



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MAY 17, 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, APRIL 26, 2023

ACTION ITEM: APPROVE minutes of APRIL 26, 2023 Meeting

4. MONTHLY BILLS FOR APRIL 2023, **BILLS \$67,612.00, PERSONNEL \$48,976.19, Donations Expenditures \$8,647.64**

ACTION ITEM: APPROVE APRIL 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. Ethics and Fraud Policies
 - i. **ACTION ITEM:** Review the Ethics and Fraud Policies and place them on file.
- c. Library Officer Elections & Committee Assignments
 - i. **ACTION ITEM:** Approve the slate of nominated officers.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, June 21st, 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, APRIL 26, 2023

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

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

Liliana Liegl, John Miller, Julie Eiden, Holly Olsen, Sarah Hanneman, Mary Zimmerman and Cory Nagel were present. John Turner and Library Director, Eric Bailey were absent. Children's Librarian, Sue Abrahamson, Exhibit Room Coordinator, Liz Kneer, and Adult Services Librarian, Patsy Servey, Glenda Rhodes, Chris Jaenke, and Gracie Liegl were also present. One seat is vacant.

APPROVAL OF AGENDA

MOTION by J. Eiden, SECOND by C. Nagel, to approve the agenda as amended correction to #4 monthly bills for March and the moving of item #10 to #4. 7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from March 15, 2023 Board Meeting.

MOTION by J. Eiden, SECOND by L. Liegl to approve the March 15 meeting minutes. 7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

Monthly bills for March 2023, BILLS \$86,301, PERSONNEL \$53,842 DONATIONS EXPENDITURES \$748.60.

MOTION by M. Zimmerman, SECOND by J. Eiden to approve the March 2023 bills with personnel costs and donation expenditures. 7 ayes, 0 nays, 2 absent. Motion passed unanimously on a roll call vote.

The Resolution of Thanks to Lori Chesnut was read into record

APPROVE resolution thanking Lori Chesnut for her years of service as a Library Trustee.

7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

The Resolution of Thanks to Christine Jaenke was read into record

APPROVE resolution thanking Chris Jaenke for her years of service as a Library Trustee.

7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

The Resolution of Thanks to Gracieanna Liegl was read into record

APPROVE resolution thanking Gracie Liegl for her years of service as a Library Trustee.

7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

The Resolution of Thanks to Glenda Rhodes was read into record
APPROVE resolution thanking Glenda Rhodes for her years of service as a Library Trustee.
7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

Library Exhibit Room Report

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

Library Statistics

Copy Income **\$583.04**; Meeting Room Income **\$255.00**

Volunteer Hours **2.5**; Reference Transactions **783**; Library Visits **8,152**; Internet Use: **783** wireless, **584** stations; Curbside service **44**

Interloan Chart: **3,183** items loaned, **3,400** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **14,336**

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, Policy Committee and Personnel Committee did not meet.

Old Business – None

New Business

Incident Report - there were no incidents to report

Announcements & Correspondence

OWLS Meeting minutes from February 2023 were in the packet.

Next meeting will be Wednesday, May 17, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 5:12 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual		12/31/2023	Budget	Budget	Increase	Increase
		12/31/2022	4/30/2023	YTD	12/31/2023	Request	(Decrease)	(Decrease)
REVENUES		Prior Year	CURRENT YTD	Estimated	Amended	2024	Budget	%
		2022	Actual		2023			
INTERGOVERNMENTAL								
251-43215-000-000	FEDERAL: LIBRARY GRANTS							
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	378,743	-	408,286	408,286	408,286	-	0.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,443	-	14,466	14,466	14,466	-	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	980	-	980	1,960	1,960	-	0.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	-	-	-	-	-	0.00%
	INTERGOVERNMENTAL	394,166	-	423,732	424,712	424,712	-	0.00%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,124	-	6,124	6,000	6,000	-	0.00%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	584	-	-	-	-	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	527	(0)	527	-	-	-	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	(133)		(133)	100	100	-	0.00%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,141	-	3,500	3,500	3,500	-	0.00%
	PUBLIC CHARGES FOR SERVICE	8,658	584	10,017	9,600	9,600	-	0.00%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,128	-	1,128	500	500	-	0.00%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	100	100	100	-	0.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-	-	#####
251-48550-000-000	DONATIONS: LIBRARY	40,513	-	42,650	42,650	42,650	-	0.00%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554		346,554	346,554	346,554	-	0.00%
	MISCELLANEOUS	388,195		390,432	389,804	389,804	-	0.00%
	TOTAL REVENUES	791,019	584	824,181	824,116	824,116	-	0.00%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	348,446	122,340	380,957	380,957	380,957	-	0.00%
251-55111-103-000	LIBRARY: OVERTIME	408	98	408	-	-	-	0.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	22,988	9,478	24,823	24,823	24,823	-	0.00%
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,524	9,748	23,337	23,337	23,337	-	0.00%
251-55111-121-000	LIBRARY: GRP HLTH INS	46,546	22,194	70,261	70,261	70,261	-	0.00%
251-55111-122-000	LIBRARY: LIFE INS	1,556	502	1,255	1,255	1,255	-	0.00%
251-55111-123-000	LIBRARY: INC PROTECT	1,451	490	1,931	1,931	1,931	-	0.00%
251-55111-124-000	LIBRARY: WORK COMP	1,318	-	1,036	1,036	1,036	-	0.00%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	6,000	6,000	6,000	-	0.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-	-	0.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	316	277	748	748	748	-	0.00%

**2022 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		12/31/2023	Budget	Budget	Increase	Increase
		12/31/2022	4/30/2023		12/31/2023			
		Prior Year	CURRENT YTD	YTD	Amended	Request	(Decrease)	(Decrease)
		<u>2022</u>	<u>Actual</u>	<u>Estimated</u>	<u>2023</u>	<u>2024</u>	<u>Budget</u>	<u>%</u>
	LIBRARY FULL-TIME	446,555	165,125	510,756	510,348	510,348	-	0.00%

**2022 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		12/31/2023	Budget	Budget	Increase	Increase
		12/31/2022	4/30/2023		12/31/2023			
		Prior Year	CURRENT YTD	YTD	Amended	Request	(Decrease)	(Decrease)
		2022	Actual	Estimated	2023	2024	Budget	%
251-55112-104-000	LIBRARY: PT WAGES	116,945	30,877	121,788	121,788	121,788	-	0.00%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	4,932	#####
251-55112-116-000	LIBRARY: PT RETIRE	4,338	1,024	4,932	4,932	4,932	5,430	110.10%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,103	2,437	10,362	10,362	10,362	(9,762)	(94.21%)
251-55112-122-000	LIBRARY: LIFE INS	669	270	669	600	600	#####	#####
	LIBRARY: PART-TIME	131,055	34,609	137,751	137,682	137,682	#####	#####
251-55115-201-000	LIBRARY: TRAINING	2,792	116	4,000	4,000	4,000	-	0.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	-	6,000	6,000	6,000	-	0.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	-	1,000	1,000	1,000	-	0.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,902	920	6,500	6,500	6,500	-	0.00%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	300	-	-	-	-	#####
251-55115-216-000	LIBRARY: POSTAGE	1,116	244	1,000	1,000	1,000	-	0.00%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,435	-	1,200	1,200	1,200	-	0.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,460	27,591	27,591	27,591	27,591	-	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	445	-	650	650	650	-	0.00%
251-55115-282-000	LIBRARY: TECHNOLOGY	20,496	(984)	11,974	11,974	11,974	-	0.00%
251-55115-301-000	LIBRARY: SUPPLIES	6,678	2,714	7,500	7,500	7,500	-	0.00%
	LIBRARY: OPERATING EXPENSES	74,620	30,901	67,415	67,415	67,415	-	0.00%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	8,416	2,579	8,000	8,000	8,000	-	100.00%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	655	210	650	650	650	-	100.00%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,282	899	2,000	2,000	2,000	-	0.00%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	16,981	6,700	18,000	18,000	18,000	-	0.00%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	2,216	600	10,000	10,000	10,000	-	0.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,330	33	2,000	2,000	2,000	-	0.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,837	3,054	2,000	2,000	2,000	-	0.00%
	LIBRARY: DONATION EXPENSES	36,716	14,075	42,650	42,650	42,650	-	0.00%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,490	194	1,500	1,500	1,500	-	0.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,046	232	3,000	3,000	3,000	-	0.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	593	65	1,000	1,000	1,000	-	0.00%
	LIBRARY: PROGRAMS	5,129	491	5,500	5,500	5,500	-	0.00%

**2022 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		12/31/2023	Budget	Budget	Increase	Increase
		12/31/2022	4/30/2023		12/31/2023			
		Prior Year	CURRENT YTD	YTD	Amended	Request	(Decrease)	(Decrease)
		2022	Actual	Estimated	2023	2024	Budget	%
251-55130-250-115	LIBRARY: BOOKS - ADULT	13,480	1,888	17,000	17,000	17,000	-	0.00%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,244	606	3,420	3,420	3,420	-	0.00%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,149	5,683	16,000	16,000	16,000	-	0.00%
251-55130-250-315	LIBRARY: BOOKS - TEEN	2,363	10	3,175	3,175	3,175	-	0.00%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	3,912	2,992	4,750	4,750	4,750	-	0.00%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	22	-	22	-		-	0.00%
	LIBRARY: BOOKS	37,170	11,179	44,367	44,345	44,345	-	0.00%
							-	
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	1,806	373	2,500	2,500	2,500	-	0.00%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	407	140	500	500	500	-	0.00%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	522	103	750	750	750	-	0.00%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,356	110	1,701	1,701	1,701	-	0.00%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,297	-	854	854	854	-	0.00%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-		-	0.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	212	49	468	468	468	-	0.00%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	-	(76)	-	-		-	#####
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	870	176	900	900	900	-	0.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	10,903	8,503	8,503	8,503	8,503	-	0.00%
	LIBRARY: A/V	17,373	9,378	16,176	16,176	16,176	-	0.00%
	TOTAL EXPENDITURES	748,619	265,757	824,615	824,116	824,116	-	0.00%
	REVENUES OVER(UNDER) EXPENDITURES	42,400		(435)	-	-		
	BEGINNING FUND BALANCE	49,363		49,363				
	ENDING FUND BALANCE	91,763		48,928				

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-46710-000-000 FEES: LIBRARY COPIES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,430.21-
CR	1218002	COPIES LIBRARY DEPOSIT - LIBRARY 3/27/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/27/23		121.28-	
CR	1218326	COPIES LIBRARY DEPOSIT - LIBRARY 04/08/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 04/08/2023		108.58-	
CR	1218612	COPIES LIBRARY DEPOSIT - library 4/15/23 Description: COPIES LIBRARY DEPOSIT - library 4/15/23		143.27-	
CR	1218879	COPIES LIBRARY DEPOSIT - LIBRARY 4/17/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/17/23		158.06-	
		04/30/2023 (04/23) Period Totals and Balance	.00 *	531.19- *	1,961.40-
YTD Encumbrance	.00	YTD Actual 1,961.40- Total 1,961.40-	YTD Budget 6,000.00-	Unearned 4,038.60	
251-46715-000-000 FEES: LIBRARY POSTAGE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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
251-46720-000-000 FEES: LIBRARY PROGRAMS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	95.37-
CR	1218612	FINES LIBRARY DEPOSIT - library 4/15/23		.30-	
		Description: FINES LIBRARY DEPOSIT - library 4/15/23			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.30- *	95.67-
YTD Encumbrance	.00	YTD Actual 95.67- Total 95.67-	YTD Budget 95.67-	Unearned .00	95.67-
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	98.20
AP	394	UNIQUE MANAGEMENT SERVICES, INC.	59.10		
		**VendorNo: 1943 **Inv. No: 6111336 **Desc: COLLECTION AGENCY (6) - MARCH 2023 **Inv. Date: 4/1/2023			
CR	1218612	collection - library 4/15/23		10.00-	
		Description: collection - library 4/15/23			
		04/30/2023 (04/23) Period Totals and Balance	59.10 *	10.00- *	147.30
YTD Encumbrance	.00	YTD Actual 147.30 Total 147.30	YTD Budget 147.30	Unearned 100.00-	247.30
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	816.73-
AP	393	STEPHENSON PUBLIC LIBRARY	17.00		
		**VendorNo: 1780 **Inv. No: OWWAU040620230000002 **Desc: LOST BOOK: 38011002230350 **Inv. Date: 4/6/2023			
AP	512	APPLETON PUBLIC LIBRARY	58.00		
		**VendorNo: 102 **Inv. No: OWWAU040720230000001 **Desc: LOST BOOKS (31110003248309; 31110005032966; 31110006022933) **Inv. Date: 4/7/2023			
AP	545	NEUSCHAFER COMMUNITY LIBRARY	29.99		
		**VendorNo: 1353 **Inv. No: OWWAU040720230000001 **Desc: LOST AUDIO BK: 31389025549767 **Inv. Date: 4/7/2023			
CR	1218002	MATERIAL REPL LIB DEPOSIT - LIBRARY 3/27/23		3.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/27/23			
CR	1218326	MATERIAL REPL LIB DEPOSIT - LIBRARY 04/08/2023		116.99-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 04/08/2023			
CR	1218612	MATERIAL REPL LIB DEPOSIT - library 4/15/23		11.00-	
		Description: MATERIAL REPL LIB DEPOSIT - library 4/15/23			
		04/30/2023 (04/23) Period Totals and Balance	104.99 *	130.99- *	842.73-
YTD Encumbrance	.00	YTD Actual 842.73- Total 842.73-	YTD Budget 842.73-	Unearned 3,500.00-	2,657.27
251-48215-000-000 RENT: MEETING ROOMS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	485.00-
CR	1218002	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/27/23		20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/27/23			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	20.00- *	505.00-
YTD Encumbrance	.00	YTD Actual 505.00- Total 505.00-	YTD Budget 505.00-	Unearned 500.00-	5.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		03/31/2023 (03/23) Balance	.00 *	.00 *	50.00-
CR	1218002	SALE OF EQUIPMENT - LIBRARY 3/27/23		15.00-	
		Description: SALE OF EQUIPMENT - LIBRARY 3/27/23			
CR	1218612	sale of equip - library 4/15/23		5.00-	
		Description: sale of equip - library 4/15/23			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	20.00- *	70.00-
YTD Encumbrance	.00	YTD Actual	70.00- Total	70.00- YTD Budget	100.00- Unearned 30.00
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	12,475.33-
CR	1218002	DONATIONS - LIBRARY 3/27/23		51.12-	
		Description: DONATIONS - LIBRARY 3/27/23			
CR	1218326	DONATION- - LIBRARY 04/08/2023		40.00-	
		Description: DONATION- - LIBRARY 04/08/2023			
CR	1218326	DONATION- - LIBRARY 04/08/2023		40.00-	
		Description: DONATION- - LIBRARY 04/08/2023			
CR	1218612	DONATION- - library 4/15/23		40.00-	
		Description: DONATION- - library 4/15/23			
CR	1218879	DONATION- - LIBRARY 4/17/23		40.00-	
		Description: DONATION- - LIBRARY 4/17/23			
		04/30/2023 (04/23) Period Totals and Balance	.00 *	211.12- *	12,686.45-
YTD Encumbrance	.00	YTD Actual	12,686.45- Total	12,686.45- YTD Budget	42,650.00- Unearned 29,963.55
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	346,554.00-
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	346,554.00-
YTD Encumbrance	.00	YTD Actual	346,554.00- Total	346,554.00- YTD Budget	346,554.00- Unearned .00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-49300-000-000 FUND BALANCES APPLIED					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	92,293.12
PB	171	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	150.00		
PC	88	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	14,948.34		
PC	211	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	14,948.34		
		04/30/2023 (04/23) Period Totals and Balance	30,046.68 *	.00 *	122,339.80
YTD Encumbrance	.00	YTD Actual 122,339.80 Total 122,339.80	YTD Budget 380,957.00	Unexpended 258,617.20	
251-55111-103-000 LIBRARY: OVERTIME					
		03/31/2023 (03/23) Balance	.00 *	.00 *	72.90
PC	92	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	12.57		
PC	215	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	12.57		
		04/30/2023 (04/23) Period Totals and Balance	25.14 *	.00 *	98.04
YTD Encumbrance	.00	YTD Actual 98.04 Total 98.04	YTD Budget .00	Unexpended 98.04-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	7,257.57
PB	172	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	1,109.98		
PB	432	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	1,109.98		
		04/30/2023 (04/23) Period Totals and Balance	2,219.96 *	.00 *	9,477.53
YTD Encumbrance	.00	YTD Actual 9,477.53 Total 9,477.53	YTD Budget 24,823.00	Unexpended 15,345.47	
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		03/31/2023 (03/23) Balance	.00 *	.00 *	7,520.97
PB	169	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	1,112.84		
PB	430	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	1,113.91		
		04/30/2023 (04/23) Period Totals and Balance	2,226.75 *	.00 *	9,747.72
YTD Encumbrance	.00	YTD Actual 9,747.72 Total 9,747.72	YTD Budget 23,337.00	Unexpended 13,589.28	
251-55111-121-000 LIBRARY: GRP HLTH INS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	16,448.30
PB	167	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	2,664.60		
PB	428	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	2,664.60		
PC	90	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	208.34		
PC	213	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	208.34		
		04/30/2023 (04/23) Period Totals and Balance	5,745.88 *	.00 *	22,194.18
YTD Encumbrance	.00	YTD Actual 22,194.18 Total 22,194.18	YTD Budget 70,261.00	Unexpended 48,066.82	
251-55111-122-000 LIBRARY: LIFE INS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	373.88
PB	168	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	63.88		
PB	429	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	63.88		
		04/30/2023 (04/23) Period Totals and Balance	127.76 *	.00 *	501.64
YTD Encumbrance	.00	YTD Actual 501.64 Total 501.64	YTD Budget 1,255.40	Unexpended 753.76	
251-55111-123-000 LIBRARY: INC PROTECT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	366.47
PB	170	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	61.59		
PB	431	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	61.59		
		04/30/2023 (04/23) Period Totals and Balance	123.18 *	.00 *	489.65
YTD Encumbrance	.00	YTD Actual 489.65 Total 489.65	YTD Budget 1,931.00	Unexpended 1,441.35	
251-55111-124-000 LIBRARY: WORK COMP					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,035.86	Unexpended 1,035.86	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	276.50
		04/30/2023 (04/23) 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
251-55112-104-000 LIBRARY: PT WAGES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	25,821.79
PC	89	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	3,689.32		
PC	212	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	3,945.22		
		04/30/2023 (04/23) Period Totals and Balance	7,634.54 *	.00 *	33,456.33
YTD Encumbrance	.00	YTD Actual	33,456.33	Total	33,456.33
		YTD Budget	121,788.00	Unexpended	88,331.67
251-55112-110-000 LIBRARY: PTO					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	824.87
PB	176	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	93.98		
PB	436	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	105.22		
		04/30/2023 (04/23) Period Totals and Balance	199.20 *	.00 *	1,024.07
YTD Encumbrance	.00	YTD Actual	1,024.07	Total	1,024.07
		YTD Budget	4,932.00	Unexpended	3,907.93
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	2,076.69
PB	173	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	274.51		
PB	433	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	295.44		
		04/30/2023 (04/23) Period Totals and Balance	569.95 *	.00 *	2,646.64
YTD Encumbrance	.00	YTD Actual	2,646.64	Total	2,646.64
		YTD Budget	10,362.00	Unexpended	7,715.36

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-122-000 LIBRARY: LIFE INS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	213.24
PB	174	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	34.58		
PB	434	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	22.57		
		04/30/2023 (04/23) Period Totals and Balance	57.15 *	.00 *	270.39
YTD Encumbrance	.00	YTD Actual 270.39 Total 270.39	YTD Budget 600.00	Unexpended 329.61	
251-55112-123-000 LIBRARY: INC PROTECT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-201-000 LIBRARY: TRAVEL					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
AP	557	REEDY, PAULA	64.58		
		**VendorNo: 1552 **Inv. No: APRIL2023 **Desc: OUTREACH AND MIT FACILITATORS PROGRAM **Inv. Date: 4/12/2023			
AP	652	REEDY, PAULA	51.22		
		**VendorNo: 1552 **Inv. No: APRIL2023-2 **Desc: CCBC TRAVEL REIMBURSEMENT **Inv. Date: 4/20/2023			
		04/30/2023 (04/23) Period Totals and Balance	115.80 *	.00 *	115.80
YTD Encumbrance	.00	YTD Actual 115.80 Total 115.80	YTD Budget 4,000.00	Unexpended 3,884.20	
251-55115-206-000 LIBRARY: TELEPHONE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	564.89
AP	546	OFFICE TECHNOLOGY GROUP	84.37		
		**VendorNo: 1406 **Inv. No: 280961 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 1/17/2023			
AP	548	OFFICE TECHNOLOGY GROUP	116.21		
		**VendorNo: 1406 **Inv. No: 283701 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 3/17/2023			
AP	550	OFFICE TECHNOLOGY GROUP	155.01		
		**VendorNo: 1406 **Inv. No: 284974 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 4/14/2023			
		04/30/2023 (04/23) Period Totals and Balance	355.59 *	.00 *	920.48
YTD Encumbrance	.00	YTD Actual 920.48 Total 920.48	YTD Budget 6,500.00	Unexpended 5,579.52	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	300.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	156.16
JE	2	LIBRARY	87.41		
		04/30/2023 (04/23) Period Totals and Balance	87.41 *	.00 *	243.57
YTD Encumbrance	.00	YTD Actual 243.57 Total 243.57	YTD Budget 1,000.00	Unexpended 756.43	
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,200.00	Unexpended 1,200.00	
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		03/31/2023 (03/23) Balance	.00 *	.00 *	27,591.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	27,591.00
YTD Encumbrance	.00	YTD Actual 27,591.00 Total 27,591.00	YTD Budget 27,591.00	Unexpended .00	
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	997.54-
AP	230	US BANK	13.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	13.99 *	.00 *	983.55-
YTD Encumbrance	.00	YTD Actual 983.55- Total 983.55-	YTD Budget 11,974.00	Unexpended 12,957.55	
251-55115-301-000 LIBRARY: SUPPLIES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,906.93
AP	362	PIGGLY WIGGLY	64.94		
		**VendorNo: 1482 **Inv. No: 2022023 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 3/2/2023			
AP	39	US BANK	550.68		
		**VendorNo: 1950 **Inv. No: 3/15/23-BNOWAK **Desc: LIBRARY-PAPER **Inv. Date: 3/9/2023			
AP	128	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 9866 **Inv. Date: 3/9/2023			
AP	130	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 9449 **Inv. Date: 3/9/2023			
AP	132	US BANK	19.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 9016 **Inv. Date: 3/9/2023			
AP	540	MBM	149.00		
		**VendorNo: 1209 **Inv. No: IN4349079 **Desc: BLACK INK CARTRIDGE - PUBLIC COPIER **Inv. Date: 3/30/2023			
		04/30/2023 (04/23) Period Totals and Balance	806.59 *	.00 *	2,713.52

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-301-000 LIBRARY: SUPPLIES (continued)					
YTD Encumbrance	.00	YTD Actual	2,713.52	Total	2,713.52
		YTD Budget	7,500.00	Unexpended	4,786.48
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	2,589.15
CR	1218002	PT WAGES - LIBRARY 3/27/23		705.60-	
		Description: PT WAGES - LIBRARY 3/27/23			
PC	91	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	347.70		
PC	214	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	347.70		
		04/30/2023 (04/23) Period Totals and Balance	695.40 *	705.60- *	2,578.95
YTD Encumbrance	.00	YTD Actual	2,578.95	Total	2,578.95
		YTD Budget	8,000.00	Unexpended	5,421.05
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		03/31/2023 (03/23) Balance	.00 *	.00 *	210.74
CR	1218002	PT BENEFITS - LIBRARY 3/27/23		53.98-	
		Description: PT BENEFITS - LIBRARY 3/27/23			
PB	175	PAYROLL TRANS FOR 4/9/2023 PAY PERIOD	26.60		
PB	435	PAYROLL TRANS FOR 4/23/2023 PAY PERIOD	26.60		
		04/30/2023 (04/23) Period Totals and Balance	53.20 *	53.98- *	209.96
YTD Encumbrance	.00	YTD Actual	209.96	Total	209.96
		YTD Budget	650.00	Unexpended	440.04
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	22.42
AP	389	MIDWEST TAPE	877.07		
		**VendorNo: 1263 **Inv. No: 2000020367-1 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 4/3/2023			
		04/30/2023 (04/23) Period Totals and Balance	877.07 *	.00 *	899.49
YTD Encumbrance	.00	YTD Actual	899.49	Total	899.49
		YTD Budget	2,000.00	Unexpended	1,100.51
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	147.41-
AP	77	US BANK	25.68		
		**VendorNo: 1950 **Inv. No: 3/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-YAM RECEIPT **Inv. Date: 3/9/2023			
AP	78	US BANK	175.00		
		**VendorNo: 1950 **Inv. No: 3/15/23-EKNEER **Desc: FOUNDATION-YOUTH ART AWARDS **Inv. Date: 3/9/2023			
AP	361	OFFICE OUTFITTERS	6,724.58		
		**VendorNo: 1405 **Inv. No: 483895 **Desc: FURNITURE FOR EXHIBIT ROOM **Inv. Date: 3/23/2023			
AP	391	OFFICE OUTFITTERS	38.85		
		**VendorNo: 1405 **Inv. No: 484289 **Desc: LAMINATING FOR STORY WALK **Inv. Date: 3/30/2023			
CR	1218002	DONATION PROGRAMS - LIBRARY 3/27/23		116.83-	
		Description: DONATION PROGRAMS - LIBRARY 3/27/23			
		04/30/2023 (04/23) Period Totals and Balance	6,964.11 *	116.83- *	6,699.87
YTD Encumbrance	.00	YTD Actual	6,699.87	Total	6,699.87
		YTD Budget	18,000.00	Unexpended	11,300.13

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		03/31/2023 (03/23) Balance	.00 *	.00 *	600.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	14.96
AP	135	US BANK	17.95		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: LUCKY DAY MOVIES 1823 **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	17.95 *	.00 *	32.91
YTD Encumbrance	.00	YTD Actual 32.91 Total 32.91	YTD Budget 2,000.00	Unexpended 1,967.09	
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,363.76
AP	392	PIGGLY WIGGLY	39.91		
		**VendorNo: 1482 **Inv. No: 86029 **Desc: LITTLE FREE PANTRY STOCK **Inv. Date: 4/2/2023			
CR	1218002	DONATION SUPPLIES - LIBRARY 3/27/23		349.41-	
		Description: DONATION SUPPLIES - LIBRARY 3/27/23			
		04/30/2023 (04/23) Period Totals and Balance	39.91 *	349.41- *	3,054.26
YTD Encumbrance	.00	YTD Actual 3,054.26 Total 3,054.26	YTD Budget 2,000.00	Unexpended 1,054.26-	
251-55125-255-000 LIBRARY: PROGRAMS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	150.13
AP	231	US BANK	22.68		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 3/9/2023			
AP	233	US BANK	6.98		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 3/9/2023			
AP	234	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 3/9/2023			
AP	235	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	43.64 *	.00 *	193.77
YTD Encumbrance	.00	YTD Actual 193.77 Total 193.77	YTD Budget 1,500.00	Unexpended 1,306.23	
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		03/31/2023 (03/23) Balance	.00 *	.00 *	143.52
AP	259	US BANK	67.84		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 3/9/2023			
AP	270	US BANK	20.97		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	88.81 *	.00 *	232.33
YTD Encumbrance	.00	YTD Actual 232.33 Total 232.33	YTD Budget 3,000.00	Unexpended 2,767.67	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
AP	317	US BANK	64.97		
		**VendorNo: 1950 **Inv. No: 3/15/23-TWILCOX **Desc: TEEN-PROGRAM-2023 **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	64.97 *	.00 *	64.97
YTD Encumbrance	.00	YTD Actual 64.97 Total 64.97 YTD Budget 1,000.00 Unexpended 935.03			
251-55130-250-000 LIBRARY: BOOKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	1,552.14
AP	66	US BANK	8.69		
		**VendorNo: 1950 **Inv. No: 3/15/23-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 3/9/2023			
AP	67	US BANK	8.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 3/9/2023			
AP	68	US BANK	22.88		
		**VendorNo: 1950 **Inv. No: 3/15/23-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 3/9/2023			
AP	136	US BANK	295.22		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 6596 **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	335.78 *	.00 *	1,887.92
YTD Encumbrance	.00	YTD Actual 1,887.92 Total 1,887.92 YTD Budget 17,000.00 Unexpended 15,112.08			
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		03/31/2023 (03/23) Balance	.00 *	.00 *	517.16
AP	228	US BANK	62.98		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 3/9/2023			
AP	229	US BANK	25.97		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	88.95 *	.00 *	606.11
YTD Encumbrance	.00	YTD Actual 606.11 Total 606.11 YTD Budget 3,420.00 Unexpended 2,813.89			
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,293.86
AP	260	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
AP	261	US BANK	12.98		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
AP	265	US BANK	12.59		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
AP	267	US BANK	1,500.33		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
AP	268	US BANK	18.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
AP	269	US BANK	16.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
AP	271	US BANK	820.07		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	2,388.94 *	.00 *	5,682.80

Journal	Reference Number	Payee or Description					Debit Amount	Credit Amount	Balance
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS (continued)									
YTD Encumbrance	.00	YTD Actual	5,682.80	Total	5,682.80	YTD Budget	16,000.00	Unexpended	10,317.20
251-55130-250-315 LIBRARY: BOOKS - TEEN									
		03/31/2023 (03/23) Balance					.00 *	.00 *	10.44
		04/30/2023 (04/23) 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									
		03/31/2023 (03/23) Balance					.00 *	.00 *	2,991.58
		04/30/2023 (04/23) 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
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL									
		03/31/2023 (03/23) Balance					.00 *	.00 *	.00
		04/30/2023 (04/23) 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									
		03/31/2023 (03/23) Balance					.00 *	.00 *	.00
		04/30/2023 (04/23) 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									
		03/31/2023 (03/23) Balance					.00 *	.00 *	135.77
AP	125	US BANK					68.46		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MOVIES 9858 **Inv. Date: 3/9/2023							
AP	126	US BANK					27.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MOVIES 2627 **Inv. Date: 3/9/2023							
AP	129	US BANK					41.58		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MOVIES 2627 **Inv. Date: 3/9/2023							
AP	133	US BANK					20.97		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MOVIES 6248 **Inv. Date: 3/9/2023							
AP	134	US BANK					77.83		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MOVIES 2627 **Inv. Date: 3/9/2023							
		04/30/2023 (04/23) Period Totals and Balance					236.83 *	.00 *	372.60
YTD Encumbrance	.00	YTD Actual	372.60	Total	372.60	YTD Budget	2,500.00	Unexpended	2,127.40
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS									
		03/31/2023 (03/23) Balance					.00 *	.00 *	50.00
AP	137	US BANK					46.74		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT AUDIO 6596 **Inv. Date: 3/9/2023							
AP	232	US BANK					27.72		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT AUDIOBOOKS **Inv. Date: 3/9/2023							
AP	236	US BANK					15.94		
		**VendorNo: 1950 **Inv. No: 3/15/23-PSERVEY **Desc: ADULT AUDIOBOOKS **Inv. Date: 3/9/2023							
		04/30/2023 (04/23) Period Totals and Balance					90.40 *	.00 *	140.40
YTD Encumbrance	.00	YTD Actual	140.40	Total	140.40	YTD Budget	500.00	Unexpended	359.60

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS (continued)					
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		03/31/2023 (03/23) Balance	.00 *	.00 *	41.16
AP	123	US BANK	12.97		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MUSIC 5428 **Inv. Date: 3/9/2023			
AP	124	US BANK	25.67		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MUSIC 9433 **Inv. Date: 3/9/2023			
AP	127	US BANK	11.98		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MUSIC 0236 **Inv. Date: 3/9/2023			
AP	131	US BANK	11.29		
		**VendorNo: 1950 **Inv. No: 3/15/23-JPOPPLE **Desc: ADULT MUSIC 0236 **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	61.91 *	.00 *	103.07
YTD Encumbrance	.00	YTD Actual	103.07	Total	103.07
		YTD Budget	750.00	Unexpended	646.93
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		03/31/2023 (03/23) Balance	.00 *	.00 *	4.69
AP	258	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 3/9/2023			
AP	262	US BANK	24.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 3/9/2023			
AP	263	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 3/9/2023			
AP	264	US BANK	12.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 3/9/2023			
AP	266	US BANK	39.90		
		**VendorNo: 1950 **Inv. No: 3/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	104.83 *	.00 *	109.52
YTD Encumbrance	.00	YTD Actual	109.52	Total	109.52
		YTD Budget	1,701.00	Unexpended	1,591.48
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
AP	318	US BANK		41.99-	
		**VendorNo: 1950 **Inv. No: 3/15/23-TWILCOX **Desc: DVDS-TEEN **Inv. Date: 3/9/2023			
AP	319	US BANK	46.49		
		**VendorNo: 1950 **Inv. No: 3/15/23-TWILCOX **Desc: DVDS-TEEN **Inv. Date: 3/9/2023			
AP	322	US BANK	44.91		
		**VendorNo: 1950 **Inv. No: 3/15/23-TWILCOX **Desc: DVDS-TEEN **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	91.40 *	41.99- *	49.41
YTD Encumbrance	.00	YTD Actual	49.41	Total	49.41
		YTD Budget	468.00	Unexpended	418.59

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES (continued)					
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		03/31/2023 (03/23) Balance	.00 *	.00 *	76.20-
		04/30/2023 (04/23) 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					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
AP	320	US BANK	107.77		
		**VendorNo: 1950 **Inv. No: 3/15/23-TWILCOX **Desc: VIDEO GAMES **Inv. Date: 3/9/2023			
AP	321	US BANK	67.99		
		**VendorNo: 1950 **Inv. No: 3/15/23-TWILCOX **Desc: VIDEO GAMES **Inv. Date: 3/9/2023			
		04/30/2023 (04/23) Period Totals and Balance	175.76 *	.00 *	175.76
YTD Encumbrance	.00	YTD Actual	175.76 Total	175.76 YTD Budget	900.00 Unexpended 724.24
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		03/31/2023 (03/23) Balance	.00 *	.00 *	3,830.52
AP	390	MIDWEST TAPE	4,672.48		
		**VendorNo: 1263 **Inv. No: 2000020367-2 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 4/3/2023			
		04/30/2023 (04/23) Period Totals and Balance	4,672.48 *	.00 *	8,503.00
YTD Encumbrance	.00	YTD Actual	8,503.00 Total	8,503.00 YTD Budget	8,503.00 Unexpended .00
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		03/31/2023 (03/23) Balance	.00 *	.00 *	.00
		04/30/2023 (04/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
Number of transactions: 117 Number of accounts: 86			Debit	Credit	Proof
Grand Totals:			67,612.00	2,191.41-	65,420.59

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda May 2023

Our Exhibit Room Committee did not meet this month since our scheduled time conflicted with a Library Foundation subcommittee meeting. I emailed all members to remind them of upcoming dates for taking down our current exhibit and installing our next exhibit, as well as the next Exhibit Room Committee meeting on May 30 at 11a.

The Exhibit Room remodel is moving along. I met with Chain Cabinetry to finalize details for the built in display case as well as the moveable display bases; they are planning to have everything delivered and installed by the end of June. The Library Foundation is reviewing text for a new plaque that will recognize our original donor to the Exhibit Room, the Klismet family, as well as the Vergauwen family whose donation made this remodel possible. We also discussed a reception to celebrate the completion of the project, but are looking at the fall to align with a potential 30th Anniversary of the 'new' library.

ON EXHIBIT:

30 Years of Waupaca Rotary: 30 Years & Just Getting Started (April 10, 2023-May 26, 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. Rotarians helped install the exhibit alongside our Exhibit Room Committee members; the exhibit opened on April 10.

Rotary hosted a private reception for their members on April 26 from 5.30-7.30p in the Exhibit Room. They served appetizers and drinks; the permit was approved by the City of Waupaca for this. We are always mindful that we are adjacent to the Children's Department (especially for receptions where alcohol is served) so had signage and online marketing explaining that the space is closed to the public for the evening.

Rotary is also hosting a series of Wednesday evenings in the Exhibit Room to highlight committees and projects.
<https://waupacalibrary.org/events/2364/>

The Rotary exhibit will be taken down on May 30, the same day we install *Hidden Prairie*.



UPCOMING EXHIBIT:

Summer Learning Program Exhibit: All Together Now/Citizen Science (June 3, 2023-August 5, 2023)

We are excited to be the first facility to host *Hidden Prairie*! *Hidden Prairie* is traveling to us from the University of Nebraska State Museum-we will be the first location to host the exhibit! Chris Helzer, The Nature Conservancy's Director of Science in Nebraska, put together an amazing collection of his photographs that tell the story of one square meter of prairie over a year. This exhibit will have high quality, hands on pieces that will engage our younger visitors while educating all that stop in.

<https://museum.unl.edu/exhibits/exhibits/hidden-prairie.html>

<https://prairieecologist.com/2021/10/18/you-guys-i-have-a-museum-exhibit/>

I am working with Children's Department library, Paula Reedy, on a series of 8 Thursday afternoon programs that will highlight elements from the exhibit and encourage patrons to take on citizen science at their homes and in the community. Paula is working with a PBS Kids cohort so has great ideas and tools to help us provide quality experiences for visitors of all ages. In addition to these programs, we will have passive engagement activities in the Exhibit Room that switch every two weeks for visitors to enjoy.

Our Adult Programming Librarian, Molly Reinke does a great job putting together the calendar for the Summer Learning Program. I am working to get all of our programs onto our library website and on social media to create interest and awareness in our community.



2023 Schedule

- *Women*: December 10-January 28
- *Youth Art Month*: February 13-March 31
- *Waupaca Rotary: 30 Years & Just Getting Started*: April 10-May 26
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science (Summer Learning Program)*: June 3-August 5
- *Drake Hokanson: At Home in Flyover Country*-August 12-October 21
- *Waupaca History 101 (digitized historic collection)*-October 28-December 9
- *Black History Month*: December 16-February

2024 Schedule

- *Black History Month*: December 16-February
- *Youth Art Month*: February 3-March 30
- *Ecuadorian Art (Manuel & Paulina)*: April/May
- *Summer Learning Program: Art: June/July/August*
- *Creative Power Collection/ WorkLife (Artists with disabilities/Employment inclusion)*: Late August/September
- *Typewriters*-October/November
- *Quilts*-December/January

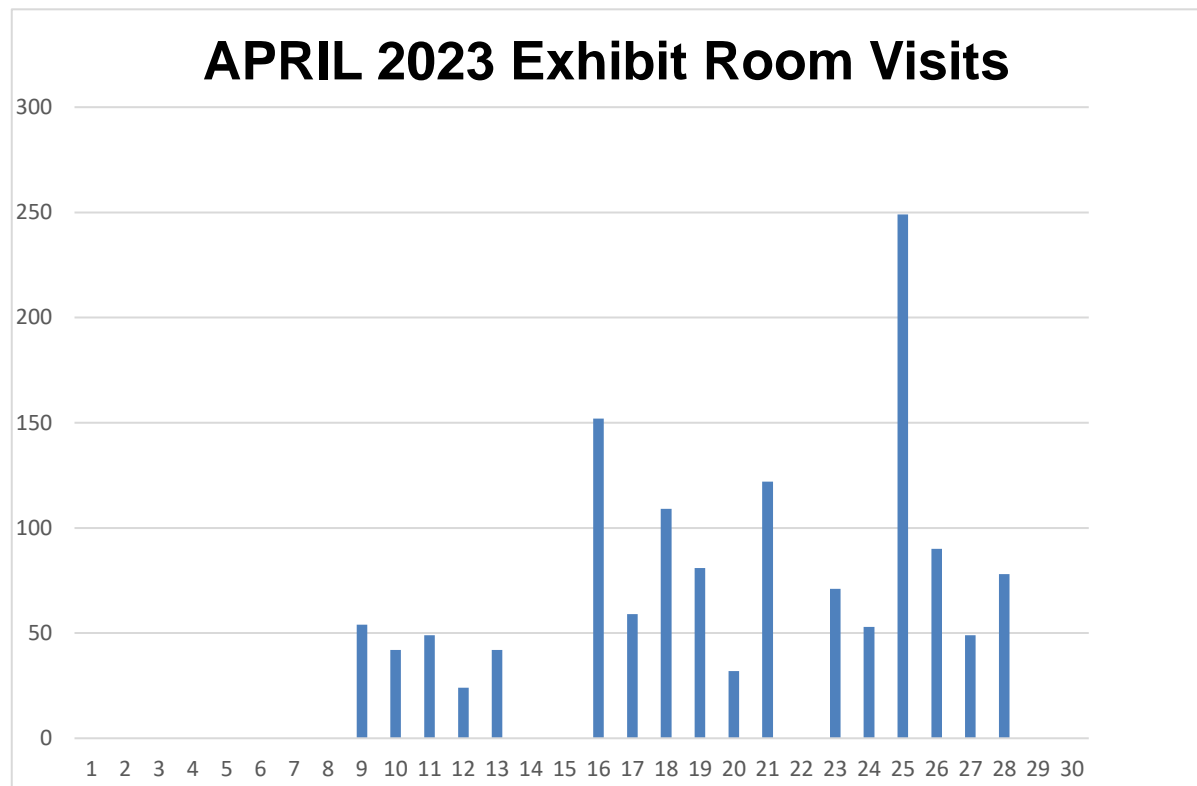
APRIL 2023 EXHIBIT ROOM VISITS

04/1/2023	Saturday	-
04/2/2023	Sunday	closed
04/3/2023	Monday	-
04/4/2023	Tuesday	-
04/5/2023	Wednesday	-
04/6/2023	Thursday	-
04/7/2023	Friday	closed
04/8/2023	Saturday	closed
04/9/2023	Sunday	closed
04/10/2023	Monday	54
04/11/2023	Tuesday	42
04/12/2023	Wednesday	49
04/13/2023	Thursday	24
04/14/2023	Friday	42
04/15/2023	Saturday	-
04/16/2023	Sunday	closed
04/17/2023	Monday	152
04/18/2023	Tuesday	59
04/19/2023	Wednesday	109
04/20/2023	Thursday	81
04/21/2023	Friday	32
04/22/2023	Saturday	122
04/23/2023	Sunday	closed
04/24/2023	Monday	71
04/25/2023	Tuesday	53
04/26/2023	Wednesday	249
04/27/2023	Thursday	90
04/28/2023	Friday	49
04/29/2023	Saturday	78
04/30/2023	Sunday	closed

TOTAL 1356

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.

Waupaca Rotary (April) = 1356



2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.05	\$25.00	\$5.00	\$0.30									\$30.35
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$42.34	\$42.44	\$45.74	\$45.74	\$49.72	\$50.53	\$50.53	\$50.53	\$30.35
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	\$583.04	\$594.54									\$2,111.34
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	\$255.00	\$50.00									\$555.00
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	\$314.06	\$176.99									\$1,229.66
-\$56.45	-\$71.00	-\$41.99	-\$104.99									-\$274.43
\$201.45	\$409.71	\$272.07	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$955.23
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	\$51.12	\$67.90									\$323.77
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	\$ 436.10	\$ 184.05									\$668.80
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	804	609									2,989
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	8,152	6,326									26,741
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	783	728									2,732
2023 stations	488	422	584	506									2,000
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	44	25									169
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	2.5	14.25									23
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

April 2023 Interlibrary Lender/Borrower Statistics

Library					YTD			
	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,621	1,057	564	1.53	6,382	4,207	2,175	1.52
Appleton	9,005	10,209	(1,204)	0.88	37,262	40,565	(3,303)	0.92
Baileys Harbor	687	384	303	1.79	2,828	1,683	1,145	1.68
Birnamwood	639	187	452	3.42	2,704	847	1,857	3.19
Black Creek	1,892	910	982	2.08	7,400	3,650	3,750	2.03
Bonduel	331	801	(470)	0.41	1,351	3,120	(1,769)	0.43
Clintonville	2,410	986	1,424	2.44	10,129	4,049	6,080	2.50
Coleman	504	884	(380)	0.57	2,058	3,199	(1,141)	0.64
Crivitz	724	1,431	(707)	0.51	2,501	5,964	(3,463)	0.42
Egg Harbor	637	490	147	1.30	2,367	1,776	591	1.33
Ephraim	330	94	236	3.51	1,240	367	873	3.38
Fish Creek	323	389	(66)	0.83	1,218	1,586	(368)	0.77
Florence	468	460	8	1.02	1,930	1,693	237	1.14
Forestville	500	314	186	1.59	2,048	1,309	739	1.56
Fremont	692	497	195	1.39	3,083	1,853	1,230	1.66
Gillett	517	415	102	1.25	2,139	1,218	921	1.76
Goodman	86	239	(153)	0.36	356	988	(632)	0.36
Green Earth	145	-	145	#DIV/0!	488	16	472	30.50
Hortonville	1,353	2,025	(672)	0.67	5,271	9,121	(3,850)	0.58
Iola	1,130	1,030	100	1.10	4,472	4,162	310	1.07
Kaukauna	2,311	2,834	(523)	0.82	8,833	12,056	(3,223)	0.73
Kewaunee	1,638	1,333	305	1.23	6,476	4,814	1,662	1.35
Kimberly	4,089	2,046	2,043	2.00	13,259	10,600	2,659	1.25
Lakewood	881	856	25	1.03	3,438	3,832	(394)	0.90
Lena	446	296	150	1.51	1,796	1,129	667	1.59
Little Chute	1,952	5,243	(3,291)	0.37	7,635	16,160	(8,525)	0.47
Manawa	829	804	25	1.03	3,555	3,657	(102)	0.97
Marinette	1,468	1,446	22	1.02	5,565	5,909	(344)	0.94
Marion	1,081	962	119	1.12	4,529	3,597	932	1.26
Mattoon	114	71	43	1.61	388	271	117	1.43
New London	1,689	1,554	135	1.09	6,276	6,009	267	1.04
NFLS	-	13	(13)	0.00	-	50	(50)	0.00
Niagara	406	568	(162)	0.71	1,572	2,154	(582)	0.73
Oconto	945	780	165	1.21	3,777	2,896	881	1.30
Oconto Falls	1,160	655	505	1.77	4,861	2,887	1,974	1.68
Oneida	563	96	467	5.86	2,291	365	1,926	6.28
OWLS	-	2	(2)	0.00	13	24	(11)	0.54
Peshtigo	368	595	(227)	0.62	1,312	2,140	(828)	0.61
Scandinavia	446	376	70	1.19	1,807	1,572	235	1.15
Seymour	1,505	1,517	(12)	0.99	6,358	5,802	556	1.10
Shawano	2,086	2,154	(68)	0.97	8,509	8,439	70	1.01
Shiocton	470	313	157	1.50	1,792	1,599	193	1.12
Sister Bay	974	1,138	(164)	0.86	4,078	4,342	(264)	0.94
Sturgeon Bay	2,471	2,465	6	1.00	9,760	9,721	39	1.00
Suring	503	651	(148)	0.77	2,000	2,446	(446)	0.82
Tigerton	202	492	(290)	0.41	866	1,812	(946)	0.48
Washington Island	263	289	(26)	0.91	1,119	1,172	(53)	0.95
Waupaca	2,779	3,134	(355)	0.89	11,232	12,844	(1,612)	0.87
Wausaukee	394	603	(209)	0.65	1,603	2,546	(943)	0.63
Weyauwega	917	634	283	1.45	3,711	2,813	898	1.32
Wittenberg	160	382	(222)	0.42	677	1,284	(607)	0.53
TOTAL	57,104	57,104	-	1.00	226,315	226,315	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	12,789	9,765	22,554
OWLS libraries	9,237	25,313	34,550
Total	22,026	35,078	57,104

Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
50,046	39,652	89,698
36,112	100,505	136,617
86,158	140,157	226,315

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

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	1,089	1,060									4,310
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	1,199	1,128									4,530
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	50	14									189
2022 Downloads - Magazine		54	66	65	73	46	44	40	51	54	36	56	48	633
2023 Downloads - Hoopla		259	246	278	249									1,032
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	2,897	2,804									10,380
Checkouts		9,898	9,245	11,439	8,889									39,471
Total Circulation w/renewals		12,175	11,647	14,336	11,693	0	0	0	0	0	0	0	0	49,851
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	March	2023	April	2023
Dayton		1,691	14%	1,499	13%	1,808	13%	1,389	12%
Farmington		2,277	19%	2,133	18%	2,651	18%	1,950	17%
Lind		386	3%	350	3%	489	3%	368	3%
Waupaca (Town)		682	6%	869	7%	1,045	7%	885	8%
Town Total		5,036	41%	4,851	42%	5,993	42%	4,592	39%
Waupaca (City)		4,295	35%	3,974	34%	4,659	32%	4,141	35%
Waushara County		357	3%	498	4%	509	4%	406	3%
Portage County		995	8%	891	8%	1,033	7%	800	7%
Other		1,492	12%	1,433	12%	2,142	15%	1,754	15%
Total		12,175		11,647		14,336		11,693	

Monthly/YTD Circs and Renewals - April 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	2,693	662	3,355	10,816	2,357	13,173
Appleton	40,697	13,716	54,413	166,985	50,232	217,217
Black Creek	2,150	905	3,055	9,535	3,087	12,622
Clintonville	3,117	774	3,891	14,514	2,600	17,114
Door Cty - Baileys Harbor	809	176	985	3,482	716	4,198
Door Cty - Egg Harbor	938	177	1,115	3,764	790	4,554
Door Cty - Ephraim	179	60	239	840	243	1,083
Door Cty - Fish Creek	467	111	578	2,079	456	2,535
Door Cty - Forestville	687	224	911	2,653	883	3,536
Door Cty - Sister Bay	2,477	658	3,135	10,400	2,713	13,113
Door Cty - Sturgeon Bay	6,701	1,837	8,538	28,335	6,758	35,093
Door Cty - Washington Island	704	178	882	2,855	680	3,535
Florence	1,055	109	1,164	3,637	535	4,172
Fremont	1,062	241	1,303	4,633	1,130	5,763
Gillett	572	190	762	2,253	583	2,836
Hortonville	4,399	1,530	5,929	18,690	6,009	24,699
Iola	1,700	536	2,236	7,334	2,066	9,400
Kaukauna	8,497	2,142	10,639	35,196	8,168	43,364
Kewaunee	2,429	719	3,148	10,520	3,186	13,706
Kimberly	5,828	2,068	7,896	30,717	9,022	39,739
Lakewood	2,162	450	2,612	9,381	2,161	11,542
Lena	517	158	675	2,249	497	2,746
Little Chute	9,197	2,914	12,111	36,208	10,530	46,738
Manawa	1,562	398	1,960	7,477	1,967	9,444
Marinette Cty - Coleman	1,305	419	1,724	6,014	1,676	7,690
Marinette Cty - Crivitz	2,270	580	2,850	9,128	2,429	11,557
Marinette Cty - Goodman	217	66	283	932	253	1,185
Marinette Cty - Marinette	3,324	813	4,137	14,729	3,445	18,174
Marinette Cty - Niagara	769	314	1,083	3,293	1,061	4,354
Marinette Cty - Peshtigo	1,036	235	1,271	4,115	957	5,072
Marinette Cty - Wausaukee	1,225	266	1,491	5,254	1,151	6,405
Marion	2,113	629	2,742	8,573	2,385	10,958
New London	4,061	872	4,933	16,349	3,196	19,545
Oconto	2,143	467	2,610	9,461	2,208	11,669
Oconto Falls	2,520	585	3,105	11,099	2,217	13,316
Oneida Tribal - Green Earth	27	3	30	90	16	106
Oneida Tribal - Oneida	245	79	324	989	218	1,207
Scandinavia	430	155	585	1,822	584	2,406
Seymour	2,697	773	3,470	11,047	3,393	14,440
Shawano Cty - Birnamwood	2,415	102	2,517	9,374	454	9,828
Shawano Cty - Bonduel	842	436	1,278	3,667	1,448	5,115
Shawano Cty - Mattoon	95	30	125	472	107	579
Shawano Cty - Shawano	6,693	1,466	8,159	30,796	6,307	37,103
Shawano Cty - Tigerton	591	244	835	2,853	708	3,561
Shawano Cty - Wittenberg	544	126	670	1,974	515	2,489

Monthly/YTD Circs and Renewals - April 2023

Shiocton	592	69	661	2,483	388	2,871
Suring	1,404	289	1,693	5,758	1038	6,796
Waupaca	8,889	2,804	11,693	39,471	10,380	49,851
Weyauwega	1,366	599	1,965	6,200	2,505	8,705
Total	148,412	43,354	191,766	630,496	166,408	796,904

Posted 5/1/23

May 2023 Director's Report

New Members

The Library Board has now added 4 new members in the past month. I am excited to work with everyone, both new and long tenured members, in the year ahead. For new members, please let me know at any point if you have a question and please set up a time for a behind-the-scenes tour of the Library if you have not done so already!

Little Free Pantry

The Little Free Pantry continues to be very successful, with 569 items picked up in the month of April. Donations are also picking up, as well, and thus far we haven't been swamped with much in the way of unwanted and unusable donations.

Foundation Planning

The Library Foundation has been very busy this spring. First, the Foundation is planning to review its financial plans and goals. This should be not only helpful to the Foundation but also to the Library as we continue to partner with the Foundation on many projects. The Foundation has also been in discussion regarding a big project to help increase traffic at the Library. After discussing many different ideas, the Foundation has decided to work towards a publicity campaign surrounding a celebration of the 30th anniversary of the completion of the current Library building. The publicity campaign would focus on raising awareness of what the Library offers and how it is funded.

Passport Update

We are targeting early summer for launching our new passport services. We have some procedural challenges to work out, but training is largely complete.

Front Lawn Fun and Old Car Show

Building on our small old car show on Main Street last summer, which was a huge success, we are partnering with the Waupaca Car Club on a planned weekly car show adjacent to the Library on Wednesdays between May 15 and September 30, 2023 weather permitting. In addition to some programming, this will highlight our soon-to-be-ordered book cart and 'front lawn' activities. At the May 16, 2023 City Council Meeting the Car Club, with Library support, will be asking for the necessary street closures.

Change to School Library Staffing

On May 23, 2023 the School District of Waupaca Personnel Committee will be meeting to discuss whether to fill the vacant School Library Media Specialist (SLMS) position following a retirement. This would leave one SLMS for 4 schools. The Library's management team has concerns as to how this may impact our ability to support and collaborate with SDW and have reached out to the District

Administrator to discuss our concerns. Like other organizations working with local public funds, SDW is facing financial challenges and some difficult decisions. We are committed to continuing to partner with SDW to the best of both our abilities, regardless of any potential challenges.

Respectfully submitted,
Eric Scott Bailey

Adult Services Report
April 2023

Adult Programs- Molly Reinke

April Programs

- **Wednesday, April 5** Lunch and Learn: Waupaca Parks and Recreation Director Laura Colbert: 20 attendees
- **Thursday, April 6** First Thursday Film: 23 attendees
- **Thursday, April 20** Insight Nights: Proactive Accountability -With Dr. Ivan Wayne: 3 attendees
- **Friday, April 21** Grow Your Own Tea Garden: 15 attendees, 12 adults and 3 kids
- **Saturday, April 15** Dutch House hosted by Liz Kneer: 6 attendees
- **Tuesday, April 18** Open Mic Night Poetry Read at Danes Hall: about 50 attendees
- **Passive Programming:**
 - Week 1-2 of April: Blackout Poetry
 - Week 3-4 of April: Adult Coloring Pages

May Programs

- **Tuesday, May 2** ¿Comó se dice? Conversation program launched, 2 adults 1 child
- **Wednesday, May 3** Lunch and Learn: Tails for Life Service Dogs with Jake Guell: 21 attendees
- **Thursday, May 4** First Thursday Film: 29 attendees
- **Tuesday, May 9** ¿Comó se dice? Conversation program, 4 adults
- **Thursday May 11** Outdoor Plant Swap-Lots of excitement!
- **Passive Programming:**
 - Week 1-2 of May: Origami
 - Week 3-4 of May: Logic Puzzles

Open Mic Night Poetry Read was held at the Danes Hall in collaboration with the poetry committee of the Waupaca Community Arts Board. They had about 50 people attending, from ages 8 to 80+!

Our Grow Your Tea Garden was a huge success! This was our first staff led program, run by Linda Hagen. She worked with Molly to develop and advertise the program and hosted the event solo. Linda's idea was an exciting one and well thought out. We had 15 people come to learn about growing their own teas, and plant some flowers to harvest in late summer. Attendees also had the opportunity to sample two teas that they could grow. Our presenter was

Adult Services Report

April 2023

Missy Thoe from Dragonfly Gardens LLC, and she did a fantastic job presenting. There will be a followup tea party to try harvested teas in August.

Our 3rd Lunch and Learn with Synergy (May) wrapped up for the season but will return in the fall. We had Tails for Life Service dogs out of Fond du Lac, WI, with Guest Speaker Jake Guell and Guest dog Chase. September 6th we will return with Erin Kempfert from Big Brothers/Big Sisters *Newly a Waupaca office!

The First Thursday Film Series (May) saw its largest number since Covid with 29 guests attending Rhapsody in Blue. Popcorn was donated from Popcorn on Main.

¿Comó se dice? Is our Spanish conversation group that launched May 2nd. We've now held it twice, with a total of 7 different people between the two sessions. So far they have all been English speakers looking to refresh their Spanish, but exciting that we have a community ready and anxious to converse with our newest residents in Waupaca. We have recently been in communication with Anne Collins-Reed at the school district to help us determine how to best suit the new residents.



At the end of April I attended the Lead Way conference in Madison with Patsy. The sessions I attended were all very enlightening. A big message I took home was that good programming does not have to be complicated. One of the sessions introduced a playful programming idea for adults that inspired us to try some regular Friday programming over the summer.

Adult Services - Patsy Servey

Molly Reinke and I were able to attend a two day Lead the Way conference in Madison this month. The sessions I attended have taught me more about the strategic planning process, how home delivery can be a way to provide outreach services, and the importance and practice of community engagement. It was inspiring to be around a large group of dynamic librarians and to learn about how other communities have taken on new challenges during covid and other times of community hardship.



Sue Abrahamson and I held interviews to select a part time library staff member. We were able to invite Simon Baumgart to our team. He will bring a high level of technology skill to our team. Staff have already reported that Simon was personable and engaging with library patrons on his first training day.

Planning for Summer Library Programming has started. We have selected Braiding Sweetgrass by Robin Wall Kimmerer as our Community Read with multiple discussions scheduled for June and July. This matches our summer theme All Together Now. Watch for our Beanstack online

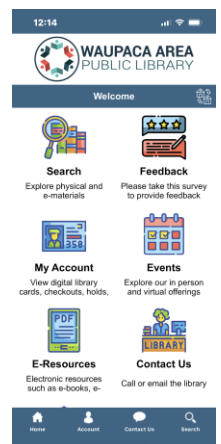
Adult Services Report

April 2023

reading challenge too! Do you have the app? (Beanstack is the name of the app we use to run our reading challenges)

Speaking of apps, InfoSoup now has an app too. You can download this from your app store to manage your library account. The best thing is you only have to log in once! The app is then connected to your infosoup account and can be used to renew loans, place holds, and more. The app selected by the OWLS team also allows patrons to connect to their local library's event calendar or contact library staff.

Respectfully submitted by Molly Reinke and Patsy Servey



Children's Board Report – April 2023

Spring took its time deciding to stay this year. We saw steady attendance for in-library programming through the month. Jan and I are discerning, from data she was able to get from OWLS, some information about children's

circulation, by collection. We are hypothesizing what trends are shown and if it points to a new direction we need to take as we work up a new library budget for our department.



We are taking May off from Story Time (still hosting Babygarten) so we can get ready for our school presentations to promote summer activities and forge our collaborations. Our virtual story time to classrooms will end and re-evaluated in the fall. Molly has again created a wonderful flyer that helps our patrons keep track of all the fun we have planned.

Paula and Liz Kneer have teamed up for STEM and Citizen Science activities in the Exhibit Room this summer. The PBS Kids cohort that Paula has been working with provided great resources that will engage families around the characters they know and love (Nature Cat, Molly of Denali, Wild Kratts, Super Why and more).

Jan Rademacher represented the Library at Sunny Day's Family Night during the Week of the Young Child. When we visit Sunny Day during the day, we love seeing the kiddos. By participating in their event, Jan was able to talk to parents about our partnership with their childcare provider.

On April 6th, our library and community was once again invited to participate in a national webinar through the National Summer Learning Association on how art plays a role in our programming. I was proud to share all the great steps our community has made that involve the arts community and share photos of our art collaboration in our downtown and at our library. The other presenters on the panel were professionals who spoke of how art participation is brain building.

Our work on community education of the childcare concerns of our City and County has successfully held its first event. About 60 people attended the Day without Childcare event at the Waupaca Middle School. Many were inspired to continue the work of asking our local, state and national legislators for help in recognizing the plight of early childhood educators, financially struggling parents, and businesses who strive to fill holes in their workforce.

We distributed 100 wooden train cars for children to decorate and bring to our Family Fun Day at Waupaca's Historic Depot on Saturday, May 20. We will be bringing our train table and kiddos can put their train cars "all together" just like the big trains that rumble by the depot. Again, Tracy and the Historical Society are terrific collaborators.

Patsy and I conducted interviews for the new circulation assistant. I was delighted to meet so many people who have a heart for service wanting to work at the library.

Respectfully submitted,
Sue Abrahamson, Children's Librarian

May 2023 Board Report Teen Department

The Teen Room set up a variety of stations for teens to play with when they visited the library in the back room/Makerspace. The stations selected for April were Speed Stackers, Legos, and a coloring area. After seeing how popular it was with regular visitors, the Teen Staff will continue to rotate these stations out and ensure that there is always something to do when teens visit.

Another very popular pop-up program was the Button-Making station in the main room. Teens were allowed to make one of our pre-made designs, or creating a design of their own on the computer or by drawing it themselves. Button-Making in the Teen Room isn't a new program, but it is one of best ways to allow our teens to express themselves. Sometimes they're silly designs, and other times they're more intentional, such as pins that feature preferred pronouns, or their personal interests.

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

- April 5th, 4:00 PM - Teen Volunteer Agents, hosted by Taylor Wilcox: 7
- April 12th, 4:00 PM – Anime/Manga Club, hosted by Lilli Resop: 2
- April 17th, 3:00 PM – Button Making, hosted by Taylor Wilcox: 10
- April 24th, 3:00 PM – Airplane Flying Contest, hosted by Taylor Wilcox: 7

Taylor Wilcox has been invited by the Youth Services Section of Wisconsin to present on a panel focused on Teen Volunteer and Advisory Groups on May 11th. She will be presenting alongside three other Teen Services Librarians from Wisconsin as they go over what their different groups look like, and what worked or hasn't worked for them. These panels are always a great opportunity for Taylor to connect with other librarians, and share her own as well as learn from their experiences. She's very excited to be a part of this specific panel.

School presentations for the Summer Reading Program are happening as early as May 15th and Taylor can't wait! Her favorite part about these presentations is being able to go to the 5th grade classes with Sue Abrahamson so she can officially invite them into the Teen Room. The Teen Room has so much in store for our teens this summer, and they have their community partners like Hailee Paul at Foodwise, Laura Colbert and her team at the Rec Center, Noah Lencki, and more to thank!

One huge highlight for this summer is that teens will be able to earn a free book for signing up for the Summer Reading Program, and, if they complete their summer reading, they could earn another free book as well as a certificate to fly in an airplane during a Library Young Eagles Day at the Waupaca Airport in September (Thanks again to Noah Lencki for helping us make this possible).

All in all, our Teen Department is very excited for what the summer will bring!

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

May 10th, 2023

ORDINANCE NO. 05-14 (2014)

ORDINANCE AMENDING THE CODE OF ETHICS FOR THE CITY OF WAUPACA

The Common Council of the City of Waupaca do ordain as follows:

Section 1. Section 2.21 of the Municipal Code of the City of Waupaca is hereby amended to read as follows:

2.21 CODE OF ETHICS. (1) Declaration of Policy. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all City of Waupaca officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the City as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Waupaca and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Waupaca.

(2) Standards of Conduct. There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics.

Accordingly, the provisions of the following sections of the Wisconsin Statutes are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to-wit:

Section 946.10 – Bribery of Public Officers and Employees
Section 946.11 – Special privileges from Public Utilities
Section 946.12 – Misconduct in Public Office
Section 946.13 – Private Interest in Public Contract Prohibited.

(3) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this state and carry out impartially the laws of the nation, state, and municipality and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(4) Dedicated Service. All officials and employees of the City of Waupaca should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(5) Fair and Equal Treatment. (a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(6) Conflict of Interest. (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this ordinance or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Definitions. (1) Financial Interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(2) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

(3) Person. Any person, corporation, partnership, or joint venture.

(c) Specific Conflicts Enumerated. (1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(2) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor shall such information be used to advance the financial or other private interest of the official or employee or others.

(3) Gifts and Favors. No official or employee shall accept any gift, whether in the form of service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value.

Any official who receives, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 from any person who is known by said official or employee to be interested directly or indirectly in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control, shall disclose the nature and value of such gifts to the Ethics Committee within 90 days after receiving such gift or gifts.

No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the

employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

An official or employee is not to accept hospitality if after consideration of the surrounding circumstances it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest or a member of the guest's immediate family was a City official or employee. Participation in celebrations, grand openings, open houses, information meetings, and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

Gifts received by an official or employee under unusual circumstances should be referred to the Ethics Committee within 10 days of receipt for recommended disposition.

(4) Representing Private Interests before City Agencies. No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency. However, members of the Common Council may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.

(5) Conflicts of Interest Prohibited. No official or employee shall take any official action substantially affecting a matter in which the official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated, has a substantial financial interest.

No official or employee shall use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official or employee's immediate family, either separately or together, or an organization with which the official or employee is associated.

(d) Contracts with the City. No City officer or employee who in his/her capacity as such officer or employee participates in the making of a contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part, shall enter into any contract with the City unless, within the confines of Section 946.13, Wisconsin Statutes:

(1) The contract is awarded through a process of public notice and competitive bidding,
or

(2) The Common Council waives the requirement of this section after determining that it is in the best interest of the City to do so.

(3) The provisions of the Section shall not apply to the designation of a public depository of public funds.

(e) Disclosure of Interest in Legislation. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council, or the Ethics Committee created by this ordinance, the nature and extent of such interest.

Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.

(7) Advisory Opinion. Any questions as to the interpretation of any provisions of this Code of ethics shall be referred to the Ethics Committee, which, if it deems it necessary or appropriate, may request an advisory opinion from the City Attorney.

(8) Jurisdiction and Application. The Committee Of The Whole shall have administrative jurisdiction over this Code of Ethics and shall be deemed the Ethics Committee for that purpose.

(a) The Committee may make recommendations with respect to amendments to this Code of Ethics Ordinance.

(b) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this ordinance, the Committee shall conduct an investigation of the facts of the complaint, if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the Committee shall conduct a public hearing in accordance with the common law requirements of the due process including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representative at the expense of the accused. The Committee shall make written findings of fact and issue a written decision concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the Common Council for final disposition.

(c) In the event a member of the Ethics Committee is allegedly involved in the ethics code violation, that member shall not take part in any investigation nor act as a member of said Committee in regard to said matter.

(d) In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an ethics code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this ethics code.

(9) Sanctions. A determination that an official's or employee's actions constitute improper conduct under the provisions of this ordinance may constitute a cause for suspension, removal from office or employment, or other disciplinary action. Pursuant to Section 19.59, Wisconsin Statutes, other disciplinary action may include a forfeiture in an amount not exceeding \$1,000.00 for each offense.

(10) Distribution of Code of Ethics. The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City of Waupaca within thirty (30) days after enactment of this Code. Each public official and employee elected, appointed, or engaged thereafter shall be furnished a copy before entering upon his or her duties.

Each public official, the Mayor, the Chairman of each Board, Commission or Committee and, the head of each Department, shall between May 1st and May 31st, each year, review the provisions of

this Code with his or her fellow Council, Board, Commission, Committee members or subordinates as the case may be, and certify to the City Clerk by June 15th that such annual review had been undertaken. A copy of this Code shall be continuously posted on each department bulletin board wherever situated.

Section 2. All ordinance or part of ordinances contravening the terms and provisions of this ordinance are hereby to that extent repealed.

Section 3. This Ordinance shall take effect on and upon passage and publication according to law.

Approved: July 15, 2014

/s/ Brian Smith
Brian Smith, Mayor

Adopted: July 15, 2014

Published: July 24, 2014

ATTEST:

/s/ Henry Veleker
Henry Veleker, Clerk

New Business

Review of Code of Ethics

Per Ordinance 05-14: "Each public official, the Mayor, the Chairman of each Board, Commission or committee and, the head of each Department, shall between May 1st and May 31st, each year, review the provisions of this Code with his or her fellow Council, Board, Commission, Committee members or subordinates as the case may be, and certify to the City Clerk by June 15th that such annual review had been undertaken."

DISCUSSION AND APPROVAL: The Code of Ethics is presented here for review and discussion, a motion confirming that the Library Board has reviewed the Ethics and Fraud Policies and will keep them on file is needed.

Annual Meeting – Officers and Committees

Nominations are needed for three (3) officers, President, Vice-President and Treasurer. Any contested elections should be held by a closed vote. Any member of the Board can nominate someone for a position, and any nominee can withdraw their name from consideration. Once nominations are closed, if a single candidate exists for each position the entire slate can be confirmed with a single voice vote.

Per bylaw, the President appoints committee members. The four committees (Planning, Personnel, Finance and Policy) customarily have 4-5 members. DISCUSS: The makeup of committees.

Respectfully submitted,

Eric Scott Bailey



FRAUD ASSESSMENT AND INVESTIGATION POLICY

Adopted by Waupaca Common Council: July 19, 2011

Purpose. This policy is adopted to identify responsibilities, establish procedures and controls to aid in the prevention, detection, reporting and investigation of possible cases of fraud involving the city of Waupaca's operations, resources and/or finances. This policy applies to any actual or suspected fraud involving a City employee (including management), a consultant, a vendor, contractor, outside agency or any person conducting business with the City.

Policy Statement. The city of Waupaca does not tolerate any type of fraud. The city of Waupaca's policy is to promote consistent, legal and ethical behavior by assigning responsibility for reporting fraud and providing guidelines to conduct investigations of suspected fraudulent behavior.

Policy Violations. Failure to comply with this policy subjects an employee to disciplinary action up to and including termination of employment. Failure to comply by a consultant, vendor, contractor, outside agency or any other person conducting business with the City can result in cancellation of the relationship with the City. The city of Waupaca will pursue prosecution if investigation results indicate possible criminal activity.

Definitions. For the purposes of this policy "fraud" means:

1. Forgery or alteration of any document or account
2. Forgery or alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling or reporting of money or financial transactions.
5. Profiteering as a result of insider knowledge of City activities.
6. Disclosing confidential and/or proprietary information to outside parties
7. Accepting or seeking anything of material value from consultants, contractors, vendors or persons providing services or materials to the City.
8. Destruction, removal or inappropriate use of records, furniture, fixtures and equipment.
9. Any claim or reimbursement of expenses that are not made for the exclusive benefit of the ~~Town~~-City
10. Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes, or
11. Any similar or related irregularity.

Fraud Reporting. It is the responsibility of every employee to immediately report suspected fraud or other dishonest conduct. Reporting protocol for suspected fraud is as follows:

Within a department	Report to Department Head and City Administrator
Involving a department head	City Administrator and Mayor

Involving City Administrator	Mayor and Chairman of Finance Committee
Involving Council	Mayor and City Administrator
Vendor/Contractor	Department Head and City Administrator

Management is to develop a form that employees can use to report the suspected fraud or dishonest activity. Those who the fraud is reported to are to accept and acknowledge receipt of the fraud reporting form. It is by design that a form be completed and that two individuals are to be involved when a suspected fraud is reported. This process is meant to give those reporting fraud assurances that superiors are taking the report seriously and are acting in good faith to investigate.

Any reprisal against an employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Additional Responsibilities of Supervisors/Department Heads and City Administrator. All employees have the responsibility for reporting fraud or dishonest behavior. However, supervisors and other city management personnel have an additional duty to undertake deterrence and detection actions. These actions include:

1. Awareness of risk for fraudulent or dishonest acts in their respective departments.
2. Placement and maintenance of effective monitoring of control procedures to *prevent* fraudulent or dishonest activity.
3. Placement and maintenance of effective monitoring of control procedures to *detect* fraudulent or dishonest activity promptly if prevention efforts fail.

Authority to carry out these additional responsibilities may be delegated. However, accountability for their effectiveness will remain with department heads.

Investigative Standards. The following shall guide all investigations into potential fraudulent behavior/actions or dishonest behavior:

1. Those investigating possible fraud must observe strict confidentiality and should not discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the City Administrator, Mayor or law enforcement.
2. Those involved in investigating fraudulent or dishonest behavior may assign responsibility for all or part of any investigation to the Waupaca Police Department, City Attorney or other person or agency that may be warranted.
3. No person shall communicate with the suspected individual or organizations about the matter under investigation.
4. All investigations are to be carried out in an impartial and confidential manner, without regard to the suspected individual's position or relationship with the City.
5. Every effort will be made to protect the rights and reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
6. The investigator(s) will have free and unrestricted access to municipal records. They shall have authority to examine, copy or remove all or any portion of files, desks, physical or electronic storage facilities without prior knowledge or consent of any individual who might use or have custody of such items or facilities when it is within the scope of the investigation or related follow-up procedures.
7. All records collected as part of the investigation are to be kept secure at all times by the investigator(s).
8. All employees shall provide the investigators all factual and relevant details relating the alleged fraud or dishonest behavior to the best of their knowledge, without partiality or prejudice to any person.

9. All inquiries regarding alleged fraud or dishonest behavior and/or its follow up investigation shall be referred to the City Administrator or in cases involving the City Administrator the Mayor, including but not limited to those from an attorney, press, law enforcement and the person(s) under investigation.

Investigative Procedures. The City Administrator has primary responsibility for coordinating the investigation of reported fraudulent and dishonest activity and the associated interaction with law enforcement and other parties to the investigation. In cases involving the City Administrator, the Mayor shall have this responsibility.

Once a report of a suspected fraudulent activity is received in accordance with this policy the complaint shall be documented using the reporting form development by management. A preliminary investigation shall be conducted to determine the credibility of the report.

If the report is deemed to be not credible or is not a report of fraud, the City Administrator or in certain cases the Mayor, will document the determination and forward it under confidential stamp to the Common Council. Should any council member wish to discuss they can do so by requesting a closed session at the next regularly scheduled Council meeting.

If the report appears credible, the City Administrator, or in certain cases the Mayor, will prepare an incident report and provide such report to the Common Council, City Attorney and City auditor. The City Administrator, and in some cases the Mayor, will prepare a report as soon as possible after the fraud has been confirmed and shall document the content of the investigation, findings and any disciplinary action recommended or taken as a result of the findings. The findings are to be referred to the Common Council in closed session.

Each City employee or official involved in an investigation of suspected fraud or dishonest act will keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results will be disclosed to the accused, the accuser, Common Council and City Attorney and District Attorney if applicable.

Disciplinary Action. Employees who have engaged in fraudulent and dishonest activity and those who intentionally report false or misleading information may be subject to disciplinary action up to and including termination.

Risk Management. Within 180 days following adoption of this policy, each city department is to carry out a detailed fraud risk review and assessment. A report of the findings is to be presented to the City Finance Committee.

Risk assessments shall also be reviewed upon staff turnover, organizational restructuring, changing technology or other environmental changes that might occur throughout a year.

Employee Ethics Training. Within 60 days of this policy being adopted, the City Administrator is directed to schedule and conduct an ethics training for all city employees. Training will also be held annually in May of each year for employees and the Common Council. The Police Department will not be required to participate as this department already undergoes annual ethics training.

END OF POLICY



**CITY OF WAUPACA
FRAUD/DISHONEST BEHAVIOR REPORT FORM (7.2011)**

Today's Date: _____

Name of Employee/Individual Making Report
of Fraud and/or Dishonest Behavior: _____

Date/Time of the Alleged Fraud and/or
dishonest behavior: _____

Describe Event(s): *Note: if you prefer to describe what you saw instead of writing a statement then you may request that your statement be taped. You may also attach a written statement.*

Other Information you would like to provide:

I, _____, acknowledge that I have read the city of Waupaca "Fraud Assessment and Investigation Policy" and understand that I have the responsibility of keeping the information I just reported confidential during the investigative process and that I am providing this information in good faith. I realize that if the information I am giving is false or is misleading, is meant as retribution or other motivation in order to hurt the reputation or character of the individual(s) I am reporting on, that I understand that I am subject to discipline up to and including termination of employment.

Reporting Individual Signature and Date

This report was received, receipt acknowledged, by the following individuals:

Print Name	Date	Print Name	Date	Print Name	Date
_____	_____	_____	_____	_____	_____
Signature		Signature		Signature	

Waupaca Area Public Library Board of Trustees By-Laws

Article I. Membership

Pursuant to the requirements of the Wisconsin Statutes chapter 43, the Board of Trustees of the Waupaca Area Public Library shall consist of nine members, seven of whom shall be appointed by the mayor with the approval of the City Council, one of whom is a student and one a City Council member. One shall be appointed by the Superintendent of Schools to represent the public school district. One additional member will represent the Waupaca County Board of Supervisors. Four members shall be residents of the City of Waupaca.

The Library Director is responsible for orientating new library board members.

Article II. Officers

I. OFFICERS. The officers of the library board shall be a president, a vice-president, and a treasurer.

II. ELECTIONS. Election of officers shall be held at the May meeting. Nominations shall be taken from the floor. Officers shall not serve more than four consecutive terms in their elected office.

III. PRESIDENTIAL DUTIES. The principal duties of the president shall be to preside at the regular and special meetings of the board, to have the usual powers of supervision and management, and to perform such other duties as may be designated by the board. The president may be an ex-officio member of all committees.

IV. VICE PRESIDENTIAL DUTIES. The vice-president shall discharge the duties of the president in the event of absence, or of a vacancy in that office, and in addition, assume any other duties as designated by the board.

V. TREASURER'S DUTIES. The treasurer shall maintain an accurate record of monthly expenditures. Each month the treasurer shall sign a voucher presented by the Director for the total monthly bills. If the Treasurer is not present the President will sign the voucher. Treasurer records shall be kept in the Library Director's office, unless specified by the board.

Article III. Meetings

Section 1.) Regular meetings of the Library Board shall be held on the third Wednesday of each month or upon an alternate date designated by the Board President or presiding officer. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members should notify the Library Director if unable to attend a meeting. Meetings may be cancelled or rescheduled by the Board President if a quorum is not available. If more than three consecutive unexcused absences occur, a Board member will automatically be required to resign from the Board.

Section 2.) Special meetings may be called by the President at any time deemed advisable, or upon written request to the President by three board members for the transaction of business stated in the request.

Section 3.) The Library Director shall prepare an agenda for the monthly meetings, which shall be sent through the City Clerk's Office to board members at least twenty-four (24) hours in advance of the meeting.

Section 4.) A quorum at any meeting shall consist of five voting Library Board members.

Section 5.) Robert's Rules of Order shall govern the parliamentary procedure of the board.

Section 6.) The Library Director shall appoint a staff member to attend all Library Board meetings and maintain a true and accurate record of those meetings. All records and correspondence, unless specified by the board, shall be kept in the Library Director's office.

Article IV. Committees

The President shall appoint four standing committees, which are Planning, Finance, Policy and Personnel and any other committees deemed necessary. Appointments to the standing committees will take place after election of Library Board Officers in May. The committees shall report progress to the Library Board at their next monthly meeting. Ad hoc committees will be disbanded after giving a final report to the Library Board on their respective purpose.

Article V. Library Director & Staff

The Board of Trustees shall appoint a qualified Library Director. The Library Director shall be the executive and administrative officer of the Library on behalf of the Board and operate under its review and direction. The Library Director shall recommend to the board for approval the appointment of the other employees and shall specify their duties. The Library Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for the selection of materials, for the efficient provision of library services to the public and for its financial operation within the limitations of the Library's budgeted appropriation. In the case of part-time or temporary employees, the Director shall have interim authority to appoint without prior approval of the Library Board provided that any such appointment shall be reported to the board at its next regular meeting. The Library Board will also abide by the those portions of the Personnel Policies and Procedures Manual of the City of Waupaca that apply to all city employee's except for those powers, procedures and policies provided for in Wis. State Statute Chapter 43.

Article VI. General

Section 1.) An affirmative vote of the majority of all voting members of the Library Board present at any legally constituted meeting shall be necessary to approve an action before the board. The President may vote upon and may move or second a proposal before the board.

Section 2.) The by-laws may be amended by the majority vote of all voting members of the library Board provided that the change had been proposed by a board member or the Library Director at the preceding regular meeting, and the notice of the proposed amendment was included as a separate statement in the agenda of the meeting at which it is to be acted upon.

Section 3.) Any rule or resolution of the Library Board may be suspended temporarily in connection with business at hand. Such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

Adopted 11/1985, Revised 2/2004, 6/20015, 6/2020

Outagamie Waupaca Library System
Board of Trustees
March 16th, 2023, Meeting Minutes

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

PRESENT: Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Wendy Hartman, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Mitesh Ajmera, Tyler Baeten.

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

Trentlage moved, seconded by Herman, to accept the February 16th, 2023, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Ver Voort, to accept the February 2023 financial report and file for audit. Motion carried.

Trustees discussed procedural change in allocation of facilities costs. Quarterly allocation is preferred. No action taken.

Looker moved, seconded by Buchholtz, to approve the February and March 2023 checks numbered 33057 - 33136 inclusive in the amount of \$104,880.36 and payroll-related expenditures in the amount of \$71,627.02. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees reviewed Outagamie and Waupaca County library service plans. No action taken.

Trustees reviewed joint strategic plan draft. No action taken.

Forsythe moved, seconded by Malvik-Shower, to approve System Annual Report. Motion carried.

Looker moved, seconded by Hartman, to approve revised Information Security Policy.

Motion carried.

Trustees reviewed Trustee Essentials Introduction and Chapter 1. No action taken.

Having completed the agenda, the meeting was adjourned by President Frola at 7:02pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.