



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, APRIL 16, 2025, 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 PREVIOUS MEETINGS
 - a. **ACTION ITEM: APPROVE** minutes of March 19, 2025 Meeting
4. MONTHLY BILLS for MARCH 2025 **BILLS \$88,874, PERSONNEL \$52,769, Donations Expenditures \$2,975**
 - a. **ACTION ITEM: APPROVE** March 2025 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. Finance Committee
 - a. No Meeting
- B. Planning Committee
 - a. No Meeting
- C. Policy Committee
 - a. Met on March 19, 2025 at 4:00pm
- D. Personnel Committee
 - a. No Meeting

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Resolution of Thanks for Mary Zimmerman (**ACTION ITEM**)

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, May 21, 2025 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 MARCH 19, 2025, 4:30PM

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

Meeting was called to order by President, Melanie Peterson at 4:29pm.

Julie Eiden, C. Nagel, Sarah Hanneman, Holly Olsen, John Miller, and Alton Ross, John Turner, Melanie Peterson and Mary Zimmerman were present. Library Director, Eric Bailey, Adult Services Head Jan Popple, Head of Youth Services Simon Baumgart, Exhibit Coordinator Liz Kneer were present.

APPROVAL OF AGENDA

MOTION by J. Miller, SECOND by M. Zimmerman to approve the agenda. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Melanie Peterson.

Minutes from February 19, 2025 Board Meeting.

MOTION by J. Eiden, SECOND by S. Hanneman, to approve the agenda. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

Monthly bills for March 2025, **BILLS \$56,639, PERSONNEL \$52,027, DONATIONS EXPENDITURES \$1,617.**

MOTION J. Miller, SECOND by H. Olson to approve the March 2025 bills with personnel costs and donation expenditures. 9 ayes, 0 nays, 0 absent. Motion passed unanimously on a roll call vote.

Library Statistics

Copy Income **\$539.66**; Meeting Room Income **\$410.00**

Volunteer Hours **129.25**; Reference Transactions **892** Library Visits **7,276**; Internet Use: **733** wireless, **432** stations; Curbside service **10**; Total Library Programs **34**, Total Program Attendance **971**; Study Room Use **86**; Passport Applications **37**

Interloan Chart: **3,012** items loaned, **3,294** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,049**.

Consortium Circulation Chart was presented.

Library Exhibit Room Report

Exhibit Coordinator's report was given. A chart of visits was included in the packet.



WAUPACA AREA PUBLIC LIBRARY

Department Reports

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

Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee did not meet.

Policy Committee meeting scheduled for March 19, 2025

OLD BUSINESS

Volunteer Policy

MOTION by J. Turner, SECOND by C. Nagel, to approve Volunteer Policy as amended, and to forward to Policy committee. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

2024 Annual Report Presentation

New Business

No New Business

Announcements & Correspondence

OWLS Meeting: An OWLS meeting occurred. Included in packet.

Next meeting will be Wednesday, April 16, 2025, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by C. Nagel, SECOND by J. Turner, to adjourn. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:27 pm.

Chaired by Melanie Peterson, Library Board President

Minutes taken and compiled by Jan Popple

**2025 MARCH BALANCE SHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2024	Budget	% Expended	% Unexpended	
		12/31/2024	Mar-25	3/31/2025	YTD	Request			
		Prior Year	Actual	CURRENT YTD	Estimated	2025			
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>					
REVENUES									
INTERGOVERNMENTAL									
251-43215-000-000	FEDERAL: LIBRARY GRANTS								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	386,684	201,387	201,387	402,774	402,774	50.00%	50.00%	
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	17,429	-	-	17,869	17,869	0.00%	100.00%	
251-43726-000-000	COUNTY AID: LIBRARY WINNEBAGO	-	-	-	981	1,006	0.00%	100.00%	
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	3,821	4,906	4,906	3,898	3,898	125.86%	(25.86%)	
	INTERGOVERNMENTAL	407,934	206,293	206,293	425,522	425,547	48.48%	51.52%	
PUBLIC CHARGES FOR SERVICE									
251-46710-000-000	FEES: LIBRARY COPIES	6,884	686	1,945	7,780.52	6,000	32.42%	67.58%	
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	507	-	268	1,070.20				
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	303	10	69	274.60	100	68.65%	31.35%	
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,438	179	543	2,171.44	2,500	21.71%	78.29%	
251-46740-000-000	FEES: PASSPORT	5,160	420	2,520	10,080	7,500	33.60%	66.40%	
	PUBLIC CHARGES FOR SERVICE	15,292	1,295	5,344	21,377	16,100	33.19%	66.81%	
MISCELLANEOUS									
251-48215-000-000	RENT: MEETING ROOMS	1,686	85	595	2,380	1,500	39.67%	60.33%	
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	50	-	100	400	100	100.00%	0.00%	
251-48550-000-000	DONATIONS: LIBRARY	44,414	569	825	36,338	61,500	1.34%	98.66%	
251-49210-000-000	TRANSFER FROM GENERAL FUND	367,522	-	-	373,035	373,035	0.00%	100.00%	
	MISCELLANEOUS	413,672	654	1,520	412,153	436,135	0.35%	99.65%	
	TOTAL REVENUES	836,899	208,242	213,157	859,052	877,782	24.28%	75.72%	
EXPENDITURES									
251-55111-102-000	LIBRARY: SALARIES	392,078	30,317	87,710	350,840.48	388,564	22.57%	77.43%	
251-55111-103-000	LIBRARY: OVERTIME	307	45	435	1,739.16				
251-55111-118-000	LIBRARY: SOCIAL SECURITY	26,126	2,272	7,263	29,051.04	28,518	25.47%	74.53%	
251-55111-119-000	LIBRARY: RETIREMENT (R)	27,059	2,430	7,631	30,525.52	26,882	28.39%	71.61%	
251-55111-121-000	LIBRARY: GRP HLTH INS	78,950	8,110	20,274	81,095.20	108,778	18.64%	81.36%	
251-55111-122-000	LIBRARY: LIFE INS	1,152	104	259	1,036	1,500	17.27%	82.73%	
251-55111-123-000	LIBRARY: INC PROTECT	-	-	-	2,000	2,000	0.00%	100.00%	
251-55111-124-000	LIBRARY: WORK COMP	2,690	-	-	3,500	3,500	0.00%	100.00%	
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	-	6,000	6,000	0.00%	100.00%	
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	240	240	240	316	316	75.95%	24.05%	
	LIBRARY: RETIREMENT PAYOUT				360	39,669	0.00%	100.00%	
	LIBRARY FULL-TIME	528,602	43,518	123,812	506,463	605,727	20.44%	79.56%	

**2025 MARCH BALANCE SHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2024	Budget	% Expended	% Unexpended
		12/31/2024	Mar-25	3/31/2025	YTD	Request		
		Prior Year <u>Actual</u>	Actual	CURRENT YTD <u>Actual</u>	Estimated	2025		
251-55112-104-000	LIBRARY: PT WAGES	115,017	8,447	23,152	92,606.48	107,259	21.58%	78.42%
251-55112-116-000	LIBRARY: PT RETIRE	3,610	228	684	2,737.84	4,067	16.83%	83.17%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	7,205	522	1,573	6,293.12	8,205	19.17%	80.83%
251-55112-122-000	LIBRARY: LIFE INS	632	54	134	534.60	550	24.30%	75.70%
	LIBRARY: PART-TIME	126,464	9,251	25,543	102,172	120,081	21.27%	78.73%
251-55115-201-000	LIBRARY: TRAINING	2,879	-	-	1,568	2,000	0.00%	100.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,809	-	-	6,809	6,809	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	2,100	-	-	2,100	2,100	0.00%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	2,717	244	727	3,144	4,000	18.18%	81.83%
251-55115-215-000	LIBRARY: MOVIE LICENSE	440	-	133	125	-		
251-55115-216-000	LIBRARY: POSTAGE	1,928	291	582	1,763	2,000	29.10%	70.90%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	762	125	125	956	1,200	10.42%	89.58%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,648	27,783	27,783	27,648	27,783	100.00%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	553	20	145	650	650	22.30%	77.70%
251-55115-282-000	LIBRARY: TECHNOLOGY	11,829	119	131	11,974	5,267	2.49%	97.51%
251-55115-301-000	LIBRARY: SUPPLIES	10,850	2,300	2,314	12,977	10,000	23.14%	76.86%
	LIBRARY: OPERATING EXPENSES	68,514	30,882	31,940	69,714	61,809	51.68%	48.32%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	18,428	1,390	4,172	16,689.60	19,000	21.96%	78.04%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,383	106	319	1,276.56	1,500	21.28%	78.72%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	5,686	499	559	2,235.92	8,000	6.99%	93.01%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	13,725	248	284	1,135.68	18,000	1.58%	98.42%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	119	-	-	5,000	5,000	0.00%	100.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	25	-	-	2,000	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,226	732	776	8,000	8,000	9.70%	90.30%
	LIBRARY: DONATION EXPENSES	43,592	2,975	6,110	36,338	61,500	9.94%	90.06%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,529	119	119	1,500	1,500	7.94%	92.06%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,040	27	27	3,000	3,000	0.89%	99.11%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	934	43	46	1,000	1,000	4.56%	95.44%
	LIBRARY: PROGRAMS	5,504	188	191	5,500	5,500	3.48%	96.52%

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		12/31/2024	Mar-25	3/31/2025	YTD	Request		
		Prior Year	Actual	CURRENT YTD	Estimated	2025		
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>				
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,132	786	786	17,000	17,000	4.62%	95.38%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,523	-	151	3,000	3,000	5.04%	94.96%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,221	1,065	3,614	16,000	16,000	22.59%	77.41%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,174	-	-	3,175	3,175	0.00%	100.00%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,520	-	3,058	4,600	4,600	66.47%	33.53%
	LIBRARY: BOOKS	41,570	1,851	7,609	43,775	43,775	17.38%	82.62%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,655	113	113	2,300	2,300	4.91%	95.09%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	-	-	-	1,000	1,000	0.00%	100.00%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	667	25	25	600	600	4.16%	95.84%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,208	71	71	1,200	1,200	5.90%	94.10%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	-	-	854	854	0.00%	100.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	964	-	-	900	900	0.00%	100.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	10,235	-	12,235	12,235	12,235	100.00%	0.00%
	LIBRARY: A/V	16,584	209	12,444	19,089	19,089	65.19%	34.81%
	TOTAL EXPENDITURES	830,830	88,874	207,649	783,051	917,481	22.63%	77.37%
	REVENUES OVER(UNDER) EXPENDITURES				76,006	(39,699)		
	BEGINNING FUND BALANCE				57,874			
	ENDING FUND BALANCE				133,880			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	402,774.00-	Unearned	402,774.00
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	17,869.00-	Unearned	17,869.00
251-43726-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,006.00-	Unearned	1,006.00
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,898.00-	Unearned	3,898.00
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	735.08-
CR	1237678	COPIES LIBRARY DEPOSIT - LIBRARY 2/1/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/1/25		146.16-	
CR	1237928	COPIES LIBRARY DEPOSIT - LIBRARY 2/8/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/8/25		152.51-	
CR	1238167	COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25		103.51-	
CR	1238429	COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/15/25		122.09-	
		02/28/2025 (02/25) Period Totals and Balance	.00 *	524.27- *	1,259.35-
CR	1238576	COPIES LIBRARY DEPOSIT - LIBRARY 2/22/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/22/25		150.90-	
CR	1238862	COPIES LIBRARY DEPOSIT - LIBRARY 3/8/35 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/8/35		216.11-	
CR	1239066	COPIES LIBRARY DEPOSIT - LIBRARY 3/15/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/15/25		186.16-	
CR	1239289	COPIES LIBRARY DEPOSIT - LIBRARY 3/22/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/22/25		132.61-	
		03/31/2025 (03/25) Period Totals and Balance	.00 *	685.78- *	1,945.13-
YTD Encumbrance	.00	YTD Actual 1,945.13- Total	1,945.13- YTD Budget	6,000.00- Unearned	4,054.87

251-46715-000-000 FEES: LIBRARY POSTAGE					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00

251-46720-000-000 FEES: LIBRARY PROGRAMS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00

251-46725-000-000 FEES: LIBRARY OVERDUE FEES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	9.08-
CR	6016570	FINES LIBRARY DEPOSIT - PARKS & REC 2/5/25 Description: FINES LIBRARY DEPOSIT - PARKS & REC 2/5/25		258.47-	
		02/28/2025 (02/25) Period Totals and Balance	.00 *	258.47- *	267.55-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46725-000-000 FEES: LIBRARY OVERDUE FEES (continued)					
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	267.55-
YTD Encumbrance	.00	YTD Actual 267.55- Total	267.55- YTD Budget	.00 Unearned	267.55-
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
01/31/2025 (01/25) Balance			.00 *	.00 *	19.70
AP	64	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6135798 **Desc: PATRON SENT TO COLLECTIONS - JAN 2025 **Inv. Date: 02/01/25	39.40		
02/28/2025 (02/25) Period Totals and Balance			39.40 *	.00 *	59.10
AP	56	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6136883 **Desc: COLLECTION AGENCY (3) - FEB 2025 **Inv. Date: 03/01/25	29.55		
CR	1238862	COLLECTION - LIBRARY 3/8/35 Description: COLLECTION - LIBRARY 3/8/35		10.00-	
CR	1239289	COLLECTION - Description: COLLECTION -		10.00-	
03/31/2025 (03/25) Period Totals and Balance			29.55 *	20.00- *	68.65
YTD Encumbrance	.00	YTD Actual 68.65 Total	68.65 YTD Budget	100.00- Unearned	168.65
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
01/31/2025 (01/25) Balance			.00 *	.00 *	264.91-
AP	127	LIBRARY REFUNDS - ADD REMITTANCES! **VendorNo: 2015625 **Inv. No: ONLINE012020250000001 **Desc: BILLED ITEM RETURNED - 31389024824906 **Inv. Date: 01/20/25	14.00		
AP	244	ALGOMA PUBLIC LIBRARY **VendorNo: 52 **Inv. No: OWWAU02132025000001 **Desc: LOSTI TEM 38001001984438 **Inv. Date: 02/13/25	5.99		
CR	1237678	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/1/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/1/25		43.00-	
CR	1237928	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/8/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/8/25		22.00-	
CR	1238167	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25		5.99-	
CR	1238429	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/15/25		47.95-	
02/28/2025 (02/25) Period Totals and Balance			19.99 *	118.94- *	363.86-
AP	36	ALGOMA PUBLIC LIBRARY **VendorNo: 52 **Inv. No: OWWAU03032025000001 **Desc: BILL PAID IN WAUPACA #38001001991227 **Inv. Date: 03/03/25	29.99		
AP	94	NEUSCHAFER COMMUNITY LIBRARY **VendorNo: 1353 **Inv. No: OWWAU03142025000001 **Desc: LOST BOOK 31389010569200 **Inv. Date: 03/14/25	24.95		
AP	106	LIBRARY REFUNDS - ADD REMITTANCES!	34.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued)						
**VendorNo: 2015625 **Inv. No: OWWAU03182025000001 **Desc: REFUND FOR 31389027689140 **Inv. Date: 03/18/25						
CR	1238576	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/22/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/22/25		123.00-		
CR	1238862	MATERIAL REPL LIB DEPOSIT - LIBRARY 3/8/35 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/8/35		29.99-		
CR	1239066	MATERIAL REPL LIB DEPOSIT - LIBRARY 3/15/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/15/25		45.95-		
CR	1239289	MATERIAL REPL LIB DEPOSIT - LIBRARY 3/22/25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/22/25		69.00-		
03/31/2025 (03/25) Period Totals and Balance			88.94 *	267.94- *	542.86-	
YTD Encumbrance	.00	YTD Actual	542.86- Total	542.86- YTD Budget	2,500.00- Unearned	1,957.14
251-46740-000-000 FEES: LIBRARY PASSPORT						
01/31/2025 (01/25) Balance			.00 *	.00 *	875.00-	
CR	1237678	PASSPORT - LIBRARY 2/1/25 Description: PASSPORT - LIBRARY 2/1/25		140.00-		
CR	1237928	PASSPORT - LIBRARY 2/8/25 Description: PASSPORT - LIBRARY 2/8/25		175.00-		
CR	1238167	PASSPORT - LIBRARY 2/15/25 Description: PASSPORT - LIBRARY 2/15/25		280.00-		
CR	1238429	PASSPORT - LIBRARY 2/15/25 Description: PASSPORT - LIBRARY 2/15/25		630.00-		
02/28/2025 (02/25) Period Totals and Balance			.00 *	1,225.00- *	2,100.00-	
CR	1238576	PASSPORT - LIBRARY 2/22/25 Description: PASSPORT - LIBRARY 2/22/25		210.00-		
CR	1239066	PASSPORT - LIBRARY 3/15/25 Description: PASSPORT - LIBRARY 3/15/25		70.00-		
CR	1239289	PASSPORT - LIBRARY 3/22/25 Description: PASSPORT - LIBRARY 3/22/25		140.00-		
03/31/2025 (03/25) Period Totals and Balance			.00 *	420.00- *	2,520.00-	
YTD Encumbrance	.00	YTD Actual	2,520.00- Total	2,520.00- YTD Budget	7,500.00- Unearned	4,980.00
251-48215-000-000 RENT: MEETING ROOMS						
01/31/2025 (01/25) Balance			.00 *	.00 *	100.00-	
CR	1238167	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25		30.00-		
CR	1238429	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25		380.00-		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS (continued)					
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/15/25			
		02/28/2025 (02/25) Period Totals and Balance	.00 *	410.00- *	510.00-
CR	1239066	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/15/25		35.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/15/25			
CR	1239289	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/22/25		50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/22/25			
		03/31/2025 (03/25) Period Totals and Balance	.00 *	85.00- *	595.00-
YTD Encumbrance	.00	YTD Actual	595.00- Total	595.00- YTD Budget	1,500.00- Unearned 905.00
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
CR	1237928	SALE OF EQUIPMENT - LIBRARY 2/8/25		100.00-	
		Description: SALE OF EQUIPMENT - LIBRARY 2/8/25			
		02/28/2025 (02/25) Period Totals and Balance	.00 *	100.00- *	100.00-
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	100.00-
YTD Encumbrance	.00	YTD Actual	100.00- Total	100.00- YTD Budget	100.00- Unearned .00
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
251-48510-000-000 MISC REV: REBATES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
251-48550-000-000 DONATIONS: LIBRARY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	45.00-
AP	554	US BANK	120.00		
		**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: CANDY BARS REIMBUR. FRIENDS **Inv. Date: 02/09/25			
CR	1237678	DONATION- - LIBRARY 2/1/25		166.02-	
		Description: DONATION- - LIBRARY 2/1/25			
CR	1237928	DONATION- - LIBRARY 2/8/25		25.00-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-48550-000-000 DONATIONS: LIBRARY (continued)						
		Description: DONATION- - LIBRARY 2/8/25				
CR	1238167	DONATION- - LIBRARY 2/15/25		20.00-		
		Description: DONATION- - LIBRARY 2/15/25				
		02/28/2025 (02/25) Period Totals and Balance	120.00 *	211.02- *	136.02-	
CR	1238576	DONATION- - LIBRARY 2/22/25		498.29-		
		Description: DONATION- - LIBRARY 2/22/25				
CR	1238862	DONATION- - LIBRARY 3/8/35		40.00-		
		Description: DONATION- - LIBRARY 3/8/35				
CR	1239066	DONATION- - LIBRARY 3/15/25		10.24-		
		Description: DONATION- - LIBRARY 3/15/25				
CR	1239066	DONATION- - LIBRARY 3/15/25		1.35-		
		Description: DONATION- - LIBRARY 3/15/25				
		03/31/2025 (03/25) Period Totals and Balance	.00 *	549.88- *	685.90-	
YTD Encumbrance	.00	YTD Actual	685.90- Total	685.90- YTD Budget	61,500.00- Unearned	60,814.10
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS						
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00	
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-49210-000-000 TRANSFER FROM GENERAL FUND						
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00	
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	373,035.00- Unearned	373,035.00
251-49300-000-000 FUND BALANCES APPLIED						
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00	
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-55111-101-000 LIBRARY: SALARIES						
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00	
		03/31/2025 (03/25) 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
251-55111-102-000 LIBRARY: WAGES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	27,202.01
PB		148 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	50.00		
PC		21 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	14,965.48		
PC		136 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	15,175.25		
		02/28/2025 (02/25) Period Totals and Balance	30,190.73 *	.00 *	57,392.74
PB		161 PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	50.00		
PC		20 PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	15,161.64		
PC		137 PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	15,105.74		
		03/31/2025 (03/25) Period Totals and Balance	30,317.38 *	.00 *	87,710.12
YTD Encumbrance	.00	YTD Actual 87,710.12 Total 87,710.12	YTD Budget 388,564.00	Unexpended 300,853.88	
251-55111-103-000 LIBRARY: OVERTIME					
		01/31/2025 (01/25) Balance	.00 *	.00 *	305.40
PC		78 PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	8.50		
PC		137 PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	76.21		
		02/28/2025 (02/25) Period Totals and Balance	84.71 *	.00 *	390.11
PC		80 PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	17.00		
PC		138 PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	27.68		
		03/31/2025 (03/25) Period Totals and Balance	44.68 *	.00 *	434.79
YTD Encumbrance	.00	YTD Actual 434.79 Total 434.79	YTD Budget .00	Unexpended 434.79-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-106-000 LIBRARY: HOLIDAY PAY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-107-000 LIBRARY: SICK PAY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-108-000 LIBRARY: VACATION PAY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-108-000 LIBRARY: VACATION PAY (continued)					
		03/31/2025 (03/25) 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					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	2,724.78
PB	24	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	1,122.75		
PB	249	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	1,143.22		
		02/28/2025 (02/25) Period Totals and Balance	2,265.97 *	.00 *	4,990.75
PB	22	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	1,137.31		
PB	262	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	1,134.70		
		03/31/2025 (03/25) Period Totals and Balance	2,272.01 *	.00 *	7,262.76
YTD Encumbrance	.00	YTD Actual 7,262.76 Total	7,262.76	YTD Budget 28,518.00	Unexpended 21,255.24
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		01/31/2025 (01/25) Balance	.00 *	.00 *	2,770.54
PB	23	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	1,208.98		
PB	248	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	1,221.17		
		02/28/2025 (02/25) Period Totals and Balance	2,430.15 *	.00 *	5,200.69
PB	21	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	1,212.88		
PB	261	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	1,217.81		
		03/31/2025 (03/25) Period Totals and Balance	2,430.69 *	.00 *	7,631.38
YTD Encumbrance	.00	YTD Actual 7,631.38 Total	7,631.38	YTD Budget 26,882.00	Unexpended 19,250.62
251-55111-121-000 LIBRARY: GRP HLTH INS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	4,054.76
PB	145	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	3,638.08		
PB	359	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	3,638.08		
PC	22	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	416.68		
PC	138	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	416.68		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-121-000 LIBRARY: GRP HLTH INS (continued)					
		02/28/2025 (02/25) Period Totals and Balance	8,109.52 *	.00 *	12,164.28
PB	158	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	3,638.08		
PB	377	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	3,638.08		
PC	21	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	416.68		
PC	139	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	416.68		
		03/31/2025 (03/25) Period Totals and Balance	8,109.52 *	.00 *	20,273.80
YTD Encumbrance	.00	YTD Actual	20,273.80	Total	20,273.80
		YTD Budget	108,778.00	Unexpended	88,504.20
251-55111-122-000 LIBRARY: LIFE INS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	51.80
PB	146	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	51.80		
PB	360	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	51.80		
		02/28/2025 (02/25) Period Totals and Balance	103.60 *	.00 *	155.40
PB	159	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	51.80		
PB	378	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	51.80		
		03/31/2025 (03/25) Period Totals and Balance	103.60 *	.00 *	259.00
YTD Encumbrance	.00	YTD Actual	259.00	Total	259.00
		YTD Budget	1,500.00	Unexpended	1,241.00
251-55111-123-000 LIBRARY: INC PROTECT					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	2,000.00	Unexpended	2,000.00
251-55111-124-000 LIBRARY: WORK COMP					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,500.00	Unexpended	3,500.00
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	6,000.00	Unexpended	6,000.00
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-126-000 LIBRARY: DEF COMP HLTH (continued)					
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-129-000 LIBRARY: UNEMPLOYMENT					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00
AP	739	US BANK	240.00		
**VendorNo: 1950 **Inv. No: 2/15/25-SREIF **Desc: ANNUAL EAP PROGRAM - LIB **Inv. Date: 02/09/25					
02/28/2025 (02/25) Period Totals and Balance			240.00 *	.00 *	240.00
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	240.00
YTD Encumbrance	.00	YTD Actual	240.00	Total	240.00
		YTD Budget	316.00	Unexpended	76.00
251-55112-104-000 LIBRARY: PT WAGES					
01/31/2025 (01/25) Balance			.00 *	.00 *	6,632.01
PC	75	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	4,139.99		
PC	76	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD		2.22-	
PC	203	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	3,935.64		
02/28/2025 (02/25) Period Totals and Balance			8,075.63 *	2.22- *	14,705.42
PC	78	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	4,002.92		
PC	202	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	4,443.28		
03/31/2025 (03/25) Period Totals and Balance			8,446.20 *	.00 *	23,151.62
YTD Encumbrance	.00	YTD Actual	23,151.62	Total	23,151.62
		YTD Budget	107,259.00	Unexpended	84,107.38
251-55112-110-000 LIBRARY: PTO					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55112-116-000 LIBRARY: PT RETIRE					
01/31/2025 (01/25) Balance			.00 *	.00 *	232.89

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-116-000 LIBRARY: PT RETIRE (continued)					
PB	151	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	117.81		
PB	365	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	105.45		
		02/28/2025 (02/25) Period Totals and Balance	223.26 *	.00 *	456.15
PB	164	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	105.30		
PB	382	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	123.01		
		03/31/2025 (03/25) Period Totals and Balance	228.31 *	.00 *	684.46
YTD Encumbrance	.00	YTD Actual 684.46 Total 684.46	YTD Budget 4,067.00	Unexpended 3,382.54	
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	662.96
PB	147	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	307.36		
PB	361	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	293.00		
		02/28/2025 (02/25) Period Totals and Balance	600.36 *	.00 *	1,263.32
PB	160	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	298.13		
PB	379	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	330.97		
		03/31/2025 (03/25) Period Totals and Balance	629.10 *	.00 *	1,892.42
YTD Encumbrance	.00	YTD Actual 1,892.42 Total 1,892.42	YTD Budget 8,205.00	Unexpended 6,312.58	
251-55112-122-000 LIBRARY: LIFE INS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	26.73
PB	150	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	26.73		
PB	363	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	26.73		
		02/28/2025 (02/25) Period Totals and Balance	53.46 *	.00 *	80.19
PB	163	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	26.73		
PB	381	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	26.73		
		03/31/2025 (03/25) Period Totals and Balance	53.46 *	.00 *	133.65
YTD Encumbrance	.00	YTD Actual 133.65 Total 133.65	YTD Budget 550.00	Unexpended 416.35	
251-55112-123-000 LIBRARY: INC PROTECT					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) 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					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-201-000 LIBRARY: TRAVEL (continued)					
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
251-55115-206-000 LIBRARY: TELEPHONE					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-207-000 LIBRARY: MAINT OF EQUIP					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,809.00	Unexpended 6,809.00	
251-55115-209-000 LIBRARY: INS & BONDING					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,100.00	Unexpended 2,100.00	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	222.45
AP		5 OFFICE TECHNOLOGY GROUP	104.84		
		**VendorNo: 1406 **Inv. No: 312494 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 01/17/25			
AP		617 US BANK	7.00		
		**VendorNo: 1950 **Inv. No: 2/15/25-KWIETERS **Desc: BACKGROUND CHECK LIBRARY **Inv. Date: 02/09/25			
AP		621 US BANK	105.00		
		**VendorNo: 1950 **Inv. No: 2/15/25-KWIETERS **Desc: BACKGROUND CHECK LIBRARY **Inv. Date: 02/09/25			
AP		121 OFFICE TECHNOLOGY GROUP	155.82		
		**VendorNo: 1406 **Inv. No: 313857 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 02/18/25			
		02/28/2025 (02/25) Period Totals and Balance	372.66 *	.00 *	595.11
AP		98 OFFICE TECHNOLOGY GROUP	131.89		
		**VendorNo: 1406 **Inv. No: 315215 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 03/19/25			
		03/31/2025 (03/25) Period Totals and Balance	131.89 *	.00 *	727.00
YTD Encumbrance	.00	YTD Actual 727.00 Total 727.00	YTD Budget 4,000.00	Unexpended 3,273.00	
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		01/31/2025 (01/25) Balance	.00 *	.00 *	132.77

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-215-000 LIBRARY: MOVIE LICENSE (continued)					
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	132.77
YTD Encumbrance	.00	YTD Actual 132.77 Total	132.77	YTD Budget .00 Unexpended	132.77-
251-55115-216-000 LIBRARY: POSTAGE					
01/31/2025 (01/25) Balance			.00 *	.00 *	151.22
AP	440	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.68		
AP	446	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
AP	448	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
AP	449	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
AP	450	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.68		
AP	451	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.68		
AP	452	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.68		
AP	453	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
AP	454	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
AP	455	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
AP	456	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.68		
AP	459	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 02/09/25	8.40		
JE	6	LIBRARY	139.66		
JE	7	LIBRARY	84.74		
02/28/2025 (02/25) Period Totals and Balance			326.60 *	.00 *	477.82
JE	2	LIBRARY	104.19		
03/31/2025 (03/25) Period Totals and Balance			104.19 *	.00 *	582.01
YTD Encumbrance	.00	YTD Actual 582.01 Total	582.01	YTD Budget 2,000.00 Unexpended	1,417.99
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES (continued)					
AP	457	US BANK	125.00		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: DUES - DIRECTOR ALA MEMBERSHIP **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	125.00 *	.00 *	125.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	125.00
YTD Encumbrance	.00	YTD Actual 125.00 Total 125.00	YTD Budget 1,200.00	Unexpended 1,075.00	
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	100	OUTAGAMIE WAUPACA LIBRARY	27,783.00		
		**VendorNo: 1427 **Inv. No: 4584 **Desc: OWLS MEMBERSHIP **Inv. Date: 03/24/25			
		03/31/2025 (03/25) Period Totals and Balance	27,783.00 *	.00 *	27,783.00
YTD Encumbrance	.00	YTD Actual 27,783.00 Total 27,783.00	YTD Budget 27,783.00	Unexpended .00	
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	125.00
AP	50	OUTAGAMIE WAUPACA LIBRARY	1.92		
		**VendorNo: 1427 **Inv. No: 4555 **Desc: WRP - DRAGON CARDS (100) **Inv. Date: 02/28/25			
AP	52	OUTAGAMIE WAUPACA LIBRARY	18.00		
		**VendorNo: 1427 **Inv. No: 4555 **Desc: HOOPLA BROCHURES (100) **Inv. Date: 02/28/25			
		03/31/2025 (03/25) Period Totals and Balance	19.92 *	.00 *	144.92
YTD Encumbrance	.00	YTD Actual 144.92 Total 144.92	YTD Budget 650.00	Unexpended 505.08	
251-55115-282-000 LIBRARY: TECHNOLOGY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	8	OUTAGAMIE WAUPACA LIBRARY	12.00		
		**VendorNo: 1427 **Inv. No: 4546 **Desc: OFFICE 365 LICENSES THROUGH JUNE 2025 **Inv. Date: 01/17/25			
AP	643	US BANK	119.40		
		**VendorNo: 1950 **Inv. No: 2/15/25-MREINKE **Desc: TECHNOLOGY **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	131.40 *	.00 *	131.40
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	131.40
YTD Encumbrance	.00	YTD Actual 131.40 Total 131.40	YTD Budget 5,267.00	Unexpended 5,135.60	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-301-000 LIBRARY: SUPPLIES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	76	JANDACEK, LAURA **VendorNo: 2477 **Inv. No: 3588-000 **Desc: CLOROX WIPES **Inv. Date: 01/14/25	13.99		
AP	626	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES3217066 **Inv. Date: 02/09/25	24.59		
AP	628	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES0245018 **Inv. Date: 02/09/25	11.98		
AP	629	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES056600 **Inv. Date: 02/09/25	599.73		
AP	630	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES4093005 **Inv. Date: 02/09/25	82.22		
AP	631	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES3497832 **Inv. Date: 02/09/25	60.80		
AP	660	US BANK **VendorNo: 1950 **Inv. No: 2/15/25-PREEDY **Desc: accidental Paula purch#2731 **Inv. Date: 02/09/25	8.68		
		02/28/2025 (02/25) Period Totals and Balance	801.99 *	.00 *	801.99
AP	49	OUTAGAMIE WAUPACA LIBRARY **VendorNo: 1427 **Inv. No: 4555 **Desc: SPINE LABELS (2 ROLLS) **Inv. Date: 02/28/25	80.00		
AP	51	OUTAGAMIE WAUPACA LIBRARY **VendorNo: 1427 **Inv. No: 4555 **Desc: RECEIPT PAPER (1 CASE) **Inv. Date: 02/28/25	80.00		
AP	53	OUTAGAMIE WAUPACA LIBRARY **VendorNo: 1427 **Inv. No: 4555 **Desc: ITEM BARCODES (1000) **Inv. Date: 02/28/25	91.92		
AP	187	BIBLIOTHECA LLC **VendorNo: 2485 **Inv. No: US80006 **Desc: RFID TAGS AND FREIGHT (3 ROLLS OF 2000) **Inv. Date: 03/14/25	1,260.00		
		03/31/2025 (03/25) Period Totals and Balance	1,511.92 *	.00 *	2,313.91
YTD Encumbrance	.00	YTD Actual 2,313.91 Total 2,313.91	YTD Budget 10,000.00	Unexpended 7,686.09	

251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	

251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	1,390.80
PC	77	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	695.40		
PC	204	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	695.40		
		02/28/2025 (02/25) Period Totals and Balance	1,390.80 *	.00 *	2,781.60

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-104-000 LIBRARY: DONATIONS PT WAGES (continued)					
PC	79	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	695.40		
PC	203	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	695.40		
		03/31/2025 (03/25) Period Totals and Balance	1,390.80 *	.00 *	4,172.40
YTD Encumbrance	.00	YTD Actual 4,172.40 Total	4,172.40	YTD Budget 19,000.00 Unexpended	14,827.60
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		01/31/2025 (01/25) Balance	.00 *	.00 *	106.38
PB	149	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD	53.19		
PB	362	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD	53.19		
		02/28/2025 (02/25) Period Totals and Balance	106.38 *	.00 *	212.76
PB	162	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD	53.19		
PB	380	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD	53.19		
		03/31/2025 (03/25) Period Totals and Balance	106.38 *	.00 *	319.14
YTD Encumbrance	.00	YTD Actual 319.14 Total	319.14	YTD Budget 1,500.00 Unexpended	1,180.86
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	355	GALE CENGAGE LEARNING	29.59		
		**VendorNo: 683 **Inv. No: 86172676 **Desc: LARGE PRINT **Inv. Date: 02/08/25			
AP	535	US BANK	65.00		
		**VendorNo: 1950 **Inv. No: 2/15/25-JMULLET **Desc: DONATION PATRON **Inv. Date: 02/09/25			
AP	537	US BANK	434.00		
		**VendorNo: 1950 **Inv. No: 2/15/25-JMULLET **Desc: DONATION FRIENDS REIMBURSEMENT **Inv. Date: 02/09/25			
AP	356	GALE CENGAGE LEARNING	30.39		
		**VendorNo: 683 **Inv. No: 86472330 **Desc: LARGE PRINT **Inv. Date: 02/22/25			
		02/28/2025 (02/25) Period Totals and Balance	558.98 *	.00 *	558.98
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	558.98
YTD Encumbrance	.00	YTD Actual 558.98 Total	558.98	YTD Budget 8,000.00 Unexpended	7,441.02
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	21.13
AP	336	JANDACEK, LAURA	14.55		
		**VendorNo: 2477 **Inv. No: 2091530 **Desc: POPCORN/CANDY **Inv. Date: 02/09/25			
AP	491	US BANK	59.60		
		**VendorNo: 1950 **Inv. No: 2/15/25-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 02/09/25			
AP	641	US BANK	169.16		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued)					
		**VendorNo: 1950 **Inv. No: 2/15/25-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	243.31 *	.00 *	264.44
AP	196	PERKET, MARY	19.48		
		**VendorNo: 2869 **Inv. No: 3.12.25 **Desc: CANDY FOR PROGRAM **Inv. Date: 03/12/25			
		03/31/2025 (03/25) Period Totals and Balance	19.48 *	.00 *	283.92
YTD Encumbrance	.00	YTD Actual 283.92 Total 283.92	YTD Budget 18,000.00	Unexpended 17,716.08	
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 5,000.00	Unexpended 5,000.00	
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	75	JANDACEK, LAURA	15.49		
		**VendorNo: 2477 **Inv. No: 3588-000 **Desc: BREAKROOM SNACKS **Inv. Date: 01/14/25			
AP	48	PIGGLY WIGGLY	11.00		
		**VendorNo: 1482 **Inv. No: 26050381607 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 01/18/25			
AP	335	JANDACEK, LAURA	17.99		
		**VendorNo: 2477 **Inv. No: 2091530 **Desc: COFFEE **Inv. Date: 02/09/25			
AP	490	US BANK	18.58		
		**VendorNo: 1950 **Inv. No: 2/15/25-EKNEER **Desc: FOUNDATION-SUPPLIES **Inv. Date: 02/09/25			
AP	627	US BANK	78.78		
		**VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: DONATIONSSUPPLIES1461014 **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	141.84 *	.00 *	141.84
AP	26	BURNS, MARY	599.93		
		**VendorNo: 2680 **Inv. No: JAN2025 **Desc: GROCERIES & GIFT CARD FOR PANTRY **Inv. Date: 01/17/25			
AP	9	PIGGLY WIGGLY	33.85		
		**VendorNo: 1482 **Inv. No: 22017331756 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 02/28/25			
		03/31/2025 (03/25) Period Totals and Balance	633.78 *	.00 *	775.62

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES (continued)					
YTD Encumbrance	.00	YTD Actual	775.62	Total	775.62
			YTD Budget	8,000.00	Unexpended
				7,224.38	
251-55125-255-000 LIBRARY: PROGRAMS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
				.00	
251-55125-255-110 LIBRARY: PROGRAMS - ADULT					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	640	US BANK	33.56		
		**VendorNo: 1950 **Inv. No: 2/15/25-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 02/09/25			
AP	644	US BANK	45.98		
		**VendorNo: 1950 **Inv. No: 2/15/25-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 02/09/25			
AP	645	US BANK	20.98		
		**VendorNo: 1950 **Inv. No: 2/15/25-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 02/09/25			
AP	646	US BANK	18.54		
		**VendorNo: 1950 **Inv. No: 2/15/25-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	119.06 *	.00 *	119.06
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	119.06
YTD Encumbrance	.00	YTD Actual	119.06	Total	119.06
			YTD Budget	1,500.00	Unexpended
				1,380.94	
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	560	US BANK		9.16-	
		**VendorNo: 1950 **Inv. No: 2/15/25-JRADEMACHER **Desc: CHILD PROG - TAX CREDIT **Inv. Date: 02/09/25			
AP	712	US BANK	35.98		
		**VendorNo: 1950 **Inv. No: 2/15/25-SBAUMGART **Desc: Ribbon and Dragon scratch art **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	35.98 *	9.16- *	26.82
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	26.82
YTD Encumbrance	.00	YTD Actual	26.82	Total	26.82
			YTD Budget	3,000.00	Unexpended
				2,973.18	
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		01/31/2025 (01/25) Balance	.00 *	.00 *	3.15
AP	744	US BANK	42.45		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-310 LIBRARY: PROGRAMS - TEEN (continued)					
		**VendorNo: 1950 **Inv. No: 2/15/25-TWILCOX **Desc: PROGRAMS-TEEN-SNACKS25 **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	42.45 *	.00 *	45.60
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	45.60
YTD Encumbrance	.00	YTD Actual 45.60 Total 45.60	YTD Budget 1,000.00	Unexpended 954.40	
251-55130-250-000 LIBRARY: BOOKS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	439	US BANK	22.62		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 02/09/25			
AP	441	US BANK	47.38		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 02/09/25			
AP	442	US BANK	34.95		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 02/09/25			
AP	443	US BANK	22.56		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 02/09/25			
AP	444	US BANK	48.23		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 02/09/25			
AP	445	US BANK	18.99		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 02/09/25			
AP	447	US BANK	18.74		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 02/09/25			
AP	458	US BANK	12.24		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 02/09/25			
AP	460	US BANK	29.95		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 02/09/25			
AP	461	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 2/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 02/09/25			
AP	558	US BANK	102.61		
		**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: BAKER&TAYLOR BKS 2038789758 **Inv. Date: 02/09/25			
AP	632	US BANK	401.60		
		**VendorNo: 1950 **Inv. No: 2/15/25-LJANDACEK **Desc: ADULTBOOKS308797697 **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	785.85 *	.00 *	785.85

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-115 LIBRARY: BOOKS - ADULT (continued)					
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	785.85
YTD Encumbrance	.00	YTD Actual 785.85 Total	785.85	YTD Budget 17,000.00	Unexpended 16,214.15
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00
AP	354	GALE CENGAGE LEARNING	63.18		
**VendorNo: 683 **Inv. No: 86149627 **Desc: LARGE PRINT **Inv. Date: 02/07/25					
AP	357	GALE CENGAGE LEARNING	19.99		
**VendorNo: 683 **Inv. No: 86505180 **Desc: LARGE PRINT **Inv. Date: 02/26/25					
AP	358	GALE CENGAGE LEARNING	67.99		
**VendorNo: 683 **Inv. No: 86592958 **Desc: LARGE PRINT **Inv. Date: 02/27/25					
02/28/2025 (02/25) Period Totals and Balance			151.16 *	.00 *	151.16
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	151.16
YTD Encumbrance	.00	YTD Actual 151.16 Total	151.16	YTD Budget 3,000.00	Unexpended 2,848.84
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00
AP	553	US BANK	97.33		
**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: BOOKS CHILD 2038841428 **Inv. Date: 02/09/25					
AP	556	US BANK	285.82		
**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: BOOKS CHILD 2038843712 **Inv. Date: 02/09/25					
AP	559	US BANK	496.28		
**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: BOOKS CHILD 2038841390 **Inv. Date: 02/09/25					
AP	711	US BANK	186.03		
**VendorNo: 1950 **Inv. No: 2/15/25-SBAUMGART **Desc: Cavendish Quarterly Books **Inv. Date: 02/09/25					
AP	275	THE PENWORTHY COMPANY	2,548.50		
**VendorNo: 1859 **Inv. No: 0605620 **Desc: BOOK ORDER **Inv. Date: 02/11/25					
02/28/2025 (02/25) Period Totals and Balance			3,613.96 *	.00 *	3,613.96
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	3,613.96
YTD Encumbrance	.00	YTD Actual 3,613.96 Total	3,613.96	YTD Budget 16,000.00	Unexpended 12,386.04
251-55130-250-315 LIBRARY: BOOKS - TEEN					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00
03/31/2025 (03/25) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 3,175.00	Unexpended 3,175.00
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
01/31/2025 (01/25) Balance			.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP (continued)					
AP	536	US BANK	3,057.60		
		**VendorNo: 1950 **Inv. No: 2/15/25-JMULLET **Desc: MAGAZINES/NEWSPAPERS LIBRARY **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	3,057.60 *	.00 *	3,057.60
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	3,057.60
YTD Encumbrance	.00	YTD Actual 3,057.60 Total 3,057.60	YTD Budget 4,600.00	Unexpended 1,542.40	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	552	US BANK	112.87		
		**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: ADULT MOVIES 7136253 **Inv. Date: 02/09/25			
		02/28/2025 (02/25) Period Totals and Balance	112.87 *	.00 *	112.87
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	112.87
YTD Encumbrance	.00	YTD Actual 112.87 Total 112.87	YTD Budget 2,300.00	Unexpended 2,187.13	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	555	US BANK	12.39		
		**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPLE **Desc: ADULT MUSIC 0876255 **Inv. Date: 02/09/25			
AP	557	US BANK	12.58		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC (continued)					
		**VendorNo: 1950 **Inv. No: 2/15/25-JPOPPL		**Desc: ADULT MUSIC 0657024 **Inv. Date: 02/09/25	
		02/28/2025 (02/25) Period Totals and Balance	24.97 *	.00 *	24.97
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	24.97
YTD Encumbrance	.00	YTD Actual	24.97	Total	24.97
		YTD Budget	600.00	Unexpended	575.03
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	659	US BANK	62.61		
		**VendorNo: 1950 **Inv. No: 2/15/25-PREEDY		**Desc: CHILDRENS MOVIES **Inv. Date: 02/09/25	
AP	661	US BANK	8.24		
		**VendorNo: 1950 **Inv. No: 2/15/25-PREEDY		**Desc: CHILDRENS MOVIES **Inv. Date: 02/09/25	
		02/28/2025 (02/25) Period Totals and Balance	70.85 *	.00 *	70.85
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	70.85
YTD Encumbrance	.00	YTD Actual	70.85	Total	70.85
		YTD Budget	1,200.00	Unexpended	1,129.15
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	854.00	Unexpended	854.00
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	900.00	Unexpended	900.00
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
AP	9	OUTAGAMIE WAUPACA LIBRARY	4,141.29		
		**VendorNo: 1427 **Inv. No: 4546 **Desc: DIGITAL BUYING POOL SHARES FOR OWLS LIBRARIES **Inv. Date: 01/17/25			
AP	1	MIDWEST TAPE LLC	8,093.71		
		**VendorNo: 1263 **Inv. No: 2000020367-FEB2025 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 02/04/25			
		02/28/2025 (02/25) Period Totals and Balance	12,235.00 *	.00 *	12,235.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	12,235.00
YTD Encumbrance	.00	YTD Actual	12,235.00	Total	12,235.00
		YTD Budget	12,235.00	Unexpended	.00
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		01/31/2025 (01/25) Balance	.00 *	.00 *	.00
		03/31/2025 (03/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 189 Number of accounts: 89			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Grand Totals:			<u>161,460.29</u>	<u>4,887.68-</u>	<u>156,572.61</u>

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda March 2025

March had an exciting start with Ruta Sepetys' visit, and finished strong installing the Waupaca International Cultural Exchange Committee (WICEC) exhibit. Agendas for the Exhibit Room Committee were emailed and distributed on March 31 (when we installed the WICEC exhibit) with upcoming dates, exhibits and programs.

Although our schedule is booked out into 2027, I continue to work with Winchester Academy to align potential speakers with exhibits, and confirm all traveling/borrowed items for our remaining 2025 exhibits.

The City of Waupaca is celebrating its 150th Anniversary, and the library is celebrating its 125th Anniversary this spring! We teamed up with the Waupaca Historical Society to commemorate these milestones, with an exhibit of historic photographs on the bandstand, on display through the end of July. Additionally, we are hosting a Saturday morning activity with a special story time, potato stamping (to highlight our potato farming heritage), and, of course, cake. Tracy is always an amazing partner, and this exhibit is no exception. We know our programs and events are stronger with these collaborations, reaching more people in our community, and helping disperse workload across multiple entities and staff.



As reported at the board meeting last month, Ruta Sepetys' visit was a huge success. We have had outstanding collaborations with the school district this year, and I will attend the Board of Education meeting on April 8 to report on the importance of these partnerships for our school district students, staff, and benefit to the community.

PAST EXHIBIT:

Youth Art Month

Youth Art Month had another great run with 2680 people visiting in March and a total attendance of 4682. The Arts Hub co-hosted another after school program in the Children's Department, with 22 people attending. We had passive programming available for visitors throughout March (and especially for spring break), and went through over 100 paper plates to make bunnies. Our Exhibit Room Committee took down/packed up all artwork on March 31, and was picked up by art teachers in time to open the WICEC exhibit. We are so grateful for all the work the School District of Waupaca teachers do to get ready for this exhibit, and the connections it allows with new visitors to the library and our space.

ON EXHIBIT:

Waupaca International Cultural Exchange Committee

We installed the majority of the exhibit on March 31, and were able to open the exhibit on April 3, two days ahead of schedule. WICEC families brought in LOTS of items and shared personal travel/hosting stories for visitors to learn about the exchange experience with our sister city, Mitoyo City, Japan.

We are working with the Children's Department on an All Things Japanese after school program on April 16; the Children's Department is providing crafts, and WICEC is providing Japanese snacks to try as well as information on the exchange program. Winchester is hosting Carol Kratz to discuss the ancient art of Japanese paper making on April 28, 6.30p.

UPCOMING EXHIBIT:

Marie App Oeuvre (Summer Learning Program: Color Our World)

Summer is right around the corner and we are excited to showcase Marie App's amazing watercolor artwork as part of the Summer Learning Program: Color Our World. The Children's Department is providing lots of in person programming at the library and in the Exhibit Room, so we will focus on passive activities for our young patrons and their caregivers when they visit outside of in person programming.

MONTHLY ATTENDANCE REPORT:

The attendance chart for March is included with this report.



2025 Schedule

- *Shelter In Knowledge*-December 21, 2024 - February 1, 2025
- *Youth Art Month*: February 8-March 29
- *Waupaca International Cultural Exchange Committee*: April 5 - May 31
- *Marie App Oeuvre (Summer Learning Program: Color Our World/Art)* : June 7-August 2
- *Freed Between the Lines / Banned Books: August 9-October 11*
- *World War I: Lessons & Legacies: October 18-December 6*
- *Community Blood Center*: December 13, 2025 -February 1, 2026

2026 Schedule

- *Community Blood Center*: December 13-February 1
- *Youth Art Month*: February 7-March 28
- *Gardens/Local Agriculture: April 4-May 30*
- *Summer Learning Program (Unearth a Story/Dinosaurs)* : June 6-August 1
- *WCAB 20th Anniversary*: August 8-October 3
- *Kevin Knopp*: October 10-December 5
- *Quilts*: December 12-January 30

2027 Schedule

- *Quilts*: December 12-January 30
- *Youth Art Month*: February 6-March 27
- *30 Works by 30 Artists*: April 3- May 29
- *Summer Learning Program (Mystery/Detective/Suspense)*: June 5-July/August

MARCH 2025 EXHIBIT ROOM VISITS

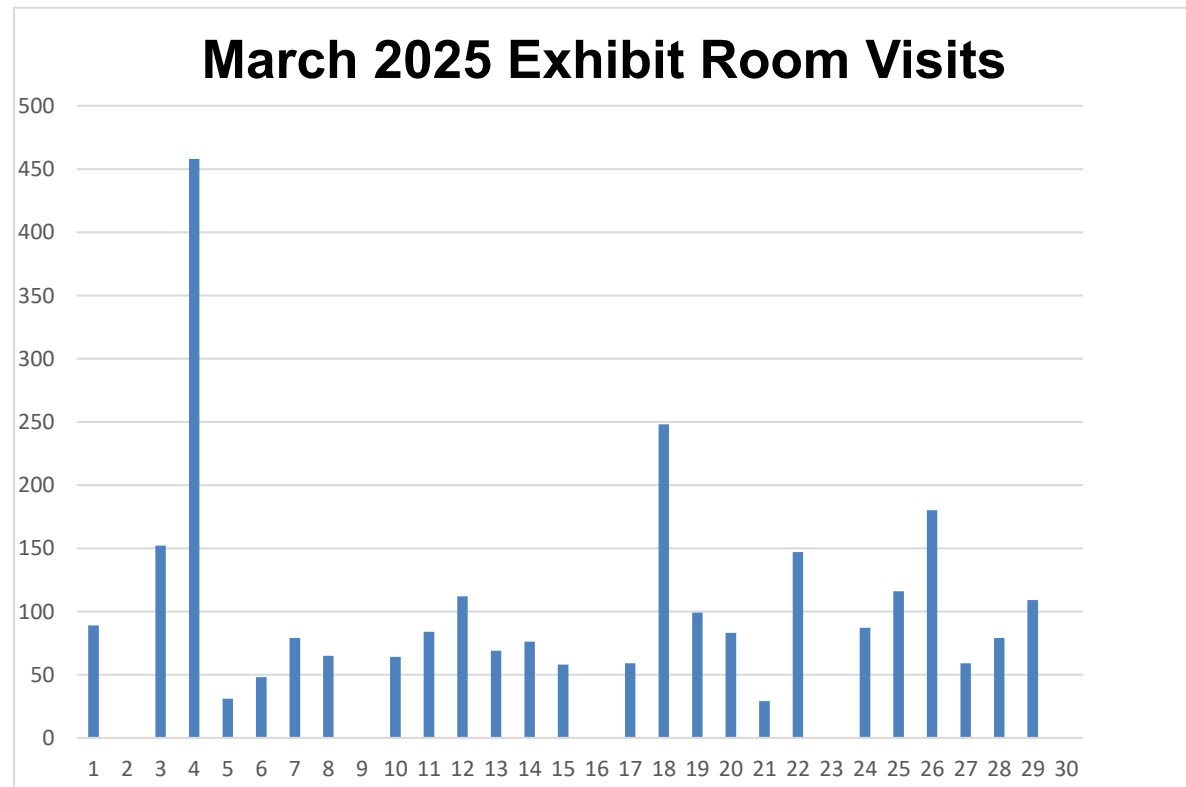
03/1/2025	Saturday	89
03/2/2025	Sunday	-
03/3/2025	Monday	152
03/4/2025	Tuesday	458
03/5/2025	Wednesday	31
03/6/2025	Thursday	48
03/7/2025	Friday	79
03/8/2025	Saturday	65
03/9/2025	Sunday	closed
03/10/2025	Monday	64
03/11/2025	Tuesday	84
03/12/2025	Wednesday	112
03/13/2025	Thursday	69
03/14/2025	Friday	76
03/15/2025	Saturday	58
03/16/2025	Sunday	closed
03/17/2025	Monday	59
03/18/2025	Tuesday	248
03/19/2025	Wednesday	99
03/20/2025	Thursday	83
03/21/2025	Friday	29
03/22/2025	Saturday	147
03/23/2025	Sunday	closed
03/24/2025	Monday	87
03/25/2025	Tuesday	116
03/26/2025	Wednesday	180
03/27/2025	Thursday	59
03/28/2025	Friday	79
03/29/2025	Saturday	109
03/30/2025	Sunday	closed
03/31/2025	Monday	install
TOTAL		2680

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.

Youth Art Month (February) = 2022

Youth Art Month (March) = 2680

Youth Art Month TOTAL = 4682



2025 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.40	\$0.00	\$0.00										\$0.40	
2025 Running Total													
\$0.40	\$0.40	\$0.40											
2024 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$8.20	\$0.00	\$0.00	\$8.50	
2024 Running Total													
\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.30	\$0.30	\$0.30	\$8.50	\$8.50	\$8.50		
	\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2023 Running Total													
	\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01	\$35.97	\$35.97	\$35.97
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
2025 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$847.20	\$539.66	\$795.94										\$2,182.80	
2024 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$580.46	\$484.37	\$580.97	\$590.98	\$589.02	\$466.69	\$582.83	\$773.13	\$546.49	\$690.51	\$514.64	\$574.91	\$6,975.00	
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	\$458.34	\$594.92	\$566.99	\$569.08	\$436.24	\$391.21	\$505.83	\$6,245.98	
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	
2025 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$100.00	\$410.00	\$135.00										\$645.00	
2024 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$73.00	\$235.00	\$225.00	\$483.00	\$130.00	\$50.00	\$50.00	\$102.50	\$135.00	\$267.50	\$140.00	\$205.00	\$2,096.00	
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	\$116.05	\$435.00	\$440.00	\$80.00	\$125.00	\$81.00	\$95.00	\$2,102.05	
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	
2025 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$279.90	\$183.94	\$330.40										\$794.24	
	-\$36.99	-\$19.99	-\$63.99									-\$120.97	
	\$242.91	\$163.95	\$266.41									\$673.27	
2024 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$277.88	\$254.82	\$223.98	\$200.37	\$209.51	\$109.00	\$358.03	\$241.89	\$300.65	\$302.08	\$110.99	\$348.87	\$2,938.07	
	\$0.00	-\$130.00	-\$16.99	-\$33.00	-\$24.00	-\$95.00	-\$20.00	-\$52.99	-\$18.98	-\$22.99	-\$15.99	-\$24.99	-\$454.93
	\$277.88	\$124.82	\$206.99	\$167.37	\$185.51	\$14.00	\$338.03	\$188.90	\$281.67	\$279.09	\$95.00	\$323.88	\$2,483.14
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	\$147.03	\$132.00	\$504.10	\$441.49	\$320.78	\$162.90	\$250.31	\$3,534.48	
	-\$56.45	-\$71.00	-\$41.99	-\$104.99	-\$83.99	-\$52.98	-\$6.99	-\$88.95	-\$113.26	-\$80.00	-\$73.95	\$0.00	-\$774.55
	\$201.45	\$409.71	\$272.07	\$72.00	\$262.22	\$94.05	\$125.01	\$415.15	\$328.23	\$240.78	\$88.95	\$250.31	\$2,759.93
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	
2025 Donation Box													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$162.02	\$141.29	\$113.00										\$416.31	
2024 Donation Box													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$238.62	\$137.98	\$98.69	\$165.32	\$89.17	\$55.49	\$77.39	\$281.20	\$78.77	\$95.88	\$147.17	\$113.79	\$1,579.47	
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	\$113.23	\$77.80	\$113.17	\$58.46	\$91.67	\$189.60	\$74.65	\$1,091.07	
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	
2025 Passports													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$840.00	\$1,295.00	\$315.00										\$2,450.00	
2024 Passports													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$350.00	\$910.00	\$595.00	\$120.00	\$525.00	\$175.00	\$245.00	\$385.00	\$385.00	\$455.00	\$420.00	\$770.00	\$5,335.00	
2023 Passports													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$140.00	\$245.00
2025 Credit Card													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.00										\$0.00	
2025 WAIVED													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$37.25	\$3.60	\$52.10										\$92.95	
2024 WAIVED													
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$63.00	\$98.09	\$565.00	\$95.20	\$6.35	\$32.70	\$9.75	\$10.30	\$228.35	\$9.30	\$6.90	\$19.45	\$1,144.39	
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	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90	\$ 120.15	\$ 12.55	\$1,006.40	
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 2025

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	894	892	894										2,680
2024	1,063	919	1,019	1,325	1,264	1,074	1,067	1,138	921	1,129	915	764	12,598
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
2025	8,075	7,276	8,075										23,426
2024	6,417	7,562	7,835	7,851	7,155	9,451	9,389	9,346	8,057	9,690	8,339	8,042	99,134
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
2025 wireless	737	733	879										2,349
2025 stations	458	432	534										1,424
2024 wireless	627	689	746	816	810	966	1,081	1,073	866	1,059	772	798	10,303
2024 stations	448	421	477	507	447	506	513	566	431	524	455	393	5,688
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
2025	7	10	7										24
2024	23	44	26	23	23	10	15	12	9	7	12	6	210
2023	60	40	44	25	40	44	27	28	27	24	17	20	396

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	98.25	129.25	98.25										326
2024	17.75	23.5	47	37.5	47.2	69.25	54.25	86.25	81	103.25	76.45	75	718
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75	11.7	163

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	10	9	2										21
2025 attendance	94	91	33										218
2024 programs	8	8	10	7	2	10	10	11	9	10	8	4	97
2024 attendance	106	73	119	68	4	126	74	68	91	92	135	61	1,017

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	10	17	18										45
2025 attendance	362	592	604										1,558
2024 programs	7	11	12	14	8	11	16	7	5	18	14	9	132
2024 attendance	324	400	528	538	323	212	234	162	210	564	494	196	4,185

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	0	1	5										6
2025 attendance	0	250	506										756
2024 programs	1	3	2	7	2	4	2	2	1	1	2	8	35
2024 attendance	47	143	570	1,796	77	139	90	580	42	41	21	415	3,961

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	4	7	5										16
2025 attendance	35	38	23										96
2024 programs	5	5	3	8	4	9	5	4	4	15	6	4	72
2024 attendance	25	29	17	34	107	70	47	25	23	81	48	743	1,249

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	93	86	93										272
2024	68	92	78	74	68	78	96	91	104	114	54	68	985
2023			120	71	88	96	100	122	65	93	59	41	855

Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	21	37	9										67
2024	10	24	17	2	15	5	8	11	10	13	11	20	146
2023							0	0	0	0	3	4	7

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	3	2	2										7
2024	5	6	8	9	7	5	2	4	3	4	6	5	64
2023							6	3	2	3	5	6	25

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	4,515	3,406	4,054										11,975
2024	2,426	3,711	3,623	3,610	3,870	4,255	3,346	4,347	5,112	6,185	4,041	3,771	48,297
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535

Mar 2025 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,313	1,152	161	1.14	3,867	3,379	488	1.14
Appleton	OOAPL	8,088	10,617	(2,529)	0.76	12,637	14,067	(1,430)	0.90
Baileys Harbor	NDBAI	655	468	187	1.40	1,782	1,343	439	1.33
Birnamwood	NSBIR	683	284	399	2.40	1,834	1,006	828	1.82
Black Creek	OOBCL	2,007	926	1,081	2.17	5,982	2,640	3,342	2.27
Bonduel	NSBON	399	836	(437)	0.48	1,122	2,227	(1,105)	0.50
Clintonville	OWCPL	2,360	1,020	1,340	2.31	6,974	2,805	4,169	2.49
Coleman	NMCOL	448	672	(224)	0.67	1,328	2,194	(866)	0.61
Crivitz	NMCRI	635	1,262	(627)	0.50	1,856	3,826	(1,970)	0.49
Egg Harbor	NDEGG	575	484	91	1.19	1,747	1,455	292	1.20
Ephraim	NDEPH	438	129	309	3.40	1,370	434	936	3.16
Fish Creek	NDFIS	367	321	46	1.14	1,148	1,009	139	1.14
Florence	NFFLO	441	379	62	1.16	1,229	1,178	51	1.04
Forestville	NDFOR	516	347	169	1.49	1,464	995	469	1.47
Fremont	OWFPL	769	452	317	1.70	2,030	1,444	586	1.41
Gillett	NOGIL	562	316	246	1.78	1,690	1,019	671	1.66
Goodman	NMGOO	74	237	(163)	0.31	183	810	(627)	0.23
Green Earth	NBON2	97	3	94	32.33	343	5	338	68.60
Hortonville	OOHPL	1,642	2,942	(1,300)	0.56	4,705	8,422	(3,717)	0.56
Iola	OWIVL	1,103	1,016	87	1.09	3,363	2,729	634	1.23
Kaukauna	OOKAU	3,684	3,914	(230)	0.94	9,779	12,425	(2,646)	0.79
Kewaunee	NKKEW	1,660	1,427	233	1.16	5,032	4,137	895	1.22
Kimberly	OOKIM	3,088	5,772	(2,684)	0.53	7,534	19,326	(11,792)	0.39
Lakewood	NOLAK	789	858	(69)	0.92	2,303	2,368	(65)	0.97
Lena	NOLEN	576	245	331	2.35	1,847	867	980	2.13
Little Chute	OOLIT	3,245	4,491	(1,246)	0.72	8,750	15,263	(6,513)	0.57
Manawa	OWMAN	1,239	625	614	1.98	3,768	2,010	1,758	1.87
Marinette	NMMRT	1,483	1,371	112	1.08	4,716	4,286	430	1.10
Marion	OWMAR	1,149	711	438	1.62	3,361	2,165	1,196	1.55
Mattoon	NSMAT	104	111	(7)	0.94	310	341	(31)	0.91
New London	OWNLP	2,121	1,558	563	1.36	6,462	4,304	2,158	1.50
NFLS	NFLS	-	32	(32)	-	-	76	(76)	-
Niagara	NMNIA	323	390	(67)	0.83	966	1,035	(69)	0.93
Oconto	NOOCO	1,097	900	197	1.22	3,208	2,517	691	1.27
Oconto Falls	NOOCF	1,718	952	766	1.80	5,096	2,893	2,203	1.76
Oneida	NBONE	844	202	642	4.18	2,476	649	1,827	3.82
OWLS	OWLS	-	1	(1)	-	-	3	(3)	-
Peshtigo	NMPES	375	336	39	1.12	1,023	1,129	(106)	0.91
Scandinavia	OWSCA	580	322	258	1.80	1,647	1,126	521	1.46
Seymour	OOSEY	2,201	1,710	491	1.29	6,455	4,600	1,855	1.40
Shawano	NSSHA	2,598	2,382	216	1.09	8,047	6,946	1,101	1.16
Shiocton	OOSHI	869	593	276	1.47	2,461	1,641	820	1.50
Sister Bay	NDSIS	1,322	1,014	308	1.30	3,760	3,060	700	1.23
Sturgeon Bay	NDSTR	2,746	3,435	(689)	0.80	8,442	9,369	(927)	0.90
Suring	NOSUR	844	522	322	1.62	2,429	1,678	751	1.45
Tigerton	NSTIG	324	361	(37)	0.90	962	1,109	(147)	0.87
Washington Island	NDWSH	327	356	(29)	0.92	1,010	932	78	1.08
Waupaca	OWWAU	3,246	3,691	(445)	0.88	9,499	10,213	(714)	0.93
Wausaukee	NMWAS	470	484	(14)	0.97	1,326	1,449	(123)	0.92
Weyauwega	OWWEY	1,231	761	470	1.62	3,739	1,952	1,787	1.92
Wittenberg	NSWIT	210	245	(35)	0.86	668	874	(206)	0.76
TOTAL		63,635	63,635	-	1.00	173,730	173,730	-	1.00

Loaned by	Borrowed by			Borrowed by		
	NFLS libraries	OWLS libraries	Total	NFLS libraries	OWLS libraries	Total
NFLS libraries	13,274	11,739	25,013	41,758	32,826	74,584
OWLS libraries	9,238	29,384	38,622	24,834	74,312	99,146
Total	22,512	41,123	63,635	66,592	107,138	173,730

Net = Number of items loaned less number of items borrowed
Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2025

Circulation Statistics 2025													
Waupaca 2025 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2025 Downloads - ebooks	1,087	952	1,012										3,051
2024 Downloads - ebooks	1,124	980	1,069	993	956	901	997	982	913	827	850	919	11,511
2025 Downloads - Audio	1,294	1,261	1,294										3,849
2024 Downloads - Audio	1,194	1,120	1,158	1,175	1,211	1,167	1,157	1,126	1,057	1,169	1,132	1,124	13,790
2025 Downloads - Magazine	376	326	362										1,064
2024 Downloads - Magazine	324	331	371	113	209	225	197	162	245	249	327	356	3,109
2025 Downloads - Hoopla	462	391	412										1,265
2024 Downloads - Hoopla	351	358	390	408	383	366	377	397	369	393	388	368	4,548
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,408	2,356	2,526										7,290
Checkouts	10,601	9,693	10,718										31,012
<i>Total Circulation w/renewals</i>	<i>13,009</i>	<i>12,049</i>	<i>13,244</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>38,302</i>
2024 Totals	12,071	12,476	12,848	12,311	11,293	13,634	14,242	13,308	11,513	12,475	12,154	10,700	149,025
2023 Totals	12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
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
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	February	March	Total	2025
Dayton	1,765	1,563	1,450	4,778	12%
Farmington	1,923	1,724	1,940	5,587	15%
Lind	609	413	594	1,616	4%
Waupaca (Town)	560	618	747	1,925	5%
Other Towns	584	718	819	2,121	6%
Town Total	5,441	5,036	5,550	16,027	42%
Waupaca (City)	4,702	4,378	4,929	14,009	37%
Waushara County	581	593	599	1,773	5%
Winnebago County	12	12	2	26	0%
Portage County	1,101	984	1,062	3,147	8%
Other	1,172	1,046	1,102	2,218	6%
Total	13,009	12,049	13,244	38,302	

Monthly/YTD Circs and Renewals - March 2025

<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	2,809	698	3,507	8,203	2,031	10,234
Appleton	52,988	15,107	68,095	81,219	20,226	101,445
Black Creek	2,405	737	3,142	6,677	2,026	8,703
Clintonville	3,927	885	4,812	10,752	2,419	13,171
Door Cty - Baileys Harbor	1,014	229	1,243	3,005	689	3,694
Door Cty - Egg Harbor	1,123	247	1,370	2,921	697	3,618
Door Cty - Ephraim	225	67	292	819	235	1,054
Door Cty - Fish Creek	511	128	639	1,557	346	1,903
Door Cty - Forestville	578	228	806	1,781	579	2,360
Door Cty - Sister Bay	2,606	566	3,172	7,439	1,781	9,220
Door Cty - Sturgeon Bay	8,037	2,464	10,501	22,581	6,351	28,932
Door Cty - Washington Island	712	78	790	1,986	250	2,236
Florence	656	79	735	2,154	245	2,399
Fremont	1,407	216	1,623	3,914	880	4,794
Gillett	437	130	567	1,409	432	1,841
Hortonville	5,256	1,658	6,914	16,047	4,882	20,929
Iola	1,716	556	2,272	5,249	1,324	6,573
Kaukauna	10,792	3,144	13,936	32,014	9,504	41,518
Kewaunee	3,357	1,104	4,461	9,909	3,022	12,931
Kimberly	11,852	4,664	16,516	41,189	13,681	54,870
Lakewood	2,063	532	2,595	5,902	1,462	7,364
Lena	786	245	1,031	2,300	694	2,994
Little Chute	9,095	3,806	12,901	31,234	11,539	42,773
Manawa	1,497	438	1,935	4,689	1,201	5,890
Marinette Cty - Coleman	1,168	315	1,483	3,937	1,005	4,942
Marinette Cty - Crivitz	1,949	646	2,595	6,288	1,769	8,057
Marinette Cty - Goodman	206	46	252	709	156	865
Marinette Cty - Marinette	3,207	971	4,178	9,760	2,616	12,376
Marinette Cty - Niagara	459	194	653	1,350	500	1,850
Marinette Cty - Peshtigo	659	189	848	2,126	738	2,864
Marinette Cty - Wausaukee	833	128	961	2,518	422	2,940
Marion	2,173	560	2,733	6,223	1,696	7,919
New London	4,829	810	5,639	13,439	2,411	15,850
Oconto	1,994	593	2,587	5,583	1,588	7,171
Oconto Falls	2,736	423	3,159	8,274	1,446	9,720
Oneida Tribal - Green Earth	34	11	45	49	21	70
Oneida Tribal - Oneida	390	158	548	1,141	443	1,584
Scandinavia	425	217	642	1,496	534	2,030
Seymour	2,899	1,102	4,001	8,035	2,909	10,944
Shawano Cty - Birnamwood	1,693	255	1,948	6,404	967	7,371
Shawano Cty - Bonduel	953	494	1,447	2,659	1,174	3,833
Shawano Cty - Mattoon	125	34	159	394	99	493
Shawano Cty - Shawano	6,885	1,706	8,591	20,933	4,769	25,702
Shawano Cty - Tigerton	491	212	703	1,461	642	2,103
Shawano Cty - Wittenberg	287	146	433	1,175	373	1,548
Shiocton	973	99	1,072	2,511	427	2,938
Suring	1,002	338	1,340	3,105	949	4,054
Waupaca	10,718	2,526	13,244	31,012	7,290	38,302
Weyauwega	1,699	663	2,362	4,506	1,514	6,020
Total	174,636	50,842	225,478	450,038	122,954	572,992

Posted 4/1/25

Director's Report – April 2025

REMINDER: Staff In-Service Day

On April 25 the Library will be closed for our annual staff in-service. We will have a speaker from Job Services Wisconsin updating staff on the full scope of employment resources available from the State. We will also have Denise Roman from the Aging and Disability Resource Center (ADRC) presenting information on working with patrons with dementia. Breakout sessions will include information on VR, setting boundaries with patrons, the CREATE computer and microfilm.

Organizational Meeting

Trustee positions, those at the end of their 3 year appointment plus the City Council representative, will be filled at the April 15th meeting of the City Council. The May 21 meeting of the Library Board will be the annual organizational meeting, during which committee and officer positions for the year are filled. Please take a look at the Bylaw information attached ahead of next month's meeting.

125th Anniversary

On Saturday, April 12th the Library will be holding a 125 anniversary celebration as part of the 150th anniversary for the incorporation of the City of Waupaca. There is a historical display around the gazebo and will be displays, games and cake inside the Library and foyer. While not the date of the founding of the Village of Waupaca around which the big parties have happened, it should be a fun day nonetheless!

Update on Square

Setup is completed for the hardware, software and checking account for point-of-sale credit/debit card service at the Main Desk. Our first transaction was successfully processed. The final step is to successfully obtain a printed check that can be deposited with the City Finance Department. Something went wrong in the process, unfortunately, so we don't have check capabilities yet. This is the last obstacle to going live with this new service, and I'm hoping that I can report it has been cleared up at the Wednesday meeting.

Updated Tracking

The Foundation and Library use a Google Sheet to track donors and donor information for funds received by the Foundation. I am working to update this to provide better tracking of donation funds spent, which should allow easier reconciliation.

New Donations Box

City staff members are working to clean out the old HFH Building ahead of its demolition this summer. One of the items in storage there is a wood food pantry donations chest. My understanding is that the box was an Eagle Scout project, and we are delighted to give it a new home.

Respectfully submitted,

Eric Scott Bailey



March Programs

- **Tuesday, March 5** Lunch and Learn: Children's Library International with Chuck Thuesch-25 People (Mary P.)
- **Saturday, March 8** Family Movie: The Parent Trap-10 People (Mary P.)
- **Saturday, March 15** Book Club: After Annie-8 People (Laura J.)
- **Saturday, March 29** Book To Movie Club: Girl on the Train-8 People (Jan P.)
- ¿Comó se dice? 19 people over the month
- **Engagement Table**
 - Letter Writing Station
 - Paper Butterflies

Lunch and Learn for the start of March was a collaboration with Winchester, as they provided the speaker to repeat his presentation from Monday evening. Chuck Thuesch presented his work through Children's Library International. The program went well with an interesting history of his charity work. Synergy Home Care once again provided great help and meal donation. Molly had a last minute family emergency, so Mary P. happily stepped in to help (with schedule help from Jan P.) Mary showed once again her unique talent for stepping into any program and seeming like a natural, while using great leadership skills to assist in running the program. She is certainly an asset to our library. This also marked the last month of working with Jessica from Synergy to coordinate these programs as she is no longer working for the company. She has passed on her duties to Lisa F. We will likely be using Mary in future months to assist with the program as we are short handed with less staff from Synergy assisting.

We attempted a family movie for the month of March, using a "modern classic", the 1998 version of Parent Trap. We had some new attendees and a few from the past, but attendance to our film program is still on the lower side. We are looking at ways to pivot our public movie showings. We will let the rest of the Jack Rhodes movies and intros run their course, but look at showing movies more sporadically in the future, tied into certain events or holidays throughout the year. Mary P. has been pivotal in going forward with the film series and evaluating the future, along with historical knowledge from Laura J.

Our Book Club has had renewed interest, up to 8 attendees in March to enjoy After Annie. Staff pics continue to engage our audience and encourage new people to attend. Thank you Laura J. for another great book contribution.

-Respectfully submitted by Molly Reinke

The beginning of March I put together an Adult Circulation Staff Meeting. We had a very productive meeting that lasted just over an hour. We touched on many topics which included going over some procedure reminders, technology questions, and staff concerns.

We had five more volunteers trained for the Adopt-a-Shelf project in March.

I have created some of the paperwork for the Walking Books Volunteer Program:

- Walking Books Volunteer Position Description

- Card Application form for the homebound (with staff section to match a volunteer)
- Acknowledgement of Receipt & Understanding of Waupaca Public Library Policies Form

I am currently working on the liability waiver. After the waiver, I would like to create my own PowerPoint for training.

The Book-to-Movie Club selection for March was "The Girl on the Train". We had 8 people attend the discussion and movie. Main Street Popcorn has offered to donate the popcorn for our Book-to-Movie Club gatherings moving forward. That is very generous of them and much appreciated!

It has come to my attention through staff and patrons that local organizations and clubs are losing members as these groups are aging out. I am working with Laura Jandacek and Molly Reinke to host a community organizations, clubs, activities Fair at the library. Somewhat like a Job Fair but with community clubs and organizations. We have created a large list of possible groups that could benefit from this and are gathering contacts. We are looking at doing this sometime in June. I will continue to give updates.

-Respectfully submitted by Janice Popple

Children's Dept Report - March 2025

Animal Track Scavenger Hunt - 134
Snow Moon Story Hike - 23
Storytime - 74
Sunny Day - 256
Babygarten - 82
5th Grade Book Talks - 144
Book Packs - 20
School Requests - 61

The children's department was jam packed with all sorts of collaborations and partnerships this month.

Taylor and I were invited to see Ruta Sepetys speak at the High School, another of the wonderful miracles of Liz. We also attended the casual book club at the high school, which proved to be a great engagement that we hope to pursue in the future.

We hosted an author visit from Kelly Nelson, author of *Brownie the War Dog*, had a good turnout at the Snow Moon Story Hike, and gathered quite a bit of interest with our 5th Grade Book Talks!



We had a huge turnout for this year's 4th Grade Wax Museum, with the event expanding in the adult's department as well. As always this is a fantastic partnership with Mrs. Feldt, Mr. Williams, Mrs. Douglas, and Mrs. Koch and we thank them so much for the time and energy they put into it!

In March, the children's department was able to meet with Erin Kempfert from the Big Brothers Big Sisters program. We hope to partner with them soon on the possibilities of hosting BBBS events or offering materials for paired groups.

March 2025 Board Report Teen Department

Read Across America with the Waupaca High School

Taylor and Simon broke out the traveling CARL laptop and took to the Waupaca High School on March 3rd and 7th for Read Across America Week. Together, they were able to give students library card applications, help students renew and update old cards, and issue new cards in the Waupaca High School's library during lunchtime. They were able to assist two students and would like to try it again in 2026 as it was a great form of outreach and connecting with students that we don't see regularly. Special to Liz Kneer who suggested the idea as she was collaborating with the school to make our visit with Ruta Sepetys a reality!

Author Visits and Teen Impact

When author, Ruta Sepetys, visited the Waupaca High School on March 6th, Taylor made a point to attend alongside faculty members and students. The Teen Room was visited by a group of high school-aged teenagers that were looking for more of Ruta Sepetys' books as well as a spot to gush about the visit earlier that day. It was a great opportunity that left the students eager for more author visits in the future, and eager to get their hands some fantastic books!

Spring Break at the Library

We broke out the VR Goggles during Spring Break and encouraged the teens to play a collaborative game of "Keep Talking and Nobody Explodes!". The teens had a great time exploring our new tech as well as scrambling to communicate clearly with friends and strangers. Other activities included a Lego Day in the Teen Room with a variety of challenges and tasks provided, a Dungeons and Dragons game, perler bead crafts, and more!

Listed below are all of our March events and number of participants that attended:

- 2/5/2025 – Learn How to Run Dungeons and Dragons – 6 participants. Taylor hosted.
- 3/7/2025 - Teen Art Zone: Tiny Masterpieces – 7 participants. Taylor hosted.
- 3/19/2025 - Teen Led D&D (2 groups) – 8 participants. Taylor hosted, Teens led.
- 3/23/2025 -Teen Led D&D – 5 participants. Taylor hosted, Teens led.
- 3/10/2025 - Brick Club (Legos) – 8 participants. Taylor hosted.
- 3/11/2025 - VR: Keep Talking and Nobody Explodes – 8 participants. Taylor hosted.
- 3/13/2025 - Teen D&D One Shot: Humblewood – 6 participants. Taylor hosted.

(Below) Teens participating in "Keep Talking and Nobody Explodes". One teen attempts to defuse a bomb with the other's help.



Respectfully submitted by Taylor Wilcox, Teen Services Librarian

April 9th, 2025



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
POLICY COMMITTEE MEETING MINUTES
WEDNESDAY MARCH 19, 4:00 PM
CITY OF WAUPACA COUNCIL CHAMBERS

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

Library Director, Eric Bailey at 4:00PM, called meeting to order. Sarah Hanneman, Cory Nagel, Holly Olson, Melanie Peterson, John Turner and Alton Ross were in attendance. Mary Zimmerman was absent. Also present were Adult Services Librarian, Jan Popple.

Approval of agenda: MOTION by J. Turner, SECOND by C. Nagel to approve the agenda. 6 ayes, 0 nays, 1 absent.
Motion Passed

Open meeting law statement was read by Library Director, Eric Bailey.

Mary Zimmerman arrived: 4:08pm

Review of existing policies
Revised Volunteer Policy.

MOTION by C. Nagel, SECOND by J. Turner to approve the revision of the Volunteer Policy. 7 ayes, 0 nays, 0 absent.
Motion Passed.

Adjournment
MOTION by J. Turner, SECOND by C. Nagel to adjourn. 7 ayes, 0 nays, 0 absent. Motion Passed

Meeting adjourned at 4:11pm

Chaired by Eric Bailey, Library Director
Compiled by Jan Popple

Resolution of Thanks to Mary Zimmerman

Waupaca Area Public Library

WHEREAS, Mary Zimmerman was appointed to the Board of Library Trustees in July 2015; and

WHEREAS, Ms. Zimmerman has served since that time as a member of the Library Board; and

WHEREAS, Ms. Zimmerman has capably represented the perspective of local small business owners; and

WHEREAS, Ms. Zimmerman took a leading role in the renovation of the Youth Services Department; and

WHEREAS, Ms. Zimmerman’s tenure on the Board covered significant change, including the COVID-19 pandemic and the hiring of a new Library Director; and

WHEREAS, Ms. Zimmerman has been a tireless advocate for the Waupaca Area Public Library and its role in the community; and

WHEREAS, Ms. Zimmerman has completed her tenure as a member of the Library Board after nearly 10 years of service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Mary Zimmerman for her years of service to the City of Waupaca as a Library Trustee.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Mary Zimmerman with a signed copy of this resolution.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of April, 2025 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Melanie Peterson, President
The Board of Library Trustees of the
Waupaca Area Public Library

ATTEST:

Eric Bailey, Library Director
Waupaca Area Public Library

Waupaca Area Public Library Board of Trustees By-Laws

Article I. Membership

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

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

Article II. Officers

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

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

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

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

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

Article III. Meetings

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

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

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

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

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

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

Article IV. Committees

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

Article V. Library Director & Staff

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

Article VI. General

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

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

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

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

Outagamie Waupaca Library System
Board of Trustees
January 16th, 2025, Meeting Minutes

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

PRESENT: Mitesh Ajmera (left at 6:35pm), Tyler Baeten, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola, Peter Gilbert, Steve Hart, Wendy Hartman (left at 7:24pm), B Looker, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Nina Dittmar.

Excused: Mike Hankins, Lila Malvik-Shower.

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

Gilbert moved, seconded by Frola, to approve the December 19th, 2024, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Hartman, to accept the December 2024 financial report and file for audit. Motion carried.

Ver Voort moved, seconded by Buchholtz, to approve the December 2024 and January 2025 automatic payments and checks numbered 34087 – 34132 inclusive, in the total amount of \$370,943.88 and payroll-related expenditures in the amount of \$81,645.82. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees voted to elect 2025 officers as nominated: B Looker as President, Wendy Hartman as Vice President, and Bobbie Buchholtz as Secretary/Treasurer. Motion carried.

President Looker appointed Fallona, Thompson, and Gilbert as Personnel Committee members for 2025.

President Looker requested volunteers to serve on the Executive Committee for 2025. No action taken.

Forsythe moved, seconded by Frola, to approve the revised Outagamie County Agreement for 2025. Motion carried.

Hartman moved, seconded by Ajmera, to approve the revised OWLSnet Resource Sharing Policy and List of Exceptions. Motion carried.

Trustees discussed health insurance. No action taken.

Trustees discussed trustee training priorities. No action taken.

Having completed the agenda, the meeting was adjourned by President Looker at 7:26pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.