date: 1/9/2023					
		01/31/2023 (01/23) Period Totals and Balance	12.00 *	.00 *	12.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	12.00
YTD Encumbrance	.00	YTD Actual 12.00 Total 12.00	YTD Budget 16,000.00	Unexpended 15,988.00	
<b>251-55130-250-315 LIBRARY: BOOKS - TEEN</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,175.00	Unexpended 3,175.00	
<b>251-55130-250-410 LIBRARY: BOOKS - MAG &amp; NEWSPAP</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 4,750.00	Unexpended 4,750.00	
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-000 LIBRARY: AUDIO/VISUAL</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) 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
<b>251-55135-290-125 LIBRARY: A/V - ADULT MOVIES</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,500.00	Unexpended 2,500.00	
<b>251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 500.00	Unexpended 500.00	
<b>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 750.00	Unexpended 750.00	
<b>251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,701.00	Unexpended 1,701.00	
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 854.00	Unexpended 854.00	
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-320 LIBRARY: A/V - TEEN MOVIES</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 468.00	Unexpended 468.00	
<b>251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-420 LIBRARY: A/V - VIDEO GAMES</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 900.00	Unexpended 900.00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 8,503.00	Unexpended 8,503.00	
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL</b>					
		01/01/2023 (00/23) Balance	.00 *	.00 *	.00
		02/28/2023 (02/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>Number of transactions: 131    Number of accounts: 86</b>			Debit	Credit	Proof
<b>Grand Totals:</b>			70,851.66	19,309.26-	51,542.40

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda January 2022

We had our February Exhibit Room Committee meeting at 11a on February 7 in the Exhibit Room after we took down the *Women* exhibit. We discussed upcoming events for Youth Art Month and looked at upholstery samples for the Exhibit Room remodel project. Our next meeting is planned for March 1 at 11a.

The Library Foundation approved choices and budget for our Exhibit Room remodel project, so we have the green light to move ahead with purchasing the new rail system, dry erase boards, furniture and display cases. Additionally I met with our donor to discuss recognition for their generous gift. Because we had a previous donor that helped with the initial construction of the Exhibit Room, we will update the signage we currently have to reflect the generosity from both families. We are on track to have the project wrapped up in time for the opening of our June/Summer Learning Program exhibit with a reception planned to celebrate.

### PAST EXHIBIT:

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

1019 people visited the *Women* exhibit in January. The school district art teachers needed to push back the start date for Youth Art Month, so we were able to extend *Women* by a week and host a reception for Doris Weed on January 30. 30 people braved the frigid weather to meet Doris and enjoy refreshments while exploring the exhibit.

Children's Department Librarian, Paula Reedy and I collaborated on a program on January 16, targeting our homeschool families, but to also benefit ALL families, since this was a scheduled day off of school. Since our *Women* exhibit featured the powerful *I Am Not Invisible* exhibit from the Wisconsin Veterans Museum, we invited Laura Colbert to share her story as a female veteran. 15 people of all ages attend this moving program.

Our Exhibit Room committee took down the exhibit on February 7, and loaned exhibits from the Wisconsin Veterans Museum and the Wisconsin Historical Society were returned to Madison. In total 2108 people visited the *Women* exhibit.

### ON EXHIBIT:

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

Youth Art Month is installed and open! This annual collaboration with the School District of Waupaca is an opportunity to draw new faces to the library and continue to spread the word that the library is open and hosting programs and events.

Two local artists judged the artwork and we hosted the in-person reception and awards ceremony from 6-7p on February 13. 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.

We have a robust selection of programs for the exhibit with our great partners at the Waupaca Arts Hub. February 20 is another day off of school, so we (library staff and Laura Reynolds from the Arts Hub) will provide a drop-in take-and-make program for children and their caregivers (or anyone who wants to participate!) from 10a-12. Visitors will also have the opportunity to work on 'Woven All Together', the 2023 community art project. Laura will also provide 8 drop-in take-and-make programs spread across February, March and April. These programs will follow the Children's Department 10a storytime and serve the dual purpose of providing fantastic arts programming for young library patrons and their caregivers, and helping the Hub reach a new demographic as they continue to grow and serve our community.

These strong partnerships with entities like the School District of Waupaca and the Waupaca Arts Hub are increasingly important as we look at ways to reach new patrons for the library. Our programs are more dynamic and inclusive when we work together, and help us, our collaborators, and most importantly, our community.



## UPCOMING EXHIBIT:

### 30 Years of Waupaca Rotary (April 8, 2023-June 3, 2023)

Rotary has deep roots in Waupaca, and we are excited to help them highlight their contributions to our community (and the world!) with an exhibit celebrating their 30th anniversary. The Waupaca Rotary put together a committee to decide what information will be included in the exhibit, and we have met to discuss space and the resources available to them through the Exhibit Room. Plans are in the works for a reception as well as potential speaker programs.

### **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
- *Ecuadorian Art (Manuel & Paulina)*: April/May
- *Creative Power Collection/ WorkLife* (Artists with disabilities/Employment inclusion): Late August/September

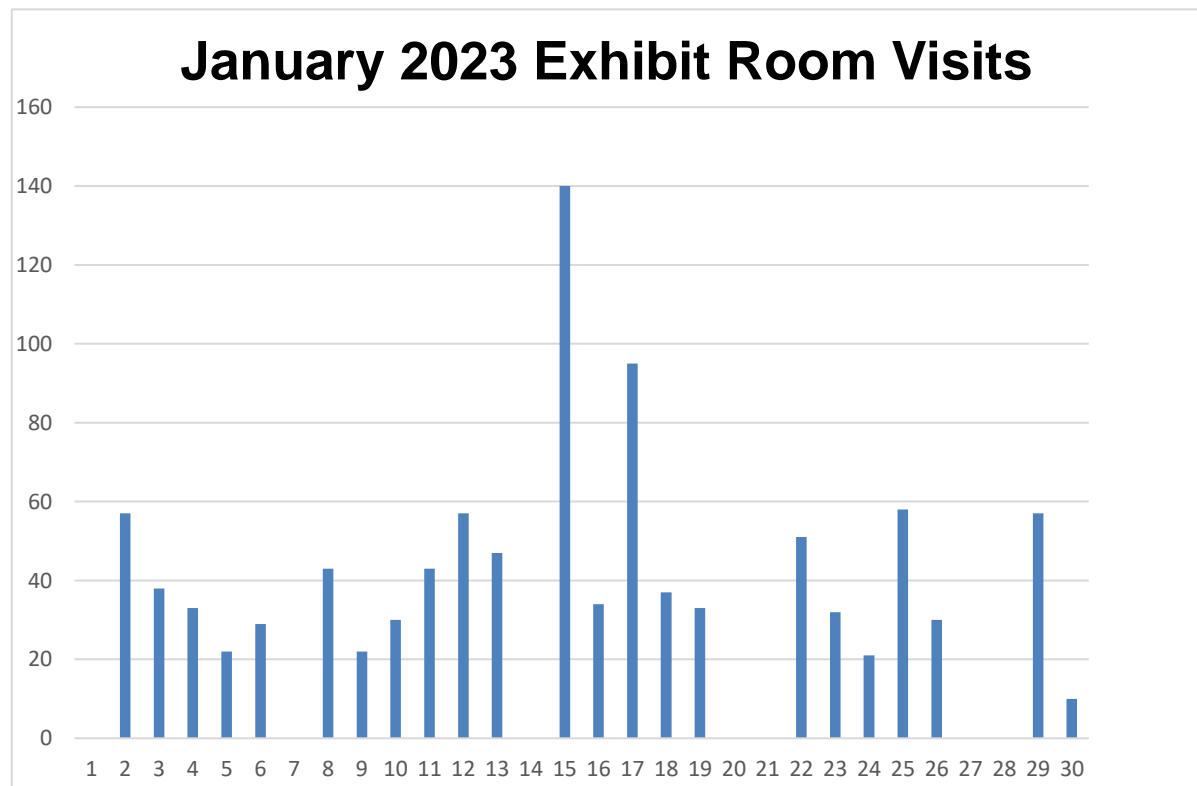
## JANUARY 2023 EXHIBIT ROOM VISITS

01/1/2023	Sunday	closed
01/2/2023	Monday	closed
01/3/2023	Tuesday	57
01/4/2023	Wednesday	38
01/5/2023	Thursday	33
01/6/2023	Friday	22
01/7/2023	Saturday	29
01/8/2023	Sunday	closed
01/9/2023	Monday	43
01/10/2023	Tuesday	22
01/11/2023	Wednesday	30
01/12/2023	Thursday	43
01/13/2023	Friday	57
01/14/2023	Saturday	47
01/15/2023	Sunday	closed
01/16/2023	Monday	140
01/17/2023	Tuesday	34
01/18/2023	Wednesday	95
01/19/2023	Thursday	37
01/20/2023	Friday	33
01/21/2023	Saturday	-
01/22/2023	Sunday	closed
01/23/2023	Monday	51
01/24/2023	Tuesday	32
01/25/2023	Wednesday	21
01/26/2023	Thursday	58
01/27/2023	Friday	30
01/28/2023	Saturday	-
01/29/2023	Sunday	closed
01/30/2023	Monday	57
01/31/2023	Tuesday	10
TOTAL		1019

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.

Women (December) = 966

Women (January) = 1019



2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.05												\$0.05
2023 Running Total												
\$0.05	\$0.05	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74	\$45.74	\$49.72	\$50.53	\$50.53	\$50.53	\$0.05
2022 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
2023 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.13												\$411.13
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
2023 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$110.00												\$110.00
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
2023 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$257.90												\$257.90
-\$56.45												-\$56.45
\$201.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201.45
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$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
2023 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$93.53												\$93.53
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
2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10												\$34.10
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

### 2023 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	888												888
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

### 2023 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	6,152												6,152
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

### 2023 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 wireless	585												585
2023 stations	488												488
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

### 2023 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	60												60
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

### 2023 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	4.5												5
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

Jan 2023 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,535	1,017	518	1.51	1,535	1,017	518	1.51
Appleton	OOAPL	9,500	9,600	(100)	0.99	9,500	9,600	(100)	0.99
Baileys Harbor	NDBAI	669	430	239	1.56	669	430	239	1.56
Birnamwood	NSBIR	669	217	452	3.08	669	217	452	3.08
Black Creek	OOBCL	1,754	810	944	2.17	1,754	810	944	2.17
Bonduel	NSBON	311	649	(338)	0.48	311	649	(338)	0.48
Clintonville	OWCPL	2,371	1,032	1339	2.30	2,371	1,032	1339	2.30
Coleman	NMCOL	491	745	(254)	0.66	491	745	(254)	0.66
Crivitz	NMCRI	561	1,451	(890)	0.39	561	1,451	(890)	0.39
Egg Harbor	NDEGG	613	447	166	1.37	613	447	166	1.37
Ephraim	NDEPH	306	93	213	3.29	306	93	213	3.29
Fish Creek	NDFIS	282	359	(77)	0.79	282	359	(77)	0.79
Florence	NFFLO	498	405	93	1.23	498	405	93	1.23
Forestville	NDFOR	486	360	126	1.35	486	360	126	1.35
Fremont	OWFPL	852	500	352	1.70	852	500	352	1.70
Gillett	NOGIL	556	271	285	2.05	556	271	285	2.05
Goodman	NMGOO	95	276	(181)	0.34	95	276	(181)	0.34
Green Earth	NBON2	108	4	104	27.00	108	4	104	27.00
Hortonville	OOHPL	1,352	2,207	(855)	0.61	1,352	2,207	(855)	0.61
Iola	OWIVL	1,088	1,091	(3)	1.00	1,088	1,091	(3)	1.00
Kaukauna	OOKAU	2,188	3,096	(908)	0.71	2,188	3,096	(908)	0.71
Kewaunee	NKKEW	1,528	1,057	471	1.45	1,528	1,057	471	1.45
Kimberly	OOKIM	2,925	2,992	(67)	0.98	2,925	2,992	(67)	0.98
Lakewood	NOLAK	847	987	(140)	0.86	847	987	(140)	0.86
Lena	NOLEN	465	281	184	1.65	465	281	184	1.65
Little Chute	OOLIT	1,808	3,666	(1858)	0.49	1,808	3,666	(1858)	0.49
Manawa	OWMAN	954	1,071	(117)	0.89	954	1,071	(117)	0.89
Marinette	NMMRT	1,331	1,436	(105)	0.93	1,331	1,436	(105)	0.93
Marion	OWMAR	1,107	857	250	1.29	1,107	857	250	1.29
Mattoon	NSMAT	92	90	2	1.02	92	90	2	1.02
New London	OWNLP	1,406	1,451	(45)	0.97	1,406	1,451	(45)	0.97
NFLS	NFLS	-	9	(9)	0.00	-	9	(9)	0.00
Niagara	NMNIA	401	542	(141)	0.74	401	542	(141)	0.74
Oconto	NOOCO	918	618	300	1.49	918	618	300	1.49
Oconto Falls	NOOCF	1,253	689	564	1.82	1,253	689	564	1.82
Oneida	NBONE	555	67	488	8.28	555	67	488	8.28
OWLS	OWLS	7	3	4	2.33	7	3	4	2.33
Peshtigo	NMPES	293	503	(210)	0.58	293	503	(210)	0.58
Scandinavia	OWSCA	450	364	86	1.24	450	364	86	1.24
Seymour	OOSEY	1,631	1,470	161	1.11	1,631	1,470	161	1.11
Shawano	NSSHA	2,081	2,016	65	1.03	2,081	2,016	65	1.03
Shiocton	OOSHI	398	460	(62)	0.87	398	460	(62)	0.87
Sister Bay	NDSIS	1,067	1,082	(15)	0.99	1,067	1,082	(15)	0.99
Sturgeon Bay	NDSTR	2,404	2,400	4	1.00	2,404	2,400	4	1.00
Suring	NOSUR	449	574	(125)	0.78	449	574	(125)	0.78
Tigerton	NSTIG	210	446	(236)	0.47	210	446	(236)	0.47
Washington Island	NDWSH	279	291	(12)	0.96	279	291	(12)	0.96
Waupaca	OWWAU	2,671	3,330	(659)	0.80	2,671	3,330	(659)	0.80
Wausaukee	NMWAS	396	567	(171)	0.70	396	567	(171)	0.70
Weyauwega	OWWEY	963	642	321	1.50	963	642	321	1.50
Wittenberg	NSWIT	173	326	(153)	0.53	173	326	(153)	0.53

TOTAL		55,347	55,347	0	1.00	55,347	55,347	0	1.00
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Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	12,079	9,843	21922	12,079	9,843	21922
OWLS libraries	8,623	24,802	33425	8,623	24,802	33425
Total	20,702	34,645	55347	20,702	34,645	55347

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

### Circulation Statistics 2023

Circulation Statistics 2023													
Waupaca 2023 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2023 Downloads - ebooks	1,087												1,087
2022 Downloads - ebooks	1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934	896	897	12,240
2023 Downloads - Audio	1,126												1,126
2022 Downloads - Audio	947	825	958	925	1,000	938	959	1,016	993	1,018	1,035	995	11,609
2023 Downloads - Magazine	63												63
2022 Downloads - Magazine	54	66	65	73	46	44	40	51	54	36	56	48	633
2023 Downloads - Hoopla	259												259
2022 Downloads - Hoopla	100	97	97	126	122	140	137	136	161	199	204	191	1,710
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,277												2,277
Checkouts	9,898												9,898
Total Circulation w/renewals	12,175	0	0	0	0	0	0	0	0	0	0	0	12,175
2022 Totals	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	January	2023
Dayton	1,691	14%
Farmington	2,277	19%
Lind	386	3%
Waupaca (Town)	682	6%
Town Total	5,036	41%
Waupaca (City)	4,295	35%
Waushara County	357	3%
Portage County	995	8%
Other	1,492	12%
Total	12,175	

# January 2023 OWLS and NFLS Circulation Statistics

<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	2,430	614	3,044	2,430	614	3,044
Appleton	41,294	11,259	52,553	41,294	11,259	52,553
Black Creek	2,354	667	3,021	2,354	667	3,021
Clintonville	3,578	601	4,179	3,578	601	4,179
Door Cty - Baileys Harbor	821	196	1,017	821	196	1,017
Door Cty - Egg Harbor	1,050	228	1,278	1,050	228	1,278
Door Cty - Ephraim	262	45	307	262	45	307
Door Cty - Fish Creek	505	107	612	505	107	612
Door Cty - Forestville	606	285	891	606	285	891
Door Cty - Sister Bay	2,687	709	3,396	2,687	709	3,396
Door Cty - Sturgeon Bay	7,199	1,566	8,765	7,199	1,566	8,765
Door Cty - Washington Island	669	156	825	669	156	825
Florence	783	211	994	783	211	994
Fremont	1,208	393	1,601	1,208	393	1,601
Gillett	589	103	692	589	103	692
Hortonville	4,481	1,463	5,944	4,481	1,463	5,944
Iola	1,926	548	2,474	1,926	548	2,474
Kaukauna	8,212	2,019	10,231	8,212	2,019	10,231
Kewaunee	2,765	747	3,512	2,765	747	3,512
Kimberly	8,255	2,418	10,673	8,255	2,418	10,673
Lakewood	2,368	674	3,042	2,368	674	3,042
Lena	480	120	600	480	120	600
Little Chute	8,617	2,351	10,968	8,617	2,351	10,968
Manawa	2,062	538	2,600	2,062	538	2,600
Marinette Cty - Coleman	1,500	385	1,885	1,500	385	1,885
Marinette Cty - Crivitz	2,124	582	2,706	2,124	582	2,706
Marinette Cty - Goodman	243	67	310	243	67	310
Marinette Cty - Marinette	3,707	783	4,490	3,707	783	4,490
Marinette Cty - Niagara	908	242	1,150	908	242	1,150
Marinette Cty - Peshtigo	1,029	238	1,267	1,029	238	1,267
Marinette Cty - Wausaukee	1,283	264	1,547	1,283	264	1,547
Marion	1,905	695	2,600	1,905	695	2,600
New London	3,732	697	4,429	3,732	697	4,429
Oconto	2,329	549	2,878	2,329	549	2,878
Oconto Falls	2,930	504	3,434	2,930	504	3,434
Oneida Tribal - Green Earth	25	-	25	25	-	25
Oneida Tribal - Oneida	131	42	173	131	42	173
Scandinavia	416	121	537	416	121	537
Seymour	3,012	918	3,930	3,012	918	3,930
Shawano Cty - Birnamwood	2,673	138	2,811	2,673	138	2,811
Shawano Cty - Bonduel	778	308	1,086	778	308	1,086
Shawano Cty - Mattoon	195	28	223	195	28	223
Shawano Cty - Shawano	7,917	1,674	9,591	7,917	1,674	9,591
Shawano Cty - Tigerton	829	146	975	829	146	975



Shawano Cty - Wittenberg	407	136	543	407	136	543
Shiocton	669	112	781	669	112	781
Suring	1,465	181	1,646	1,465	181	1,646
Waupaca	9,898	2,277	12,175	9,898	2,277	12,175
Weyauwega	1,592	521	2,113	1,592	521	2,113
<b>Total</b>	<b>156,898</b>	<b>39,626</b>	<b>196,524</b>	<b>156,898</b>	<b>39,626</b>	<b>196,524</b>

Posted 2/1/23

## **February 2023 Director's Report**

### **Update: Programming and Outreach Coordinator**

As of January 30<sup>th</sup> Molly Reinke has started her new position as Programming and Outreach Coordinator. She has hit the ground running with a great deal of enthusiasm and energy. We are fortunate to have such a well-qualified individual filling this important position.

### **Rotary**

I am beginning the process of joining Rotary. I've met many members over the last 6 months and I am very excited to be a new member. Rotary is among the most active community organizations in Waupaca at present. Their current project, which met with rapid success, is to raise funds for the installation of a clock in front of the City Hall and Library.

### **Emergency Manual**

With assistance from the Library Management Team and feedback from staff I have begun work on an Emergency Manual. Staff have responded admirably to a variety of emergencies over the last year and many of these experiences have highlighted the need for greater planning beforehand. The manual will provide basic guidelines for responding to a crisis and instructions for a number of specific potential emergencies. I anticipate that, in order to keep knowledge of procedure fresh in everyone's mind, we will regularly review part of the manual at each staff meeting. I am in communication with the Police Department and City Hall to ensure that our procedures fit in with the larger emergency plans and procedures already established.

### **6 Months Complete**

I have completed my first 6 months of service as the new Library Director for the Waupaca Area Public Library. My initial impression as an applicant for the position was that the Library had a solid foundation and a bright future ahead. I am thrilled to report that everything I have seen has only confirmed this. I am profoundly grateful for this opportunity and look forward to many years ahead at WAPL.

### **Resource Sharing Committee**

Discussion of some OWLS libraries using loaned materials for displays led to the formation of a Resource Sharing Committee tasked with better defining how materials borrowed from neighboring libraries can be used by the borrower. I am serving as a committee member, with the first meeting having been on February 9<sup>th</sup>.

Respectfully submitted,  
Eric Scott Bailey

Adult Services Report  
January 2023

January Programs

- **Tuesday, January 10** Community Conversation: a You Belong in Waupaca Initiative, hosted by Patsy Servey, 6 attended
- **Thursday, January 19** 365 Days of Cheer: Kindness All Year with Ivan Wayne, hosted by Laura Jandacek, 6 attended
- **Saturday, January 21** Book Group Discussion of "*How The Penguins Saved Veronica*" by Hazel Prior hosted by Patsy Servey, 5 attended
- **Passive Programming**
  - Sticker mosaic on interactive white board

February Programs

- **Thursday, February 2** Jack Rhodes Day, 105 attended
- **Thursday, February 16** Insight Nights: Preserving Love: Having Tough Conversations - With Dr. Ivan Wayne Hosted by Laura Jandacek
- **Saturday, February 18** Book Group Discussion of "*Stamped: Racism, Antiracism, and You*" by Jason Reynolds hosted by Trace Holt
- **Passive Programming**
  - Week 1 of Feb giant tabletop Scrabble
  - Week 2 of Feb snail mail love letter writing station
  - Friday, February 17 Caregiver Appreciation Day, crochet a worry worm

There was much planning to be done for implementing Jack Rhodes Day (February 2nd). We planned to show 5 films throughout the day, as well as some of his recorded lectures and presentations from 2020/2021. I want to thank Eric Bailey, Molly Reinke, Laura Jandacek, Jan Popple and Alex Lisogor for their assistance with planning and marketing this event. It is truly a team effort. We were also assisted by other staff members that helped with setup, cleanup and the vital task of making popcorn. Ask at the front desk for a complete list of films shown at the library throughout the 14 years that Jack Rhodes provided the classic film lecture series. Two new Binge Boxes were created and are now in circulation. These are themed 'On The Move' with films involving different modes of travel and a Mystery film set.

Molly Reinke stepped into the Programming and Outreach Coordinator position on January 30th. We will be focusing first on the program schedule for the Adult Department. Molly is ready to hit the ground running and is brimming with new and exciting ideas for Adult Programming.

The First Thursday Film Series will be continuing at the Library. The lineup for the next three months is Great Musicals. Laura Jandacek will continue hosting the films and we hope to include Steve Imm, a community member and classic film lover that Jack Rhodes connected us with in hopes of continuing this series.

- March 2nd "The Music Man" (1962) with recorded video lecture by Jack Rhodes
- April 6th "On Moonlight Bay" (1951)
- May 4th "Rhapsody in Blue" (1945)

Adult Services Report  
January 2023

The Lunch & Learn program will be returning to the library. Starting in March we will be working with Synergy Home Care to plan informative topics with presenters and a locally catered lunch. The March topic will be focused on the Waupaca Sheriff's Department Dive Team and the work they do in helping to protect our community. Patrons can register for their spot and a free lunch on our library's website.

- March 1st Waupaca Sheriff's Department Dive Team
- April 5th Laura Colbert- exploring Waupaca's Parks & Recreation
- May 3rd Jacob Gill with Tales for Life Service Dogs

The Little Free Pantry is seeing regular use and has already needed restocking. The LFP Team, Jan Rademacher, Trace Holt and Mary Burns, have decided that the next step is accepting both monetary and food item donations. We will be working on creating some intentional marketing pieces to help with the success of this project.

The remaining four RFID Workstations were received and installed by Steven Baumann. This upgrade should keep our system up to date for the next several years.

Respectfully submitted by Patsy Servey and Laura Jandacek

## January 2023 – Children’s Board Report

### Program Statistics for January 2023

7 In-library preschool programs reached 125 people  
6 off-site preschool programs reached 354 people  
1 in-library school aged program reached 16 people  
1 off-site school aged program reached 24 people  
1 passive self-directed program for school aged reached 59 people  
**16 programs – 578 people**

We have altered the previous tracking system for programming to include new information required by the Dept. of Public Instruction to a new tracker for 2023. We are now splitting our program information for children by age and indicating whether the programs are on- or off-site. Locally we have added a column to record who we collaborated with on a given program/event/opportunity.

**All Together Now** is the 2023 theme for Summer Library Programs but in Waupaca we capitalize on this theme and use it all year long! This will be the year where you will hear about richer and more robust collaborations and partnerships in our programming resulting in reaching more children and families with library services. January planning meetings included:

- School, Park & Rec, and county agencies getting together to plan an environmental education day (May 5) targeted for third graders at Waupaca’s ECO Park. We are working to secure at least 8 stations for classes to rotate through stopping for a 25-minute demonstration/presentation that included hands-on opportunities along an environmental topic such as pollination, solar energy, composting, animal identification, etc.
- Airport, EAA, and Park & Rec folks developing opportunities in aviation for young people in Waupaca through free flight rewards for reading, movie and story times at the airport, and a newly created RC (radio controlled) workshop.
- Local business leaders, childcare providers and early learning professionals involved in the City’s Dream Up! Grant award met to strategize on what to do to help the challenges of reliable, affordable and certified childcare to Waupaca families. Plans are in the works to use the Week of the Young Child (April 2-9) as a springboard for community education, conversation and celebration of the importance of this crucial time of development in a child’s life.
- The Arts Hub has been in touch with us about our making a community art installation around the All Together Now theme. Watch for many opportunities to add your handiwork to a beautiful project destined for a reveal at the August Arts on the Square event.

Two sales reps visited in January, hence the increase in book budget spending early in the year. This is still a great opportunity to see and handle each book to get a feel for the reading levels, format and series themes before purchasing.

I will be out all of February on medical leave. We have been working together to make sure all youth dept. staff have the tools and confidence they need to proceed in providing programming and services to our patrons in my absence. If you have any questions regarding our services, please contact Jan Rademacher, Asst. Children’s Librarian.

Respectfully submitted,  
Sue Abrahamson

## January 2023 Board Report Teen Department

It's the start of a new year! Our focus in the Teen Room has been on providing our patrons with a safe space where they can connect and hang out while we provide them with entertaining and educational programs. We're still focusing on providing weekly programs on Wednesdays and scheduled programs for days when there is no school (January 16<sup>th</sup> and 23<sup>rd</sup>). Our teen staff has been stepping up to host their own programs throughout the month, and our Teen Volunteer Agents have been assisting us with brainstorming future teen programs throughout 2023. Listed below are our January events, the staff member who hosted each one, and number of participants that attended.

- January 4<sup>th</sup> 4:00 PM - Teen Volunteer Agents, hosted by Taylor Wilcox: 8
- January 16<sup>th</sup> All Day – Yarn Mushroom Buddies, hosted by Maddie Komp: 2
- January 19<sup>th</sup> All Day – Surprise Snow Day – Snowman Building Contest: 2
- January 23<sup>rd</sup> 1:00 – Teen Dungeons and Dragons: 4
- January 24<sup>th</sup> – January 28<sup>th</sup> – Teen Letter Writing: 4



*(Teens hanging out in the Teen Room afterschool on January 11<sup>th</sup>. Putting puzzles together with staff, and hosting their own Dungeons and Dragons session.)*

During our January staff meeting, we talked about paying closer attention to the way that we, as a library, make an impact on our patrons. Over the last month alone, there were a couple of interactions that stood out to our staff while we worked.

One of the stories I'd like to share from January happened when we set up our Letter Writing program in the Teen Room. We had a pair of 6<sup>th</sup> grade students sit down and write letters to each other. One had written the other a letter that told them how happy they were to have them as their friend, and how they appreciated them. Later in the evening, the teen who'd received that letter told me that the letter almost made him cry. It wasn't something I had expected from that program, but we made an impact on him. I realized we had created a space where that 6<sup>th</sup> grader was comfortable enough to feel vulnerable.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

February 7<sup>th</sup>, 2023

### **Upcoming February Programs**

- February 1<sup>st</sup>, 4:00 PM Teen Volunteer Agents, hosted by Taylor Wilcox
- February 11<sup>th</sup>, 3:00 PM Anime Manga Club hosted by Lilli Resop
- February 15<sup>th</sup>, 3:00 PM Pal-entine's Day hosted by Taylor Wilcox
- February 20<sup>th</sup>, 1:00 PM Super Smash Bros Tournament hosted by Taylor Wilcox

Our Teen Volunteer Agents met on January 4<sup>th</sup>. They are going to be assisting with the Winter Rec Fest on February 11<sup>th</sup>, and have suggested that we should have a Pal-entine's Party on February 15<sup>th</sup>. Our next meeting will be on March 1<sup>st</sup>.

### **Upcoming TVA Projects/Volunteer Opportunities**

- February 8<sup>th</sup> Decorating the Teen Room/Prepping for the Pal-entine's Day Party.  
Volunteers: Maggie M., Jennah H., River M.
- February 11<sup>th</sup> 2:00 PM – Winter Rec Fest, helping Tim Lencki set up an obstacle course.  
Volunteers: Maggie M. and Jennah H.
- February 11<sup>th</sup> 4:30 PM – Winter Rec Fest, setting up Luminaries. Volunteers: Arie G., Norah S., and Bailey H.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

February 7<sup>th</sup>, 2023



WAUPACA AREA PUBLIC LIBRARY LIBRARY  
PERSONNEL COMMITTEE AGENDA  
WEDNESDAY JANUARY 18, 2023, 4:00 PM  
IN-PERSON MEETING CITY COUNCIL CHAMBERS

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

Start time 4:01 pm

ROLL CALL: Present Committee Members: Chris Jaenke, Mary Zimmermann, Julie Eiden, Lori Chesnut and Holly Olsen were present. Library Director, Eric Bailey, Adult Services Librarian, Patsy Servey, and Children's Librarian, Sue Abrahamson were also present.

Open Meeting Law statement was read by Library Director Eric Bailey

MOTION by J. Eiden, SECOND by L. Chesnut, to Approve the agenda. 5 ayes, 0 nays, Motion carried

There was discussion about the Library Director performance evaluation which is to be conducted at the completion of the six month probationary period, end date January 31, 2023. Julie Eiden will send an electronic evaluation form to City of Waupaca Department Heads, Trustees, direct reports, and to Bradley Shipps, Director at OWLS.

Next meeting was scheduled for February 8, 2023 at 4:30 pm.

MOTION by L. Chesnut, SECOND by M. Zimmerman, to adjourn. 5 ayes, 0 nays, Motion carried

Meeting adjourned at 4:19 pm

Chaired by Eric Bailey, Library Director  
Compiled by Patsy Servey





WAUPACA AREA PUBLIC LIBRARY LIBRARY  
PERSONNEL COMMITTEE AGENDA  
WEDNESDAY FEBRUARY 8, 2023, 4:30 PM  
IN-PERSON MEETING CITY COUNCIL CHAMBERS

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

Start time 4:32pm

ROLL CALL: Present Committee Members: Chris Jaenke, Mary Zimmermann, Julie Eiden, Lori Chesnut and Holly Olsen were present. Library Director, Eric Bailey was also present.

Open Meeting Law statement was read by Library Director Eric Bailey

MOTION by J. Eiden, SECOND by H. Olsen, to Approve the agenda. 5 ayes, 0 nays, Motion carried

MOTION by J. Eiden SECOND by H. Olsen to go into closed session at 4:35pm under exemption 19.85 (1) (c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility).

MOTION to leave closed session by XX SECOND by XX at 5:04pm

MOTION by XX, SECOND by XX, to adjourn. 5 ayes, 0 nays, Motion carried

Meeting adjourned at 5:05 pm

Chaired by Eric Bailey, Library Director  
Compiled by Eric Bailey

**Outagamie Waupaca Library System**  
**Board of Trustees**  
December 15, 2022. Meeting Minutes

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

PRESENT: Tyler Baeten, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Marilyn Herman, B Looker, Lila Malvik-Shower, Cathy Thompson, Angela Ver Voort.

EXCUSED: Mitesh Ajmera, Bobbie Buchholtz, Mark Marnocha, Marcia Trentlage.

OTHERS PRESENT: Bradley Shipps.

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

Malvik-Shower moved, seconded by Herman, to approve the November 17, 2022 meeting minutes as presented. Motion carried.

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

Forsythe moved, seconded by Girod, to approve the November 2022 and December 2022 checks numbered 32925-32962 inclusive in the amount of \$105,601.91 and payroll-related expenditures in the amount of \$83,588.67. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Trustees reviewed a summary of the data gathered so far in the joint strategic planning process and shared their impressions. No action was taken.

Having completed the agenda, the meeting was adjourned by Frola at 6:46 pm.

Respectfully submitted,

Bradley Shipps  
OWLS Director.