



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MAY 21, 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 MEETING HELD WEDNESDAY, APRIL 16, 2025
 - a. **ACTION ITEM: APPROVE** minutes of APRIL 16, 2025 Meeting
4. MONTHLY BILLS FOR APRIL 2025, **BILLS \$57,676, PERSONNEL \$52,513, Donations Expenditures \$2,552**
 - a. **ACTION ITEM: APPROVE** APRIL 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. No Meeting
- D. Personnel Committee
 - a. Met April 30, 2025
 - i. **ACTION ITEM:** Approve minutes of April 30, 2025 Personnel Committee meeting.

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Ethics and Fraud Policies
 - i. **ACTION ITEM:** Review the Ethics and Fraud Policies and place them on file.
- c. Library Officer Elections & Committee Assignments
 - i. **ACTION ITEM:** Approve the slate of nominated officers.
- d. Assistant Head of Youth Services Pending Vacancy
 - i. **ACTION ITEM:** Approve Library Associate – Head of Youth Services job description if recommended by Personnel Committee.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, June 18, 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 APRIL 16, 2025, 4:30PM

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

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

Melanie Peterson, Julie Eiden, C. Nagel, Sarah Hanneman, Holly Olsen, John Turner, John Miller and Alton Ross were present. Mary Zimmerman was absent. Library Director, Eric Bailey, Adult Services Head Jan Popple, Head of Youth Services Simon Baumgart, and Youth on Board Alternate Alisa Forseth were present.

APPROVAL OF AGENDA

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

The Open Meeting Law Statement was read by Melanie Peterson.

Minutes from March 19, 2025 Board Meeting.

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

Monthly bills for March, BILLS \$, PERSONNEL \$, DONATIONS EXPENDITURES \$.

MOTION by J Turner, SECOND by C. Nagel, to approve March 2025 Bills, personnel costs, and donation expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Library Statistics

Copy Income **\$795.94**; Meeting Room Income **\$135.00**

Volunteer Hours **98.25**; Reference Transactions **894** Library Visits **8,075**; Internet Use: 879 wireless, **534** stations; Curbside service **7**; Total Library Programs **30**, Total Program Attendance **1,166**; Study Room Use 93; Passport Applications **9**

Interloan Chart: **3,246** items loaned, **3,691** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **13,244**

Consortium Circulation Chart was presented.

Library Exhibit Room Report

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



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 met March 19, 2025

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

Personnel Committee scheduled for Wednesday April 30, 2025 at 4:30.

Old Business - None

New Business

a. Incident Reports – none

b. Resolution of Thanks for Mary Zimmerman

MOTION by J Eiden, SECOND by H. Olsen to create/purchase a certificate of gratitude. 8 Ayes, 0 Nays, 1 Absent.

Motion passed unanimously by voice vote.

Announcements & Correspondence

OWLS Meeting: An OWLS meeting occurred.

Next meeting will be Wednesday, May 21, 2025, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by C. Nagel, SECOND by S. Hanneman, to adjourn. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 4:59 pm.

Chaired by Melanie Peterson, Library Board President

Minutes taken and compiled by Jan Popple

2025 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2024	Budget	% Expended	% Unexpended
		12/31/2024	Apr-25	4/30/2025	EOY	Request		
		Prior Year	Actual	CURRENT YTD	Estimated	2025		
		Actual	Actual	Actual				
REVENUES								
INTERGOVERNMENTAL								
251-43215-000-000	FEDERAL: LIBRARY GRANTS							
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	386,684	-	201,387	402,774	402,774	50.00%	50.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	17,429	17,869	17,869	17,869	17,869	100.00%	0.00%
251-43726-000-000	COUNTY AID: LIBRARY WINNEBAGO	-	1,006	1,006	1,006	1,006	100.00%	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	3,821		4,906	3,898	3,898	125.86%	-25.86%
	INTERGOVERNMENTAL	407,934	18,875	225,168	425,547	425,547	52.91%	47.09%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,884	648	2,593	6,678	6,000	43.21%	56.79%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	507	-	268	803			
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	303	(157)	(88)	(265.05)	100	-88.35%	188.35%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,438	197	740	2,221.08	2,500	29.61%	70.39%
251-46740-000-000	FEES: PASSPORT	5,160	315	2,835	8,505	7,500	37.80%	62.20%
	PUBLIC CHARGES FOR SERVICE	15,292	1,003	6,347	17,942	16,100	39.42%	60.58%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,686	205	800	2,400	1,500	53.33%	46.67%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	50	-	100	300	100	100.00%	0.00%
251-48550-000-000	DONATIONS: LIBRARY	44,414	4,515	5,340	25,986	61,500	8.68%	91.32%
251-49210-000-000	TRANSFER FROM GENERAL FUND	367,522	-	-	373,035	373,035	0.00%	100.00%
	MISCELLANEOUS	413,672	4,720	6,240	401,721	436,135	1.43%	98.57%
	TOTAL REVENUES	836,899	24,598	237,755	845,210	877,782	27.09%	72.91%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	392,078	30,442	118,152	383,993.61	388,564	30.41%	69.59%
251-55111-103-000	LIBRARY: OVERTIME	307	118	553	1,795.95			
251-55111-118-000	LIBRARY: SOCIAL SECURITY	26,126	2,282	9,545	31,021.97	28,518	33.47%	66.53%
251-55111-119-000	LIBRARY: RETIREMENT (R)	27,059	2,433	10,064	32,708.91	26,882	37.44%	62.56%
251-55111-121-000	LIBRARY: GRP HLTH INS	78,950	8,109	28,383	85,149.96	108,778	26.09%	73.91%
251-55111-122-000	LIBRARY: LIFE INS	1,152	104	363	1,087.80	1,500	24.17%	75.83%
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	316	316	75.95%	24.05%
	LIBRARY: RETIREMENT PAYOUT		-	-	39,669	39,669	0.00%	100.00%
	LIBRARY FULL-TIME	528,602	43,488	167,300	587,243	605,727	27.62%	72.38%

2025 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2024	Budget	% Expended	% Unexpended
		12/31/2024	4/30/2025					
		Prior Year	Apr-25	CURRENT YTD	EOY	Request		
		Actual	Actual	Actual	Estimated	2025		
251-55112-104-000	LIBRARY: PT WAGES	115,017	8,252	31,404	102,064.24	107,259	29.28%	70.72%
251-55112-116-000	LIBRARY: PT RETIRE	3,610	211	895	2,908.78	4,067	22.01%	77.99%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	7,205	509	2,082	6,765.82	8,205	25.37%	74.63%
251-55112-122-000	LIBRARY: LIFE INS	632	53	187	588	550	34.02%	65.98%
	LIBRARY: PART-TIME	126,464	9,025	34,568	112,327	120,081	28.79%	71.21%
251-55115-201-000	LIBRARY: TRAINING	2,879	320	320	2,000	2,000	16.00%	84.00%
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	152	879	4,000	4,000	21.98%	78.02%
251-55115-215-000	LIBRARY: MOVIE LICENSE	440	-	133	133	-		
251-55115-216-000	LIBRARY: POSTAGE	1,928	109	691	2,073.63	2,000	34.56%	65.44%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	762	-	125	1,200	1,200	10.42%	89.58%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,648	-	27,783	27,783	27,783	100.00%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	553	35	180	650	650	27.68%	72.32%
251-55115-282-000	LIBRARY: TECHNOLOGY	11,829	-	131	5,267	5,267	2.49%	97.51%
251-55115-301-000	LIBRARY: SUPPLIES	10,850	718	3,032	9,094.65	10,000	30.32%	69.68%
	LIBRARY: OPERATING EXPENSES	68,514	1,334	33,274	61,110	61,809	53.83%	46.17%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	18,428	1,391	5,563	16,689.60	19,000	29.28%	70.72%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,383	107	426	1,276.56	1,500	28.37%	71.63%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	5,686	143	702	2,104.56	8,000	8.77%	91.23%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	13,725	253	537	1,611.84	18,000	2.98%	97.02%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	119	-	-	-	5,000	0.00%	100.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	25	-	-	-	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,226	658	1,434	4,303.08	8,000	17.93%	82.07%
	LIBRARY: DONATION EXPENSES	43,592	2,552	8,662	25,986	61,500	14.08%	85.92%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,529	24	143	428.82	1,500	9.53%	90.47%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,040	10	37	110.43	3,000	1.23%	98.77%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	934	69	115	344.46	1,000	11.48%	88.52%
	LIBRARY: PROGRAMS	5,504	103	295	884	5,500	5.36%	94.64%

2025 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2024	Budget	% Expended	% Unexpended
		12/31/2024		4/30/2025				
		Prior Year	Apr-25	CURRENT YTD	EOY	Request		
		Actual	Actual	Actual	Estimated	2025		
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,132	445	1,231	17,000.00	17,000	7.24%	92.76%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,523	267	418	3,000	3,000	13.93%	86.07%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,221	-	3,614	16,000	16,000	22.59%	77.41%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,174	88	88	3,175	3,175	2.77%	97.23%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,520	-	3,058	4,600	4,600	66.47%	33.53%
	LIBRARY: BOOKS	41,570	800	8,409	43,775	43,775	19.21%	80.79%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,655	240	353	2,300	2,300	15.34%	84.66%
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	58	83	600	600	13.81%	86.19%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,208	77	148	1,200	1,200	12.34%	87.66%
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	375	12,819	19,089	19,089	67.15%	32.85%
	TOTAL EXPENDITURES	830,830	57,676	265,326	850,413	917,481	28.92%	71.08%
	REVENUES OVER(UNDER) EXPENDITURES				(5,199)	(39,699)		
	BEGINNING FUND BALANCE				57,874			
	ENDING FUND BALANCE				52,675			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
CR	1000023943	COUNTY AID CITY OF WAUPACA - library 3/29/25		201,387.00-	
		Description: COUNTY AID CITY OF WAUPACA - library 3/29/25			
		04/30/2025 (04/25) Period Totals and Balance	.00 *	201,387.00- *	201,387.00-
YTD Encumbrance	.00	YTD Actual 201,387.00- Total 201,387.00-	YTD Budget 402,774.00-	Unearned 201,387.00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
CR	1000023943	NON RESIDENT CREDIT - library 3/29/25		4,906.00-	
		Description: NON RESIDENT CREDIT - library 3/29/25			
		04/30/2025 (04/25) Period Totals and Balance	.00 *	4,906.00- *	4,906.00-
YTD Encumbrance	.00	YTD Actual 4,906.00- Total 4,906.00-	YTD Budget 3,898.00-	Unearned 1,008.00-	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43735-000-000 STATE GRANT: LIBRARY YOUTH (continued)					
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-46710-000-000 FEES: LIBRARY COPIES					
		02/28/2025 (02/25) Balance	.00 *	.00 *	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-
CR	1000023943	COPIES LIBRARY DEPOSIT - library 3/29/25 Description: COPIES LIBRARY DEPOSIT - library 3/29/25		232.61-	
CR	1000023958	COPIES LIBRARY DEPOSIT - LIBRARY 4/5/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/5/25		124.50-	
CR	1000023980	COPIES LIBRARY DEPOSIT - LIBRARY 4/12/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/12/25		137.35-	
CR	1000023996	COPIES LIBRARY DEPOSIT - LIBRARY 4/19/25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/19/25		152.94-	
		04/30/2025 (04/25) Period Totals and Balance	.00 *	647.40- *	2,592.53-
YTD Encumbrance	.00	YTD Actual 2,592.53- Total 2,592.53-	YTD Budget 6,000.00-	Unearned 3,407.47	
251-46715-000-000 FEES: LIBRARY POSTAGE					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	267.55-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46725-000-000 FEES: LIBRARY OVERDUE FEES (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.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
AP	162	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6137976 **Desc: COLLECTION AGENCY (2) - MARCH 2025 **Inv. Date: 04/01/25	19.70		
		04/30/2025 (04/25) Period Totals and Balance	19.70 *	.00 *	88.35
YTD Encumbrance	.00	YTD Actual 88.35 Total 88.35 YTD Budget	100.00-	Unearned 188.35	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		02/28/2025 (02/25) Balance	.00 *	.00 *	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! **VendorNo: 2015625 **Inv. No: OWWAU03182025000001 **Desc: REFUND FOR 31389027689140 **Inv. Date: 03/18/25	34.00		
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-
AP	122	CLINTONVILLE PUBLIC LIBRARY **VendorNo: 391 **Inv. No: OWWAU02192025000001 **Desc: LOST BOOK #31389022537914 **Inv. Date: 02/19/25	16.95		
AP	1	APPLETON PUBLIC LIBRARY	16.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued)						
		**VendorNo: 102 **Inv. No: OWWAU032820250000001 **Desc: LOST 31110005661121 **Inv. Date: 03/31/25				
AP	89	APPLETON PUBLIC LIBRARY	12.00			
		**VendorNo: 102 **Inv. No: OWWAU040720250000001 **Desc: #31110005749858 BILL PAID IN WAUPACA **Inv. Date: 04/07/25				
CR	1000023943	MATERIAL REPL LIB DEPOSIT - library 3/29/25		157.46-		
		Description: MATERIAL REPL LIB DEPOSIT - library 3/29/25				
CR	1000023958	MATERIAL REPL LIB DEPOSIT - LIBRARY 4/5/25		32.99-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/5/25				
CR	1000023980	MATERIAL REPL LIB DEPOSIT - LIBRARY 4/12/25		23.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/12/25				
CR	1000023996	MATERIAL REPL LIB DEPOSIT - LIBRARY 4/19/25		29.00-		
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/19/25				
		04/30/2025 (04/25) Period Totals and Balance	44.95 *	242.45- *	740.36-	
YTD Encumbrance	.00	YTD Actual	740.36- Total	740.36- YTD Budget	2,500.00- Unearned	1,759.64
251-46740-000-000 FEES: LIBRARY PASSPORT						
		02/28/2025 (02/25) Balance	.00 *	.00 *	2,100.00-	
CR	1238576	PASSPORT - LIBRARY 2/22/25		210.00-		
		Description: PASSPORT - LIBRARY 2/22/25				
CR	1239066	PASSPORT - LIBRARY 3/15/25		70.00-		
		Description: PASSPORT - LIBRARY 3/15/25				
CR	1239289	PASSPORT - LIBRARY 3/22/25		140.00-		
		Description: PASSPORT - LIBRARY 3/22/25				
		03/31/2025 (03/25) Period Totals and Balance	.00 *	420.00- *	2,520.00-	
CR	1000023943	PASSPORT - library 3/29/25		105.00-		
		Description: PASSPORT - library 3/29/25				
CR	1000023958	PASSPORT - LIBRARY 4/5/25		70.00-		
		Description: PASSPORT - LIBRARY 4/5/25				
CR	1000023996	PASSPORT - LIBRARY 4/19/25		140.00-		
		Description: PASSPORT - LIBRARY 4/19/25				
		04/30/2025 (04/25) Period Totals and Balance	.00 *	315.00- *	2,835.00-	
YTD Encumbrance	.00	YTD Actual	2,835.00- Total	2,835.00- YTD Budget	7,500.00- Unearned	4,665.00
251-48215-000-000 RENT: MEETING ROOMS						
		02/28/2025 (02/25) Balance	.00 *	.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-		

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 3/22/25						
		03/31/2025 (03/25) Period Totals and Balance				.00 *	85.00- *	595.00-
CR	1000023943	ROOM RENTAL LIBRARY DEPOSIT - library 3/29/25					50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - library 3/29/25						
CR	1000023958	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/5/25					80.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/5/25						
CR	1000023980	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/12/25					65.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/12/25						
CR	1000023996	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/19/25					10.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/19/25						
		04/30/2025 (04/25) Period Totals and Balance				.00 *	205.00- *	800.00-
YTD Encumbrance	.00	YTD Actual	800.00- Total	800.00- YTD Budget	1,500.00- Unearned	700.00		
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP								
		02/28/2025 (02/25) Balance				.00 *	.00 *	100.00-
		04/30/2025 (04/25) 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								
		02/28/2025 (02/25) Balance				.00 *	.00 *	.00
		04/30/2025 (04/25) 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								
		02/28/2025 (02/25) Balance				.00 *	.00 *	.00
		04/30/2025 (04/25) 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								
		02/28/2025 (02/25) Balance				.00 *	.00 *	136.02-
AP	464	US BANK				120.00		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: DONAT CANDY REIMB FRIEND14369 **Inv. Date: 03/09/25						
CR	1238576	DONATION- - LIBRARY 2/22/25					498.29-	
		Description: DONATION- - LIBRARY 2/22/25						
CR	1238862	DONATION- - LIBRARY 3/8/35					40.00-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-48550-000-000 DONATIONS: LIBRARY (continued)						
		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	120.00 *	549.88- *	565.90-	
CR	1000023943	DONATION- - library 3/29/25		1.15-		
		Description: DONATION- - library 3/29/25				
CR	1000023958	DONATION- - LIBRARY 4/5/25		138.00-		
		Description: DONATION- - LIBRARY 4/5/25				
CR	1000023980	DONATION- - LIBRARY 4/12/25		43.00-		
		Description: DONATION- - LIBRARY 4/12/25				
CR	1000023996	DONATION- - LIBRARY 4/19/25		4,592.25-		
		Description: DONATION- - LIBRARY 4/19/25				
		04/30/2025 (04/25) Period Totals and Balance	.00 *	4,774.40- *	5,340.30-	
YTD Encumbrance	.00	YTD Actual	5,340.30- Total	5,340.30- YTD Budget	61,500.00- Unearned	56,159.70
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS						
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00	
		04/30/2025 (04/25) 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						
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00	
		04/30/2025 (04/25) 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						
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00	
		04/30/2025 (04/25) 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						
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-101-000 LIBRARY: SALARIES (continued)					
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-102-000 LIBRARY: WAGES					
		02/28/2025 (02/25) Balance	.00 *	.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
PB	141	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	100.00		
PC	20	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	15,175.49		
PC	134	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	15,166.27		
		04/30/2025 (04/25) Period Totals and Balance	30,441.76 *	.00 *	118,151.88
YTD Encumbrance	.00	YTD Actual 118,151.88 Total 118,151.88	YTD Budget 388,564.00	Unexpended 270,412.12	
251-55111-103-000 LIBRARY: OVERTIME					
		02/28/2025 (02/25) Balance	.00 *	.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
PC	21	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	48.46		
PC	135	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	69.35		
		04/30/2025 (04/25) Period Totals and Balance	117.81 *	.00 *	552.60
YTD Encumbrance	.00	YTD Actual 552.60 Total 552.60	YTD Budget .00	Unexpended 552.60-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-107-000 LIBRARY: SICK PAY (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.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
PB		22 PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	1,140.78		
PB		242 PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	1,141.68		
		04/30/2025 (04/25) Period Totals and Balance	2,282.46 *	.00 *	9,545.22
YTD Encumbrance	.00	YTD Actual 9,545.22 Total 9,545.22	YTD Budget 28,518.00	Unexpended 18,972.78	
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		02/28/2025 (02/25) Balance	.00 *	.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
PB		21 PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	1,216.05		
PB		241 PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	1,216.85		
		04/30/2025 (04/25) Period Totals and Balance	2,432.90 *	.00 *	10,064.28
YTD Encumbrance	.00	YTD Actual 10,064.28 Total 10,064.28	YTD Budget 26,882.00	Unexpended 16,817.72	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-121-000 LIBRARY: GRP HLTH INS					
		02/28/2025 (02/25) Balance	.00 *	.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
PB	138	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	3,638.08		
PB	358	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	3,638.08		
PC	22	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	416.68		
PC	136	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	416.68		
		04/30/2025 (04/25) Period Totals and Balance	8,109.52 *	.00 *	28,383.32
YTD Encumbrance	.00	YTD Actual	28,383.32	Total	28,383.32
YTD Budget	108,778.00	Unexpended	80,394.68		
251-55111-122-000 LIBRARY: LIFE INS					
		02/28/2025 (02/25) Balance	.00 *	.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
PB	139	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	51.80		
PB	359	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	51.80		
		04/30/2025 (04/25) Period Totals and Balance	103.60 *	.00 *	362.60
YTD Encumbrance	.00	YTD Actual	362.60	Total	362.60
YTD Budget	1,500.00	Unexpended	1,137.40		
251-55111-123-000 LIBRARY: INC PROTECT					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	240.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	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
JE		29 CORRECT LIBRARY WAGES TO CORRECT ACCT	57.48		
PC		77 PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	4,306.91		
PC		201 PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	3,888.37		
		04/30/2025 (04/25) Period Totals and Balance	8,252.76 *	.00 *	31,404.38
YTD Encumbrance	.00	YTD Actual 31,404.38 Total 31,404.38	YTD Budget 107,259.00	Unexpended 75,854.62	
251-55112-110-000 LIBRARY: PTO					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	456.15

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-116-000 LIBRARY: PT RETIRE (continued)					
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
PB	144	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	106.37		
PB	363	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	104.18		
		04/30/2025 (04/25) Period Totals and Balance	210.55 *	.00 *	895.01
YTD Encumbrance	.00	YTD Actual	895.01	Total	895.01
		YTD Budget	4,067.00	Unexpended	3,171.99
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		02/28/2025 (02/25) Balance	.00 *	.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
JE	29	CORRECT LIBRARY WAGES TO CORRECT ACCT	4.17		
PB	140	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	321.35		
PB	360	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	289.37		
		04/30/2025 (04/25) Period Totals and Balance	614.89 *	.00 *	2,507.31
YTD Encumbrance	.00	YTD Actual	2,507.31	Total	2,507.31
		YTD Budget	8,205.00	Unexpended	5,697.69
251-55112-122-000 LIBRARY: LIFE INS					
		02/28/2025 (02/25) Balance	.00 *	.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
PB	143	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	26.73		
PB	362	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	26.73		
		04/30/2025 (04/25) Period Totals and Balance	53.46 *	.00 *	187.11
YTD Encumbrance	.00	YTD Actual	187.11	Total	187.11
		YTD Budget	550.00	Unexpended	362.89
251-55112-123-000 LIBRARY: INC PROTECT					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-201-000 LIBRARY: TRAVEL (continued)					
AP	557	US BANK	40.00		
		**VendorNo: 1950 **Inv. No: 3/15/25-PSERVEY **Desc: LIBRARY TRAINING EXPENSE **Inv. Date: 03/09/25			
AP	579	US BANK	280.00		
		**VendorNo: 1950 **Inv. No: 3/15/25-PSERVEY **Desc: LIBRARY TRAINING EXPENSE **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	320.00 *	.00 *	320.00
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	320.00
YTD Encumbrance	.00	YTD Actual	320.00	Total	320.00
		YTD Budget	2,000.00	Unexpended	1,680.00
251-55115-206-000 LIBRARY: TELEPHONE					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.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
AP	288	OFFICE TECHNOLOGY GROUP	152.29		
		**VendorNo: 1406 **Inv. No: 316551 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 04/21/25			
		04/30/2025 (04/25) Period Totals and Balance	152.29 *	.00 *	879.29
YTD Encumbrance	.00	YTD Actual	879.29	Total	879.29
		YTD Budget	4,000.00	Unexpended	3,120.71
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		02/28/2025 (02/25) Balance	.00 *	.00 *	132.77

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-215-000 LIBRARY: MOVIE LICENSE (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	477.82
AP	356	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	357	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	358	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	359	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	360	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	361	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	362	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	363	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	367	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	370	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	372	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	376	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
AP	379	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 03/09/25			
JE	2	LIBRARY	104.19		
		03/31/2025 (03/25) Period Totals and Balance	213.39 *	.00 *	691.21
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	691.21
YTD Encumbrance	.00	YTD Actual 691.21 Total 691.21 YTD Budget	2,000.00	Unexpended 1,308.79	

251-55115-217-000 LIBRARY: MEMBERSHIP & DUES

		02/28/2025 (02/25) Balance	.00 *	.00 *	125.00
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Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) 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
		04/30/2025 (04/25) Period Totals and Balance	.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					
		02/28/2025 (02/25) 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
AP	394	WAUPACA COMMUNITY ARTS BD	35.00		
		**VendorNo: 2053 **Inv. No: 4232025 **Desc: AD FOR 2025 AOTS PROGRAM **Inv. Date: 04/23/25			
		04/30/2025 (04/25) Period Totals and Balance	35.00 *	.00 *	179.92
YTD Encumbrance	.00	YTD Actual 179.92 Total 179.92	YTD Budget 650.00	Unexpended 470.08	
251-55115-282-000 LIBRARY: TECHNOLOGY					
		02/28/2025 (02/25) Balance	.00 *	.00 *	131.40
		04/30/2025 (04/25) 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	
251-55115-301-000 LIBRARY: SUPPLIES					
		02/28/2025 (02/25) Balance	.00 *	.00 *	801.99
AP	49	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4555 **Desc: SPINE LABELS (2 ROLLS) **Inv. Date: 02/28/25			
AP	51	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4555 **Desc: RECEIPT PAPER (1 CASE) **Inv. Date: 02/28/25			
AP	53	OUTAGAMIE WAUPACA LIBRARY	91.92		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-301-000 LIBRARY: SUPPLIES (continued)					
		**VendorNo: 1427 **Inv. No: 4555 **Desc: ITEM BARCODES (1000) **Inv. Date: 02/28/25			
AP	377	US BANK	21.62		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: PASSPORT SUPPLIES **Inv. Date: 03/09/25			
AP	402	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-EKNEER **Desc: EXHIBIT ROOM **Inv. Date: 03/09/25			
AP	465	US BANK	8.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: LIBRARY **Inv. Date: 03/09/25			
AP	517	US BANK	98.58		
		**VendorNo: 1950 **Inv. No: 3/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES5043062200 **Inv. Date: 03/09/25			
AP	520	US BANK	24.61		
		**VendorNo: 1950 **Inv. No: 3/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES9754632 **Inv. Date: 03/09/25			
AP	187	BIBLIOTHECA LLC	1,260.00		
		**VendorNo: 2485 **Inv. No: US80006 **Desc: RFID TAGS AND FREIGHT (3 ROLLS OF 2000) **Inv. Date: 03/14/25			
		03/31/2025 (03/25) Period Totals and Balance	1,677.71 *	.00 *	2,479.70
AP	6	OFFICE OUTFITTERS	19.99		
		**VendorNo: 1405 **Inv. No: 516114 **Desc: NAME TAG **Inv. Date: 02/20/25			
JE	1	REALLOCATE COPY PAPER TO CORRECT ACCOUNT	531.86		
		04/30/2025 (04/25) Period Totals and Balance	551.85 *	.00 *	3,031.55
YTD Encumbrance	.00	YTD Actual 3,031.55 Total 3,031.55 YTD Budget 10,000.00 Unexpended 6,968.45			
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	2,781.60
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
PC	78	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	695.40		
PC	202	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	695.40		
		04/30/2025 (04/25) Period Totals and Balance	1,390.80 *	.00 *	5,563.20
YTD Encumbrance	.00	YTD Actual 5,563.20 Total 5,563.20 YTD Budget 19,000.00 Unexpended 13,436.80			
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		02/28/2025 (02/25) Balance	.00 *	.00 *	212.76

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC (continued)					
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
PB	142	PAYROLL TRANS FOR 4/6/2025 PAY PERIOD	53.19		
PB	361	PAYROLL TRANS FOR 4/20/2025 PAY PERIOD	53.19		
		04/30/2025 (04/25) Period Totals and Balance	106.38 *	.00 *	425.52
YTD Encumbrance	.00	YTD Actual	425.52	Total	425.52
		YTD Budget	1,500.00	Unexpended	1,074.48
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	558.98
AP	375	US BANK	20.98		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: LUCKY DAY - ADULT BOOKS **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	20.98 *	.00 *	579.96
AP	64	GALE CENGAGE LEARNING	93.57		
		**VendorNo: 683 **Inv. No: 86762536 **Desc: LARGE PRINT **Inv. Date: 02/05/25			
AP	65	GALE CENGAGE LEARNING	27.99		
		**VendorNo: 683 **Inv. No: 86791215 **Desc: LARGE PRINT **Inv. Date: 02/07/25			
		04/30/2025 (04/25) Period Totals and Balance	121.56 *	.00 *	701.52
YTD Encumbrance	.00	YTD Actual	701.52	Total	701.52
		YTD Budget	8,000.00	Unexpended	7,298.48
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	264.44
AP	404	US BANK	50.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 03/09/25			
AP	405	US BANK	76.82		
		**VendorNo: 1950 **Inv. No: 3/15/25-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 03/09/25			
AP	524	US BANK	125.55		
		**VendorNo: 1950 **Inv. No: 3/15/25-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 03/09/25			
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	272.84 *	.00 *	537.28
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	537.28
YTD Encumbrance	.00	YTD Actual	537.28	Total	537.28
		YTD Budget	18,000.00	Unexpended	17,462.72
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.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			
AP	401	US BANK	160.00		
		**VendorNo: 1950 **Inv. No: 3/15/25-EKNEER **Desc: FOUNDATION-SUPPLIES-YAM GIFT **Inv. Date: 03/09/25			
AP	403	US BANK	14.60		
		**VendorNo: 1950 **Inv. No: 3/15/25-EKNEER **Desc: FOUNDATION-SUPPLIES-MAILING **Inv. Date: 03/09/25			
AP	516	US BANK	15.82		
		**VendorNo: 1950 **Inv. No: 3/15/25-LJANDACEK **Desc: DONATIONSSUPPLIES5942600 **Inv. Date: 03/09/25			
AP	518	US BANK	7.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-LJANDACEK **Desc: DONATIONSSUPPLIES1790624 **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	832.19 *	.00 *	974.03
AP	112	BURNS, MARY	460.33		
		**VendorNo: 2680 **Inv. No: FEB/MAR2025 **Desc: GIFT CARDS & GROCERIES FOR LITTLE FREE PANTRY **Inv. Date: 02/04/25			
		04/30/2025 (04/25) Period Totals and Balance	460.33 *	.00 *	1,434.36
YTD Encumbrance	.00	YTD Actual 1,434.36 Total 1,434.36	YTD Budget 8,000.00	Unexpended 6,565.64	
251-55125-255-000 LIBRARY: PROGRAMS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	119.06

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-110 LIBRARY: PROGRAMS - ADULT (continued)					
AP	525	US BANK	19.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 03/09/25			
AP	526	US BANK	3.89		
		**VendorNo: 1950 **Inv. No: 3/15/25-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	23.88 *	.00 *	142.94
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	142.94
YTD Encumbrance	.00	YTD Actual	142.94	Total	142.94
		YTD Budget	1,500.00	Unexpended	1,357.06
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		02/28/2025 (02/25) Balance	.00 *	.00 *	26.82
AP	537	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-PREEDY **Desc: CHILDRENS PROGRAMS **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	9.99 *	.00 *	36.81
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	36.81
YTD Encumbrance	.00	YTD Actual	36.81	Total	36.81
		YTD Budget	3,000.00	Unexpended	2,963.19
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		02/28/2025 (02/25) Balance	.00 *	.00 *	45.60
AP	618	US BANK	13.00		
		**VendorNo: 1950 **Inv. No: 3/15/25-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 03/09/25			
AP	620	US BANK	19.38		
		**VendorNo: 1950 **Inv. No: 3/15/25-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 03/09/25			
AP	621	US BANK	36.84		
		**VendorNo: 1950 **Inv. No: 3/15/25-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	69.22 *	.00 *	114.82
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	114.82
YTD Encumbrance	.00	YTD Actual	114.82	Total	114.82
		YTD Budget	1,000.00	Unexpended	885.18
251-55130-250-000 LIBRARY: BOOKS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		02/28/2025 (02/25) Balance	.00 *	.00 *	785.85
AP	355	US BANK	17.99		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 03/09/25			
AP	364	US BANK	24.94		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 03/09/25			
AP	365	US BANK	25.83		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 03/09/25			
AP	366	US BANK	34.51		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 03/09/25			
AP	368	US BANK	20.98		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 03/09/25			
AP	369	US BANK	61.04		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 03/09/25			
AP	371	US BANK	33.66		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 03/09/25			
AP	374	US BANK	12.64		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 03/09/25			
AP	378	US BANK	54.66		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 03/09/25			
AP	519	US BANK	158.84		
		**VendorNo: 1950 **Inv. No: 3/15/25-LJANDACEK **Desc: ADULTBOOKS312938727 **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	445.09 *	.00 *	1,230.94
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	1,230.94
YTD Encumbrance .00 YTD Actual 1,230.94 Total 1,230.94 YTD Budget 17,000.00 Unexpended 15,769.06					
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		02/28/2025 (02/25) Balance	.00 *	.00 *	151.16
AP	373	US BANK	27.27		
		**VendorNo: 1950 **Inv. No: 3/15/25-EBAILEY **Desc: ADULT LARGE PRINT **Inv. Date: 03/09/25			
AP	521	US BANK	32.48		
		**VendorNo: 1950 **Inv. No: 3/15/25-LJANDACEK **Desc: ADULTLRGPRINT86960708 **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	59.75 *	.00 *	210.91
AP	63	GALE CENGAGE LEARNING	63.18		
		**VendorNo: 683 **Inv. No: 86743615 **Desc: LARGE PRINT **Inv. Date: 02/04/25			
AP	66	GALE CENGAGE LEARNING	32.79		
		**VendorNo: 683 **Inv. No: 86966504 **Desc: LARGE PRINT **Inv. Date: 03/04/25			
AP	67	GALE CENGAGE LEARNING	84.77		
		**VendorNo: 683 **Inv. No: 86978883 **Desc: LARGE PRINT **Inv. Date: 03/06/25			
AP	68	GALE CENGAGE LEARNING	26.39		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT (continued)					
		**VendorNo: 683 **Inv. No: 86986738 **Desc: LARGE PRINT **Inv. Date: 03/07/25			
		04/30/2025 (04/25) Period Totals and Balance	207.13 *	.00 *	418.04
YTD Encumbrance	.00	YTD Actual 418.04 Total 418.04 YTD Budget 3,000.00 Unexpended 2,581.96			
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	3,613.96
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
AP	619	US BANK 88.05			
		**VendorNo: 1950 **Inv. No: 3/15/25-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	88.05 *	.00 *	88.05
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	88.05
YTD Encumbrance	.00	YTD Actual 88.05 Total 88.05 YTD Budget 3,175.00 Unexpended 3,086.95			
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		02/28/2025 (02/25) Balance	.00 *	.00 *	3,057.60
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	112.87

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES (continued)					
AP	461	US BANK		.04-	
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: CREDIT ADULT MOVIES 6449841 **Inv. Date: 03/09/25			
AP	463	US BANK	37.98		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: ADULT MOVIES 6449841 **Inv. Date: 03/09/25			
AP	466	US BANK		2.03-	
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: CREDIT ADULT MOVIES 6449841 **Inv. Date: 03/09/25			
AP	467	US BANK	19.95		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: ADULT MOVIES 5232249 **Inv. Date: 03/09/25			
AP	468	US BANK	22.95		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: ADULT MOVIES 5232249 **Inv. Date: 03/09/25			
AP	469	US BANK	150.56		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: ADULT MOVIES 5232249 **Inv. Date: 03/09/25			
AP	470	US BANK	10.50		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: ADULT MOVIES 6174658 **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	241.94 *	2.07- *	352.74
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	352.74
YTD Encumbrance	.00	YTD Actual 352.74 Total 352.74	YTD Budget 2,300.00	Unexpended 1,947.26	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	24.97
AP	462	US BANK	57.91		
		**VendorNo: 1950 **Inv. No: 3/15/25-JPOPPLE **Desc: ADULT MUSIC 9580246 **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	57.91 *	.00 *	82.88
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	82.88
YTD Encumbrance	.00	YTD Actual 82.88 Total 82.88	YTD Budget 600.00	Unexpended 517.12	
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		02/28/2025 (02/25) Balance	.00 *	.00 *	70.85
AP	534	US BANK	34.08		
		**VendorNo: 1950 **Inv. No: 3/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 03/09/25			
AP	535	US BANK	31.93		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE (continued)					
		**VendorNo: 1950 **Inv. No: 3/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 03/09/25			
AP	536 US BANK		11.19		
		**VendorNo: 1950 **Inv. No: 3/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 03/09/25			
		03/31/2025 (03/25) Period Totals and Balance	77.20 *	.00 *	148.05
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	148.05
YTD Encumbrance	.00	YTD Actual 148.05 Total 148.05 YTD Budget 1,200.00 Unexpended 1,051.95			
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	12,235.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC (continued)					
		04/30/2025 (04/25) 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					
		02/28/2025 (02/25) Balance	.00 *	.00 *	.00
		04/30/2025 (04/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
Number of transactions: 186 Number of accounts: 89			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
Grand Totals:			<u>142,425.27</u>	<u>214,507.92-</u>	<u>72,082.65-</u>

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda April 2025

The City of Waupaca is celebrating its 150th Anniversary, and the library is celebrating its 125th Anniversary this spring! Stop out to the bandstand in front of the library to see the exhibit of historic photographs, in collaboration with the Waupaca Historical Society, and on display through the end of July. Additionally, we hosted a Saturday morning activity on April 12 with a special story time, potato stamping (to highlight our potato farming heritage), and, of course, cake. 25 people attended this program; we were a little disappointed with attendance, but it was also a busy day with many Easter activities in Waupaca.

In addition to the library and city anniversaries, City of Waupaca media is also celebrating many milestone anniversaries this year. I am working with Wayne Netzler on a small exhibit that will be located in the lobby between city hall and the library June 3-21 to highlight these great assets to our community. Wayne will be speaking at Winchester Academy on June 2, 6.30p to discuss their 50 years of engaging the Waupaca area, and is also hosting an event at the ICC on June 5, 7p.

Sarah Hanneman heard back from the Library of Congress and Every Child a Reader, and we were unfortunately not picked to host Mac Barnett, the 2025-2026 National Ambassador for Young People's Literature-only 5 out of 380 proposals were selected. There is an opportunity to reapply for 2026, and Sarah is ready for the next round when it opens!

We have had outstanding collaborations with the school district this year, and I attended 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. I'm also excited to report that we were selected to host Ruta Sepetys AND Steve Shienkin AGAIN this fall (likely October 1) for their *Bletchley Riddle* paperback tour! We already confirmed dates with the middle school and are beyond excited to host both of these amazing authors. The Library Foundation will support classroom sets of books and possible travel costs associated with the visit.

ON EXHIBIT:

Waupaca International Cultural Exchange Committee

The WICEC exhibit is off to a great start with 1512 visitors in April; we're delighted to help provide an opportunity for our community to learn about the exchange experience with our sister city, Mitoyo City, Japan. WICEC is on display through the end of May, so stop in to see the many Japanese cultural items contributed by WICEC families.

We partnered with the Children's Department on an All Things Japanese after school program on April 16; the Children's Department provided crafts, and WICEC is provided Japanese snacks to try as well as information on the exchange program. 25 people attended these activities. Winchester hosted Carol Kratz to discuss the ancient art of Japanese paper making on May 5; Carol rescheduled from April 28 due to severe weather threats, but 48 people attended her presentation.

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. We will install this exhibit on June 2, and should be able to have a quick turn around to reopen the Exhibit Room.

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)*: June5-July/August

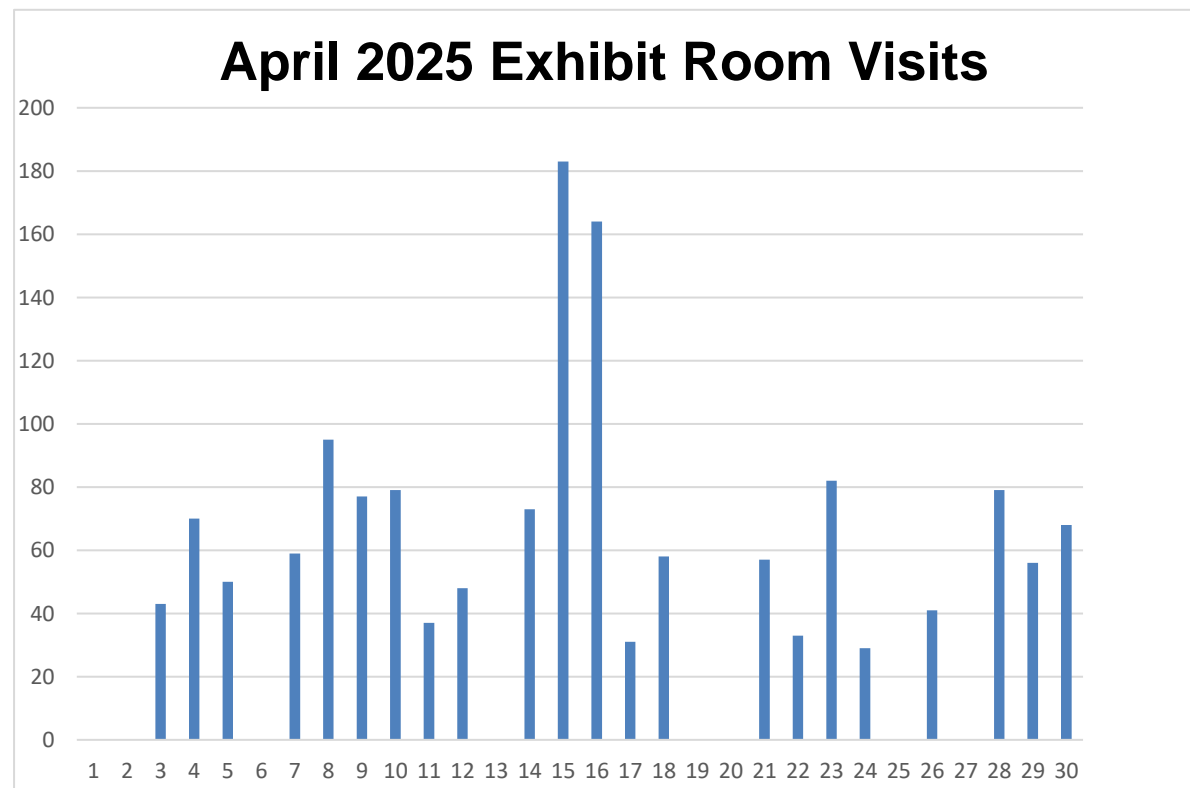
APRIL 2025 EXHIBIT ROOM VISITS

04/1/2025	Tuesday	install
04/2/2025	Wednesday	install
04/3/2025	Thursday	43
04/4/2025	Friday	70
04/5/2025	Saturday	50
04/6/2025	Sunday	closed
04/7/2025	Monday	59
04/8/2025	Tuesday	95
04/9/2025	Wednesday	77
04/10/2025	Thursday	79
04/11/2025	Friday	37
04/12/2025	Saturday	48
04/13/2025	Sunday	closed
04/14/2025	Monday	73
04/15/2025	Tuesday	183
04/16/2025	Wednesday	164
04/17/2025	Thursday	31
04/18/2025	Friday	58
04/19/2025	Saturday	closed
04/20/2025	Sunday	closed
04/24/2025	Monday	57
04/22/2025	Tuesday	33
04/23/2025	Wednesday	82
04/24/2025	Thursday	29
04/25/2025	Friday	closed
04/26/2025	Saturday	41
04/27/2025	Sunday	closed
04/28/2025	Monday	79
04/29/2025	Tuesday	56
04/30/2025	Wednesday	68

TOTAL 1512

NOTE: Count is taken each morning as door is unlocked. Two counts are subtracted for employee going in once in the morning to unlock/count and once in the afternoon to lock up.

Waupaca International Cultural Exchange Committee (April) = 1512



2025 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.40	\$0.00	\$0.00	\$7.46									\$7.86
2025 Running Total												
\$0.40	\$0.40	\$0.40	\$7.86									
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	\$618.07									\$2,800.87
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	\$205.00									\$850.00
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	\$265.99									\$1,060.23
-\$36.99	-\$19.99	-\$63.99	-\$44.95									-\$165.92
\$242.91	\$163.95	\$266.41	\$221.04									\$894.31
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	\$56.16									\$472.47
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	\$455.00									\$2,905.00
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	\$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	\$19.18									\$19.18
			-\$0.82									-\$0.82
2025 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$37.25	\$3.60	\$52.10	\$125.45									\$218.40
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	775									3,455
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	7,981									31,407
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	838									3,187
2025 stations	458	432	534	488									1,912
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	14									38
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	98.3	129.3	111.0	154.7									493
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	9									30
2025 attendance	94	91	33	128									346
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	12									57
2025 attendance	362	592	604	357									1,915
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	3									9
2025 attendance	0	250	506	38									794
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	13									29
2025 attendance	35	38	23	324									420
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	78									350
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	13									80
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	4									11
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	4,787	3,752	4,631	4,287									17,457
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

Library	Code	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,249	1,694	(445)	0.74	5,116	5,073	43	1.01
Appleton	OOAPL	8,749	11,384	(2,635)	0.77	21,386	25,451	(4,065)	0.84
Baileys Harbor	NDBAI	689	400	289	1.72	2,471	1,743	728	1.42
Biramoch	NSBIR	663	359	304	1.85	2,497	1,365	1,132	1.83
Black Creek	OOBCL	1,742	919	823	1.90	7,724	3,559	4,165	2.17
Bondue	NSBON	364	765	(401)	0.48	1,486	2,992	(1,506)	0.50
Clintonville	OWCPL	2,257	860	1,397	2.62	9,231	3,665	5,566	2.52
Coleman	NMCOL	467	685	(218)	0.68	1,795	2,879	(1,084)	0.62
Crivitz	NMCRI	636	1,169	(533)	0.54	2,492	4,995	(2,503)	0.50
Egg Harbor	NDEGG	572	522	50	1.10	2,319	1,977	342	1.17
Ephraim	NDEPH	399	121	278	3.30	1,769	555	1,214	3.19
Fish Creek	NDFIS	365	359	6	1.02	1,513	1,368	145	1.11
Florence	NFFLO	441	409	32	1.08	1,670	1,587	83	1.05
Forestville	NDFOR	519	446	73	1.16	1,983	1,441	542	1.38
Fremont	OWFPL	636	568	68	1.12	2,666	2,012	654	1.33
Gillett	NOGIL	559	395	164	1.42	2,249	1,414	835	1.59
Goodman	NMGOO	78	191	(113)	0.41	261	1,001	(740)	0.26
Green Bay	NBON2	119	17	102	7.00	462	22	440	21.00
Hortonville	OOHPL	1,580	2,629	(1,049)	0.60	6,285	11,051	(4,766)	0.57
Iola	OWIVL	1,017	1,070	(53)	0.95	4,380	3,799	581	1.15
Kaukauna	OOKAU	3,486	3,841	(355)	0.91	13,265	16,266	(3,001)	0.82
Kewaunee	NKKEW	1,629	1,353	276	1.20	6,661	5,490	1,171	1.21
Kimberly	OOKIM	2,972	4,819	(1,847)	0.62	10,506	24,145	(13,639)	0.44
Lakewood	NOLAK	808	774	34	1.04	3,111	3,142	(31)	0.99
Lena	NOLEN	551	356	195	1.55	2,398	1,223	1,175	1.96
Little Chute	OOLIT	3,198	3,840	(642)	0.83	11,948	19,103	(7,155)	0.63
Manawa	OWMAN	1,207	683	524	1.77	4,975	2,693	2,282	1.85
Marinette	NMMRT	1,456	1,594	(138)	0.91	6,172	5,880	292	1.05
Marion	OWMAR	1,148	661	487	1.74	4,509	2,826	1,683	1.60
Mattoon	NSMAT	110	96	14	1.15	420	437	(17)	0.96
New London	OWNLP	2,110	1,658	452	1.27	8,572	5,962	2,610	1.44
NFLS	NFLS	-	23	(23)	-	-	99	(99)	-
Niagara	NMNIA	307	330	(23)	0.93	1,273	1,365	(92)	0.93
Oconto	NOOCO	1,066	914	152	1.17	4,274	3,431	843	1.25
Oconto Falls	NOOCF	1,689	931	758	1.81	6,785	3,824	2,961	1.77
Oneida	NBONE	852	227	625	3.75	3,328	876	2,452	3.80
OWLS	OWLS	2	5	(3)	0.40	2	8	(6)	0.25
Peshtigo	NMPES	381	323	58	1.18	1,404	1,452	(48)	0.97
Scandinavia	OWSCA	586	293	293	2.00	2,233	1,419	814	1.57
Seymour	OOSEY	2,075	1,748	327	1.19	8,530	6,348	2,182	1.34
Shawano	NSSHA	2,491	2,263	228	1.10	10,538	9,209	1,329	1.14
Shiocton	OOSHI	868	506	362	1.72	3,329	2,147	1,182	1.55
Sister Bay	NDSIS	1,317	1,191	126	1.11	5,077	4,251	826	1.19
Sturgeon	ENDSTR	2,771	3,066	(295)	0.90	11,213	12,435	(1,222)	0.90
Suring	NOSUR	825	568	257	1.45	3,254	2,246	1,008	1.45
Tigerton	NSTIG	336	335	1	1.00	1,298	1,444	(146)	0.90
Washington	NDWSH	361	378	(17)	0.96	1,371	1,310	61	1.05
Waupaca	OWWAU	3,020	3,416	(396)	0.88	12,519	13,629	(1,110)	0.92
Wausau	NMWAS	455	501	(46)	0.91	1,781	1,950	(169)	0.91
Weyauwega	OWWEY	1,243	701	542	1.77	4,982	2,653	2,329	1.88
Wittenberg	NSWIT	220	285	(65)	0.77	888	1,159	(271)	0.77
TOTAL		62,641	62,641	-	1.00	236,371	236,371	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	13,470	11,275	24,745
OWLS libraries	9,565	28,331	37,896
Total	23,035	39,606	62,641

Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
55,228	44,101	99,329
34,399	102,643	137,042
89,627	146,744	236,371

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	850									3,901
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	1,197									5,046
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	356									1,420
2024 Downloads - Magazine	324	331	371	113	209	225	197	162	245	249	327	356	3,109
2025 Downloads - Hoopla	462	391	412	377									1,642
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	2,645									9,935
Checkouts	10,601	9,693	10,718	9,491									40,503
Total Circulation w/renewals	13,009	12,049	13,244	12,136	0	0	0	0	0	0	0	0	50,438
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	April	Total	2025
Dayton		1,765	1,563	1,450	1,525	6,303	12%
Farmington		1,923	1,724	1,940	1,740	7,327	14%
Lind		609	413	594	604	2,220	4%
Waupaca (Town)		560	618	747	773	2,698	5%
Other Towns		584	718	819	477	2,598	5%
Town Total		5,441	5,036	5,550	5,119	21,146	42%
Waupaca (City)		4,702	4,378	4,929	4,449	18,458	36%
Wausara County		581	593	599	695	2,468	5%
Winnebago County		12	12	2	8	34	0%
Portage County		1,101	984	1,062	956	4,103	8%
Other		1,172	1,046	1,102	1,084	4,404	9%
Total		13,009	12,049	13,244	12,311	50,613	

Monthly/YTD Circs and Renewals - April 2025

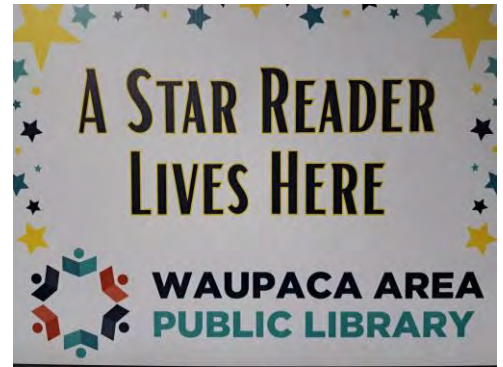
<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,761	1,040	3,801	10,964	3,071	14,035
Appleton	41,953	16,149	58,102	123,172	36,375	159,547
Black Creek	2,016	781	2,797	8,693	2,807	11,500
Clintonville	3,117	865	3,982	13,869	3,284	17,153
Door Cty - Baileys Harbor	901	243	1,144	3,906	932	4,838
Door Cty - Egg Harbor	997	331	1,328	3,918	1028	4,946
Door Cty - Ephraim	285	42	327	1104	277	1381
Door Cty - Fish Creek	527	102	629	2,084	448	2,532
Door Cty - Forestville	610	261	871	2,391	840	3,231
Door Cty - Sister Bay	2,500	780	3,280	9,939	2,561	12,500
Door Cty - Sturgeon Bay	7,797	2,255	10,052	30,378	8,606	38,984
Door Cty - Washington Island	843	104	947	2,829	354	3,183
Florence	796	134	930	2,950	379	3,329
Fremont	1,353	309	1,662	5,267	1189	6,456
Gillett	467	178	645	1876	610	2,486
Hortonville	4,701	1,625	6,326	20,748	6,507	27,255
Iola	1,949	629	2,578	7,198	1953	9,151
Kaukauna	9,697	3,145	12,842	41,711	12,649	54,360
Kewaunee	2,939	1,057	3,996	12,848	4,079	16,927
Kimberly	11,080	3,503	14,583	52,269	17,184	69,453
Lakewood	2,051	529	2,580	7,953	1991	9,944
Lena	644	217	861	2,944	911	3,855
Little Chute	8,303	2,876	11,179	39,537	14,415	53,952
Manawa	1,638	364	2,002	6,327	1565	7,892
Marinette Cty - Coleman	1,177	409	1,586	5,114	1414	6,528
Marinette Cty - Crivitz	1,915	653	2,568	8,203	2,422	10,625
Marinette Cty - Goodman	162	51	213	871	207	1078
Marinette Cty - Marinette	3,545	911	4,456	13,305	3,527	16,832
Marinette Cty - Niagara	518	199	717	1868	699	2,567
Marinette Cty - Peshtigo	581	191	772	2,707	929	3,636
Marinette Cty - Wausaukee	895	195	1,090	3,413	617	4,030
Marion	1,719	601	2,320	7,942	2,297	10,239
New London	4,439	1,341	5,780	17,878	3,752	21,630
Oconto	1,885	638	2,523	7,468	2226	9,694
Oconto Falls	2,870	597	3,467	11,144	2,043	13,187
Oneida Tribal - Green Earth	22	44	66	71	65	136
Oneida Tribal - Oneida	293	138	431	1434	581	2,015
Scandinavia	391	162	553	1,887	696	2,583
Seymour	2,610	1,204	3,814	10,645	4,113	14,758
Shawano Cty - Birnamwood	2,436	324	2,760	8,840	1291	10,131
Shawano Cty - Bonduel	878	350	1,228	3,537	1524	5,061
Shawano Cty - Mattoon	138	28	166	532	127	659
Shawano Cty - Shawano	6,738	1,783	8,521	27,671	6,552	34,223
Shawano Cty - Tigerton	415	152	567	1876	794	2,670
Shawano Cty - Wittenberg	532	84	616	1707	457	2,164
Shiocton	794	149	943	3,305	576	3,881
Suring	1,052	284	1,336	4,157	1233	5,390
Waupaca	9,491	2,645	12,136	40,503	9,935	50,438
Weyauwega	1,345	674	2,019	5,851	2188	8,039
Total	156,766	51,326	208,092	606,804	174,280	781,084

Posted 5/1/25

Director's Report – May 21, 2025

Summer Signage

The Library will be deploying some additional signage over the summer. First, we will be making use of the banner-holders at the main City entrance points to put up banners advertising our 3rd annual Ren Faire. Second, we will be making yard signs available to each person (one per household) who signs up for our Youth or Adult Summer Library Clubs. We are hoping to see a lot of them out in yards around the community this summer, so don't wait to get yours as our initial supply is limited!



Square Update

The credit card system has been live for the past several weeks. We have been doing more transactions than I had expected we would at the outset, which is great. The Fines and Fees report in your packet now includes information on how much money we've brought in from debit and credit cards and how much we've paid in transaction fees.

Update on Facilities Projects

Eric Johnson and I will be meeting with the architect recommended by Building Code Supervisor Jane Drager on Tuesday, May 20. We will hopefully be getting plans and bids in the near-ish future. Eric also has quotes for a new study room dividing wall, and will be providing me with those soon.

Incidents at Library

Since the last Board meeting we had multiple significant incidents at the Library. Per usual practice, information on these will be presented at the meeting. For my report here, I want you to know that staff members involved acted quickly and effectively to bring about a resolution and did so with empathy for the persons involved.

Library Signage

I am working with Greg Grohman and the City Outreach Committee to obtain public feedback on what type of signage for the Library and City Hall to purchase. This has been presented to the Development Review Team (DRT) and the Outreach Committee, and information gathering is set to get underway later this summer.

Staff In-Service

The April 25 in-service was a success with only a few small hiccups. Presentations included information on working with patrons with dementia, helping job seekers and how to use our new credit/debit card processing system. By chance, Governor Tony Evers was visiting Waupaca the same day and decided to swing by and share some words of encouragement and support with Library staff. A surprise appearance by the Governor is going to be a challenge to top for next year's in-service.

Respectfully submitted,

Eric Scott Bailey

April Programs

- **Wednesday, April 2** Lunch and Learn: Laura Colbert from Parks and Rec with 2025 updates: 34 People
- **Tuesday, April 8** Dementia Live: Denise Roman from ADRC presented: 16 people
- **Thursday, April 17th** Cool Hand Luke: 16 people (Mary P.)
- **Thursday, April 24th** Craft Swap and Junk Journaling 10 people (Mary P.)
- **¿Comó se dice?** 17 people over the month
- **Engagement Table**
 - Paper Butterflies, Blackout Poetry

Lunch and Learn for April was the amazing Laura Colbert from City of Waupaca Parks and Recreation. She shared a lot of information about their general programs and activities offered. We also got a great update about the improvements and additions to their building later this year thanks to the grant that they received. Laura did a wonderful Q&A session after her presentation, answering with grace even when asked difficult questions. This was the first month with less Synergy staff, specifically Jessica Pomerence who was generally my partner in the planning. Things have changed a decent bit, but we are adjusting and finding our new stride. One nice change on our side is having Mary P. come in to help with the program. Her first time helping in May made a HUGE difference.

Dementia live with Denise Roman was an amazing program. She brought equipment to set up around the room simulating life circumstances and then prepared the attendees with their equipment to simulate what individuals with Dementia see and feel (4 per people per time slot max). It was a very interesting perspective that helps you understand and empathize with people who are experiencing Dementia. Denise returned at the end of the month and did a presentation for our library staff to help us understand our patrons who come in with memory issues. She'll be returning in June for a Dementia Awareness Walk, and later this year with memory screenings.

Mary P. hosted a Craft Swap/Junk Journaling night. We had several people attend and enjoy learning how to junk journal using the supplies we'd collected and had donated for the program. Not many craft supplies were taken home that night, but we shared them out through our Free Cart, and they all found new homes quickly at that point. Mary plans to return with Junk Journaling and other craft programs this summer at our Engagement Table!

Our Friends of the Library group agreed to help us purchase a piece of furniture to make our Conference Room easier to utilize. I researched and purchased a locking file cabinet for the space. It is on wheels so that it can be moved around the room where it helps patrons and staff best, with most of the tech and office supplies needed stored in the cabinet. People can borrow the cabinet key when using the room and be well set for most of their needs. It was a much needed improvement over the laptop locked to the table top as most of the people using this space come with their own computer and would prefer to have the full table space.

-Respectfully submitted by Molly Reinke



Adult Services Report

We started April with some laughs. The Little Free Pantry received an over abundance of donated bananas. We had four boxes, two that were pretty large. Laura Jandacek, Mary Perkett and I put our heads together and tried to come up with a way to help move the bananas. We began by offering bananas to anyone who checked anything out. We thought about somehow using the "Name Game" song "Shirley! Shirley, Shirley bo Birley Bonana fanna fo Firley Fee fy mo Mirley, Shirley!" or the "Banana Boat" song: "Come, Mr. Tally Man, Tally me banana..." In the end we went with Mary's suggestion. As our April 1st, April Fools Joke we put a basket out and gave away FREE Cucumbers! 'They make great bread!' They went like crazy with several double takes and many giggles.



The Walking Books program is moving along. I met with Eric and went through the paperwork that I had together and discussed what else was needed. I have created a powerpoint with the help from Appleton's Volunteer Coordinator, Colleen Holz. Having created a Walking Books program in Appleton she was able to share with me many documents, training, and steps that they created. Many of which I was then able to incorporate into the Waupaca Walking Books program packet. It has made the process a lot smoother, She has been an invaluable help to me.

Candy Bar sales are doing well. We have sold 16 boxes since October. That is \$640 to the FRIENDS of the library!

We had 8 patrons come to the Book To Movie Club meeting featuring "Life of Pi" by Yann Martel. The end of May we will be featuring "Crazy, Rich, Asians" by Kevin Kwan.

On April 25th we had an In-Service Day at the library. Staff got together to hear from presenters on Job Services and Dementia. We had a Subway lunch and then continued with staff presentations on microfilm/scanner equipment, create computer, VR headsets, and patron boundaries. With the few hours left we were able to catch up on the library returns and deliveries as well as do some shuffling of furniture in the upstairs backroom. It was a full day. Much was accomplished.

Volunteer applications have started to slow down, which honestly is okay because I'm running out of things for them to do. We've been able to add enough volunteers to the pantry that Mary Burns, the pantry coordinator, now has two a day and one on Saturday! Here are a few of our wonderful volunteers:



Tony & Margaret:covering books



Bonnie: Little Free Pantry



Paul: Adopto-A-Shelf DVDs



Kathy:Adopt a Shelf Fict



Lisa: Adopt a Shelf Fict



Greg: Picklist



Kelly: Disc Cleaner, Direct Delivery Assistant, labeller, New Friends of the Library, Treasurer.

-Respectfully Submitted by Jan Popple

Children's Dept Report - April 2025

Storytime - 48

Babygarten - 48

Sunny Day - 213

Egg Hunt - 101

School Requests - 201

Book Packs - 13



April was a very exciting month of planning and ramping up our preparations for May and the summer months. We kept very busy, with a number of meetings planning out the Renaissance Faire, Library In-service day, Summer Youth Services and pursuing a number of other opportunities with groups like Healthy Beginnings.

Our staff were involved with a number of instances for professional and community development, the CCBC being our crowning jewel amongst them. It was a wonderful chance to see new or upcoming children's and teen titles, network with a great group of librarians and tour the fantastic facilities at Menasha. Additionally, we got to attend the CHAT retreat in Appleton, as well as a Dementia Live workshop with ADRC. Capping off the gauntlet of staff enrichment was our private in-service day, which received good feedback from staff.

In terms of programming, we had a fantastic series of visits to the middle school for 6th grade booktalks. Taylor and I talked on 3 books each, and were surprised by the number that the 6th graders ended up placing on hold. Additionally, we generated a good buzz about May programming that has translated into solid attendance. Lastly, in partnership with UW Madison extension, we hosted Money Smart Wisconsin week and were happy to welcome a total of seven different organizations that turned out to help patrons increase their financial literacy.

Respectfully Submitted, Simon Baumgart



April 2025 Board Report

Teen Department

Teen Volunteer Agents And Their New Goal

Four bright and eager teens have approached Taylor, our Teen Librarian, and asked if they could help reignite Teen Volunteer Agents. Over the month of April, they have had several drop-in meetings where they've discussed how they want the advisory panel to look, what expectations should be enforced, and even some goals for the Teen Room that they can work towards. They not only want opportunities to raise money and update the Teen Room, but they are eager and looking for volunteering opportunities at the library. Such opportunities may include adopting a bookshelf in the Teen Room that they are responsible for maintaining, assisting with interactive book displays, and more. They also want to shift back to a group that includes roles such as President, Vice President, Treasurer, and Secretary so that the group has more structure. This allows the group to take more ownership and explore library matters that are important to them.

6th Grade Book Talks at the Waupaca Middle School

Taylor and Simon were very excited to bring 6 fascinating titles to the 6th Grade students at the Waupaca Middle School during the last week of April, and first week of May. It was a wonderful way to connect with new students and get them excited and intrigued about books that they might not have heard of before. Thanks so much to our friends at the school, especially Sarah Hanneman, for helping us plan and make these visits possible!

6th Grade Reward Trip at the Waupaca Rec Center

Ashley Buenning, 6th Grade Science Instructor at the Waupaca Middle School, invited the library to be a part of the 6th Grade's Reward Trip to the Waupaca Recreation Center. That afternoon, Taylor and Mary Perket brought different crafts and activities to set up at the tables for students who weren't as active or excited to be playing in the gym with friends. It was a great opportunity to connect with all kinds of new students and help them celebrate their achievements.

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

- 4/21/2025, 4/22/25. 5/2/25- 6th Grade Book Talks - 140 participants in different classes over 3 days. Taylor and Simon hosted.
- 4/17/2025- 6th Grade Reward Trip @ Rec Center- 130 participants. Taylor and Mary hosted.
- Every Wednesday, Teen Dungeons and Dragons - 21 overall participants. Taylor and Teen Volunteers.
- 4/24/2025 - TVA Planning Meeting - 3 participants. Taylor and teens hosted.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

May 15th, 2025



WAUPACA AREA PUBLIC LIBRARY

WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING AGENDA
WEDNESDAY, APRIL 30TH, 2025, 4:30 PM
CITY OF WAUPACA COUNCIL CHAMBERS

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

Director Eric Bailey called the meeting to order at 4:30 pm. Committee members Julie Eiden, Sarah Hanneman, Cory Nagel, Melanie Peterson and Mary Zimmerman were present. Also present was Head of Adult Services Jan Popple.

Approval of the Agenda

MOTION by J. Eiden, and SECOND by S. Hanneman to approve the agenda. 5 Ayes, 0 Nays, 0 absent. Motion passed unanimously by voice vote.

4:31: Head of Youth Services Simon Baumgart arrived.

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.

Discussion of the Opening of Assistant Head of Youth Services began. Should we create two part-time positions or fill the one full-time position? More information will be gathered, and another discussion will take place at 3:45 PM before the next Library Board Meeting on Wednesday May 21.

ADJOURNMENT

MOTION by S. Hanneman, SECOND by C. Nagel, to adjourn. 5 ayes, 0 nays, 0 absent.
Motion passed unanimously.

Meeting adjourned at 5:26 PM

Chaired by Eric Bailey, Library Director

Minutes compiled by Jan Popple, Head of Adult Services

Committed to offering
opportunities for
connections, innovations,
and engaged learning.

**WAUPACA AREA
PUBLIC LIBRARY**

107 South Main Street | Waupaca, WI 54981
telephone: 715.258.4414

ORDINANCE NO. 05-14 (2014)

ORDINANCE AMENDING THE CODE OF ETHICS FOR THE CITY OF WAUPACA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved: July 15, 2014

/s/ Brian Smith
Brian Smith, Mayor

Adopted: July 15, 2014

Published: July 24, 2014

ATTEST:

/s/ Henry Veleker
Henry Veleker, Clerk

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

Youth Services Staffing
Part-Time Staffing Option
Date: 5/21/2025

SUMMARY: The Waupaca Area Public Library has long had an award winning Youth Services (YS) Department and the goal is to continue this tradition. However, the ability of the Library to support the current number of full time staff both now and over the coming years needs to be taken into consideration. This document summarizes current staffing and an option for replacing a current full time position in YS with 2 part time positions.

CURRENT STAFFING:

- Youth Services is staffed by 3 full time (FT) staff members, with regular support from staff from other departments.
- The YS department has had a broader staff in the past, having at least one part time staff member as recently as 2022.
- Over time, due to cost considerations part time staffing in YS has been phased out.
- Current YS staff have picked up the tasks that had previously been performed by PT staff members.
- These include but are not limited to desk hours, shelving, processing new materials and pick list.

PROPOSED ALTERNATE STAFFING:

- The proposed alternative to hiring a direct FT replacement is to hire two (2) part time staff members to work in Youth Services.
 - Position 1:
 - Youth Services Desk
 - Technical Assistant:
 - Processing and cataloging new materials.
 - Reports and weeding projects.
 - Shelving.
 - Assisting with programs and services.
 - Position 2:
 - Youth Services Desk
 - Program Assistant:
 - Helping to run some regular programs.
 - Supporting full time staff as they develop services and programs.
 - Shelving.
 - Assisting with technical work as needed.
- Benefits to this proposal include:
 - A broader number of individuals in Youth Services, which helps with coverage for sick and vacation leave.
 - Two part time staff members should allow for more staff hours overall worked in the department.
 - The initial cost comparison shows that two (2) part time staff would be about \$27K cheaper than a FT replacement, and would provide much easier budgeting in future years.

- This would shift clerical tasks like shelving away from full time staff and should provide more time for work on program and service development.
- This would reflect a more typical staffing arrangement for a Library department. It would be more similar to how other Library's staff their departments and to how we staff other departments.
- We have not posted a part time position for Youth Services since approximately 2017-2018. We may be able to attract more and different applicants than we have for other recent postings.
- Challenges with this proposal include:
 - The current hiring environment has been challenging, and FT positions tend to be more attractive than PT.
 - Workflow in the department would need to change with the staffing changes. For instance, our current FT staff members take turns covering regular programming on a three (3) week rotation. That would be less feasible with fewer FT staff.
 - Turnover tends to be more regular in PT positions.

RECOMMENDATION: There are a lot of reasons to recommend part time staff as the best option, but there are also a few points against.

Respectfully submitted,

Eric Scott Bailey

WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

JOB DESCRIPTION

Position Title:	Library Associate – <u>Youth Services</u>
Department/Location:	Public Library
Reports To:	A Department Head or the Library Director <u>Head of Youth Services</u>
Employees Supervised:	None, but will occasionally be responsible for supervising library operations.
Interrelationships:	This employee has frequent contact with library patrons and staff.

Position Summary:

The Library Associate – Youth Services is responsible for the orderly operation of the ~~circulation-~~ youth services desk, operating the automated circulation system and general support functions in the ~~library~~ youth services department. In addition, the Library Associate has added responsibilities in processing newly arrived materials, shelving returned items, creating programming, and assisting with the launch of new services ~~and acting as the person in charge of the Library on occasion~~. This position is part time hourly with a flexible schedule that includes nights and weekends with hours totaling more than 20 and less than 30 per week.

Position Duties:

The functions listed below are not an exhaustive list of responsibilities.

Qualifications:

- Education: high school diploma or equivalent. Prefer education beyond high school or significant related work experience.
- Experience: prefer 2-4 years of previous library or clerical experience. Computer skills and ability to use software and systems is required.

Duties:

- Checks materials in and out.

Library Associate – Youth Services

- Supports acquisition of new library materials and processes new materials.
- Answers phone, directs calls and calls patrons regarding holds and problem items with proper etiquette.
- Registers patrons ~~according~~ and maintains and updates record according to procedure.
- Describes library services to patrons.
- Assists patrons with technology ~~including copier, eReaders, basic computer programs, library catalog and SAM visitor passes.~~
- Assists with opening and closing departments. Supervises opening and closing if needed.
- Attends meetings, reads blog and actively participates.
- Shelves- and shelf-reads library materials according to library practices.
- Maintains knowledge and skills for completing library services and procedures.
- ~~Collects materials from book drops.~~
- Develops and presents programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Is responsible for ~~library youth services~~ when administrative staff is unavailable.
- Assists with library volunteers, collection management, public relations, marketing, and staff training as needed.
- Actual workflow for all Library Associates will include other responsibilities as assigned.

Job Expectations:

Teamwork

- Relationships/interactions with teammates.
- Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and takes direction.
- Provides additional assistance and performs additional duties as assigned.

Customer Service

- Is fully present and gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons.
- Demonstrates a positive public image to patrons and teammates.

Personal Attributes Required:

- Must gain basic knowledge of library services and procedures, related software/systems, the Internet, policies and procedures.
- Must have a detailed knowledge of circulation system, material repair, security system and ordering procedures.
- Must be pleasant and helpful, well organized and detail oriented.
- Must be patient and able to respond helpfully in situations where patrons may be impatient or exhibit frustration.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills.
- Must understand the need for teamwork, timeliness, accuracy and service.
- Must be able to maintain self-control without exhibiting negative behaviors.
- Must be able to interact with patrons and officials to accomplish tasks without arousing hostility.
- Must be able to assume responsibility and work with a high level of independence.

Essential Physical/ Mental Requirements:

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.
4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.

6. Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment.
7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
8. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math.
11. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

~~Originated May 28, 1999-~~

~~Revised on 6/8/2000~~

~~Was previously titled Assistant 3~~

~~Revision date & Approved by library Board: December 10, 2013~~

~~Revision date & Approved by Library Board: November 15, 2023~~

Originated May 21, 2025

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.