



WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

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Waupaca, WI 54981

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

ACTION ITEM: APPROVE minutes of FEBRUARY 15, 2023 Meeting

4. MONTHLY BILLS FOR FEBRUARY 2023, **BILLS \$46,405, PERSONNEL \$35,521, Donations Expenditures \$4,808**

ACTION ITEM: APPROVE FEBRUARY 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. No Meeting

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Presentation on Annual Report 2022

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, April 19th, 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, FEBRUARY 15, 2023

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

Meeting was called to order by Holly Olsen at 4:32 pm.

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

APPROVAL OF AGENDA

MOTION by M. Zimmerman, SECOND by J. Turner, to approve the agenda. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from January 18, 2023 Board Meeting.

MOTION by J. Miller, SECOND by L. Chesnut to approve the January 18 meeting minutes. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Monthly bills for January 2023, BILLS \$6,583, PERSONNEL \$57,922 DONATIONS EXPENDITURES \$1,097.

MOTION by L. Chesnut, SECOND by J. Turner to approve the January 2023 bills with personnel costs and donation expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

Exhibit Coordinator's report was given, a chart of visits was included in the packet

Library Statistics

Copy Income **\$411.13**; Meeting Room Income **\$110.00**

Volunteer Hours **4.5**; Reference Transactions **888**; Library Visits **6,152**; Internet Use: **585** wireless, **488** stations; Curbside service **60**

Interloan Chart: **2,671** items loaned, **3,330** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,175**

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, Planning Committee and Policy Committee did not meet.

Library Personnel Committee

MOTION by L. Chesnut, SECOND by G. Rhodes to approve the minutes from the January 18 Personnel Committee Meeting. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by a voice vote.

MOTION by J. Miller, SECOND by L. Chesnut to approve the revised minutes from the February 8 Personnel Committee Meeting. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by a voice vote.

Old Business – None

New Business

Incident Report - there were no incidents to report

Director's Performance Evaluation

MOTION by J. Turner, SECOND by C. Jaenke to approve the recommendation of Personnel Committee for Library Director's successful completion of probation period. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by a voice vote.

Annual Report for 2022

MOTION by L. Chesnut, SECOND by M. Zimmerman to approve the 2022 Annual Report for submission to the State of Wisconsin. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by a voice vote.

Announcements & Correspondence

OWLS Meeting minutes from December 2022 were in the packet.

Next meeting will be Wednesday, March 15, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by M. Zimmerman, SECOND by J. Turner to adjourn. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:21 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

**2023 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</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>	3/10/2023 CURRENT YTD Actual	12/31/2023 YTD Estimated	Budget 12/31/2023 Amended <u>2023</u>	% Expended	% Unexpended
INTERGOVERNMENTAL									
251-43215-000-000	FEDERAL: LIBRARY GRANTS								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	372,765	384,496	378,743	-	408,286	408,286	0.0%	100.0%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,712	16,808	14,443	-	14,466	14,466	0.0%	100.0%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	2,430	-	980	-	980	1,960	0.0%	100.0%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	7,368	4,695	-	-	-	-		
	INTERGOVERNMENTAL	397,275	405,999	394,166	-	423,732	424,712	0.0%	100.0%
PUBLIC CHARGES FOR SERVICE									
251-46710-000-000	FEES: LIBRARY COPIES	2,868	3,503	6,124	-	6,124	6,000	0.0%	100.0%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	-	289	-	-	0.0%	100.0%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	1,179	420	527	-	527	-	0.0%	100.0%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	50	60	(133)	-	(133)	100	0.0%	100.0%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	1,722	3,515	2,141	-	3,500	3,500	0.0%	100.0%
	PUBLIC CHARGES FOR SERVICE	5,819	7,498	8,658	289	10,017	9,600	2.9%	97.1%
MISCELLANEOUS									
251-48215-000-000	RENT: MEETING ROOMS	1,156	283	1,128	-	1,128	500	0.0%	100.0%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	-	-	100	100	0.0%	100.0%
251-48550-000-000	DONATIONS: LIBRARY	27,598	36,346	40,513	-	42,650	42,650	0.0%	100.0%
251-49210-000-000	TRANSFER FROM GENERAL FUND	339,554	346,554	346,554	-	346,554	346,554	0.0%	100.0%
	MISCELLANEOUS	368,308	383,183	388,195		390,432	389,804	0.0%	100.0%
	TOTAL REVENUES	771,402	796,680	791,019	289	824,181	824,116	0.0%	100.0%
EXPENDITURES									
251-55111-102-000	LIBRARY: SALARIES	350,331	348,781	348,446	52,469	380,957	380,957	13.8%	86.2%
251-55111-103-000	LIBRARY: OVERTIME	945	726	408	73	408	-	17.9%	82.1%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	24,645	25,893	22,988	4,172	24,823	24,823	16.8%	83.2%
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,278	23,931	23,524	5,216	23,337	23,337	22.3%	77.7%
251-55111-121-000	LIBRARY: GRP HLTH INS	70,185	58,617	46,546	13,575	70,261	70,261	19.3%	80.7%
251-55111-122-000	LIBRARY: LIFE INS	2,046	2,249	1,556	254	1,255	1,255	20.3%	79.7%
251-55111-123-000	LIBRARY: INC PROTECT	2,038	1,910	1,451	258	1,931	1,931	13.4%	86.6%
251-55111-124-000	LIBRARY: WORK COMP	1,450	1,308	1,318	-	1,036	1,036	0.0%	100.0%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	2,820	-	-	6,000	6,000	0.0%	100.0%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	660	-	316	277	748	748	37.0%	63.0%
	LIBRARY FULL-TIME	475,578	466,234	446,555	76,294	510,756	510,348	14.9%	85.1%

**2023 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual	Actual	Actual		12/31/2023	Budget	% Expended	% Unexpended
		12/31/2020	12/31/2021	12/31/2022	3/10/2023		12/31/2023		
		Prior Year	Prior Year	Prior Year	CURRENT YTD	YTD	Amended		
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Actual</u>	<u>Estimated</u>	<u>2023</u>		
251-55112-104-000	LIBRARY: PT WAGES	117,197	120,229	116,945	15,067	121,788	121,788	12.4%	87.6%
251-55112-116-000	LIBRARY: PT RETIRE	3,951	4,750	4,338	612	4,932	4,932	12.4%	87.6%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	8,679	9,119	9,103	1,293	10,362	10,362	12.5%	87.5%
251-55112-122-000	LIBRARY: LIFE INS	395	527	669	179	669	600	26.7%	73.3%
	LIBRARY: PART-TIME	130,223	134,625	131,055	17,150	137,751	137,682	12.4%	87.6%
251-55115-201-000	LIBRARY: TRAINING	5,704	4,875	2,792	-	4,000	4,000	0.0%	100.0%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	4,315	5,139	6,296	-	6,000	6,000	0.0%	100.0%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	1,000	1,000	-	1,000	1,000	0.0%	100.0%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	8,776	6,774	6,902	33	6,500	6,500	0.5%	99.5%
251-55115-215-000	LIBRARY: MOVIE LICENSE	92	92	-	300	-	-	0.0%	100.0%
251-55115-216-000	LIBRARY: POSTAGE	1,260	1,252	1,116	78	1,000	1,000	7.8%	92.2%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	2,409	987	1,435	-	1,200	1,200	0.0%	100.0%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,718	27,412	27,460	-	27,591	27,591	0.0%	100.0%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	614	577	445	-	650	650	0.0%	100.0%
251-55115-282-000	LIBRARY: TECHNOLOGY	8,035	10,270	20,496	(998)	11,974	11,974	-8.3%	108.3%
251-55115-301-000	LIBRARY: SUPPLIES	12,500	9,147	6,678	794	7,500	7,500	10.6%	89.4%
	LIBRARY: OPERATING EXPENSES	72,423	67,525	74,620	208	67,415	67,415	0.3%	99.7%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	-	3,452	8,416	1,894	8,000	8,000	23.7%	76.3%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	-	253	655	158	650	650	24.2%	75.8%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,038	872	2,282	22	2,000	2,000	1.1%	98.9%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	19,194	12,788	16,981	(147)	18,000	18,000	-0.8%	100.8%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	1,033	11,177	2,216	600	10,000	10,000	6.0%	94.0%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,424	-	1,330	15	2,000	2,000	0.7%	99.3%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	7,052	9,058	4,837	3,364	2,000	2,000	168.2%	-68.2%
	LIBRARY: DONATION EXPENSES	30,740	37,602	36,716	5,905	42,650	42,650	13.8%	86.2%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,560	1,391	1,490	150	1,500	1,500	10.0%	90.0%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	2,848	3,244	3,046	144	3,000	3,000	4.8%	95.2%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,102	1,058	593	-	1,000	1,000	0.0%	100.0%
	LIBRARY: PROGRAMS	5,509	5,693	5,129	294	5,500	5,500	5.3%	94.7%

**2023 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual	Actual	Actual		12/31/2023	Budget	% Expended	% Unexpended
		12/31/2020	12/31/2021	12/31/2022	3/10/2023		12/31/2023		
		Prior Year	Prior Year	Prior Year	CURRENT YTD	YTD	Amended		
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Actual</u>	<u>Estimated</u>	<u>2023</u>		
251-55130-250-115	LIBRARY: BOOKS - ADULT	18,480	17,080	13,480	1,358	17,000	17,000	8.0%	92.0%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,509	3,881	3,244	517	3,420	3,420	15.1%	84.9%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	19,090	17,516	14,149	3,294	16,000	16,000	20.6%	79.4%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,503	3,415	2,363	10	3,175	3,175	0.3%	99.7%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	855	5,165	3,912	2,992	4,750	4,750	63.0%	37.0%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	1,291	(320)	22	-	22	-	0.0%	100.0%
	LIBRARY: BOOKS	46,728	46,738	37,170	8,171	44,367	44,345	18.4%	81.6%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	3,740	2,943	1,806	136	2,500	2,500	5.4%	94.6%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	2,553	1,834	407	50	500	500	10.0%	90.0%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	954	782	522	41	750	750	5.5%	94.5%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	2,413	1,872	1,356	5	1,701	1,701	0.3%	99.7%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,206	1,172	1,297	-	854	854	0.0%	100.0%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	577	416	212	-	468	468	0.0%	100.0%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	490	355	-	(76)	-	-	0.0%	100.0%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	1,165	930	870	-	900	900	0.0%	100.0%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	5,367	6,917	10,903	3,831	8,503	8,503	45.0%	55.0%
	LIBRARY: A/V	18,501	17,221	17,373	3,986	16,176	16,176	24.6%	75.4%
	TOTAL EXPENDITURES	779,703	775,638	748,619	112,007	824,615	824,116	13.6%	86.4%
	REVENUES OVER(UNDER) EXPENDITURES	(8,300)	21,042	42,400		(435)	-		
	BEGINNING FUND BALANCE	36,622	28,321	49,363		49,363			
	ENDING FUND BALANCE	28,321	49,363	91,763		48,928			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 408,286.00-	Unearned 408,286.00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 14,466.00-	Unearned 14,466.00	
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,960.00-	Unearned 1,960.00	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	439.28-
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-	
CR	1216283	COPIES LIBRARY DEPOSIT - LIBRARY 2/7/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/7/23		33.74-	
CR	1216377	COPIES LIBRARY DEPOSIT - LIBRARY 2/8/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/8/23		34.93-	
CR	1216379	COPIES LIBRARY DEPOSIT - LIBRARY 2/9/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/9/23		8.77-	
CR	1216436	COPIES LIBRARY DEPOSIT - LIBRARY 2/10/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/10/23		16.40-	
CR	1216479	COPIES LIBRARY DEPOSIT - library 2/13/23 Description: COPIES LIBRARY DEPOSIT - library 2/13/23		24.74-	
CR	1216552	COPIES LIBRARY DEPOSIT - LIBRARY 2/14/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/14/23		64.64-	
CR	1216553	Voids receipt - 1.216552 - LIBRARY 2/14/23 Description: Voids receipt - 1.216552 - LIBRARY 2/14/23	64.64		
CR	1216554	COPIES LIBRARY DEPOSIT - library 2/14/23 Description: COPIES LIBRARY DEPOSIT - library 2/14/23		64.64-	
CR	1216641	COPIES LIBRARY DEPOSIT - LIBRARY DEP 2/16/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY DEP 2/16/2023		7.54-	
CR	1216707	COPIES LIBRARY DEPOSIT - LIBRARY 2/16/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/16/23		26.78-	
CR	1216777	COPIES LIBRARY DEPOSIT - LIBRARY 2/17/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/17/23		31.28-	
CR	1216778	COPIES LIBRARY DEPOSIT - LIBRARY 2/18/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/18/23		19.72-	
CR	1216809	COPIES LIBRARY DEPOSIT - LIBRARY 2/20/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/20/2023		17.44-	
CR	1216834	COPIES LIBRARY DEPOSIT - LIBRARY 2/21/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/21/23		10.85-	
CR	1216894	COPIES LIBRARY DEPOSIT - LIBRARY 2/22/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/22/23		5.88-	
CR	1216897	COPIES LIBRARY DEPOSIT - LIBRARY 2/23/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/23/23		6.30-	
CR	1216932	COPIES LIBRARY DEPOSIT - LIBRARY 2/25/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/25/23		9.43-	
CR	1216933	COPIES LIBRARY DEPOSIT - LIBRARY 2/24/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/24/23		33.13-	
CR	1216952	COPIES LIBRARY DEPOSIT - LIBRARY 2/27/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/27/23		9.43-	
		02/28/2023 (02/23) Period Totals and Balance	64.64 *	571.68- *	946.32-
CR	1217007	COPIES LIBRARY DEPOSIT - LIBRARY 3/1/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/1/23		16.54-	

Journal	Reference Number	Payee or Description				Debit Amount		Credit Amount		Balance
251-46710-000-000 FEES: LIBRARY COPIES (continued)										
CR	1217177	COPIES LIBRARY DEPOSIT - LIBRARY 3/2/23						28.44-		
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/2/23								
CR	1217178	COPIES LIBRARY DEPOSIT - LIBRARY 3/4/23						11.56-		
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/4/23								
		03/31/2023 (03/23) Period Totals and Balance				.00 *		56.54- *		1,002.86-
YTD Encumbrance	.00	YTD Actual	1,002.86-	Total	1,002.86-	YTD Budget	6,000.00-	Unearned	4,997.14	
251-46715-000-000 FEES: LIBRARY POSTAGE										
		01/31/2023 (01/23) Balance				.00 *		.00 *		.00
		03/31/2023 (03/23) 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										
		01/31/2023 (01/23) Balance				.00 *		.00 *		.00
		03/31/2023 (03/23) 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										
		01/31/2023 (01/23) Balance				.00 *		.00 *		28.88-
CR	1216437	FINES LIBRARY DEPOSIT - LIBRARY 2/11/23						6.73-		
		Description: FINES LIBRARY DEPOSIT - LIBRARY 2/11/23								
		02/28/2023 (02/23) Period Totals and Balance				.00 *		6.73- *		35.61-
CR	1216977	FINES LIBRARY DEPOSIT - LIBRARY 2/28/23						25.00-		
		Description: FINES LIBRARY DEPOSIT - LIBRARY 2/28/23								
CR	1216977	FINES LIBRARY DEPOSIT - LIBRARY 2/28/23						29.76-		
		Description: FINES LIBRARY DEPOSIT - LIBRARY 2/28/23								
		03/31/2023 (03/23) Period Totals and Balance				.00 *		54.76- *		90.37-
YTD Encumbrance	.00	YTD Actual	90.37-	Total	90.37-	YTD Budget	.00	Unearned	90.37-	
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY										
		01/31/2023 (01/23) Balance				.00 *		.00 *		39.40
AP	109	UNIQUE MANAGEMENT SERVICES, INC.				68.95				
		**VendorNo: 1943 **Inv. No: 6109425 **Desc: COLLECTIONS SERVICES - JANUARY (7) **Inv. Date: 2/1/2023								
CR	1216096	COLLECTION - LIBRARY 2/1/2023						10.00-		
		Description: COLLECTION - LIBRARY 2/1/2023								
		02/28/2023 (02/23) Period Totals and Balance				68.95 *		10.00- *		98.35
		03/31/2023 (03/23) Period Totals and Balance				.00 *		.00 *		98.35
YTD Encumbrance	.00	YTD Actual	98.35	Total	98.35	YTD Budget	100.00-	Unearned	198.35	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	140.95-
AP	597	WEYAUWEGA PUBLIC LIBRARY	10.00		
		**VendorNo: 2137 **Inv. No: OWWAU090820220000002 **Desc: #31389025274333 **Inv. Date: 9/8/2022			
AP	9	APPLETON PUBLIC LIBRARY	10.00		
		**VendorNo: 102 **Inv. No: OWWAU02012023000003 **Desc: COLLECTION FEE 1750001125884 **Inv. Date: 2/3/2023			
AP	23	OCONTO FALLS PUBLIC LIBRARY	19.00		
		**VendorNo: 1403 **Inv. No: OWWAU02012023000003 **Desc: LOST BOOK 1750001125883 **Inv. Date: 2/3/2023			
AP	48	WEYAUWEGA PUBLIC LIBRARY	26.00		
		**VendorNo: 2137 **Inv. No: OWWAU02062023000001 **Desc: DAMAGED ITEM PAID #31389022872444 **Inv. Date: 2/6/2023			
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			
CR	1216479	MATERIAL REPL LIB DEPOSIT - library 2/13/23		102.00-	
		Description: MATERIAL REPL LIB DEPOSIT - library 2/13/23			
CR	1216641	MATERIAL REPL LIB DEPOSIT - LIBRARY DEP 2/16/2023		3.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY DEP 2/16/2023			
CR	1216897	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/23/23		296.71-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/23/23			
		02/28/2023 (02/23) Period Totals and Balance	65.00 *	502.71- *	578.66-
AP	47	LIBRARY REFUNDS - ADD REMITTANCES!	54.00		
		**VendorNo: 2015625 **Inv. No: ONLINE010520230000044-47 **Desc: RETURNED ITEMS (31389017501842, 31389016715294, 31389020769527, 31389024708935) **Inv. Date: 1/5/2023			
AP	67	NEW LONDON PUBLIC LIBRARY	14.99		
		**VendorNo: 1362 **Inv. No: OWWAU030120230000004 **Desc: LOST BOOK 31389020677944 **Inv. Date: 3/2/2023			
CR	1216977	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/28/23		23.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/28/23			
CR	1217007	MATERIAL REPL LIB DEPOSIT - LIBRARY 3/1/23		32.99-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/1/23			
CR	1217177	MATERIAL REPL LIB DEPOSIT - LIBRARY 3/2/23		7.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/2/23			
		03/31/2023 (03/23) Period Totals and Balance	68.99 *	62.99- *	572.66-
YTD Encumbrance	.00	YTD Actual	572.66- Total	572.66- YTD Budget	3,500.00- Unearned
					2,927.34
251-48215-000-000 RENT: MEETING ROOMS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	110.00-
CR	1216096	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/1/2023		20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/1/2023			
CR	1216377	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/8/23		20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/8/23			
CR	1216707	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/16/23		25.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/16/23			
CR	1216777	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/17/23		20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/17/23			
CR	1216809	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/20/2023		5.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/20/2023			
CR	1216897	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/23/23		50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/23/23			
		02/28/2023 (02/23) Period Totals and Balance	.00 *	140.00- *	250.00-
CR	1217007	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/1/23		100.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/1/23			
		03/31/2023 (03/23) Period Totals and Balance	.00 *	100.00- *	350.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS (continued)					
YTD Encumbrance	.00	YTD Actual	350.00- Total	350.00- YTD Budget	500.00- Unearned 150.00
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	6,792.57-
CR	1216193	DONATION- - LIBRARY 2/4/23 Description: DONATION- - LIBRARY 2/4/23		22.37-	
CR	1216778	DONATION- - LIBRARY 2/18/23 Description: DONATION- - LIBRARY 2/18/23		81.00-	
CR	1216809	DONATION- - LIBRARY 2/20/2023 Description: DONATION- - LIBRARY 2/20/2023		10.00-	
CR	1216932	DONATION- - LIBRARY 2/25/23 Description: DONATION- - LIBRARY 2/25/23		100.00-	
CR	1216932	DONATION- - LIBRARY 2/25/23 Description: DONATION- - LIBRARY 2/25/23		7.85-	
		02/28/2023 (02/23) Period Totals and Balance	.00 *	221.22- *	7,013.79-
CR	1216977	DONATION- - LIBRARY 2/28/23 Description: DONATION- - LIBRARY 2/28/23		2,788.00-	
		03/31/2023 (03/23) Period Totals and Balance	.00 *	2,788.00- *	9,801.79-
YTD Encumbrance	.00	YTD Actual	9,801.79- Total	9,801.79- YTD Budget	42,650.00- Unearned 32,848.21
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	346,554.00- Unearned 346,554.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-49300-000-000 FUND BALANCES APPLIED					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	27,175.38
PB	418	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	150.00		
PC	96	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	12,407.20		
PC	226	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	12,736.27		
		02/28/2023 (02/23) Period Totals and Balance	25,293.47 *	.00 *	52,468.85
JE	1	REALLOCATE PAYROLL PATSY SERVEY TO LIBRARY FUND	7,118.65		
		03/31/2023 (03/23) Period Totals and Balance	7,118.65 *	.00 *	59,587.50
YTD Encumbrance	.00	YTD Actual 59,587.50 Total 59,587.50	YTD Budget 380,957.00	Unexpended 321,369.50	
251-55111-103-000 LIBRARY: OVERTIME					
		01/31/2023 (01/23) Balance	.00 *	.00 *	72.90
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	72.90
YTD Encumbrance	.00	YTD Actual 72.90 Total 72.90	YTD Budget .00	Unexpended 72.90-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	2,317.70
PB	165	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	914.61		
PB	419	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	939.78		
		02/28/2023 (02/23) Period Totals and Balance	1,854.39 *	.00 *	4,172.09
JE	1	REALLOCATE PAYROLL PATSY SERVEY TO LIBRARY FUND	595.46		
		03/31/2023 (03/23) Period Totals and Balance	595.46 *	.00 *	4,767.55
YTD Encumbrance	.00	YTD Actual	4,767.55	Total	4,767.55
YTD Budget	24,823.00	Unexpended	20,055.45		
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		01/31/2023 (01/23) Balance	.00 *	.00 *	3,044.36
PB	163	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	1,085.77		
PB	416	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	1,085.53		
		02/28/2023 (02/23) Period Totals and Balance	2,171.30 *	.00 *	5,215.66
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	5,215.66
YTD Encumbrance	.00	YTD Actual	5,215.66	Total	5,215.66
YTD Budget	23,337.00	Unexpended	18,121.34		
251-55111-121-000 LIBRARY: GRP HLTH INS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	7,870.56
PB	161	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	2,623.52		
PB	414	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	2,664.60		
PC	101	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	208.34		
PC	231	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	208.34		
		02/28/2023 (02/23) Period Totals and Balance	5,704.80 *	.00 *	13,575.36
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	13,575.36
YTD Encumbrance	.00	YTD Actual	13,575.36	Total	13,575.36
YTD Budget	70,261.00	Unexpended	56,685.64		
251-55111-122-000 LIBRARY: LIFE INS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	150.30
PB	162	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	52.02		
PB	415	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	52.02		
		02/28/2023 (02/23) Period Totals and Balance	104.04 *	.00 *	254.34
JE	1	REALLOCATE PAYROLL PATSY SERVEY TO LIBRARY FUND	43.80		
		03/31/2023 (03/23) Period Totals and Balance	43.80 *	.00 *	298.14
YTD Encumbrance	.00	YTD Actual	298.14	Total	298.14
YTD Budget	1,255.40	Unexpended	957.26		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-123-000 LIBRARY: INC PROTECT					
		01/31/2023 (01/23) Balance	.00 *	.00 *	154.74
PB	164	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	51.58		
PB	417	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	51.58		
		02/28/2023 (02/23) Period Totals and Balance	103.16 *	.00 *	257.90
JE	1	REALLOCATE PAYROLL PATSY SERVEY TO LIBRARY FUND	36.97		
		03/31/2023 (03/23) Period Totals and Balance	36.97 *	.00 *	294.87
YTD Encumbrance	.00	YTD Actual 294.87 Total 294.87 YTD Budget	1,931.00	Unexpended 1,636.13	
251-55111-124-000 LIBRARY: WORK COMP					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	1,035.86	Unexpended 1,035.86	
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	6,000.00	Unexpended 6,000.00	
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	459	US BANK	276.50		
		**VendorNo: 1950 **Inv. No: 2/15/23-KWIETERS **Desc: ANNUAL EAP - LIBRARY **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	276.50 *	.00 *	276.50
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	276.50
YTD Encumbrance	.00	YTD Actual 276.50 Total 276.50 YTD Budget	748.00	Unexpended 471.50	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-104-000 LIBRARY: PT WAGES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	9,877.67
PC	97	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	4,046.79		
PC	98	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD		62.52-	
PC	227	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	3,136.97		
PC	228	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD		38.36-	
		02/28/2023 (02/23) Period Totals and Balance	7,183.76 *	100.88- *	16,960.55
JE	3	LIBRARY: PT WAGES	571.10		
		PAYROLL RECLASS WRS CASELLE GLITCH			
		03/31/2023 (03/23) Period Totals and Balance	571.10 *	.00 *	17,531.65
YTD Encumbrance	.00	YTD Actual 17,531.65 Total 17,531.65	YTD Budget 121,788.00	Unexpended 104,256.35	
251-55112-110-000 LIBRARY: PTO					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	434.09
PB	172	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	92.77		
PB	426	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	84.70		
		02/28/2023 (02/23) Period Totals and Balance	177.47 *	.00 *	611.56
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	611.56
YTD Encumbrance	.00	YTD Actual 611.56 Total 611.56	YTD Budget 4,932.00	Unexpended 4,320.44	
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		01/31/2023 (01/23) Balance	.00 *	.00 *	916.00
PB	166	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	301.89		
PB	420	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	232.28		
		02/28/2023 (02/23) Period Totals and Balance	534.17 *	.00 *	1,450.17
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	1,450.17
YTD Encumbrance	.00	YTD Actual 1,450.17 Total 1,450.17	YTD Budget 10,362.00	Unexpended 8,911.83	
251-55112-122-000 LIBRARY: LIFE INS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	109.50
PB	167	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	34.58		
PB	421	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	34.58		
		02/28/2023 (02/23) Period Totals and Balance	69.16 *	.00 *	178.66
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	178.66
YTD Encumbrance	.00	YTD Actual 178.66 Total 178.66	YTD Budget 600.00	Unexpended 421.34	
251-55112-123-000 LIBRARY: INC PROTECT					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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
251-55115-201-000 LIBRARY: TRAVEL					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 4,000.00	Unexpended 4,000.00	
251-55115-206-000 LIBRARY: TELEPHONE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
251-55115-209-000 LIBRARY: INS & BONDING					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	32.58
AP	13	OFFICE TECHNOLOGY GROUP	115.15		
		**VendorNo: 1406 **Inv. No: 282538-1 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 2/20/2023			
		03/31/2023 (03/23) Period Totals and Balance	115.15 *	.00 *	147.73
YTD Encumbrance	.00	YTD Actual 147.73 Total 147.73	YTD Budget 6,500.00	Unexpended 6,352.27	
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	300.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	300.00
YTD Encumbrance	.00	YTD Actual 300.00 Total 300.00	YTD Budget .00	Unexpended 300.00-	
251-55115-216-000 LIBRARY: POSTAGE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	78.29
JE	2	LIBRARY	77.87		
		03/31/2023 (03/23) Period Totals and Balance	77.87 *	.00 *	156.16
YTD Encumbrance	.00	YTD Actual 156.16 Total 156.16	YTD Budget 1,000.00	Unexpended 843.84	
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,200.00	Unexpended 1,200.00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 27,591.00	Unexpended 27,591.00	
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 650.00	Unexpended 650.00	
251-55115-282-000 LIBRARY: TECHNOLOGY					
		01/31/2023 (01/23) Balance	.00 *	.00 *	1,608.94-
AP	28	OUTAGAMIE WAUPACA LIBRARY	12.00		
		**VendorNo: 1427 **Inv. No: 4088-3 **Desc: OFFICE 365 LICENSES THROUGH JUNE 2023 **Inv. Date: 1/30/2023			
AP	312	US BANK	480.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-EBAILEY **Desc: TECHNOLOGY - HOTSPOTS **Inv. Date: 2/9/2023			
AP	495	US BANK	119.40		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: TECHNOLOGY YR SUBSCRIPTION **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	611.40 *	.00 *	997.54-
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	997.54-
YTD Encumbrance	.00	YTD Actual 997.54- Total 997.54-	YTD Budget 11,974.00	Unexpended 12,971.54	
251-55115-301-000 LIBRARY: SUPPLIES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	316.44
AP	27	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4088-2 **Desc: SPINE LABELS (2 ROLLS) **Inv. Date: 1/30/2023			
AP	24	OFFICE OUTFITTERS	21.83		
		**VendorNo: 1405 **Inv. No: 480327 **Desc: PRINTER PAPER **Inv. Date: 1/31/2023			
AP	25	OFFICE OUTFITTERS	189.00		
		**VendorNo: 1405 **Inv. No: 480346 **Desc: ENVELOPES **Inv. Date: 1/31/2023			
AP	384	US BANK	10.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 1469 **Inv. Date: 2/9/2023			
AP	385	US BANK	22.35		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 4207 **Inv. Date: 2/9/2023			
AP	386	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 8247 **Inv. Date: 2/9/2023			
AP	387	US BANK	46.03		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 9444 **Inv. Date: 2/9/2023			
AP	396	US BANK	84.04		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 7247774 **Inv. Date: 2/9/2023			
AP	501	US BANK	14.58		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: SUPPLIES **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	477.82 *	.00 *	794.26
AP	39	BIBLIOTHECA LLC	1,020.96		
		**VendorNo: 2485 **Inv. No: US62498 **Desc: RFID TAGS AND FREIGHT (2 ROLLS OF 2000) **Inv. Date: 2/15/2023			
		03/31/2023 (03/23) Period Totals and Balance	1,020.96 *	.00 *	1,815.22
YTD Encumbrance	.00	YTD Actual 1,815.22 Total 1,815.22	YTD Budget 7,500.00	Unexpended 5,684.78	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	1,188.15
PC	102	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	347.70		
PC	232	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	357.90		
		02/28/2023 (02/23) Period Totals and Balance	705.60 *	.00 *	1,893.75
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	1,893.75
YTD Encumbrance	.00	YTD Actual	1,893.75	Total	1,893.75
		YTD Budget	8,000.00	Unexpended	6,106.25
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		01/31/2023 (01/23) Balance	.00 *	.00 *	103.56
PB	171	PAYROLL TRANS FOR 2/12/2023 PAY PERIOD	26.60		
PB	425	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	27.38		
		02/28/2023 (02/23) Period Totals and Balance	53.98 *	.00 *	157.54
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	157.54
YTD Encumbrance	.00	YTD Actual	157.54	Total	157.54
		YTD Budget	650.00	Unexpended	492.46
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	309	US BANK	22.42		
		**VendorNo: 1950 **Inv. No: 2/15/23-EBAILEY **Desc: LUCKY DAY - NONFICTION **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	22.42 *	.00 *	22.42
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	22.42
YTD Encumbrance	.00	YTD Actual	22.42	Total	22.42
		YTD Budget	2,000.00	Unexpended	1,977.58
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	360.17-
AP	29	POPPLE, JAN	99.27		
		**VendorNo: 1503 **Inv. No: JAN2023 **Desc: CANDY REIMBURSEMENT (FLEET FARM, PICK N' SAVE, WALMART) **Inv. Date: 1/22/2023			
AP	108	POPPLE, JAN		99.27-	
		**VendorNo: 1503 **Inv. No: JAN2023 **Desc: CANDY REIMBURSEMENT (FLEET FARM, PICK N' SAVE, WALMART) **Inv. Date: 1/22/2023			
AP	324	US BANK	44.28		
		**VendorNo: 1950 **Inv. No: 2/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT- SUPPLIES **Inv. Date: 2/9/2023			
AP	325	US BANK	48.48		
		**VendorNo: 1950 **Inv. No: 2/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT- RECEPTION **Inv. Date: 2/9/2023			
AP	326	US BANK	120.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT- COOKIES **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	312.03 *	99.27- *	147.41-
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	147.41-
YTD Encumbrance	.00	YTD Actual	147.41-	Total	147.41-
		YTD Budget	18,000.00	Unexpended	18,147.41

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	311	US BANK	600.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-EBAILEY **Desc: DONATIONS TECHNOLOGY - HOTSPOT **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	600.00 *	.00 *	600.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	600.00
YTD Encumbrance	.00	YTD Actual 600.00 Total 600.00 YTD Budget 10,000.00 Unexpended 9,400.00			
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	395	US BANK	14.96		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LUCKY DAY MOVIE 9046 **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	14.96 *	.00 *	14.96
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	14.96
YTD Encumbrance	.00	YTD Actual 14.96 Total 14.96 YTD Budget 2,000.00 Unexpended 1,985.04			
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	107	PIGGLY WIGGLY	35.41		
		**VendorNo: 1482 **Inv. No: 27060061425 **Desc: FOOD FOR LITTLE FREE PANTRY **Inv. Date: 1/27/2023			
AP	323	US BANK	132.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-EKNEER **Desc: FOUNDATION- MAILING SUPPLIES **Inv. Date: 2/9/2023			
AP	393	US BANK	25.11		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: BREAKRM SNACKS REIMB.FRIENDS 60 **Inv. Date: 2/9/2023			
AP	500	US BANK	69.24		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: DONATIONS SUP-FOUNDTN LFPANTRY **Inv. Date: 2/9/2023			
AP	240	OFFICE OUTFITTERS	3,102.00		
		**VendorNo: 1405 **Inv. No: 482188 **Desc: TEEN ROOM FURNITURE **Inv. Date: 2/16/2023			
		02/28/2023 (02/23) Period Totals and Balance	3,363.76 *	.00 *	3,363.76
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	3,363.76
YTD Encumbrance	.00	YTD Actual 3,363.76 Total 3,363.76 YTD Budget 2,000.00 Unexpended 1,363.76-			
251-55125-255-000 LIBRARY: PROGRAMS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	388	US BANK	38.22		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT PROGRAMS 9463 **Inv. Date: 2/9/2023			
AP	389	US BANK	15.98		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT PROGRAMS 089605 **Inv. Date: 2/9/2023			
AP	392	US BANK	26.69		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT PROGRAMS 4207 **Inv. Date: 2/9/2023			
AP	394	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT PROGRAMS 6034 **Inv. Date: 2/9/2023			
AP	498	US BANK	49.28		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: ADULT PROG BOOK CLUB LP **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	150.13 *	.00 *	150.13
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	150.13

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-110 LIBRARY: PROGRAMS - ADULT (continued)					
YTD Encumbrance	.00	YTD Actual	150.13	Total	150.13
YTD Budget	1,500.00	Unexpended	1,349.87		
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	517	US BANK	63.97		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 PROGRAMS CHILDRENS **Inv. Date: 2/9/2023			
AP	519	US BANK	12.78		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 PROGRAMS CHILDRENS **Inv. Date: 2/9/2023			
AP	520	US BANK	13.98		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 PROGRAMS CHILDRENS **Inv. Date: 2/9/2023			
AP	521	US BANK	28.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 PROGRAMS CHILDRENS **Inv. Date: 2/9/2023			
AP	523	US BANK	24.79		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 PROGRAMS CHILDRENS **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	143.52 *	.00 *	143.52
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	143.52
YTD Encumbrance	.00	YTD Actual	143.52	Total	143.52
YTD Budget	3,000.00	Unexpended	2,856.48		
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	1,000.00	Unexpended	1,000.00		
251-55130-250-000 LIBRARY: BOOKS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	310	US BANK	21.01		
		**VendorNo: 1950 **Inv. No: 2/15/23-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 2/9/2023			
AP	401	US BANK	1,337.09		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 7844 **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	1,358.10 *	.00 *	1,358.10
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	1,358.10
YTD Encumbrance	.00	YTD Actual	1,358.10	Total	1,358.10
YTD Budget	17,000.00	Unexpended	15,641.90		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	402	US BANK	23.94		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT LP 7844 **Inv. Date: 2/9/2023			
AP	496	US BANK	120.37		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 2/9/2023			
AP	499	US BANK	154.52		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 2/9/2023			
AP	502	US BANK	218.33		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: ADULT LARGE PRINT BOOKS **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	517.16 *	.00 *	517.16
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	517.16
YTD Encumbrance	.00	YTD Actual	517.16	Total	517.16
		YTD Budget	3,420.00	Unexpended	2,902.84
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	12.00
AP	515	US BANK	27.27		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 BOOKS CHILDRENS **Inv. Date: 2/9/2023			
AP	516	US BANK	11.89		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 BOOKS CHILDRENS **Inv. Date: 2/9/2023			
AP	518	US BANK	39.90		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 BOOKS CHILDRENS **Inv. Date: 2/9/2023			
AP	522	US BANK	1,492.14		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 BOOKS CHILDRENS **Inv. Date: 2/9/2023			
AP	525	US BANK	1,710.66		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 BOOKS CHILDRENS **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	3,281.86 *	.00 *	3,293.86
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	3,293.86
YTD Encumbrance	.00	YTD Actual	3,293.86	Total	3,293.86
		YTD Budget	16,000.00	Unexpended	12,706.14
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	582	US BANK	10.44		
		**VendorNo: 1950 **Inv. No: 2/15/23-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	10.44 *	.00 *	10.44
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	10.44
YTD Encumbrance	.00	YTD Actual	10.44	Total	10.44
		YTD Budget	3,175.00	Unexpended	3,164.56
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	375	US BANK	2,991.58		
		**VendorNo: 1950 **Inv. No: 2/15/23-JMULLET **Desc: MAGAZINES LIBRARY **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	2,991.58 *	.00 *	2,991.58
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	2,991.58
YTD Encumbrance	.00	YTD Actual	2,991.58	Total	2,991.58
		YTD Budget	4,750.00	Unexpended	1,758.42

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	390	US BANK	60.87		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT MOVIES 8216 **Inv. Date: 2/9/2023			
AP	391	US BANK	37.92		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT MOVIES 3800 **Inv. Date: 2/9/2023			
AP	397	US BANK		.97-	
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT MOVIES 3800 **Inv. Date: 2/9/2023			
AP	398	US BANK	24.99		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT MOVIES 8267 **Inv. Date: 2/9/2023			
AP	399	US BANK	12.96		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT MOVIES 3800 **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	136.74 *	.97- *	135.77
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	135.77
YTD Encumbrance	.00	YTD Actual 135.77 Total 135.77	YTD Budget 2,500.00	Unexpended 2,364.23	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	497	US BANK	50.00		
		**VendorNo: 1950 **Inv. No: 2/15/23-PSERVEY **Desc: ADULT AUDIOBOOKS **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	50.00 *	.00 *	50.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	50.00
YTD Encumbrance	.00	YTD Actual 50.00 Total 50.00	YTD Budget 500.00	Unexpended 450.00	
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	400	US BANK	41.16		
		**VendorNo: 1950 **Inv. No: 2/15/23-JPOPPLE **Desc: ADULT MUSIC 3466 **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	41.16 *	.00 *	41.16
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	41.16
YTD Encumbrance	.00	YTD Actual 41.16 Total 41.16	YTD Budget 750.00	Unexpended 708.84	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	524	US BANK	4.69		
		**VendorNo: 1950 **Inv. No: 2/15/23-SABRAHAMSON **Desc: 2023 CHILDRENS MOVIE **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	4.69 *	.00 *	4.69
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	4.69
YTD Encumbrance	.00	YTD Actual 4.69 Total 4.69	YTD Budget 1,701.00	Unexpended 1,696.31	
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 854.00	Unexpended 854.00	
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) 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					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 468.00	Unexpended 468.00	
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	579	US BANK		21.64-	
		**VendorNo: 1950 **Inv. No: 2/15/23-TWILCOX **Desc: AUDIOBOOKS-TEEN **Inv. Date: 2/9/2023			
AP	580	US BANK		27.28-	
		**VendorNo: 1950 **Inv. No: 2/15/23-TWILCOX **Desc: AUDIOBOOKS-TEEN **Inv. Date: 2/9/2023			
AP	581	US BANK		27.28-	
		**VendorNo: 1950 **Inv. No: 2/15/23-TWILCOX **Desc: AUDIOBOOKS-TEEN **Inv. Date: 2/9/2023			
		02/28/2023 (02/23) Period Totals and Balance	.00 *	76.20- *	76.20-
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	76.20-
YTD Encumbrance	.00	YTD Actual 76.20- Total 76.20-	YTD Budget .00	Unexpended 76.20	
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 900.00	Unexpended 900.00	
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
AP	26	OUTAGAMIE WAUPACA LIBRARY	3,830.52		
		**VendorNo: 1427 **Inv. No: 4088-1 **Desc: DIGITAL BUYING POOL **Inv. Date: 1/30/2023			
		02/28/2023 (02/23) Period Totals and Balance	3,830.52 *	.00 *	3,830.52
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	3,830.52
YTD Encumbrance	.00	YTD Actual 3,830.52 Total 3,830.52	YTD Budget 8,503.00	Unexpended 4,672.48	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		01/31/2023 (01/23) Balance	.00 *	.00 *	.00
		03/31/2023 (03/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 159 Number of accounts: 86			Debit	Credit	Proof
Grand Totals:			71,997.63	4,791.95-	67,205.68

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda January 2022

We postponed our March Exhibit Room Committee meeting due to a scheduling conflict, but our next meeting is planned for April 4 at 11a. We will also install the Waupaca Rotary exhibit that morning.

Progress continues on our Exhibit Room remodel project. The furniture and rail system are ordered and should arrive within the next month. I spoke with our new facilities superintendent, and city staff will be able to install the new rail system before our next exhibit is installed. The permanent display case is still on track to be installed ahead of our Summer Learning Program exhibit in June.

ON EXHIBIT:

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

Youth Art Month is off to a great start with 1267 visitors in February. We hosted our Youth Art Month reception on February 13 and estimated that over 300 people attended; it was heartwarming to see the Exhibit Room PACKED with students and their caregivers, with additional people filling the Children's Department and up the stairway. The Library Foundation generously gives awards (Chamber gift certificates) to 1st, 2nd, and 3rd places as well as best in show. This was a wonderful evening for the library and school district and emphasizes the importance of collaborations that draw new people into our building.

Programs in conjunction with Youth Art Month have been hugely successful. We are working with our great partners at the Waupaca Arts Hub to provide drop-in art programming after the Children's Department 10a storytime, with 89 people attending the 3 programs in February.

The Community Art Project, 'Woven All Together', the 2023 community art project, has had lots of participants and adds great color and energy to the exhibit. After Youth Art Month, this artwork will be collected by the Waupaca Community Arts Board and added to pieces from other community groups for display at Arts on the Square in August.

We have 3 rotating art projects available to patrons for passive engagement: Mondrian art, single line drawing, and Mandala art. Each station provides an opportunity to learn about that style of art and either work on a simple project in the Exhibit Room or take it home with you. We provided over 150 Mandala art coloring sheets and ran out before the end of February.

In addition to the in person exhibit, we have an online exhibit available for those that can't make it to the library:

<https://lizkneer.wixsite.com/yam2023>

Youth Art Month is open through March 31. We will take down the exhibit on April 4 and have all artwork ready for the school district art teachers to pick up and return to their students.

UPCOMING EXHIBIT:

30 Years of Waupaca Rotary: 30 Years & Just Getting Started (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. I met with the Waupaca Rotary committee and helped give direction/advice for what to include in their exhibit. We finalized a name and marketing for the exhibit and discussed programming options. Rotary will host a private reception for their members on April 19 from 6-8p in the Exhibit Room. They will serve appetizers and drinks; the permit has been submitted to the City of Waupaca for this. Rotary will also host a series of Wednesday evenings to highlight committees and projects.

2023 Schedule

- *Women*: December 10-January 28
- *Youth Art Month*: February 13-March 31
- *Waupaca Rotary: 30 Years & Just Getting Started*: 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



We are working hard to welcome Spanish speakers into the library through bilingual signage whenever possible.



Best in Show: Lily Swendrzynski/ 11th Grade



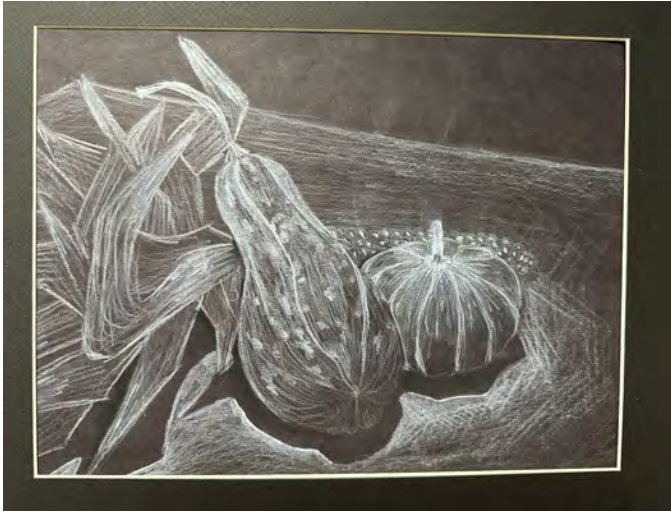
1st Place (High School): Lalita Renteria / 11th Grade



2nd Place (High School): Sydney Ruffalo / 12th Grade



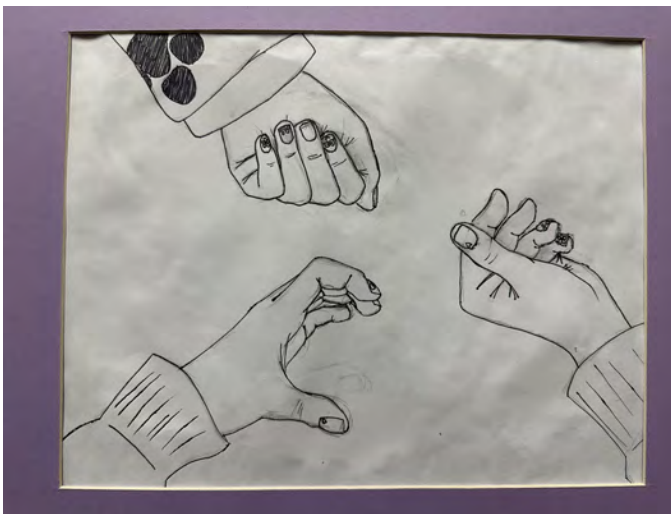
3rd Place (High School): Emma O'Keefe / 12th Grade



1st Place (Middle School): Jillian Trzebiatowski / 8th Grade



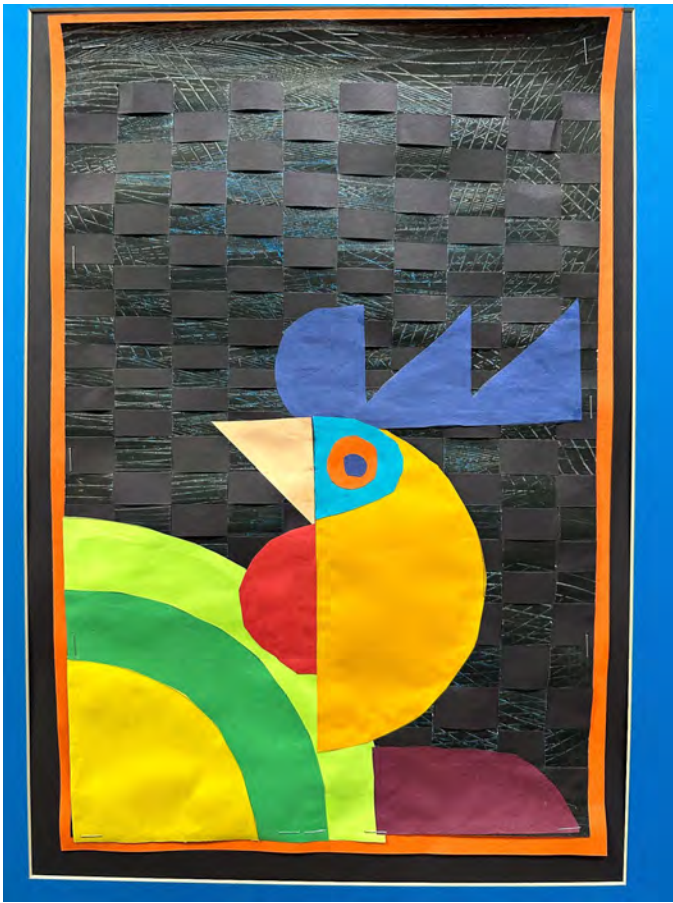
2nd Place (Middle School): Megan Martens / 7th Grade



3rd Place (Middle School): Mags Kempfert / 7th Grade



1st Place (Elementary School): Juniper Strobush / 3rd Grade



2nd Place (Elementary School): Brady Siglinsky / 1st Grade



3rd Place (Elementary School): Alana Koehler / 5th Grade

Youth Art Month Reception



FEBRUARY 2023 EXHIBIT ROOM VISITS

02/1/2023	Wednesday	59
02/2/2023	Thursday	64
02/3/2023	Friday	-
02/4/2023	Saturday	-
02/5/2023	Sunday	closed
02/6/2023	Monday	install
02/7/2023	Tuesday	install
02/8/2023	Wednesday	install
02/9/2023	Thursday	install
02/10/2023	Friday	install
02/11/2023	Saturday	-
02/12/2023	Sunday	closed
02/13/2023	Monday	450
02/14/2023	Tuesday	24
02/15/2023	Wednesday	93
02/16/2023	Thursday	115
02/17/2023	Friday	31
02/18/2023	Saturday	58
02/19/2023	Sunday	closed
02/20/2023	Monday	212
02/21/2023	Tuesday	46
02/22/2023	Wednesday	53
02/23/2023	Thursday	3
02/24/2023	Friday	65
02/25/2023	Saturday	130
02/26/2023	Sunday	closed
02/27/2023	Monday	14
02/28/2023	Tuesday	32

TOTAL 1390

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.

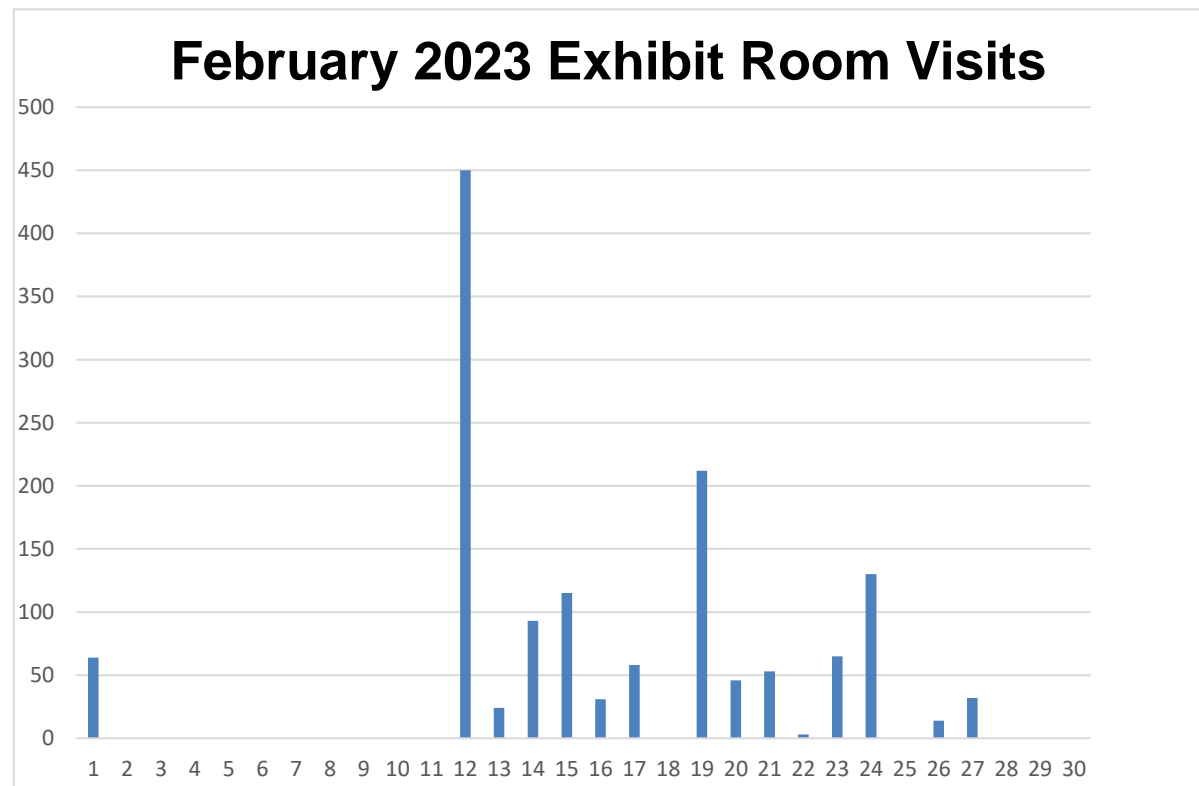
Women (December) = 966

Women (January) = 1019

Women (February) = 123

Women TOTAL = 2108

Youth Art Month (February) = 1267



2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.05	\$25.00											\$25.05
2023 Running Total												
\$0.05	\$25.05	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74	\$45.74	\$49.72	\$50.53	\$50.53	\$50.53	\$25.05
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	\$522.63											\$933.76
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	\$140.00											\$250.00
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	\$480.71											\$738.61
-\$56.45	-\$71.00											-\$127.45
\$201.45	\$409.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$611.16
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	\$111.22											\$204.75
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	\$ 14.55											\$48.65
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	688											1,576
2022	718	712	822	599	593	740	711	844	764	640	611	512	8,266
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

2023 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	6,152	6,111											12,263
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
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

2023 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 wireless	585	636											1,221
2023 stations	488	422											910
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
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

2023 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	60	40											100
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	2											7
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

Feb 2023 Interlibrary Lender/Borrower Statistics

Library	Code	Items	Items	Net	Ratio	Items	Items	Net	Ratio
		Loaned	Borrowed			Loaned	Borrowed		
Algoma	NKALG	1,487	940	547	1.58	3,022	1,957	1,065	1.54
Appleton	OOAPL	8,649	9,058	(409)	0.95	18,149	18,658	(509)	0.97
Baileys Harbor	NDBAI	649	432	217	1.50	1,318	862	456	1.53
Birnamwood	NSBIR	660	204	456	3.24	1,329	421	908	3.16
Black Creek	OOBCL	1,668	850	818	1.96	3,422	1,660	1,762	2.06
Bonduel	NSBON	287	796	(509)	0.36	598	1,445	(847)	0.41
Clintonville	OWCPL	2,447	861	1,586	2.84	4,818	1,893	2,925	2.55
Coleman	NMCOL	463	694	(231)	0.67	954	1,439	(485)	0.66
Crivitz	NMCRI	526	1,361	(835)	0.39	1,087	2,812	(1,725)	0.39
Egg Harbor	NDEGG	532	408	124	1.30	1,145	855	290	1.34
Ephraim	NDEPH	268	94	174	2.85	574	187	387	3.07
Fish Creek	NDFIS	285	404	(119)	0.71	567	763	(196)	0.74
Florence	NFFLO	433	393	40	1.10	931	798	133	1.17
Forestville	NDFOR	471	330	141	1.43	957	690	267	1.39
Fremont	OWFPL	704	398	306	1.77	1,556	898	658	1.73
Gillett	NOGIL	480	243	237	1.98	1,036	514	522	2.02
Goodman	NMGOO	78	176	(98)	0.44	173	452	(279)	0.38
Green Earth	NBON2	98	12	86	8.17	206	16	190	12.88
Hortonville	OOHPL	1,196	2,208	(1,012)	0.54	2,548	4,415	(1,867)	0.58
Iola	OWIVL	1,029	816	213	1.26	2,117	1,907	210	1.11
Kaukauna	OOKAU	1,962	2,786	(824)	0.70	4,150	5,882	(1,732)	0.71
Kewaunee	NKKEW	1,450	1,038	412	1.40	2,978	2,095	883	1.42
Kimberly	OOKIM	2,798	2,480	318	1.13	5,723	5,472	251	1.05
Lakewood	NOLAK	775	805	(30)	0.96	1,622	1,792	(170)	0.91
Lena	NOLEN	394	242	152	1.63	859	523	336	1.64
Little Chute	OOLIT	1,722	3,276	(1,554)	0.53	3,530	6,942	(3,412)	0.51
Manawa	OWMAN	843	940	(97)	0.90	1,797	2,011	(214)	0.89
Marinette	NMMRT	1,187	1,423	(236)	0.83	2,518	2,859	(341)	0.88
Marion	OWMAR	1,033	763	270	1.35	2,140	1,620	520	1.32
Mattoon	NSMAT	88	39	49	2.26	180	129	51	1.40
New London	OWNLP	1,394	1,451	(57)	0.96	2,800	2,902	(102)	0.96
NFLS	NFLS	0	11	(11)	0.00	0	20	(20)	0.00
Niagara	NMNIA	345	459	(114)	0.75	746	1,001	(255)	0.75
Oconto	NOOCO	833	693	140	1.20	1,751	1,311	440	1.34
Oconto Falls	NOOCF	1,148	699	449	1.64	2,401	1,388	1,013	1.73
Oneida	NBONE	523	66	457	7.92	1,078	133	945	8.11
OWLS	OWLS	0	3	(3)	0.00	7	6	1	1.17
Peshtigo	NMPES	286	490	(204)	0.58	579	993	(414)	0.58
Scandinavia	OWSCA	384	367	17	1.05	834	731	103	1.14
Seymour	OOSEY	1,496	1,252	244	1.19	3,127	2,722	405	1.15
Shawano	NSSHA	1,955	1,948	7	1.00	4,036	3,964	72	1.02
Shiocton	OOSHI	414	383	31	1.08	812	843	(31)	0.96
Sister Bay	NDSIS	968	992	(24)	0.98	2,035	2,074	(39)	0.98
Sturgeon Bay	NDSTR	2,261	2,220	41	1.02	4,665	4,620	45	1.01
Suring	NOSUR	449	570	(121)	0.79	898	1,144	(246)	0.78

Feb 2023 Interlibrary Lender/Borrower Statistics

Tigerton	NSTIG	227	478	(251)	0.47	437	924	(487)	0.47
Washington Island	NDWSH	222	282	(60)	0.79	501	573	(72)	0.87
Waupaca	OWWAU	2,599	2,980	(381)	0.87	5,270	6,310	(1,040)	0.84
Wausaukee	NMWAS	359	603	(244)	0.60	755	1,170	(415)	0.65
Weyauwega	OWWEY	830	827	3	1.00	1,793	1,469	324	1.22
Wittenberg	NSWIT	141	252	(111)	0.56	314	578	(264)	0.54
TOTAL		51,496	51,496	0	1.00	106,843	106,843	0	1.00

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	1,074											2,161
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	1,077											2,203
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	62											125
2022 Downloads - Magazine	54	66	65	73	46	44	40	51	54	36	56	48	633
2023 Downloads - Hoopla	259	246											505
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	2,402											4,679
Checkouts	9,898	9,245											19,143
Total Circulation w/renewals	12,175	11,647	0	0	0	0	0	0	0	0	0	0	23,822
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	February	2023
Dayton	1,691	14%	1,499	13%
Farmington	2,277	19%	2,133	18%
Lind	386	3%	350	3%
Waupaca (Town)	682	6%	869	7%
Town Total	5,036	41%	4,851	42%
Waupaca (City)	4,295	35%	3,974	34%
Waushara County	357	3%	498	4%
Portage County	995	8%	891	8%
Other	1,492	12%	1,433	12%
Total	12,175		11,647	

Monthly/YTD Circs and Renewals - February 2023

<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	2,543	417	2,960	4,973	1,031	6,004
Appleton	37,860	11,822	49,682	79,154	23,081	102,235
Black Creek	2,292	665	2,957	4,646	1,332	5,978
Clintonville	3,539	553	4,092	7,117	1,154	8,271
Door Cty - Baileys Harbor	910	172	1,082	1,731	368	2,099
Door Cty - Egg Harbor	851	219	1,070	1,901	447	2,348
Door Cty - Ephraim	216	73	289	478	118	596
Door Cty - Fish Creek	498	139	637	1,003	246	1,249
Door Cty - Forestville	680	152	832	1,286	437	1,723
Door Cty - Sister Bay	2,564	670	3,234	5,251	1,379	6,630
Door Cty - Sturgeon Bay	6,361	1,536	7,897	13,560	3,102	16,662
Door Cty - Washington Island	655	130	785	1,324	286	1,610
Florence	787	80	867	1,570	291	1,861
Fremont	1,163	231	1,394	2,371	624	2,995
Gillett	525	140	665	1,114	243	1,357
Hortonville	4,257	1,365	5,622	8,738	2,828	11,566
Iola	1,680	433	2,113	3,606	981	4,587
Kaukauna	8,412	1,945	10,357	16,624	3,964	20,588
Kewaunee	2,423	767	3,190	5,188	1,514	6,702
Kimberly	8,115	2,106	10,221	16,370	4,524	20,894
Lakewood	2,198	440	2,638	4,566	1,114	5,680
Lena	579	95	674	1,059	215	1,274
Little Chute	8,141	2,327	10,468	16,758	4,678	21,436
Manawa	1,897	493	2,390	3,959	1,031	4,990
Marinette Cty - Coleman	1,281	460	1,741	2,781	845	3,626
Marinette Cty - Crivitz	1,887	590	2,477	4,011	1,172	5,183
Marinette Cty - Goodman	178	53	231	421	120	541
Marinette Cty - Marinette	3,549	878	4,427	7,256	1,661	8,917
Marinette Cty - Niagara	737	274	1,011	1,645	516	2,161
Marinette Cty - Peshtigo	883	239	1,122	1,912	477	2,389
Marinette Cty - Wausaukee	1,181	252	1,433	2,464	516	2,980
Marion	2,011	531	2,542	3,916	1,226	5,142
New London	3,823	802	4,625	7,555	1,499	9,054
Oconto	2,309	493	2,802	4,638	1,042	5,680
Oconto Falls	2,523	537	3,060	5,453	1,041	6,494
Oneida Tribal - Green Earth	15	13	28	40	13	53
Oneida Tribal - Oneida	190	30	220	321	72	393
Scandinavia	439	143	582	855	264	1,119
Seymour	2,514	737	3,251	5,526	1,655	7,181
Shawano Cty - Birnamwood	2,126	119	2,245	4,799	257	5,056
Shawano Cty - Bonduel	1,007	266	1,273	1,785	574	2,359
Shawano Cty - Mattoon	52	36	88	247	64	311
Shawano Cty - Shawano	7,589	1,543	9,132	15,506	3,217	18,723
Shawano Cty - Tigerton	791	124	915	1,620	270	1,890
Shawano Cty - Wittenberg	491	123	614	898	259	1,157
Shiocton	595	87	682	1,264	199	1,463
Suring	1,395	264	1,659	2,860	445	3,305
Waupaca	9,245	2,402	11,647	19,143	4,679	23,822
Weyauwega	1,606	665	2,271	3,198	1,186	4,384
Total	147,563	38,631	186,194	304,461	78,257	382,718

February 2023 Director's Report

Hoot-Con

On March 3rd fourteen Waupaca Area Public Library (WAPL) staff members were able to attend Hoot-Con at the Little Chute Public Library. Hoot-Con is provided by the Outagamie-Waupaca Library System as a once a year continuing education opportunity. Sessions included 'Boundaries for Better Librarianship', 'Trans-Inclusive Librarianship', 'The Dynamite Dozen: 12 Items = Over 50 Teen & Tween Programs' and programs/discussion on CARL, WISCAT, Overdrive and more. As our annual in-staff training it was absolutely fantastic. We are fortunate to be a part of a supportive library system such as OWLS. Many thanks to the Library Board for allowing the Library to be closed for the day so that everyone could attend.

CPR and Safety Training

Annual CPR and AED training courses are being conducted again this year through the Park District. Those staff members who did not attend last year are strongly encouraged to sign up this year. Rotating who goes each year (possible to do since certification lasts for 2 years) will allow us to stay on top of certification while keeping the Library open. Public Works will be providing safety training on workplace hazards in April, which will be attended by those FT staff members not doing CPR training in 2023.

Employee Resignation

Effective April 6th Joni Radley will be leaving our Library team. We are grateful for the years of hard work Joni provided here at the Library, and hope to continue to see her regularly as a patron and part of our extended Library family. A posting for a part time job position will be up soon.

Library Annual Report Presentation

I will be delivering a presentation to the Library Board on the annual report on March 15th and Board President Holly Olsen will provide a report to the City Council on April 18th. I hope to provide at least a written summary (and an abbreviated verbal report, if they'll let me) to the township boards as well. Along with reviewing the year just past, my goal is to provide a summary of trends that will drive service in the year ahead. This should be a good intro for upcoming discussions on our long-range plans.

Return of Head of Youth Services

On March 1st Sue Abrahamson returned following a brief medical leave, as she mentions in the Youth Services report. The absence went by smoothly and quickly. A great deal of credit, as Sue notes, is due to Jan Rademacher, Paula Reedy and Molly Reinke for capably running things in her absence. Credit is also due to Sue for thoughtfully and carefully preparing staff for her absence.

Respectfully submitted,

Eric Scott Bailey

Adult Services Report

February 2023

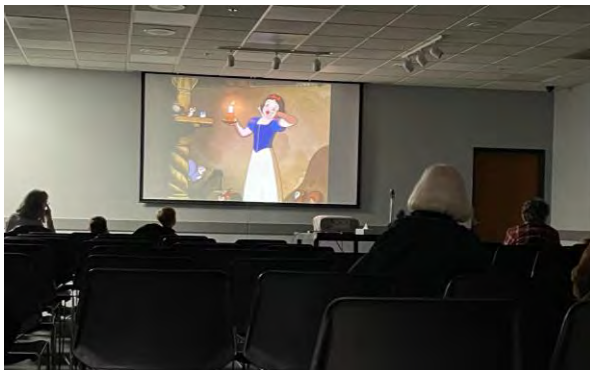
February Programs **Thursday, February 2** Jack Rhodes Day, 105 attended

- **Saturday, February 11** Rec Fest with Waupaca Parks and Rec- ~200 people
- **Thursday, February 16** Insight Nights: Preserving Love: Having Tough Conversations - With Dr. Ivan Wayne Hosted by Laura Jandacek, 4 attended
- **Saturday, February 18** Book Group Discussion of "*Stamped: Racism, Antiracism, and You*" by Jason Reynolds hosted by Trace Holt, 4 attended
- **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: 6 crochet lessons, 7 patterns handed out, 5+ worms distributed



March Programs

- **Wednesday, March 1** Lunch and Learn: Waupaca County Dive Team presenter Deputy Lange 14 attendees
- **Thursday, March 2** First Thursday Film: 11 attended
- **Thursday, March 16** Insight Nights: The Suspect in Question: Memory and False Beliefs -With Dr. Ivan Wayne
- **Friday, March 17** House Plant Exchange
- **Saturday, March 18** Book Club-Bear Town hosted by Joni Radley
- **Passive Programming**
 - Week 1-2 of March: Jar Luminaries, 11 created so far
 - Week 3-4 of March: Mind Strengthening Puzzles
 - Week 5 of March: Watercolor Bookmarks



Jack Rhodes Day was a great success. We were thankful that Glenda Rhodes was able to attend the entire event to share in and witness how much the community enjoyed Jack. The First Thursday Film Series relaunched on March 2nd and featured a recorded intro from Jack himself. Going forward the intros will be a hybrid of video clips of Jack, and points from Jack's chosen successor Steven Imm. Laura Jandacek continues to run the film programs.

Future films are: April 6th "On Moonlight Bay" (1951) and May 4th "Rhapsody in Blue" (1945)

We are looking forward to more great programming with Ivan Wayne. March 16th he'll be presenting about The Suspect in Question: Memory and False Belief. Laura Jandacek continues to host this program the 3rd Thursday of each month. She has worked with Ivan to create a great lineup of future insight nights:

- April 20 We Can All Prevent Forest Fires; Proactive Accountability
- May 18th Fake Is the Wrong Word; The Psychology of Professional Wrestling

Adult Services Report

February 2023

- June 15th One Ring to Rule Them All; Psychological Themes of Lord of the Rings

We were fortunate to Help Waupaca Parks & Rec with Rec Fest. Eric Bailey tended the campfire, Patsy Servey, Molly Reinke, and Paula Reedy served chili, and Taylor Wilcox and her teen volunteers helped with setup. It was a beautiful day, and a great turnout, estimated around 200 people!



The first Lunch & Learn program was a huge success! We had 14 attendees, 2 of which were volunteers from our Library Friends Group who helped with set up. Synergy employees came to help with setup and cleanup. We had a last minute presenter change to a different Dive Team member, but he really knew his information and gave a very engaging presentation. We are very thankful for Deputy Adam Lange. We received \$63 in donations which went to the dive team at this time as Synergy donated the meal. Upcoming Lunch & Learn programs are:

- April 5th Laura Colbert- exploring Waupaca's Parks & Recreation
- May 3rd Jacob Gill with Tales for Life Service Dogs

The Little Free Pantry is really taking off. In February there were a total of 274 items selected for the pantry. We are now accepting food donations along with monetary donations to continue to serve the public. The LFP Team, Jan Rademacher, Trace Holt and Mary Burns continue to work to help us run this project. Alex Lisogor has developed promotional materials that we are starting to use to get the word out better. Waupaca County Food Wise has been helping us make the pantry a more organized and welcoming space. They donated a complete set of matching storage bins and some nutritional info signage to add color and health literacy.

Moving forward, Molly feels strongly about reenergizing the Engagement Table. Expect to see a continuation of crafts and drop-in activities for adults. Another goal for Molly is to provide more one time hands-on activities at least once a month. Look for a Plant Exchange on March 17th!

Also in February, Patsy, Molly and other staff members were invited to attend a few community group events including a Black History Month exhibit at the Fox Valley Technical College, 4th grade book discussions at the Waupaca Learning Center, and Waupaca Rotary International discussion on Braver Angels: a national movement to bridge the partisan divide and strengthen our democratic republic

Respectfully submitted by Patsy Servey and Molly Reinke

February 2023 – Children’s Board Report

I first would like to express my deep gratitude and pride to the staff in the Children’s Dept. who took on management of youth services during my 3-week medical leave. Jan Rademacher stepped in to attend the many meetings and represent the library as a true community partner while still providing quality programming for families with Paula Reedy. Molly, Taylor and Marcie stepped up too to assist in various ways. For so many folks, I wasn’t even missed.... And that’s the way it should be.

Our Snow Full Moon Hike in collaboration with Waupaca Park and Rec and Waupaca Historical Society was a huge success. The weather fairy provided a perfect day for families to get out and enjoy our beautiful trail system. Jan Rademacher offered kiddos a fun activity in the depot along with a hot beverage. Hikers could take one of two short easy trails or both!

Paula Reedy hosted a Reader’s Theater activity on Feb. 16th at the library. Eleven people (3 families) came to spark their dramatic reading of some children’s books and stories. Providing programming for homeschool families is challenging and Paula is working hard to mainly keep them informed of what is happening here at the library that they can be a part of.

February – it’s a great month of celebrations. Visitors could use our manual typewriter to write an old-fashioned love letter. We engaged families with two scavenger hunts that always seem to be popular. With the addition of the Youth Art Month Exhibit, Laura Reynolds from the Arts Hub provided art activities both on our No School Day (Feb. 20) and after preschool story time on Wednesday mornings. We invite you all to contribute to this year’s community art project: Woven Together. It’s simply to add color to a strip of cloth, spray with rubbing alcohol and weave into a communal netting to make art. Watch for this activity to surface all over our community in the coming weeks and months.

Jan Rademacher, Patsy Servey, and Eric Bailey lead student groups in book discussions at the Waupaca Learning Center as they explored *The Last Stop on Market Street* (de la Pena) and *Those Shoes* (Boelts) together. It is very rewarding to have students reflect on picture books that have such depth and discussable issues in their story lines.

We are noticing that the more we use our online software, Beanstack, for short campaigns throughout the year, the more comfortable families are getting in using it with their young readers. We hosted a Bingo style campaign in February that 109 children signed up to participate. 39% of those registered recorded a “Bingo” and almost all of them redeemed their “Bingo” for a free book for their home library. Eleven children got a “Blackout Bingo” by filling the whole card they got a bonus prize of a scratch art kit. Bingo still is king in Wisconsin evidently.

We all are busy getting our summer calendars ready. This takes time in meetings with our community partners and total concentration on the summer calendar, the meeting rooms, our outreach opportunities, and our inclusivity as it involves providing services for working families who are not able to participate during the weekday. Jan met with the new Community Children’s Garden/Master Gardeners to develop story times in the garden this summer. Jan and I have both met with area child care providers to coordinate activities for The Week of the Young Child (1st week of April) and a very important community discussion about the child care needs of Waupaca residents on May 8th. More information will be forthcoming.

Respectfully submitted, Sue Abrahamson, Children’s Librarian

February 2023 Board Report Teen Department

Our Teen Volunteer Agents held their meeting on February 1st and finalized our plans for the Winter Rec Fest as well as deciding to have a Pal-entine's Day party in the Teen Room. During the Winter Rec Fest, we had four Teen Volunteer Agents who helped out. Whether it was setting up (and testing) the obstacle course, serving hot cocoa, or setting up luminaries along the trail; they worked hard and were wonderful representatives of the Teen Department.



Luminaries along the trail. (Left) Teen Volunteer Agents helping at Winter Rec Fest. (Middle, Right)



*Teens singing Karaoke at the Pal-entine's Party. (Above)
Teens drawing together at the Pal-entine's Party. (Below)*



On February 15th, we had our Pal-entine's Day Party and it was a huge hit! TVA wanted this program to make Valentine's feel less lonely for teens that aren't in relationships. So, we gave them an opportunity to celebrate their friends and show their besties some appreciation. TVA helped decorate, we provided the snacks, and we set up some fun games and activities. Throughout that afternoon, we had teens singing Karaoke in our back room, writing letters to their besties, and making friendship bracelets.

Listed below are all of our February events, the staff member who hosted each one, and number of participants that attended.

- February 1st 4:00 PM - Teen Volunteer Agents, hosted by Taylor Wilcox: 7
- February 8th 4:00 PM - Anime/Manga Club, hosted by Lilli Resop: 6
- February 8th 4:00 PM – TVA (Decorating Teen Room for the month), hosted by Taylor Wilcox: 4
- February 11th 2:30 PM – 5:00 PM – Winter Rec Fest, TVA Setting up luminaries/volunteering: 4
- February 15th – Pal-entine's Party, hosted by Taylor Wilcox: 13

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

March 8th, 2023

If you stop by the Teen Room, you may notice that we have some brand new furniture in the back of the room. TVA worked incredibly hard and raised \$700 to put towards new comfy seating in the room. In true Teen Room fashion, our volunteers helped us select the type of furniture, and the color of the furniture. In addition to that, we'd like to thank the Friends of the Waupaca Library and Bill Zimmerman over at Office Outfitters. The Friends group and library donors helped us by covering the rest of our fees to purchase not one, but two new chairs for our space. Bill helped us to find the perfect fit for our space! We and our teen patrons think this new space is awesome and the perfect fit for our room.



Upcoming March Programs

- March 1st, 4:00 PM - Teen Volunteer Agents, hosted by Taylor Wilcox
- March 8th, 4:00 PM – Anime/Manga Club, hosted by Lilli Resop
- March 13th, 2:30 PM – Sidewalk Pictionary, hosted by Maddie Komp
- March 14th, 2:30 PM – Peeps Tower Defense, hosted by Taylor Wilcox
- March 15th, 2:30 PM Perler Bead Crafts, hosted by Maddie Komp
- March 16th, 2:30 PM – Mariokart Tournament, hosted by Tyler Smidt
- March 17th, 3:30 PM – (All Ages) House Plant Exchange

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

March 8th , 2023

Outagamie Waupaca Library System
Board of Trustees
January 19th, 2023. Meeting Minutes

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

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

EXCUSED: Bobbie Buchholtz, Paul Girod, Mike Hankins, Marcia Trentlage.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Forsythe moved, seconded by Malvik-Shower, to approve the agenda as presented. Motion carried.

Gilbert moved, seconded by Looker, to accept the December 15th, 2022 meeting minutes as presented. Motion carried.

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

Herman moved, seconded by Baeten, to approve the December 2022 and January 2023 checks numbered 32963 - 33024 inclusive in the amount of \$122,231.30 and payroll-related expenditures in the amount of \$95,610.44. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees voted to elect 2023 officers as nominated: Michelle Frola as President, B Looker as Vice President, and Angela Ver Voort as Secretary/Treasurer. Motion carried.

President Frola appointed Ajmera, Herman, and Ver Voort as Personnel Committee members.

President Frola appointed Ajmera, Looker, and Forsythe as Fund Balance Committee members.

Trustees advised the Director to contact prior Facilities Committee members (Forsythe, Girod, and Looker) for urgent matters arising requiring attention before any next scheduled monthly board meeting.

Trustees reviewed the joint strategic planning process and shared their impressions. No action taken.

Looker moved, seconded by Ver Voort, to approve the revised Library Programming Grant Policy. Motion carried.

Looker moved, seconded by Herman, to approve out-of-state travel for Laufenberg to attend the ARSL Conference in Wichita and Glamann to attend the Library Marketing and Communications Conference in Indianapolis. Motion carried.

Trustees reviewed Trustee Essential 3. Trustees agreed to review Bylaws at a later date. No action taken.

Having completed the agenda, the meeting was adjourned by President Frola at 7:57pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.