



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JUNE 21, 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, MAY 17, 2023

ACTION ITEM: APPROVE minutes of MAY 17, 2023 Meeting

4. MONTHLY BILLS FOR MAY 2023, **BILLS \$54,990.05, PERSONNEL \$48,902.82, Donations Expenditures \$4,600.17**

ACTION ITEM: APPROVE MAY 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. Trustee Essentials: Chapter 3: Bylaws – Organizing the Board for Effective Action

DISCUSSION ITEM: Trustee Essentials are presented for discussion by Trustees.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, July 19th, 2023 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

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

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

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



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, MAY 17, 2023

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

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

John Turner, Liliana Liegl, John Miller, Holly Olsen, Mary Zimmerman, Sarah Hanneman, Cory Nagel and Julie Eiden were present. Melanie Peterson was absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, Exhibit Room Coordinator, Liz Kneer, and Adult Services Librarian, Patsy Servey and Programming and Outreach Coordinator Molly Reinke were also present.

APPROVAL OF AGENDA

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

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from April 26, 2023 Board Meeting.

MOTION by J. Eiden, SECOND by M. Zimmerman to approve the April 26 meeting minutes. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Monthly bills for April 2023, BILLS \$67,612.00, PERSONNEL \$48,976.19, DONATIONS EXPENDITURES \$8,647.64.

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

Library Exhibit Room Report

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

Library Statistics

Copy Income **\$522.63**; Meeting Room Income **\$140.00**

Volunteer Hours **14.25**; Reference Transactions **609**; Library Visits **6,326**; Internet Use: **728** wireless, **506** stations; Curbside service **25**

Interloan Chart: **2,779** items loaned, **3,134** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,693**

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 – Library Director reported a recent phone and internet outage in Waupaca wherein the library was the only place still able to provide service. It was a very busy day at the library.

Ethics and Fraud Policies were reviewed and placed on file.

MOTION by J. Turner, SECOND by C. Nagel, that the Ethics and Fraud Policies were reviewed and placed on file. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

There was discussion of Library Officer Elections & Committee Assignments

MOTION by J. Turner, SECOND by C. Nagel, to nominate Holly Olsen as Library Board President. Motion was called three times.

MOTION by H. Olsen, SECOND J. Turner, to nominate Julie Eiden as Library Board Vice President. Motion was called three times.

MOTION by J. Eiden, SECOND H. Olsen, to nominate John Turner as Library Board Treasurer. Motion was called three times. 8 ayes, 0 nays, 1 absent. All Motions passed unanimously by voice vote.

Committee assignments were determined.

Finance Committee: Julie Eiden, John Miller, Cory Nagel, Holly Olsen, Melanie Peterson and John Turner

Personnel Committee: Julie Eiden, Sarah Hanneman, Cory Nagel, Holly Olsen and Mary Zimmerman

Planning Committee: Sarah Hanneman, Liliana Liegl, John Miller, Cory Nagel, Holly Olsen and John Turner

Policy Committee: Sarah Hanneman, Liliana Liegl, Cory Nagel, Holly Olsen and Mary Zimmerman

Announcements & Correspondence

OWLS Meeting minutes from March 2023 were in the packet.

Next meeting will be Wednesday, June 21, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by J. Turner, SECOND by C. Nagel to adjourn. 5 ayes, 0 nays, 4 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:51 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

2023 BUDGET WORKSHEET

LIBRARY FUND

| Acct No | Account Description | Actual | | 12/31/2023 | Budget | % Expended | % Unexpended |
|----------------------------|------------------------------------|----------------------------------|------------------------------------|------------------|-------------------------------|------------|--------------|
| | | 12/31/2022 Prior Year 2022 | 5/31/2023 CURRENT YTD Actual | YTD Estimated | 12/31/2023 Amended 2023 | | |
| <u>REVENUES</u> | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| 251-43215-000-000 | FEDERAL: LIBRARY GRANTS | | | | | | |
| 251-43720-000-000 | COUNTY AID: LIBRARY WAUPACA CO | 378,743 | 204,143 | 408,286 | 408,286 | 50.00% | 50.00% |
| 251-43725-000-000 | COUNTY AID: LIBRARY WAUSHARA | 14,443 | 14,466 | 14,466 | 14,466 | 100.00% | 0.00% |
| 251-43730-000-000 | COUNTY AID: LIBRARY PORTAGE CO | 980 | 1,960 | 980 | 1,960 | 100.00% | 0.00% |
| 251-43735-000-000 | STATE GRANT: LIBRARY YOUTH LIAISON | - | - | - | - | | |
| | INTERGOVERNMENTAL | 394,166 | 220,569 | 423,732 | 424,712 | 51.93% | 48.07% |
| PUBLIC CHARGES FOR SERVICE | | | | | | | |
| 251-46710-000-000 | FEES: LIBRARY COPIES | 6,124 | 2,677 | 6,124 | 6,000 | 44.62% | 55.38% |
| 251-46715-000-000 | FEES: LIBRARY POSTAGE | - | 664 | - | - | | |
| 251-46725-000-000 | FEES: LIBRARY OVERDUE FEES | 527 | 3,647 | 527 | - | | |
| 251-46730-000-000 | FEES: LIBRARY COLLECTION AGENCY | (133) | (147) | (133) | 100 | -147.30% | 247.30% |
| 251-46735-000-000 | FEES: LIBRARY MATERIAL REPLACE | 2,141 | 1,062 | 3,500 | 3,500 | 30.34% | 69.66% |
| | PUBLIC CHARGES FOR SERVICE | 8,658 | 7,902 | 10,017 | 9,600 | 82.31% | 17.69% |
| MISCELLANEOUS | | | | | | | |
| 251-48215-000-000 | RENT: MEETING ROOMS | 1,128 | 730 | 1,128 | 500 | 146.00% | -46.00% |
| 251-48310-000-000 | SALES: SALE OF PROPERTY/EQUIP | - | 70 | 100 | 100 | 70.00% | 30.00% |
| 251-48510-000-000 | MISC REV: REBATES | - | - | - | - | | |
| 251-48550-000-000 | DONATIONS: LIBRARY | 40,513 | 13,586 | 42,650 | 42,650 | 31.86% | 68.14% |
| 251-49210-000-000 | TRANSFER FROM GENERAL FUND | 346,554 | 346,554 | 346,554 | 346,554 | 100.00% | 0.00% |
| | MISCELLANEOUS | 388,195 | 360,940 | 390,432 | 389,804 | 92.60% | 7.40% |
| | TOTAL REVENUES | 791,019 | 589,411 | 824,181 | 824,116 | 71.52% | 28.48% |
| <u>EXPENDITURES</u> | | | | | | | |
| 251-55111-102-000 | LIBRARY: SALARIES | 348,446 | 152,290 | 380,957 | 380,957 | 39.98% | 60.02% |
| 251-55111-103-000 | LIBRARY: OVERTIME | 408 | 98 | 408 | - | | |
| 251-55111-118-000 | LIBRARY: SOCIAL SECURITY | 22,988 | 11,720 | 24,823 | 24,823 | 47.21% | 52.79% |
| 251-55111-119-000 | LIBRARY: RETIREMENT (R) | 23,524 | 11,962 | 23,337 | 23,337 | 51.26% | 48.74% |
| 251-55111-121-000 | LIBRARY: GRP HLTH INS | 46,546 | 28,357 | 70,261 | 70,261 | 40.36% | 59.64% |
| 251-55111-122-000 | LIBRARY: LIFE INS | 1,556 | 629 | 1,255 | 1,255 | 50.14% | 49.86% |
| 251-55111-123-000 | LIBRARY: INC PROTECT | 1,451 | 613 | 1,931 | 1,931 | 31.74% | 68.26% |
| 251-55111-124-000 | LIBRARY: WORK COMP | 1,318 | - | 1,036 | 1,036 | 0.00% | 100.00% |
| 251-55111-125-000 | LIBRARY: HLTH INS DEDUCTIB | - | - | 6,000 | 6,000 | 0.00% | 100.00% |
| 251-55111-129-000 | LIBRARY: UNEMPLOYMENT | - | - | - | - | | |

2023 BUDGET WORKSHEET

LIBRARY FUND

| <u>Acct No</u> | <u>Account Description</u> | Actual | | 12/31/2023 | Budget | % Expended | % Unexpended |
|-------------------|-------------------------------|---|---|-------------------------|--------------------------------------|---------------|---------------|
| | | 12/31/2022 Prior Year <u>2022</u> | 5/31/2023 CURRENT YTD <u>Actual</u> | YTD <u>Estimated</u> | 12/31/2023 Amended <u>2023</u> | | |
| 251-55111-130-000 | LIBRARY: WELLNESS/EAP PROGRAM | 316 | 277 | 748 | 748 | 36.97% | 63.03% |
| | LIBRARY FULL-TIME | 446,555 | 205,946 | 510,756 | 510,348 | 40.35% | 59.65% |

2023 BUDGET WORKSHEET

LIBRARY FUND

| Acct No | Account Description | Actual | | 12/31/2023 | Budget | % Expended | % Unexpended |
|-------------------|------------------------------------|----------------|---------------|----------------|----------------|---------------|---------------|
| | | 12/31/2022 | 5/31/2023 | | 12/31/2023 | | |
| | | Prior Year | CURRENT YTD | YTD | Amended | | |
| | | 2022 | Actual | Estimated | 2023 | | |
| 251-55112-104-000 | LIBRARY: PT WAGES | 116,945 | 34,182 | 121,788 | 121,788 | 28.07% | 71.93% |
| 251-55112-110-000 | LIBRARY: PTO | - | - | - | - | | |
| 251-55112-116-000 | LIBRARY: PT RETIRE | 4,338 | 1,212 | 4,932 | 4,932 | 24.57% | 75.43% |
| 251-55112-118-000 | LIBRARY: SOCIAL SECURITY | 9,103 | 2,677 | 10,362 | 10,362 | 25.83% | 74.17% |
| 251-55112-122-000 | LIBRARY: LIFE INS | 669 | 316 | 669 | 600 | 52.59% | 47.41% |
| | LIBRARY: PART-TIME | 131,055 | 38,386 | 137,751 | 137,682 | 27.88% | 72.12% |
| 251-55115-201-000 | LIBRARY: TRAINING | 2,792 | 686 | 4,000 | 4,000 | 17.16% | 82.84% |
| 251-55115-207-000 | LIBRARY: MAINT OF EQUIP | 6,296 | - | 6,000 | 6,000 | 0.00% | 100.00% |
| 251-55115-209-000 | LIBRARY: INS & BONDING | 1,000 | - | 1,000 | 1,000 | 0.00% | 100.00% |
| 251-55115-211-000 | LIBRARY: CONTRACT SERVICES | 6,902 | 1,915 | 6,500 | 6,500 | 29.46% | 70.54% |
| 251-55115-215-000 | LIBRARY: MOVIE LICENSE | - | 300 | - | - | | |
| 251-55115-216-000 | LIBRARY: POSTAGE | 1,116 | 433 | 1,000 | 1,000 | 43.33% | 56.67% |
| 251-55115-217-000 | LIBRARY: MEMBERSHIP & DUES | 1,435 | 94 | 1,200 | 1,200 | 7.80% | 92.20% |
| 251-55115-218-000 | LIBRARY: OWLS MEMBERSHIP | 27,460 | 27,591 | 27,591 | 27,591 | 100.00% | 0.00% |
| 251-55115-253-000 | LIBRARY: PROMOTIONAL MATERIALS | 445 | 35 | 650 | 650 | 5.38% | 94.62% |
| 251-55115-282-000 | LIBRARY: TECHNOLOGY | 20,496 | (984) | 11,974 | 11,974 | -8.21% | 108.21% |
| 251-55115-301-000 | LIBRARY: SUPPLIES | 6,678 | 2,875 | 7,500 | 7,500 | 38.33% | 61.67% |
| | LIBRARY: OPERATING EXPENSES | 74,620 | 32,945 | 67,415 | 67,415 | 48.87% | 51.13% |
| 251-55120-104-000 | LIBRARY: DONATIONS PT WAGES | 8,416 | 6,578 | 8,000 | 8,000 | 82.22% | 17.78% |
| 251-55120-118-000 | LIBRARY: DONATIONS SOCIAL SECURITY | 655 | 516 | 650 | 650 | 79.37% | 20.63% |
| 251-55120-250-000 | LIBRARY: DONATIONS MATERIALS | 2,282 | 899 | 2,000 | 2,000 | 44.97% | 55.03% |
| 251-55120-255-000 | LIBRARY: DONATIONS PROGRAMS | 16,981 | 10,784 | 18,000 | 18,000 | 59.91% | 40.09% |
| 251-55120-282-000 | LIBRARY: DONATIONS TECHNOLOGY | 2,216 | 600 | 10,000 | 10,000 | 6.00% | 94.00% |
| 251-55120-290-000 | LIBRARY: DONATIONS AUDIO VISUA | 1,330 | 63 | 2,000 | 2,000 | 3.14% | 96.86% |
| 251-55120-301-000 | LIBRARY: DONATIONS SUPPLIES | 4,837 | 3,418 | 2,000 | 2,000 | 170.89% | -70.89% |
| | LIBRARY: DONATION EXPENSES | 36,716 | 22,858 | 42,650 | 42,650 | 53.59% | 46.41% |
| 251-55125-255-110 | LIBRARY: PROGRAMS - ADULT | 1,490 | 321 | 1,500 | 1,500 | 21.38% | 78.62% |
| 251-55125-255-210 | LIBRARY: PROGRAMS - CHILDREN'S | 3,046 | 506 | 3,000 | 3,000 | 16.87% | 83.13% |
| 251-55125-255-310 | LIBRARY: PROGRAMS - TEEN | 593 | 75 | 1,000 | 1,000 | 7.49% | 92.51% |
| | LIBRARY: PROGRAMS | 5,129 | 902 | 5,500 | 5,500 | 16.40% | 83.60% |

2023 BUDGET WORKSHEET

LIBRARY FUND

| Acct No | Account Description | Actual | | 12/31/2023 | Budget | % Expended | % Unexpended |
|-------------------|-----------------------------------|----------------|----------------|----------------|----------------|---------------|---------------|
| | | 12/31/2022 | 5/31/2023 | | 12/31/2023 | | |
| | | Prior Year | CURRENT YTD | YTD | Amended | | |
| | | 2022 | Actual | Estimated | 2023 | | |
| 251-55130-250-115 | LIBRARY: BOOKS - ADULT | 13,480 | 2,379 | 17,000 | 17,000 | 14.00% | 86.00% |
| 251-55130-250-120 | LIBRARY: BOOKS - ADULT LG PRNT | 3,244 | 840 | 3,420 | 3,420 | 24.57% | 75.43% |
| 251-55130-250-215 | LIBRARY: BOOKS - CHILDRENS | 14,149 | 7,803 | 16,000 | 16,000 | 48.77% | 51.23% |
| 251-55130-250-315 | LIBRARY: BOOKS - TEEN | 2,363 | 376 | 3,175 | 3,175 | 11.84% | 88.16% |
| 251-55130-250-410 | LIBRARY: BOOKS - MAG & NEWSPAP | 3,912 | 2,992 | 4,750 | 4,750 | 62.98% | 37.02% |
| 251-55130-250-610 | LIBRARY: BOOKS - MATERIAL REPL | 22 | - | 22 | - | | |
| | LIBRARY: BOOKS | 37,170 | 14,390 | 44,367 | 44,345 | 32.45% | 67.55% |
| 251-55135-290-125 | LIBRARY: A/V - ADULT MOVIES | 1,806 | 608 | 2,500 | 2,500 | 24.33% | 75.67% |
| 251-55135-290-130 | LIBRARY: A/V - ADULT AUDIO BKS | 407 | 202 | 500 | 500 | 40.40% | 59.60% |
| 251-55135-290-135 | LIBRARY: A/V - ADULT MUSIC | 522 | 225 | 750 | 750 | 30.07% | 69.93% |
| 251-55135-290-220 | LIBRARY: A/V - CHILDRENS MOVIE | 1,356 | 467 | 1,701 | 1,701 | 27.46% | 72.54% |
| 251-55135-290-225 | LIBRARY: A/V - CHILD AUDIO BKS | 1,297 | - | 854 | 854 | 0.00% | 100.00% |
| 251-55135-290-230 | LIBRARY: A/V - CHILDRENS MUSIC | - | - | - | - | | |
| 251-55135-290-320 | LIBRARY: A/V - TEEN MOVIES | 212 | 90 | 468 | 468 | 19.30% | 80.70% |
| 251-55135-290-325 | LIBRARY: A/V - TEEN AUDIO BKS | - | (76) | - | - | | |
| 251-55135-290-420 | LIBRARY: A/V - VIDEO GAMES | 870 | 236 | 900 | 900 | 26.18% | 73.82% |
| 251-55135-290-510 | LIBRARY: A/V - E-BOOKS/E-RESRC | 10,903 | 8,503 | 8,503 | 8,503 | 100.00% | 0.00% |
| | LIBRARY: A/V | 17,373 | 10,256 | 16,176 | 16,176 | 63.40% | 36.60% |
| | TOTAL EXPENDITURES | 748,619 | 325,682 | 824,615 | 824,116 | 39.52% | 60.48% |
| | 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| CR | 1219038 | COUNTYU AID - LIBRARY 4/29/23 | | 204,143.00- | |
| | | Description: COUNTYU AID - LIBRARY 4/29/23 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | 204,143.00- * | 204,143.00- |
| YTD Encumbrance | .00 | YTD Actual | 204,143.00- | Total | 204,143.00- |
| | | YTD Budget | 408,286.00- | Unearned | 204,143.00 |
| 251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| CR | 1219038 | COUNTY AID - LIBRARY 4/29/23 | | 14,466.00- | |
| | | Description: COUNTY AID - LIBRARY 4/29/23 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | 14,466.00- * | 14,466.00- |
| YTD Encumbrance | .00 | YTD Actual | 14,466.00- | Total | 14,466.00- |
| | | YTD Budget | 14,466.00- | Unearned | .00 |
| 251-43730-000-000 COUNTY AID: LIBRARY PORTAGE | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| CR | 1219038 | COUNTY AID - LIBRARY 4/29/23 | | 1,960.00- | |
| | | Description: COUNTY AID - LIBRARY 4/29/23 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | 1,960.00- * | 1,960.00- |
| YTD Encumbrance | .00 | YTD Actual | 1,960.00- | Total | 1,960.00- |
| | | YTD Budget | 1,960.00- | Unearned | .00 |
| 251-43735-000-000 STATE GRANT: LIBRARY YOUTH | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 86.07 |
| AP | 2 | CHAIN O'LAKES LITHO | 169.00 | | |
| | | **VendorNo: 345 **Inv. No: 17131 **Desc: DAY WITHOUT CHILD CARE FLYERS/POSTERS **Inv. Date: 3/20/2023 | | | |
| JE | 10 | RECLASS DREAM UP GRANT EXPENSES TO CORRECT ACCOUNT | | 169.00- | |
| JE | 10 | RECLASS DREAM UP GRANT EXPENSES TO CORRECT ACCOUNT | | 86.07- | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 169.00 * | 255.07- * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 251-46710-000-000 FEES: LIBRARY COPIES | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 1,961.40- |
| CR | 1219038 | COPIES LIBRARY DEPOSIT - LIBRARY 4/29/23 | | 162.51- | |
| | | Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/29/23 | | | |
| CR | 1219388 | COPIES LIBRARY DEPOSIT - LIBRARY 4/29/23 | | 196.26- | |
| | | Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/29/23 | | | |
| CR | 1219718 | COPIES LIBRARY DEPOSIT - LIBRARY 05/13/23 | | 89.76- | |
| | | Description: COPIES LIBRARY DEPOSIT - LIBRARY 05/13/23 | | | |
| CR | 1220073 | COPIES LIBRARY DEPOSIT - LIBRARY 5/20/23 | | 121.37- | |
| | | Description: COPIES LIBRARY DEPOSIT - LIBRARY 5/20/23 | | | |
| CR | 1220207 | COPIES LIBRARY DEPOSIT - LIBRARY 05/27/23 | | 145.73- | |
| | | Description: COPIES LIBRARY DEPOSIT - LIBRARY 05/27/23 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | 715.63- * | 2,677.03- |
| YTD Encumbrance | .00 | YTD Actual | 2,677.03- | Total | 2,677.03- |
| | | YTD Budget | 6,000.00- | Unearned | 3,322.97 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|--------------|---------------|-----------|
| 251-46710-000-000 FEES: LIBRARY COPIES (continued) | | | | | |
| 251-46715-000-000 FEES: LIBRARY POSTAGE | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unearned | .00 |
| 251-46720-000-000 FEES: LIBRARY PROGRAMS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 95.67- |
| CR | 1220207 | FINES LIBRARY DEPOSIT - LIBRARY 05/27/23 | | .11- | |
| | | Description: FINES LIBRARY DEPOSIT - LIBRARY 05/27/23 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .11- * | 95.78- |
| YTD Encumbrance | .00 | YTD Actual | 95.78- | Total | 95.78- |
| | | YTD Budget | 95.78- | Unearned | 95.78- |
| 251-46730-000-000 FEES: LIBRARY COLLECTION AGCY | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 147.30 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 842.73- |
| AP | 1 | APPLETON PUBLIC LIBRARY | 37.00 | | |
| | | **VendorNo: 102 **Inv. No: OWWAU042520230000002 **Desc: LOST ALP BOOK 31110006345847 **Inv. Date: 4/26/2023 | | | |
| AP | 50 | NEW LONDON PUBLIC LIBRARY | 15.99 | | |
| | | **VendorNo: 1362 **Inv. No: OWWAU050520230000001 **Desc: LOST AFIC BOOK 31389023856271 **Inv. Date: 5/8/2023 | | | |
| AP | 295 | ALGOMA PUBLIC LIBRARY | 31.00 | | |
| | | **VendorNo: 52 **Inv. No: OWWAU052220230000001 **Desc: NEW LP #38001001953532 **Inv. Date: 5/22/2023 | | | |
| AP | 439 | APPLETON PUBLIC LIBRARY | 28.00 | | |
| | | **VendorNo: 102 **Inv. No: OWWAU052520230000001 **Desc: LOST BOOK: 31110006061600 **Inv. Date: 5/26/2023 | | | |
| CR | 1219038 | MATERIAL REPL LIB DEPOSIT - LIBRARY 4/29/23 | | 49.00- | |
| | | Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/29/23 | | | |
| CR | 1219388 | MATERIAL REPL LIB DEPOSIT - LIBRARY 4/29/23 | | 36.99- | |
| | | Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/29/23 | | | |
| CR | 1219718 | MATERIAL REPL LIB DEPOSIT - LIBRARY 05/13/23 | | 32.22- | |
| | | Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 05/13/23 | | | |
| CR | 1220073 | MATERIAL REPL LIB DEPOSIT - LIBRARY 5/20/23 | | 50.00- | |
| | | Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 5/20/23 | | | |
| CR | 1220207 | MATERIAL REPL LIB DEPOSIT - LIBRARY 05/27/23 | | 163.00- | |
| | | Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 05/27/23 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 111.99 * | 331.21- * | 1,061.95- |
| YTD Encumbrance | .00 | YTD Actual | 1,061.95- | Total | 1,061.95- |
| | | YTD Budget | 3,500.00- | Unearned | 2,438.05 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|---------------------|------------------|-------------------|
| 251-48215-000-000 RENT: MEETING ROOMS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 505.00- |
| CR | 1219038 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/29/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/29/23 | | 50.00- | |
| CR | 1219718 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 05/13/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 05/13/23 | | 100.00- | |
| CR | 1220073 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 5/20/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 5/20/23 | | 10.00- | |
| CR | 1220207 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 05/27/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 05/27/23 | | 65.00- | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | 225.00- * | 730.00- |
| YTD Encumbrance | .00 | YTD Actual 730.00- Total 730.00- YTD Budget | 500.00- Unearned | 230.00- | |
| 251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 70.00- |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 12,686.45- |
| CR | 1219038 | DONATION- - LIBRARY 4/29/23 Description: DONATION- - LIBRARY 4/29/23 | | 187.90- | |
| CR | 1219388 | DONATION- - LIBRARY 4/29/23 Description: DONATION- - LIBRARY 4/29/23 | | 62.00- | |
| CR | 1220073 | DONATION- - LIBRARY 5/20/23 Description: DONATION- - LIBRARY 5/20/23 | | 650.00- | |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | 899.90- * | 13,586.35- |
| YTD Encumbrance | .00 | YTD Actual 13,586.35- Total 13,586.35- YTD Budget | 42,650.00- Unearned | 29,063.65 | |
| 251-48900-000-000 OTHER: REVENUE MISCELLANEOUS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 |
|---|---------------------|--|-------------------|------------------------|----------------------------------|
| 251-49210-000-000 TRANSFER FROM GENERAL FUND | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 346,554.00- |
| | | 05/31/2023 (05/23) 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 |
| 251-49300-000-000 FUND BALANCES APPLIED | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 122,339.80 |
| PB | 164 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 150.00 | | |
| PC | 79 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 14,900.00 | | |
| PC | 211 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 14,900.00 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 29,950.00 * | .00 * | 152,289.80 |
| YTD Encumbrance | .00 | YTD Actual | 152,289.80 Total | 152,289.80 YTD Budget | 380,957.00 Unexpended 228,667.20 |
| 251-55111-103-000 LIBRARY: OVERTIME | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 98.04 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 |
|---|---------------------|---|----------------------|----------------------|------------------|
| 251-55111-108-000 LIBRARY: VACATION PAY | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 | YTD Budget .00 | Unexpended .00 | |
| 251-55111-109-000 LIBRARY: FUNERAL LEAVE | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 9,477.53 |
| PB | 165 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 1,121.26 | | |
| PB | 429 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 1,121.26 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 2,242.52 * | .00 * | 11,720.05 |
| YTD Encumbrance | .00 | YTD Actual 11,720.05 Total 11,720.05 | YTD Budget 24,823.00 | Unexpended 13,102.95 | |
| 251-55111-119-000 LIBRARY: RETIREMENT (R) | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 9,747.72 |
| PB | 162 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 1,107.19 | | |
| PB | 427 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 1,107.34 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 2,214.53 * | .00 * | 11,962.25 |
| YTD Encumbrance | .00 | YTD Actual 11,962.25 Total 11,962.25 | YTD Budget 23,337.00 | Unexpended 11,374.75 | |
| 251-55111-121-000 LIBRARY: GRP HLTH INS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 22,194.18 |
| PB | 160 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 2,664.60 | | |
| PB | 425 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 2,664.60 | | |
| PC | 81 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 416.68 | | |
| PC | 212 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 416.68 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 6,162.56 * | .00 * | 28,356.74 |
| YTD Encumbrance | .00 | YTD Actual 28,356.74 Total 28,356.74 | YTD Budget 70,261.00 | Unexpended 41,904.26 | |
| 251-55111-122-000 LIBRARY: LIFE INS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 501.64 |
| PB | 161 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 63.88 | | |
| PB | 426 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 63.88 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 127.76 * | .00 * | 629.40 |
| YTD Encumbrance | .00 | YTD Actual 629.40 Total 629.40 | YTD Budget 1,255.40 | Unexpended 626.00 | |
| 251-55111-123-000 LIBRARY: INC PROTECT | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 489.65 |
| PB | 163 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 61.59 | | |
| PB | 428 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 61.59 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 123.18 * | .00 * | 612.83 |
| YTD Encumbrance | .00 | YTD Actual 612.83 Total 612.83 | YTD Budget 1,931.00 | Unexpended 1,318.17 | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|--|-----------------------|----------------------|-----------|
| 251-55111-124-000 LIBRARY: WORK COMP | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 | YTD Budget 1,035.86 | Unexpended 1,035.86 | |
| 251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 276.50 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 33,456.33 |
| PC | 80 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 3,723.85 | | |
| PC | 135 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 3,579.33 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 7,303.18 * | .00 * | 40,759.51 |
| YTD Encumbrance | .00 | YTD Actual 40,759.51 Total 40,759.51 | YTD Budget 121,788.00 | Unexpended 81,028.49 | |
| 251-55112-110-000 LIBRARY: PTO | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 1,024.07 |
| PB | 169 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 97.04 | | |
| PB | 432 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 90.92 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 187.96 * | .00 * | 1,212.03 |
| YTD Encumbrance | .00 | YTD Actual 1,212.03 Total 1,212.03 | YTD Budget 4,932.00 | Unexpended 3,719.97 | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------------------|---|-----------------|------------------|-----------------|
| 251-55112-118-000 LIBRARY: SOCIAL SECURITY | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 2,646.64 |
| PB | 166 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 278.53 | | |
| PB | 281 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 267.48 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 546.01 * | .00 * | 3,192.65 |
| YTD Encumbrance | .00 | YTD Actual 3,192.65 Total 3,192.65 YTD Budget 10,362.00 Unexpended 7,169.35 | | | |
| 251-55112-122-000 LIBRARY: LIFE INS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 270.39 |
| PB | 167 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 22.57 | | |
| PB | 430 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 22.57 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 45.14 * | .00 * | 315.53 |
| YTD Encumbrance | .00 | YTD Actual 315.53 Total 315.53 YTD Budget 600.00 Unexpended 284.47 | | | |
| 251-55112-123-000 LIBRARY: INC PROTECT | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 621.80 |
| AP | 137 | REEDY, PAULA | 64.58 | | |
| | | **VendorNo: 1552 **Inv. No: APRIL2023-3 **Desc: OUTREACH AND MIT FACILITATORS PROGRAM (2/28, 3/15, 3/16, 3/21) **Inv. Date: 2/28/2023 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 64.58 * | .00 * | 686.38 |
| YTD Encumbrance | .00 | YTD Actual 686.38 Total 686.38 YTD Budget 4,000.00 Unexpended 3,313.62 | | | |
| 251-55115-206-000 LIBRARY: TELEPHONE | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 YTD Budget 1,000.00 Unexpended 1,000.00 | | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|----------------------|----------------------|------------------|
| 251-55115-211-000 LIBRARY: CONTRACT SERVICES | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 1,129.06 |
| AP | 124 | JOHNSON BLOCK AND COMPANY INC. | 500.00 | | |
| | | **VendorNo: 939 **Inv. No: 507073 **Desc: PROGRESS BILLINGS FOR 2022 FINANCIAL AUDIT **Inv. Date: 4/10/2023 | | | |
| AP | 334 | OFFICE TECHNOLOGY GROUP | 285.80 | | |
| | | **VendorNo: 1406 **Inv. No: 286367 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 5/18/2023 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 785.80 * | .00 * | 1,914.86 |
| YTD Encumbrance | .00 | YTD Actual 1,914.86 Total 1,914.86 | YTD Budget 6,500.00 | Unexpended 4,585.14 | |
| 251-55115-215-000 LIBRARY: MOVIE LICENSE | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 300.00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 243.57 |
| JE | 1 | LIBRARY | 89.28 | | |
| JE | 9 | LIBRARY | 100.44 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 189.72 * | .00 * | 433.29 |
| YTD Encumbrance | .00 | YTD Actual 433.29 Total 433.29 | YTD Budget 1,000.00 | Unexpended 566.71 | |
| 251-55115-217-000 LIBRARY: MEMBERSHIP & DUES | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 93.60 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 93.60 |
| YTD Encumbrance | .00 | YTD Actual 93.60 Total 93.60 | YTD Budget 1,200.00 | Unexpended 1,106.40 | |
| 251-55115-218-000 LIBRARY: OWLS MEMBERSHIP | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 27,591.00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| AP | 18 | WAUPACA COMMUNITY ARTS BD | 35.00 | | |
| | | **VendorNo: 2053 **Inv. No: APRIL2023 **Desc: ARTS ON THE SQUARE BROCHURE **Inv. Date: 4/17/2023 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 35.00 * | .00 * | 35.00 |
| YTD Encumbrance | .00 | YTD Actual 35.00 Total 35.00 | YTD Budget 650.00 | Unexpended 615.00 | |
| 251-55115-282-000 LIBRARY: TECHNOLOGY | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 983.55- |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 983.55- |
| YTD Encumbrance | .00 | YTD Actual 983.55- Total 983.55- | YTD Budget 11,974.00 | Unexpended 12,957.55 | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|---------------------|---|----------------------|---------------------|------------------|
| 251-55115-301-000 LIBRARY: SUPPLIES | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 2,793.96 |
| AP | 9 | OFFICE OUTFITTERS | 29.98 | | |
| | | **VendorNo: 1405 **Inv. No: 485196 **Desc: PAPER - SUPPLIES **Inv. Date: 4/19/2023 | | | |
| AP | 445 | OFFICE OUTFITTERS | 50.97 | | |
| | | **VendorNo: 1405 **Inv. No: 486682 **Desc: 3 ENGRAVED STAFF NAMETAGS **Inv. Date: 5/22/2023 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 80.95 * | .00 * | 2,874.91 |
| YTD Encumbrance | .00 | YTD Actual 2,874.91 Total 2,874.91 | YTD Budget 7,500.00 | Unexpended 4,625.09 | |
| 251-55115-320-000 LIBRARY: BUILDING EXPENSES | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 2,578.95 |
| PC | 82 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 347.70 | | |
| PC | 213 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 3,651.30 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 3,999.00 * | .00 * | 6,577.95 |
| YTD Encumbrance | .00 | YTD Actual 6,577.95 Total 6,577.95 | YTD Budget 8,000.00 | Unexpended 1,422.05 | |
| 251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 209.96 |
| PB | 168 | PAYROLL TRANS FOR 5/7/2023 PAY PERIOD | 26.60 | | |
| PB | 431 | PAYROLL TRANS FOR 5/21/2023 PAY PERIOD | 279.32 | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 305.92 * | .00 * | 515.88 |
| YTD Encumbrance | .00 | YTD Actual 515.88 Total 515.88 | YTD Budget 650.00 | Unexpended 134.12 | |
| 251-55120-250-000 LIBRARY: DONATIONS MATERIALS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 899.49 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 10,784.09 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 10,784.09 |
| YTD Encumbrance | .00 | YTD Actual 10,784.09 Total 10,784.09 | YTD Budget 18,000.00 | Unexpended 7,215.91 | |
| 251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 600.00 |
| | | 05/31/2023 (05/23) 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 | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|-----------------|---------------|-----------------|
| 251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 62.79 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 62.79 |
| YTD Encumbrance | .00 | YTD Actual | 62.79 | Total | 62.79 |
| YTD Budget | 2,000.00 | Unexpended | 1,937.21 | | |
| 251-55120-301-000 LIBRARY: DONATIONS SUPPLIES | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 3,122.58 |
| AP | 133 | PIGGLY WIGGLY | 106.25 | | |
| | | **VendorNo: 1482 **Inv. No: 26087371428 **Desc: LITTLE FREE PANTRY SUPPLIES **Inv. Date: 4/28/2023 | | | |
| AP | 333 | OFFICE OUTFITTERS | 189.00 | | |
| | | **VendorNo: 1405 **Inv. No: 484637 **Desc: ENVELOPES **Inv. Date: 4/30/2023 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 295.25 * | .00 * | 3,417.83 |
| YTD Encumbrance | .00 | YTD Actual | 3,417.83 | Total | 3,417.83 |
| YTD Budget | 2,000.00 | Unexpended | 1,417.83- | | |
| 251-55125-255-000 LIBRARY: PROGRAMS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 270.73 |
| AP | 28 | THOE, MISSY | 50.00 | | |
| | | **VendorNo: 2585 **Inv. No: MR042123 **Desc: PROGRAM SUPPORT/GIFT CARDS **Inv. Date: 4/21/2023 | | | |
| | | 05/31/2023 (05/23) Period Totals and Balance | 50.00 * | .00 * | 320.73 |
| YTD Encumbrance | .00 | YTD Actual | 320.73 | Total | 320.73 |
| YTD Budget | 1,500.00 | Unexpended | 1,179.27 | | |
| 251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 506.16 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 506.16 |
| YTD Encumbrance | .00 | YTD Actual | 506.16 | Total | 506.16 |
| YTD Budget | 3,000.00 | Unexpended | 2,493.84 | | |
| 251-55125-255-310 LIBRARY: PROGRAMS - TEEN | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 74.86 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 74.86 |
| YTD Encumbrance | .00 | YTD Actual | 74.86 | Total | 74.86 |
| YTD Budget | 1,000.00 | Unexpended | 925.14 | | |
| 251-55130-250-000 LIBRARY: BOOKS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 2,379.22 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 2,379.22 |
| YTD Encumbrance | .00 | YTD Actual | 2,379.22 | Total | 2,379.22 |
| YTD Budget | 17,000.00 | Unexpended | 14,620.78 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------------------|--|-----------------|------------------|----------|
| 251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 840.13 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 840.13 |
| YTD Encumbrance | .00 | YTD Actual | 840.13 | Total | 840.13 |
| YTD Budget | | | 3,420.00 | Unexpended | 2,579.87 |
| 251-55130-250-215 LIBRARY: BOOKS - CHILDRENS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 7,802.87 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 7,802.87 |
| YTD Encumbrance | .00 | YTD Actual | 7,802.87 | Total | 7,802.87 |
| YTD Budget | | | 16,000.00 | Unexpended | 8,197.13 |
| 251-55130-250-315 LIBRARY: BOOKS - TEEN | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 375.85 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 375.85 |
| YTD Encumbrance | .00 | YTD Actual | 375.85 | Total | 375.85 |
| YTD Budget | | | 3,175.00 | Unexpended | 2,799.15 |
| 251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 2,991.58 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 608.35 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 608.35 |
| YTD Encumbrance | .00 | YTD Actual | 608.35 | Total | 608.35 |
| YTD Budget | | | 2,500.00 | Unexpended | 1,891.65 |
| 251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 201.99 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 201.99 |
| YTD Encumbrance | .00 | YTD Actual | 201.99 | Total | 201.99 |
| YTD Budget | | | 500.00 | Unexpended | 298.01 |
| 251-55135-290-135 LIBRARY: A/V - ADULT MUSIC | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 225.49 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 225.49 |
| YTD Encumbrance | .00 | YTD Actual | 225.49 | Total | 225.49 |
| YTD Budget | | | 750.00 | Unexpended | 524.51 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|---------------------|--|---------------------|---------------------|-------------|
| 251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 467.06 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 467.06 |
| YTD Encumbrance | .00 | YTD Actual 467.06 Total 467.06 | YTD Budget 1,701.00 | Unexpended 1,233.94 | |
| 251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 90.32 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 90.32 |
| YTD Encumbrance | .00 | YTD Actual 90.32 Total 90.32 | YTD Budget 468.00 | Unexpended 377.68 | |
| 251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 76.20- |
| | | 05/31/2023 (05/23) 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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 235.64 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | 235.64 |
| YTD Encumbrance | .00 | YTD Actual 235.64 Total 235.64 | YTD Budget 900.00 | Unexpended 664.36 | |
| 251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | 8,503.00 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .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 | | | | | |
| | | 04/30/2023 (04/23) Balance | .00 * | .00 * | .00 |
| | | 05/31/2023 (05/23) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 | YTD Budget .00 | Unexpended .00 | |
| Number of transactions: 66 Number of accounts: 86 | | | Debit | Credit | Proof |
| Grand Totals: | | | 54,990.05 | 222,995.92- | 168,005.87- |

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda June 2023

Our Exhibit Room Committee met on May 30 at 11a after we took down the Rotary exhibit and installed *Hidden Prairie*. We discussed programming for *Hidden Prairie* and the installation date for Drake Hokanson's exhibit. Since summer is busy for most of us and details are in place for our remaining schedule, we agreed that we would skip our July meeting and meet again at the beginning of August when we install *At Home in Flyover Country*.

EXHIBIT ROOM REMODEL: I met with Chain Cabinetry and Jake Waller (our building superintendent) to look at the built in display case and how it will be installed/built with the existing sprinkler system and lighting. I am still anticipating this will be in place by the end of June/beginning of July. The Library Foundation subcommittee met again to discuss plans for our 30th Anniversary of the 'new' library this fall and agreed this was the best time for a 'fancy' reception to celebrate the Vergauwen's generosity; I will be involved in the planning for this event.

PAST EXHIBIT:

30 Years of Waupaca Rotary: 30 Years & Just Getting Started (April 10, 2023-May 26, 2023)

Our Rotary exhibit was a great success, with 1017 people attending the exhibit in May, and 2373 total visitors. The Rotarians were very appreciative of this collaboration with the library, and the opportunity to inform our community of all the great work they do. The Rotary exhibit was down on May 30, the same day we installed *Hidden Prairie*.

ON EXHIBIT:

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

Hidden Prairie is installed! The exhibit arrived in two big crates and was packed full of colorful images and two hands on, interactive plant models. A HUGE thank you is owed to our Exhibit Room Committee-we divided up tasks and got the exhibit installed in one day, which made it possible to open the exhibit three days ahead of schedule. We were able to place additional images upstairs at the main service desk to help draw people to our downstairs space.

This beautiful exhibit is on loan to us from the University of Nebraska State Museum-we are 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.

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

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

Children's Department librarian Paula Reedy and I hosted the Thursday afternoon first program of a series of eight on Citizen Science. Our first program introduced visitors to the exhibit as well as ways they can be citizen scientists, PBS Kids learning resources, and all 19 in attendance went home with kits to create and record findings from their own square meter project. Our remaining programs include topics such as bees, butterflies, soils, and weather; they will highlight elements from the exhibit and encourage patrons to take on citizen science at their homes and in the community. Paula, who is participating in a PBS Kids cohort, is wonderful to work with and 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.



UPCOMING EXHIBIT:

Drake Hokanson: At Home in Flyover Country (August 12-October 21)

Connections are key, and through a friend of one of our Exhibit Room Committee volunteers I was introduced to nationally known photographer, Drake Hokanson.

Here's a brief introduction from his website:

Drake Hokanson is a photographer, author, and editor. He is the author of two books and coauthor of a third and coeditor of a fourth, both with his wife of thirty-plus years, Carol Kratz.

His primary "field" is the American landscape. His digging tools are photography, literary nonfiction writing, and American Studies. He has taught in Japan, Great Britain, at the University of Iowa, Lakeland College, and is Professor Emeritus at Winona State University in Winona, Minnesota.

He exhibited his first photograph in 1970 as a college freshman: a small sepia-tone landscape image that hung in a group show at the East Street Gallery in Grinnell, Iowa. It hangs today in his darkroom in La Crosse, Wisconsin. Since then Hokanson has exhibited from Connecticut to California, with a score of one-man shows in art museums, historical and cultural museums and private galleries.

<http://www.drakehokanson.com/photographs.html>

I am working with Drake to finalize marketing materials and installation dates, as well as a gallery walk/meet and greet for the opening of the exhibit. Drake will also be back October 16 for a program with Winchester Academy.

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

2025 Schedule

- *Quilts*: December/January
- *Youth Art Month*: February -March

MAY 2023 EXHIBIT ROOM VISITS

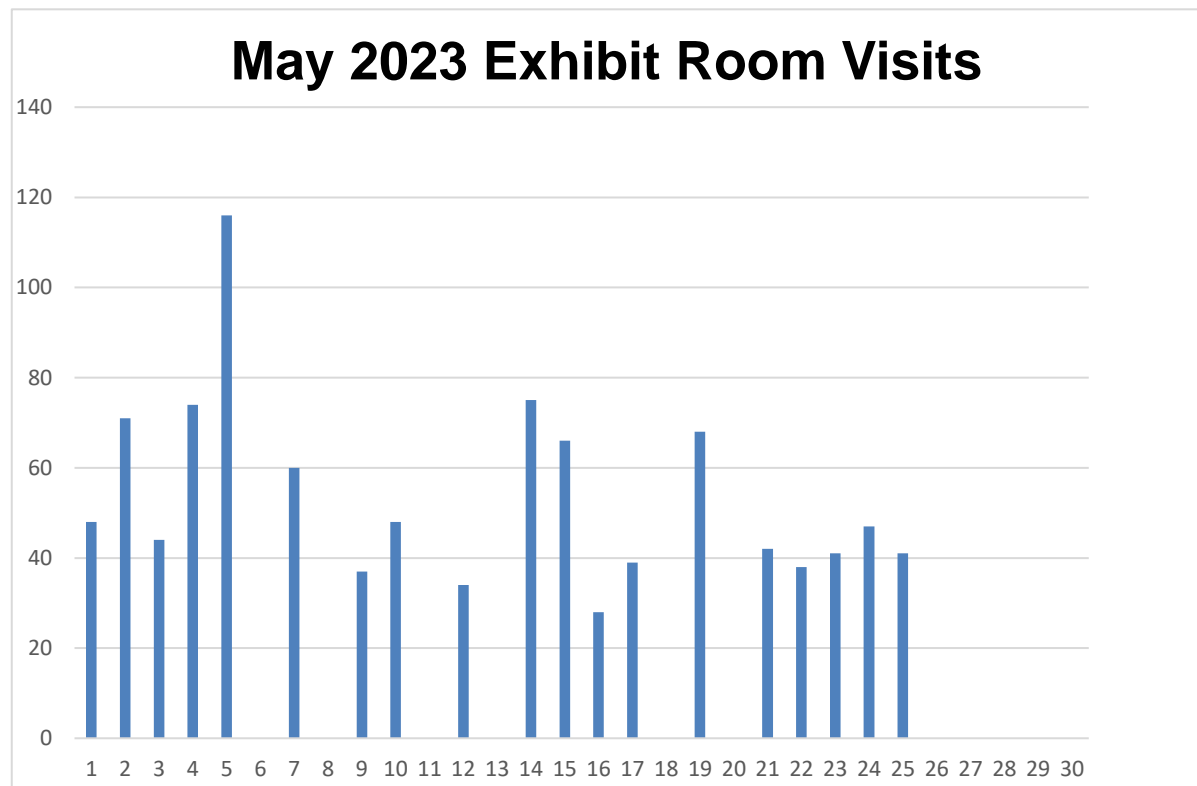
| | | |
|------------|-----------|---------|
| 05/1/2023 | Monday | 48 |
| 05/2/2023 | Tuesday | 48 |
| 05/3/2023 | Wednesday | 71 |
| 05/5/2023 | Thursday | 44 |
| 05/5/2023 | Friday | 74 |
| 05/6/2023 | Saturday | 116 |
| 05/7/2023 | Sunday | closed |
| 05/8/2023 | Monday | 60 |
| 05/9/2023 | Tuesday | - |
| 05/10/2023 | Wednesday | 37 |
| 05/11/2023 | Thursday | 48 |
| 05/12/2023 | Friday | - |
| 05/13/2023 | Saturday | 34 |
| 05/14/2023 | Sunday | closed |
| 05/15/2023 | Monday | 75 |
| 05/16/2023 | Tuesday | 66 |
| 05/17/2023 | Wednesday | 28 |
| 05/18/2023 | Thursday | 39 |
| 05/19/2023 | Friday | - |
| 05/20/2023 | Saturday | 68 |
| 05/21/2023 | Sunday | closed |
| 05/22/2023 | Monday | 42 |
| 05/23/2023 | Tuesday | 38 |
| 05/24/2023 | Wednesday | 41 |
| 05/25/2023 | Thursday | 47 |
| 05/26/2023 | Friday | 41 |
| 05/27/2023 | Saturday | closed |
| 05/28/2023 | Sunday | closed |
| 05/29/2023 | Monday | closed |
| 05/30/2023 | Tuesday | install |
| 05/31/2023 | Wednesday | install |
| TOTAL | | 1017 |

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

Waupaca Rotary (May) = 1017

Waupaca Rotary TOTAL = 2373



| 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 | \$0.11 | | | | | | | | \$30.46 |
| 2023 Running Total | | | | | | | | | | | | |
| \$0.05 | \$25.05 | \$30.05 | \$30.35 | \$30.46 | | | | | | | | \$30.46 |
| 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 | \$612.03 | | | | | | | | \$2,723.37 |
| 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 | \$175.00 | | | | | | | | \$730.00 |
| 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 | \$346.21 | | | | | | | | \$1,575.87 |
| -\$56.45 | -\$71.00 | -\$41.99 | -\$104.99 | -\$83.99 | | | | | | | | -\$358.42 |
| \$201.45 | \$409.71 | \$272.07 | \$72.00 | \$262.22 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,217.45 |
| 2022 Material Replacement | | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
| \$95.00 | \$131.94 | \$134.92 | \$138.27 | \$165.94 | \$237.77 | \$433.36 | \$177.12 | \$140.05 | \$351.90 | \$211.13 | \$111.12 | \$2,328.52 |
| 2023 Donation Box | | | | | | | | | | | | |
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
| \$93.53 | \$111.22 | \$51.12 | \$67.90 | \$48.72 | | | | | | | | \$372.49 |
| 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 | \$ 80.85 | | | | | | | | \$749.65 |
| | | | | | 2022 WAIVED | | | | | | | |
| Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | YTD Total |
| \$192.65 | \$ 3,709.30 | \$ 2,089.40 | \$ 53.15 | \$ 75.22 | \$ 464.30 | \$ 53.50 | \$ 65.40 | \$ 52.65 | \$ 264.60 | \$ 14.60 | \$ 6.40 | \$7,041.17 |

Library Usage 2023

Reference Transactions

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-------|-----|-------|-------|-------|-----|-------|-------|-------|-------|-----|-----|--------|
| 2023 | 888 | 688 | 804 | 609 | 800 | | | | | | | | 3,789 |
| 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 |

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 | 7,479 | | | | | | | | 34,220 |
| 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 |

Internet Use

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| 2023 wireless | 585 | 636 | 783 | 728 | 822 | | | | | | | | 3,554 |
| 2023 stations | 488 | 422 | 584 | 506 | 504 | | | | | | | | 2,504 |
| 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 |

Curbside Pick-ups

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 | 60 | 40 | 44 | 25 | 40 | | | | | | | | 209 |
| 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 |

Volunteer Hours

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-----|-----|-----|-------|-------|-----|-----|-------|-------|------|------|-----|-----|
| 2023 | 4.5 | 2 | 2.5 | 14.25 | 12.25 | | | | | | | | 36 |
| 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 |

Adult Programming

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2023 programs | 3 | 2 | 2 | 4 | 3 | | | | | | | | 14 |
| 2023 attendance | 17 | 8 | 14 | 52 | 58 | | | | | | | | 149 |
| 2022 programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2022 attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Children's Programming

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-----------------|-----|-----|-----|-----|-------|-----|-----|-----|-----|-------|-----|-----|-------|
| 2023 programs | 16 | 13 | 13 | 13 | 20 | | | | | | | | 75 |
| 2023 attendance | 578 | 385 | 489 | 433 | 1,603 | | | | | | | | 3,488 |
| 2022 programs | 10 | 7 | 13 | 15 | 16 | 13 | 18 | 12 | 10 | 16 | 16 | 12 | 158 |
| 2022 attendance | 660 | 627 | 922 | 571 | 1,083 | 453 | 532 | 549 | 651 | 1,149 | 606 | 205 | 8,008 |

General Audience Programming

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2023 programs | 1 | 4 | 4 | 3 | 8 | | | | | | | | 20 |
| 2023 attendance | 30 | 463 | 84 | 235 | 267 | | | | | | | | 1,079 |
| 2022 programs | 2 | 7 | 9 | 12 | 4 | 6 | 8 | 8 | 7 | 10 | 10 | 4 | 87 |
| 2022 attendance | 13 | 146 | 425 | 313 | 84 | 40 | 391 | 304 | 187 | 207 | 155 | 163 | 2,428 |

Teen Audience Programming

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2023 programs | 7 | 5 | 6 | 0 | 6 | | | | | | | | 24 |
| 2023 attendance | 146 | 31 | 36 | 0 | 400 | | | | | | | | 613 |
| 2022 programs | 10 | 15 | 15 | 0 | 0 | 14 | 14 | 11 | 7 | 3 | 5 | 5 | 99 |
| 2022 attendance | 37 | 53 | 154 | 0 | 0 | 57 | 66 | 51 | 33 | 15 | 26 | 20 | 512 |

Study Room Usage

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2023 | | | 120 | 71 | 88 | | | | | | | | 279 |

Passport Applications

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2023 | | | | | | | | | | | | | 0 |

Notary

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2023 | | | | | | | | | | | | | 0 |

May 2023 Interlibrary Lender/Borrower Statistics

| Library | | | | | YTD | | | |
|---------------------|--------------|----------------|----------------|-------------|---------------|----------------|-----------------|-------------|
| | Items Loaned | Items Borrowed | Net | Ratio | Items Loaned | Items Borrowed | Net | Ratio |
| Algoma | 1,474 | 996 | 478 | 1.48 | 7,856 | 5,203 | 2,653 | 1.51 |
| Appleton | 8,961 | 9,704 | (743) | 0.92 | 46,223 | 50,269 | (4,046) | 0.92 |
| Baileys Harbor | 694 | 314 | 380 | 2.21 | 3,522 | 1,997 | 1,525 | 1.76 |
| Birnamwood | 558 | 127 | 431 | 4.39 | 3,262 | 974 | 2,288 | 3.35 |
| Black Creek | 1,724 | 906 | 818 | 1.90 | 9,124 | 4,556 | 4,568 | 2.00 |
| Bonduel | 300 | 755 | (455) | 0.40 | 1,651 | 3,875 | (2,224) | 0.43 |
| Clintonville | 2,403 | 852 | 1,551 | 2.82 | 12,532 | 4,901 | 7,631 | 2.56 |
| Coleman | 535 | 677 | (142) | 0.79 | 2,593 | 3,876 | (1,283) | 0.67 |
| Crivitz | 636 | 1,490 | (854) | 0.43 | 3,137 | 7,454 | (4,317) | 0.42 |
| Egg Harbor | 577 | 429 | 148 | 1.34 | 2,944 | 2,205 | 739 | 1.34 |
| Ephraim | 320 | 72 | 248 | 4.44 | 1,560 | 439 | 1,121 | 3.55 |
| Fish Creek | 310 | 344 | (34) | 0.90 | 1,528 | 1,930 | (402) | 0.79 |
| Florence | 492 | 429 | 63 | 1.15 | 2,422 | 2,122 | 300 | 1.14 |
| Forestville | 447 | 331 | 116 | 1.35 | 2,495 | 1,640 | 855 | 1.52 |
| Fremont | 656 | 482 | 174 | 1.36 | 3,739 | 2,335 | 1,404 | 1.60 |
| Gillett | 520 | 305 | 215 | 1.70 | 2,659 | 1,523 | 1,136 | 1.75 |
| Goodman | 88 | 208 | (120) | 0.42 | 444 | 1,196 | (752) | 0.37 |
| Green Earth | 132 | 17 | 115 | 7.76 | 620 | 33 | 587 | 18.79 |
| Hortonville | 1,312 | 2,013 | (701) | 0.65 | 6,583 | 11,134 | (4,551) | 0.59 |
| Iola | 1,065 | 980 | 85 | 1.09 | 5,537 | 5,142 | 395 | 1.08 |
| Kaukauna | 2,195 | 2,813 | (618) | 0.78 | 11,028 | 14,869 | (3,841) | 0.74 |
| Kewaunee | 1,537 | 1,101 | 436 | 1.40 | 8,013 | 5,915 | 2,098 | 1.35 |
| Kimberly | 3,764 | 1,884 | 1,880 | 2.00 | 17,023 | 12,484 | 4,539 | 1.36 |
| Lakewood | 893 | 852 | 41 | 1.05 | 4,331 | 4,684 | (353) | 0.92 |
| Lena | 412 | 265 | 147 | 1.55 | 2,208 | 1,394 | 814 | 1.58 |
| Little Chute | 1,852 | 5,119 | (3,267) | 0.36 | 9,487 | 21,279 | (11,792) | 0.45 |
| Manawa | 808 | 738 | 70 | 1.09 | 4,363 | 4,395 | (32) | 0.99 |
| Marinette | 1,336 | 1,605 | (269) | 0.83 | 6,901 | 7,514 | (613) | 0.92 |
| Marion | 979 | 1,052 | (73) | 0.93 | 5,508 | 4,649 | 859 | 1.18 |
| Mattoon | 93 | 88 | 5 | 1.06 | 481 | 359 | 122 | 1.34 |
| New London | 1,563 | 1,576 | (13) | 0.99 | 7,839 | 7,585 | 254 | 1.03 |
| NFLS | - | 10 | (10) | 0.00 | - | 60 | (60) | 0.00 |
| Niagara | 370 | 589 | (219) | 0.63 | 1,942 | 2,743 | (801) | 0.71 |
| Oconto | 869 | 727 | 142 | 1.20 | 4,646 | 3,623 | 1,023 | 1.28 |
| Oconto Falls | 1,048 | 683 | 365 | 1.53 | 5,909 | 3,570 | 2,339 | 1.66 |
| Oneida | 538 | 102 | 436 | 5.27 | 2,829 | 467 | 2,362 | 6.06 |
| OWLS | - | 2 | (2) | 0.00 | 13 | 26 | (13) | 0.50 |
| Peshtigo | 310 | 460 | (150) | 0.67 | 1,622 | 2,600 | (978) | 0.62 |
| Scandinavia | 416 | 335 | 81 | 1.24 | 2,223 | 1,907 | 316 | 1.17 |
| Seymour | 1,448 | 1,362 | 86 | 1.06 | 7,806 | 7,164 | 642 | 1.09 |
| Shawano | 2,098 | 2,232 | (134) | 0.94 | 10,607 | 10,671 | (64) | 0.99 |
| Shiocton | 450 | 293 | 157 | 1.54 | 2,242 | 1,892 | 350 | 1.18 |
| Sister Bay | 901 | 1,059 | (158) | 0.85 | 4,979 | 5,401 | (422) | 0.92 |
| Sturgeon Bay | 2,330 | 2,492 | (162) | 0.93 | 12,090 | 12,213 | (123) | 0.99 |
| Suring | 432 | 615 | (183) | 0.70 | 2,432 | 3,061 | (629) | 0.79 |
| Tigerton | 206 | 479 | (273) | 0.43 | 1,072 | 2,291 | (1,219) | 0.47 |
| Washington Island | 232 | 216 | 16 | 1.07 | 1,351 | 1,388 | (37) | 0.97 |
| Waupaca | 2,620 | 2,940 | (320) | 0.89 | 13,852 | 15,784 | (1,932) | 0.88 |
| Wausaukee | 446 | 485 | (39) | 0.92 | 2,049 | 3,031 | (982) | 0.68 |
| Weyauwega | 871 | 522 | 349 | 1.67 | 4,582 | 3,335 | 1,247 | 1.37 |
| Wittenberg | 186 | 280 | (94) | 0.66 | 863 | 1,564 | (701) | 0.55 |

| | | | | | | | | |
|-------|--------|--------|---|------|---------|---------|---|------|
| TOTAL | 54,407 | 54,407 | - | 1.00 | 280,722 | 280,722 | - | 1.00 |
|-------|--------|--------|---|------|---------|---------|---|------|

| Loaned by | Borrowed by NFLS libraries | Borrowed by OWLS libraries | Total | Borrowed by NFLS libraries | Borrowed by OWLS libraries | Total |
|----------------|-------------------------------|-------------------------------|--------|-------------------------------|-------------------------------|---------|
| NFLS libraries | 11,883 | 9,437 | 21,320 | 61,929 | 49,089 | 111,018 |
| OWLS libraries | 8,949 | 24,138 | 33,087 | 45,061 | 124,643 | 169,704 |
| Total | 20,832 | 33,575 | 54,407 | 106,990 | 173,732 | 280,722 |

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2023

| Circulation Statistics 2023 | | | | | | | | | | | | | |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|
| Waupaca 2023 Circulation | | | | | | | | | | | | | |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Y-T-D Total |
| 2023 Downloads - ebooks | 1,087 | 1,074 | 1,089 | 1,060 | 1,009 | | | | | | | | 5,319 |
| 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 | 1,130 | | | | | | | | 5,660 |
| 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 | 35 | | | | | | | | 224 |
| 2022 Downloads - Magazine | 54 | 66 | 65 | 73 | 46 | 44 | 40 | 51 | 54 | 36 | 56 | 48 | 633 |
| 2023 Downloads - Hoopla | 259 | 246 | 278 | 249 | 276 | | | | | | | | 1,308 |
| 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 | 2,738 | | | | | | | | 13,118 |
| Checkouts | 9,898 | 9,245 | 11,439 | 8,889 | 9,017 | | | | | | | | 48,488 |
| Total Circulation w/renewals | 12,175 | 11,647 | 14,336 | 11,693 | 11,755 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 61,606 |
| 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 | May | 2023 |
| Dayton | 1,691 | 14% | 1,499 | 13% | 1,808 | 13% | 1,389 | 12% | 1,576 | 13% |
| Farmington | 2,277 | 19% | 2,133 | 18% | 2,651 | 18% | 1,950 | 17% | 1,828 | 16% |
| Lind | 386 | 3% | 350 | 3% | 489 | 3% | 368 | 3% | 397 | 3% |
| Waupaca (Town) | 682 | 6% | 869 | 7% | 1,045 | 7% | 885 | 8% | 672 | 6% |
| Town Total | 5,036 | 41% | 4,851 | 42% | 5,993 | 42% | 4,592 | 39% | 4,473 | 38% |
| Waupaca (City) | 4,295 | 35% | 3,974 | 34% | 4,659 | 32% | 4,141 | 35% | 4,117 | 35% |
| Waushara County | 357 | 3% | 498 | 4% | 509 | 4% | 406 | 3% | 556 | 5% |
| Portage County | 995 | 8% | 891 | 8% | 1,033 | 7% | 800 | 7% | 797 | 7% |
| Other | 1,492 | 12% | 1,433 | 12% | 2,142 | 15% | 1,754 | 15% | 1,812 | 15% |
| Total | 12,175 | | 11,647 | | 14,336 | | 11,693 | | 11,755 | |

May 2023 Circulation

| <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 | 2,258 | 556 | 2,814 | 13,074 | 2,913 | 15,987 |
| Appleton | 35,111 | 13,009 | 48,120 | 202,096 | 63,241 | 265,337 |
| Black Creek | 2,308 | 833 | 3,141 | 11,843 | 3,920 | 15,763 |
| Clintonville | 2,718 | 666 | 3,384 | 17,232 | 3,266 | 20,498 |
| Door Cty - Baileys Harbor | 830 | 145 | 975 | 4,312 | 861 | 5,173 |
| Door Cty - Egg Harbor | 979 | 224 | 1,203 | 4,743 | 1014 | 5,757 |
| Door Cty - Ephraim | 195 | 49 | 244 | 1035 | 292 | 1327 |
| Door Cty - Fish Creek | 517 | 114 | 631 | 2,596 | 570 | 3,166 |
| Door Cty - Forestville | 754 | 318 | 1,072 | 3,407 | 1201 | 4,608 |
| Door Cty - Sister Bay | 2,573 | 624 | 3,197 | 12,973 | 3,337 | 16,310 |
| Door Cty - Sturgeon Bay | 7,556 | 1,905 | 9,461 | 35,891 | 8,663 | 44,554 |
| Door Cty - Washington Island | 810 | 120 | 930 | 3,665 | 800 | 4,465 |
| Florence | 882 | 168 | 1,050 | 4,519 | 703 | 5,222 |
| Fremont | 1,099 | 326 | 1,425 | 5,732 | 1456 | 7,188 |
| Gillett | 407 | 233 | 640 | 2,660 | 816 | 3,476 |
| Hortonville | 4,382 | 1,555 | 5,937 | 23,072 | 7,564 | 30,636 |
| Iola | 1,701 | 449 | 2,150 | 9,035 | 2515 | 11,550 |
| Kaukauna | 8,619 | 2,212 | 10,831 | 43,815 | 10,380 | 54,195 |
| Kewaunee | 2,516 | 677 | 3,193 | 13,036 | 3,863 | 16,899 |
| Kimberly | 6,278 | 1,604 | 7,882 | 36,995 | 10,626 | 47,621 |
| Lakewood | 2,361 | 512 | 2,873 | 11,742 | 2,673 | 14,415 |
| Lena | 568 | 200 | 768 | 2,817 | 697 | 3,514 |
| Little Chute | 9,261 | 3,158 | 12,419 | 45,469 | 13,688 | 59,157 |
| Manawa | 1,644 | 524 | 2,168 | 9,121 | 2,491 | 11,612 |
| Marinette Cty - Coleman | 1,301 | 390 | 1,691 | 7,315 | 2066 | 9,381 |
| Marinette Cty - Crivitz | 2,415 | 626 | 3,041 | 11,543 | 3,055 | 14,598 |
| Marinette Cty - Goodman | 210 | 39 | 249 | 1142 | 292 | 1434 |
| Marinette Cty - Marinette | 3,610 | 1,001 | 4,611 | 18,339 | 4,446 | 22,785 |
| Marinette Cty - Niagara | 941 | 293 | 1,234 | 4,234 | 1354 | 5,588 |
| Marinette Cty - Peshtigo | 782 | 324 | 1,106 | 4,897 | 1281 | 6,178 |
| Marinette Cty - Wausaukee | 1,016 | 278 | 1,294 | 6,270 | 1429 | 7,699 |
| Marion | 2,315 | 706 | 3,021 | 10,888 | 3,091 | 13,979 |
| New London | 3,783 | 890 | 4,673 | 20,132 | 4,086 | 24,218 |
| Oconto | 2,021 | 528 | 2,549 | 11,482 | 2,736 | 14,218 |
| Oconto Falls | 2,453 | 582 | 3,035 | 13,552 | 2,799 | 16,351 |
| Oneida Tribal - Green Earth | 66 | 0 | 66 | 156 | 16 | 172 |
| Oneida Tribal - Oneida | 290 | 112 | 402 | 1279 | 330 | 1609 |
| Scandinavia | 395 | 145 | 540 | 2217 | 729 | 2,946 |
| Seymour | 2,859 | 1,045 | 3,904 | 13,906 | 4,438 | 18,344 |
| Shawano Cty - Birnamwood | 1,428 | 87 | 1,515 | 10,802 | 541 | 11,343 |
| Shawano Cty - Bonduel | 804 | 299 | 1,103 | 4,471 | 1747 | 6,218 |
| Shawano Cty - Mattoon | 147 | 16 | 163 | 619 | 123 | 742 |
| Shawano Cty - Shawano | 7,473 | 1,472 | 8,945 | 38,269 | 7,779 | 46,048 |

| | | | | | | |
|--------------------------|----------------|---------------|----------------|----------------|----------------|----------------|
| Shawano Cty - Tigerton | 653 | 324 | 977 | 3,506 | 1032 | 4,538 |
| Shawano Cty - Wittenberg | 469 | 128 | 597 | 2443 | 643 | 3,086 |
| Shiocton | 592 | 113 | 705 | 3,075 | 501 | 3,576 |
| Suring | 1,300 | 337 | 1,637 | 7,058 | 1375 | 8,433 |
| Waupaca | 9,017 | 2,738 | 11,755 | 48,488 | 13,118 | 61,606 |
| Weyauwega | 1,315 | 531 | 1,846 | 7,515 | 3,036 | 10,551 |
| Total | 143,982 | 43,185 | 187,167 | 774,478 | 209,593 | 984,071 |

Posted 6/1/23

June 2023 Director's Report

Harassment and Diversity Training

All supervisory staff for the City of Waupaca were required on May 31st to attend training on harassment and diversity. This was organized by Katelyn Wieters at City Hall and has proved to be a good starting point for ongoing discussion about best practice at the Library.

Change to Public Use Computers

As part of our upcoming regular replacement schedule for public use computers some desktops will be replaced with laptops available at the Main Desk. The three desktops at the table with the dedicated catalog desktop will remain. The laptop bar along the west wall on the main floor will still be available for overflow users, who can now use either their own laptop or the Library's device. We anticipate moving in the same direction with our Study Room desktops in the future.

Update to Statistics Reports

I have made some updates to the monthly statistics reports for the Board. These include numbers for monthly programming attendance, use of study rooms, use of the Little Free Pantry, notary appointments, passports issued and more to come. These are important numbers for measuring the success of the Library and telling our story, and I am excited to share them with the Board and City Council. Many of them do not at present have much information as we haven't tracked most of them on a month-to-month basis in the past.

Ongoing Update to Emergency Manual

The updating of emergency plans and procedure continues, with the next section discussed by staff to be Disorderly, Disruptive, and Dangerous Behavior. A good and familiar plan is important to an effective response to an emergency.

New State Park Pass Program

For the first time in 2023, we are offering day passes to Wisconsin State Parks for 'checkout' at the Library. This is a statewide program through the DNR, with passes being purchased for \$5 a piece by libraries around the State. Each pass is single use only. Our investment for the first summer of the program is modest, but as it is proving popular we are likely to look for ways to expand availability.

Presentation at ALA

Thursday, June 22nd will mark the start of the American Library Association conference in Chicago. Among the presenters will be WAPL's own Sue Abrahamson. Per the ALA blurb, "Learning outcomes in library programs like creativity, problem solving, and community building are often recognizable to facilitators, but difficult to capture and measure an impact over time. The intent

of this IMLS-funded digital toolkit from Madison Public Library, Skokie Public Library, and Waupaca Public Library is to revolutionize the way librarians capture, measure, and report learning outcomes in hands-on programming. This tool is explicitly designed with the programming librarian in mind, rather than an outside evaluator. Its purposeful design aims to make observational assessment accessible to libraries big and small and busy, boots-on-the-ground librarians.” Sue has been a regular WLA and ALA contributor throughout her career, and we’re fortunate to have her here as a staff member.

Update on 30th Anniversary of Building Festivities

The planning committee for the 30th Anniversary festivities met this past month. Plans are under way for a kickoff party in late August or early September, a final celebration in November or December and many events in between. The Dewey Decimal Classification system will be used as a framing mechanism for highlighting our many services and partnerships. Thanks to the approval and support of the City, we will also have banners on the light poles around the City Hall/Library square.

Concerns Regarding Reading Statue

Near the west entrance to the City Hall/Library building is a statue of a young girl reading. I have received concerns from the Library Foundation regarding the placement of the statue. It is intended to sit on grass, and due to being on cement it is sitting at an odd angle and placed among many newer fixtures. I have reached out to Public Works regarding the statue. They have concerns regarding potential damage to the sidewalk if it is moved plus creating an added challenge for grounds maintenance if it were on the grass. I am working to facilitate a conversation between the President of the Foundation Board and the Director of Public Works. A question to consider for the Library Board: If the Foundation votes to cover the cost for moving the statue and Public Works is willing to move it, would the Library Board like to see it relocated?

Respectfully submitted,

Eric Scott Bailey

Adult Services Report
May 2023

Adult Programs- Molly Reinke

May Programs

- **¿Comó se dice?** Conversation program launched, **May 2:** adults 1 child, **May 9:** 4 adults, **May 16:** 2 adults, **May 23rd** (new time): 4 adults, **May 30:** 8 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
- **Thursday, May 11** Outdoor Plant Swap-34 people-MANY plants
- **Saturday, May 20** Book Discussion Firekeeper's Daughter: 2 attendees
- **Passive Programming:**
 - Week 1-2 of May: Origami
 - Week 3-4 of May: Logic Puzzles
 - Week 5 of May: Adult Coloring Pages

June Programs

- **Wednesday, June 7** Summer Kickoff on the front lawn
- **Thursday, June 15** Fair Involvement Fair (How can I show at the fair?)
- **Wednesday, June 22** 80s Mall Madness Murder Mystery
- **Saturday, May 24** Book Club The Last Bookshop in London
- **Summer Weekly programming starting June 15**
 - **Thursday Drop In Crafting:** Each Thursday a staff led craft in the afternoon
 - **Feature Fridays 1-3pm:** Rotating schedule:
 - 1st & 3rd Fridays: Crafternoon-bring your craft and socialize
 - 2nd Fridays: Tech Topics Time-beginner tech class
 - 4th Fridays: Grahams and Games-Social games and snacks
 - 5th Friday (June): Surprise Activity

¿Comó se dice? Is our Spanish conversation group that launched May 2nd. We've already had some adjustment in time, as well as growth in our attendance. On the May 30th day we had our first Venezuelan family attend the program! We recently found out that Agape has an English Language Learners program Tuesdays, so we have adjusted our time slot once more. We will now be meeting Thursdays, 4-5 pm.

Our Outdoor Plant Exchange was a huge success! So many people brought plants and took them home, everything from hostas to pepper plant seedlings. There were a few plants left after the program that were added to our plant exchange cart, and they were gone the next day.

The plant cart continues to be a success, often you don't even see the plant donations as they're gone so quickly. We recently added a tally tracker for people to mark at drop off. We took in and gave out 22 plants in one week when we started tracking.

Summer should be a fun filled adventure with a lot more going on for adults. We have a few programs getting tested for possible continuation in the fall if they seem to be well attended.

Adult Services Report
May 2023

Adult Services - Patsy Servey

I began the month of May with a week of vacation. I want to thank Eric and all of my teammates for covering my responsibilities so that I could enjoy a little R&R.

The Little Free Pantry continues to see a high rate of usage. Staff members Mary Burns, Trace Holt, and Jan Rademacher have been tracking inventory to help show the monthly usage and to learn about which items are most used.

February - 174 items removed, **March** - 198 items removed, **April** - 569 items removed, **May** - 566 items removed. The high usage items tend to be jars of peanut butter, pasta and spaghetti sauce, individual fruit items, frozen meals, and canned vegetables.

Our list of community pantry supporters is growing, it includes Faith Community Church/Loaves and Fishes, Foundations for Living, Hansen's Furniture & Appliance, Roundy's/Pick N Save, Piggly Wiggly, FoodWise UW Extension, Waupaca Community Garden, Living the Waupaca Way, Friends of the Waupaca Library, and the Waupaca Library Foundation.

I was able to assist a 90 year old patron in creating a resume and in some job searching. To date, the patron has had two interviews and continues to search through the possibilities matched to them through the Job Center of Wisconsin website. It is inspirational to work with someone so eager to continue growing and contributing to their community.

Respectfully submitted by Molly Reinke and Patsy Servey

May 2023 – Children’s Board Report

Our Flower Full Moon Event for May was a partnership between the City Park & Rec, the School District of Waupaca, the Rotary Club of Waupaca, and multiple supporting organizations. We had first scheduled a 3rd Grade Environmental Day at Waupaca’s ECO Park for Friday, May 5th but was rained out. As it turns out we had a perfect day on Friday, May 26th. Students arrived at 10am and proceeded through stations set up around the park with presenters that led mini-lessons (20 minutes) on solar energy, nature journaling, aquatic invertebrates, recycling, beekeeping and pollination, forestry, and composting. Throw in two more stations with stories from the library and environmental active games, along with lunch and recess and it was a very full day. We also unveiled Waupaca’s newest Little Free Library at the park and filled it with books donated by the students. Many thanks to the following presenters: Larry Thomas (FVTC), Carrie Hruby and Gerri Hamm (Living the Waupaca Way), Carrie Esch, Waupaca FFA Advisor Hannah Whipple and six students, Cindy and Roger Chitwood, Jonathan Ismail (UWSP LEAF Program), Debbie Krogwold and Allison our new Waupaca County Solid Waste and Recycling Coordinator. Special thanks to Laura Colbert, Park & Rec Director, Josh Peterson, Park & Rec Grounds Supervisor, Eric Bailey, Molly Reinke and Jan Rademacher from the library.

Our collaboration on a Community Art Project, “Woven All Together”, took Laura Reynolds from the Arts Hub and me to ThedaCare’s Superhero Fun Run on May 6, the Chain Exploration Center’s Creative Expressions Night on May 9th, and the Waupaca Historic Train Depot on May 20. We have four frames now traveling throughout the community. Our plan is to use these colorful pieces as a skin over a 3-D structure in front of the library during Art Anticipation Week/Arts on the Square. Creating art together is fun!

The work of our City of Waupaca committee to address the childcare concerns of our community came to fruition on May 8th – deemed nationally as the Day Without Child Care – to draw attention to the plight of early childhood caregivers, the struggles of families to find reliable, certified and affordable child care and the importance to our local economy and the future success of our children. It is quite the complex issue. A panel of employers shared ideas and answered questions from the audience at a presentation at the Waupaca Middle School. Thanks to Collin Dykstra and Scott Purchatzke, Waupaca Council representative for attending and learning more about this important topic. The grant funds are being used to assist new child care start-ups and existing child care providers, but more needs to be done in advocating to our legislators both in the state and nationally.

Every public and parochial student in Waupaca got to hear about our fun, free and fantastic summer programs when we visited their schools and handed out brochures detailing all the activities and opportunities they could be a part of. Staff from the children’s dept. gave 13 presentations at 4 schools reaching 1097 students and teachers.

We handed out 100 wooden train cars for children to decorate and bring to the Family Fun Day at the Historic Depot on Oak Street. Tracy Behrendt, Director of the Historical Society, reminds me that this is the sixth annual Family Fun Day. Each year has a different theme and the event just keeps growing. Eighty people visited during our event to discover a bit of Waupaca’s past - oh, and to play with trains.

Our relationship to our public school system is integral in getting the very young child ready to start school, and to support and encourage students who are in school in their out-of-school day learning. Changes in the school library personnel will take place in the coming school year. How that will look and what it will do to our relationship remains to be seen. Every challenge can be viewed as an opportunity.

Paula Reedy has completed the PBS Kids Education cohort and is using the cash stipend to support Citizen Science activities in the Exhibit Room this summer. She has included the popular PBS characters in new books for all three of our story walks and is helping update some of our tablet apps to include PBS Kids Education tie-ins.

The four schools in the School District of Waupaca will have one librarian, coaching and co-teaching with 147 teachers in grades 4K-12. There are about 2000 students in our District. This seems a daunting endeavor and I was happy to hear the School Board concerned about how one person can achieve this task. Moving to a new model for providing library resource support is exciting to learn about. “Future Ready” is the name of this new model that supports student-centered learning where librarians connect with teachers to provide the resources students need to access in their curriculum work to meet educational targets. One highlight for the Public Library is the commitment from Steve Thomaschefskey, District Technology Administrator, and Sarah Hanneman, School Media Specialist, to connect with us regularly in the coming school year so that we have a stronger relationship to benefit the students.

We have been spent time this month in staff training for summer. Refreshers on how to use our online reading challenge software, Beanstack, and become proficient enough to help patrons was useful for our whole staff. A busy summer requires all youth staff members to be aware of what programming is happening where and when so that our “word-of-mouth” marketing continues to be one of our most effective tools for getting the word out. Being outside in neighborhood parks and places where we meet our collaborators and families also takes more planning. Add to that a training for supervisors on harassment and diversity and we’ve spent a good deal of time learning this month.

At the time of writing this report we have

- 299 participants taking the read 1000 minutes challenge
- 263 participants taking the read 50 books challenge
- 247 participants taking the activity challenge

Respectfully submitted,
Sue Abrahamson, Children’s Librarian

June 2023 Board Report Teen Department

During May, Taylor, our Teen Librarian, went to the Waupaca Middle School and spoke with 5th grade students moving into 6th grade, and all of the 6th, 7th, and 8th grades about all of the fun we have planned for this summer. Taylor, alongside Sarah Hanneman, the school's Librarian for the Middle School and High School, worked together to organize these talks for the students. Taylor even noticed an increase in visitors to the public library's Teen Room after these talks, because teens were interested in what our library had to offer them. All in all, we spoke to the following numbers of students:

6th Grade: 153 Students

7th Grade: 132 Students

8th Grade: 75 Students

Our Teen Volunteer Agents met in May and decided that they would work together to help plan our Teen Summer Bash at the end of Summer. The group was split into "Activity Planners" and "Decoration Planners". Our theme for this celebration is: Dinosaurs!! Taylor's excited to see what they come up with as a group, and she's thrilled to see them taking the reins on this project.

The following is a story that stemmed from Taylor's tutoring experience at the Waupaca Middle School, and the impact they made:

Over the last school year (2022-2023), Taylor visited the Middle School for 45 minutes almost every Thursday to help as a tutor at their afterschool tutoring session. The students she worked with often struggled to get their work done or were all around unmotivated. One girl, on their first week back in September, even came to tutoring crying and refused to talk with or engage with the tutors present. Taylor, after chatting with her about some similar interests, got her to open up and take a shot at her math homework of the week. She came to tutoring practically every week, and after a while, she opened up to the other tutors as well. In May, and their last day of tutoring, she rushed over to Taylor, gave her a hug, and said "Thank you for tutoring me this year, and oh yeah, my i-Ready test scores went up!" While she struggled the whole year with her work, Taylor felt like they were able to make an impact on her school experience, as well as the other students they worked with and tutored.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

June 9th, 2023

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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Outagamie Waupaca Library System
Board of Trustees
April 20, 2023, Meeting Minutes

The meeting was called to order at 6:01 p.m. by President Frola.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Paul Girod, Mike Hankins, Wendy Hartman, Marilyn Herman (arrived at 6:46pm), Brian Looker, Lila Malvik-Shower, Cathy Thompson, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Marcia Trentlage.

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

Ver Voort moved, seconded by Hartman, to accept the March 16th, 2023, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Hankins, to accept the March 2023 financial report and file for audit. Motion carried.

Ver Voort moved, seconded by Gilbert, to approve the March and April 2023 checks numbered 33137 - 33191 inclusive in the amount of \$1,991,364.56 and payroll-related expenditures in the amount of \$71,720.42. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees reviewed preliminary 2024 county funding calculations for home and adjacent counties. No action taken.

Gilbert moved, seconded by Forsythe, to approve a policy exception for the scholarship request, pending further policy review.
Motion carried.

Looker moved, seconded by Herman, to adopt NFLS & OWLS Joint Strategic Plan 2023 - 2027 (with minor editorial grammar edits).
Motion carried.

Trustees reviewed the Technology and Resource Sharing Plan.

Forsythe moved, seconded by Ver Voort, to approve the revised Computer Support Policy.
Motion carried.

Trustees reviewed Trustee Essentials 14: The Library Board and the Open Meeting Law.

Having completed the agenda, the meeting was adjourned by President Frola at 7:40pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.