



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JUNE 18, 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, MAY 21, 2025
 - a. **ACTION ITEM: APPROVE** minutes of MAY 21, 2025 Meeting
4. MONTHLY BILLS FOR MAY 2025, **BILLS \$61,551, PERSONNEL \$53,342, Donations Expenditures \$3,689**
 - a. **ACTION ITEM: APPROVE** MAY 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 May 21, 2025
 - i. **ACTION ITEM:** Approve minutes of May 21, 2025 Personnel Committee meeting.

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Walking Books Policy
 - i. **ACTION ITEM:** Approve Walking Books Policy if recommended by Policy Committee.
- c. Revised Material Review Policy
 - i. **ACTION ITEM:** Approve revised Material Review Policy if recommended by Policy Committee.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, July 16, 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 MAY 21, 2025, 4:30PM

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

Meeting was called to order by President, Melanie Peterson at 4:31pm.

Julie Eiden, C. Nagel, Sarah Hanneman, Holly Olsen, Alton Ross, John Turner, Melanie Peterson and Devon Feldt were present. John Miller was absent. Library Director, Eric Bailey, Jan Popple Head of Adult Services, Head of Youth Services Simon Baumgart, Exhibit Coordinator Liz Kneer, and Youth on board Alternate Alisa Forseth were also present.

APPROVAL OF AGENDA, as AMENDED

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

The Open Meeting Law Statement was read by Melanie Peterson.

Minutes from April 16, 2025 Board Meeting.

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

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

MOTION J. Turner, SECOND by H. Olsen, to approve the April 2025 bills with personnel costs and donation expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote.

Library Statistics

Copy Income **\$618.07**; Meeting Room Income **\$205**

Volunteer Hours **154.7**; Reference Transactions **775** Library Visits **7,981**; Internet Use: **838** wireless, **488** stations; Curbside service **14**; Total Library Programs **37**, Total Program Attendance **847**; Study Room Use **78**; Passport Applications **13**

Interloan Chart: **3,020** items loaned, **3,416** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,311**.

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 did not meet.

Personnel Committee met April 30th.

MOTION by C. Nagel, SECOND by Sarah Hanneman to approve the agenda from the April 30 Personnel Committee meeting. 8 Ayes, 0 Nays, 1 Absent. Motion passed unanimously by voice vote. Policy Committee did not meet.

OLD BUSINESS: None

New Business

INCIDENTS:

Small fire started in the parking lot chips, probably due to cigarette butt.

Theft of memory kit puppy.

Medical emergency of patron feeling weak and faint. Called ambulance.

Patron talking to and harassing homeless parent.

ETHICS AND FRAUD POLICIES

MOTION by H. Olsen, SECOND by J. Turner to review policies and place them on file. 8 Ayes, 0 Nays, 1 Absent. Motion passed unanimously by voice vote.

LIBRARY OFFICER ELECTIONS & COMMITTEE ASSIGNMENTS

MOTION by S. Hanneman, SECOND by C. Nagel to approve the slate of nominated officers. 8 Ayes, 0 Nays, 1 Absent. Motion passed unanimously on a roll call vote.

ASSISTANT HEAD OF YOUTH SERVICES PENDING VACANCY

MOTION by J. Turner, SECOND by C. Nagel to approve the Youth Services job description as recommended by the Personnel Committee, as amended. 8 Ayes, 0 Nays, 1 Absent. Motion passed unanimously by voice vote.

POLICY COMMITTEE MEETING to be scheduled via email.

Announcements & Correspondence

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

Next meeting will be Wednesday, June 18, 2025, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 5:23 pm.
Chaired by Melanie Peterson, Library Board President
Minutes taken and compiled by Jan Popple

**MAY 2025 BUDGET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual 12/31/2024 Prior Year <u>Actual</u>	May-25 <u>Actual</u>	5/31/2025 CURRENT YTD <u>Actual</u>	12/31/2024 YTD <u>Estimated</u>	Budget Request <u>2025</u>	Increase (Decrease) <u>Budget</u>	Increase (Decrease) <u>%</u>
REVENUES								
INTERGOVERNMENTAL								
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	100.00%	0.00%
251-43726-000-000	COUNTY AID: LIBRARY WINNEBAGO	-	-	1,006	1,006	1,006	100.00%	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	3,821	-	4,906	4,906	3,898	125.86%	(25.86%)
	INTERGOVERNMENTAL	407,934	-	225,168	426,555	425,547	52.91%	47.09%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,884	912	3,505	8,413	6,000	58.42%	41.58%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	507	7	275	660			
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	303	20	(68)	(164)	100	-68.35%	168.35%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,438	370	1,110	2,663	2,500	44.38%	55.62%
251-46740-000-000	FEES: PASSPORT	5,160	595	3,430	8,232	7,500	45.73%	54.27%
	PUBLIC CHARGES FOR SERVICE	15,292	1,904	8,252	19,804	16,100	51.25%	48.75%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,686	170	970	2,328	1,500	64.67%	35.33%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	50	15	115	276	100	115.00%	(15.00%)
251-48550-000-000	DONATIONS: LIBRARY	44,414	4,284	9,624	23,098	61,500	15.65%	84.35%
251-49210-000-000	TRANSFER FROM GENERAL FUND	367,522	-	-	373,035	373,035	0.00%	100.00%
	MISCELLANEOUS	413,672	4,469	10,709	398,737	436,135	2.46%	97.54%
	TOTAL REVENUES	836,899	6,373	244,129	845,096	877,782	27.81%	72.19%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	392,078	30,237	148,389	356,134	388,564	38.19%	61.81%
251-55111-103-000	LIBRARY: OVERTIME	307	97	650	1,559			
251-55111-118-000	LIBRARY: SOCIAL SECURITY	26,126	2,268	11,813	28,350	28,518	41.42%	58.58%
251-55111-119-000	LIBRARY: RETIREMENT (R)	27,059	2,439	12,503	30,007	26,882	46.51%	53.49%
251-55111-121-000	LIBRARY: GRP HLTH INS	78,950	8,110	36,493	87,583	108,778	33.55%	66.45%
251-55111-122-000	LIBRARY: LIFE INS	1,152	103	466	1,119	1,500	31.08%	68.92%
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	43,253	210,553	556,237	605,727	34.76%	65.24%

**MAY 2025 BUDGET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2024	Budget	Increase	Increase
		12/31/2024		5/31/2025				
		Prior Year	May-25	CURRENT YTD	YTD	Request	(Decrease)	(Decrease)
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>2025</u>	<u>Budget</u>	<u>%</u>
251-55112-104-000	LIBRARY: PT WAGES	115,017	9,306	40,710	119,334	107,259	37.95%	62.05%
251-55112-116-000	LIBRARY: PT RETIRE	3,610	203	1,098	3,561	4,067	27.01%	72.99%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	7,205	526	2,608	8,984	8,205	31.79%	68.21%
251-55112-122-000	LIBRARY: LIFE INS	632	54	241	588	550	43.74%	56.26%
	LIBRARY: PART-TIME	126,464	10,089	44,657	132,467	120,081	37.19%	62.81%
251-55115-201-000	LIBRARY: TRAINING	2,879	-	320	1,568	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	515	1,394	3,144	4,000	34.84%	65.16%
251-55115-215-000	LIBRARY: MOVIE LICENSE	440	-	133	125	-		
251-55115-216-000	LIBRARY: POSTAGE	1,928	42	733	1,763	2,000	36.66%	63.34%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	762	-	125	956	1,200	10.42%	89.58%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,648	-	27,783	27,648	27,783	100.00%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	553	225	405	650	650	62.30%	37.70%
251-55115-282-000	LIBRARY: TECHNOLOGY	11,829	77	208	11,974	5,267	3.95%	96.05%
251-55115-301-000	LIBRARY: SUPPLIES	10,850	310	3,342	12,977	10,000	33.42%	66.58%
	LIBRARY: OPERATING EXPENSES	68,514	1,169	34,443	69,714	61,809	55.72%	44.28%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	18,428	2,079	7,642	18,340	19,000	40.22%	59.78%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,383	159	585	1,403	1,500	38.97%	61.03%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	5,686	383	1,085	2,604	8,000	13.56%	86.44%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	13,725	380	917	2,202	18,000	5.10%	94.90%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	119	-	-	5,000	5,000	0.00%	100.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	25	-	-	2,000	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,226	689	2,123	5,094	8,000	26.53%	73.47%
	LIBRARY: DONATION EXPENSES	43,592	3,689	12,351	36,643	61,500	20.08%	79.92%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,529	-	143	343	1,500	9.53%	90.47%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,040	-	37	88	3,000	1.23%	98.77%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	934	25	140	337	1,000	14.03%	85.97%
	LIBRARY: PROGRAMS	5,504	25	320	768	5,500	5.82%	94.18%

**MAY 2025 BUDGET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2024	Budget	Increase	Increase
		12/31/2024	May-25	5/31/2025	YTD	Request	(Decrease)	(Decrease)
		Prior Year	Actual	CURRENT YTD			Budget	%
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>2025</u>		
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,132	620	1,851	17,000	17,000	10.89%	89.11%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,523	(39)	379	3,000	3,000	12.64%	87.36%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,221	824	4,438	16,000	16,000	27.74%	72.26%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,174	456	544	3,175	3,175	17.14%	82.86%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,520	-	3,058	4,600	4,600	66.47%	33.53%
	LIBRARY: BOOKS	41,570	1,862	10,270	43,775	43,775	23.46%	76.54%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,655	256	609	2,300	2,300	26.47%	73.53%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	-	71	71	1,000	1,000	7.05%	92.95%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	667	82	165	600	600	27.58%	72.42%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,208	171	319	1,200	1,200	26.54%	73.46%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	602	602	854	854	70.44%	29.56%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	964	283	283	900	900	31.43%	68.57%
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	1,464	14,283	19,089	19,089	74.82%	25.18%
	TOTAL EXPENDITURES	830,830	61,551	326,877	858,693	917,481	35.63%	64.37%
	REVENUES OVER(UNDER) EXPENDITURES				(13,592)	(39,699)		
	BEGINNING FUND BALANCE				57,874			
	ENDING FUND BALANCE				44,282			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) 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-
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
CR	1000024019	COUNTY AID WAUSHARA - LIBRARY 5/3/25		17,869.00-	
		Description: COUNTY AID WAUSHARA - LIBRARY 5/3/25			
CR	1000024019	COUNTY AID WINNEBEGO - LIBRARY 5/3/25		1,006.00-	
		Description: COUNTY AID WINNEBEGO - LIBRARY 5/3/25			
		05/31/2025 (05/25) Period Totals and Balance	.00 *	18,875.00- *	18,875.00-
YTD Encumbrance	.00	YTD Actual	18,875.00-	Total	18,875.00-
		YTD Budget	17,869.00-	Unearned	1,006.00-
251-43726-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
CR	1000023943	NON RESIDENT CREDIT - library 3/29/25		4,906.00-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE (continued)					
		Description: NON RESIDENT CREDIT - library 3/29/25			
		04/30/2025 (04/25) Period Totals and Balance	.00 *	4,906.00- *	4,906.00-
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	1,945.13-
CR	1000023943	COPIES LIBRARY DEPOSIT - library 3/29/25		232.61-	
		Description: COPIES LIBRARY DEPOSIT - library 3/29/25			
CR	1000023958	COPIES LIBRARY DEPOSIT - LIBRARY 4/5/25		124.50-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/5/25			
CR	1000023980	COPIES LIBRARY DEPOSIT - LIBRARY 4/12/25		137.35-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/12/25			
CR	1000023996	COPIES LIBRARY DEPOSIT - LIBRARY 4/19/25		152.94-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/19/25			
		04/30/2025 (04/25) Period Totals and Balance	.00 *	647.40- *	2,592.53-
CR	1000024010	COPIES LIBRARY DEPOSIT - LIBRARY 4/26/25		141.14-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/26/25			
CR	1000024019	COPIES LIBRARY DEPOSIT - LIBRARY 5/3/25		214.79-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 5/3/25			
CR	1000024041	COPIES LIBRARY DEPOSIT - LIBRARY 5/10/25		141.75-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 5/10/25			
CR	1000024090	COPIES LIBRARY DEPOSIT - LIBRARY 5/17/25		171.42-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 5/17/25			
CR	1000024090	COPIES LIBRARY DEPOSIT - LIBRARY 5/24/25		243.79-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 5/24/25			
		05/31/2025 (05/25) Period Totals and Balance	.00 *	912.89- *	3,505.42-
YTD Encumbrance	.00	YTD Actual 3,505.42- Total	3,505.42- YTD Budget	6,000.00- Unearned	2,494.58
251-46715-000-000 FEES: LIBRARY POSTAGE					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46715-000-000 FEES: LIBRARY POSTAGE (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	267.55-
CR	1000024010	FINES LIBRARY DEPOSIT - LIBRARY 4/26/25		5.50-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 4/26/25			
CR	1000024019	FINES LIBRARY DEPOSIT - LIBRARY 5/3/25		1.96-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 5/3/25			
		05/31/2025 (05/25) Period Totals and Balance	.00 *	7.46- *	275.01-
YTD Encumbrance	.00	YTD Actual 275.01- Total 275.01- YTD Budget .00	Unearned 275.01-		
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		03/31/2025 (03/25) Balance	.00 *	.00 *	68.65
AP	162	UNIQUE MANAGEMENT SERVICES, INC.	19.70		
		**VendorNo: 1943 **Inv. No: 6137976 **Desc: COLLECTION AGENCY (2) - MARCH 2025 **Inv. Date: 04/01/25			
		04/30/2025 (04/25) Period Totals and Balance	19.70 *	.00 *	88.35
CR	1000024019	COLLECTIONS - LIBRARY 5/3/25		10.00-	
		Description: COLLECTIONS - LIBRARY 5/3/25			
CR	1000024041	COLLECTION - LIBRARY 5/10/25		10.00-	
		Description: COLLECTION - LIBRARY 5/10/25			
		05/31/2025 (05/25) Period Totals and Balance	.00 *	20.00- *	68.35
YTD Encumbrance	.00	YTD Actual 68.35 Total 68.35 YTD Budget 100.00-	Unearned 168.35		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		03/31/2025 (03/25) Balance	.00 *	.00 *	542.86-
AP	122	CLINTONVILLE PUBLIC LIBRARY	16.95		
		**VendorNo: 391 **Inv. No: OWWAU02192025000001 **Desc: LOST BOOK #31389022537914 **Inv. Date: 02/19/25			
AP	1	APPLETON PUBLIC LIBRARY	16.00		
		**VendorNo: 102 **Inv. No: OWWAU032820250000001 **Desc: LOST 31110005661121 **Inv. Date: 03/31/25			
AP	89	APPLETON PUBLIC LIBRARY	12.00		
		**VendorNo: 102 **Inv. No: OWWAU04072025000001 **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-
AP	246	LIBRARY REFUNDS - ADD REMITTANCES!	22.00		
		**VendorNo: 2015625 **Inv. No: OWWAU020420250000001 **Desc: #31389025463860 REFUND **Inv. Date: 02/04/25			
AP	43	SHAWANO PUBLIC LIBRARY	21.95		
		**VendorNo: 1704 **Inv. No: OWWAU050620250000002 **Desc: LOST BOOK 38005002229735 **Inv. Date: 05/06/25			
CR	1000024010	MATERIAL REPL LIB DEPOSIT - LIBRARY 4/26/25		20.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/26/25			
CR	1000024019	MATERIAL REPL LIB DEPOSIT - LIBRARY 5/3/25		186.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 5/3/25			
CR	1000024041	MATERIAL REPL LIB DEPOSIT - LIBRARY 5/10/25		55.95-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 5/10/25			
CR	1000024090	MATERIAL REPL LIB DEPOSIT - LIBRARY 5/17/25		20.99-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 5/17/25			
CR	1000024090	MATERIAL REPL LIB DEPOSIT - LIBRARY 5/24/25		130.27-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 5/24/25			
		05/31/2025 (05/25) Period Totals and Balance	43.95 *	413.21- *	1,109.62-
YTD Encumbrance .00 YTD Actual 1,109.62- Total 1,109.62- YTD Budget 2,500.00- Unearned 1,390.38					
251-46740-000-000 FEES: LIBRARY PASSPORT					
		03/31/2025 (03/25) Balance	.00 *	.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-	

Journal	Reference Number	Payee or Description				Debit Amount		Credit Amount		Balance
251-46740-000-000 FEES: LIBRARY PASSPORT (continued)										
		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-
CR	1000024010	PASSPORT - LIBRARY 4/26/25						70.00-		
		Description: PASSPORT - LIBRARY 4/26/25								
CR	1000024019	PASSPORT - LIBRARY 5/3/25						175.00-		
		Description: PASSPORT - LIBRARY 5/3/25								
CR	1000024041	PASSPORT - LIBRARY 5/10/25						105.00-		
		Description: PASSPORT - LIBRARY 5/10/25								
CR	1000024090	PASSPORT - LIBRARY 5/24/25						245.00-		
		Description: PASSPORT - LIBRARY 5/24/25								
		05/31/2025 (05/25) Period Totals and Balance				.00 *		595.00- *		3,430.00-
YTD Encumbrance		.00	YTD Actual	3,430.00-	Total	3,430.00-	YTD Budget	7,500.00-	Unearned	4,070.00
251-48215-000-000 RENT: MEETING ROOMS										
		03/31/2025 (03/25) Balance				.00 *		.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-
CR	1000024010	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/26/25						50.00-		
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/26/25								
CR	1000024019	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 5/3/25						85.00-		
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 5/3/25								
CR	1000024090	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 5/17/25						35.00-		
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 5/17/25								
		05/31/2025 (05/25) Period Totals and Balance				.00 *		170.00- *		970.00-
YTD Encumbrance		.00	YTD Actual	970.00-	Total	970.00-	YTD Budget	1,500.00-	Unearned	530.00
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP										
		03/31/2025 (03/25) Balance				.00 *		.00 *		100.00-

Journal	Reference Number	Payee or Description				Debit Amount		Credit Amount	Balance
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP (continued)									
CR	1000024019	SALES OF EQUIPMENT - LIBRARY 5/3/25						15.00-	
		Description: SALES OF EQUIPMENT - LIBRARY 5/3/25							
		05/31/2025 (05/25) Period Totals and Balance				.00 *		15.00- *	115.00-
YTD Encumbrance	.00	YTD Actual	115.00-	Total	115.00-	YTD Budget	100.00-	Unearned	15.00-
251-48451-000-000 INSURANCE CLAIMS LIBRARY									
		03/31/2025 (03/25) Balance				.00 *		.00 *	.00
		05/31/2025 (05/25) 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									
		03/31/2025 (03/25) Balance				.00 *		.00 *	.00
		05/31/2025 (05/25) 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									
		03/31/2025 (03/25) Balance				.00 *		.00 *	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-
CR	1000024010	DONATION- - LIBRARY 4/26/25						26.00-	
		Description: DONATION- - LIBRARY 4/26/25							
CR	1000024019	DONATION- - LIBRARY 5/3/25						78.34-	
		Description: DONATION- - LIBRARY 5/3/25							
CR	1000024041	DONATION- - LIBRARY 5/10/25						20.00-	
		Description: DONATION- - LIBRARY 5/10/25							
CR	1000024090	DONATION- - LIBRARY 5/17/25						281.41-	
		Description: DONATION- - LIBRARY 5/17/25							
CR	1000024090	DONATION- - LIBRARY 5/24/25						3,878.10-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48550-000-000 DONATIONS: LIBRARY (continued)					
		Description: DONATION- - LIBRARY 5/24/25			
		05/31/2025 (05/25) Period Totals and Balance	.00 *	4,283.85- *	9,624.15-
YTD Encumbrance	.00	YTD Actual 9,624.15- Total	9,624.15- YTD Budget	61,500.00- Unearned	51,875.85
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	158	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	100.00		
PC	20	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	14,915.70		
PC	139	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	15,221.60		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-102-000 LIBRARY: WAGES (continued)					
		05/31/2025 (05/25) Period Totals and Balance	30,237.30 *	.00 *	148,389.18
YTD Encumbrance	.00	YTD Actual 148,389.18 Total 148,389.18 YTD Budget 388,564.00 Unexpended 240,174.82			
251-55111-103-000 LIBRARY: OVERTIME					
		03/31/2025 (03/25) Balance	.00 *	.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
PC	83	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	55.62		
PC	140	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	41.51		
		05/31/2025 (05/25) Period Totals and Balance	97.13 *	.00 *	649.73
YTD Encumbrance	.00	YTD Actual 649.73 Total 649.73 YTD Budget .00 Unexpended 649.73-			
251-55111-105-000 LIBRARY: CALL-IN PAY					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-109-000 LIBRARY: FUNERAL LEAVE (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	22	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	1,123.61		
PB	256	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	1,143.77		
		05/31/2025 (05/25) Period Totals and Balance	2,267.38 *	.00 *	11,812.60
YTD Encumbrance	.00	YTD Actual	11,812.60	Total	11,812.60
		YTD Budget	28,518.00	Unexpended	16,705.40
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	21	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	1,219.74		
PB	255	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	1,218.76		
		05/31/2025 (05/25) Period Totals and Balance	2,438.50 *	.00 *	12,502.78
YTD Encumbrance	.00	YTD Actual	12,502.78	Total	12,502.78
		YTD Budget	26,882.00	Unexpended	14,379.22
251-55111-121-000 LIBRARY: GRP HLTH INS					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	155	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	3,638.08		
PB	375	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	3,638.08		
PC	21	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	416.68		
PC	141	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	416.68		
		05/31/2025 (05/25) Period Totals and Balance	8,109.52 *	.00 *	36,492.84

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-121-000 LIBRARY: GRP HLTH INS (continued)					
YTD Encumbrance	.00	YTD Actual	36,492.84	Total	36,492.84
YTD Budget			108,778.00	Unexpended	72,285.16
251-55111-122-000 LIBRARY: LIFE INS					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	156	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	51.80		
PB	376	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	51.80		
		05/31/2025 (05/25) Period Totals and Balance	103.60 *	.00 *	466.20
YTD Encumbrance	.00	YTD Actual	466.20	Total	466.20
YTD Budget			1,500.00	Unexpended	1,033.80
251-55111-123-000 LIBRARY: INC PROTECT					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-129-000 LIBRARY: UNEMPLOYMENT (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	240.00
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	240.00
YTD Encumbrance	.00	YTD Actual 240.00 Total 240.00	YTD Budget 240.00	Unexpended 316.00	76.00
251-55112-104-000 LIBRARY: PT WAGES					
		03/31/2025 (03/25) Balance	.00 *	.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
PC	81	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	5,041.90		
PC	212	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	4,263.34		
		05/31/2025 (05/25) Period Totals and Balance	9,305.24 *	.00 *	40,709.62
YTD Encumbrance	.00	YTD Actual 40,709.62 Total 40,709.62	YTD Budget 107,259.00	Unexpended 107,259.00	66,549.38
251-55112-110-000 LIBRARY: PTO					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	161	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	107.85		
PB	380	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	95.54		
		05/31/2025 (05/25) Period Totals and Balance	203.39 *	.00 *	1,098.40
YTD Encumbrance	.00	YTD Actual 1,098.40 Total 1,098.40	YTD Budget 4,067.00	Unexpended 4,067.00	2,968.60
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		03/31/2025 (03/25) Balance	.00 *	.00 *	1,892.42

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-118-000 LIBRARY: SOCIAL SECURITY (continued)					
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
PB	157	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	371.45		
PB	377	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	314.05		
		05/31/2025 (05/25) Period Totals and Balance	685.50 *	.00 *	3,192.81
YTD Encumbrance	.00	YTD Actual	3,192.81	Total	3,192.81
		YTD Budget	8,205.00	Unexpended	5,012.19
251-55112-122-000 LIBRARY: LIFE INS					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	160	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	26.73		
PB	379	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	26.73		
		05/31/2025 (05/25) Period Totals and Balance	53.46 *	.00 *	240.57
YTD Encumbrance	.00	YTD Actual	240.57	Total	240.57
		YTD Budget	550.00	Unexpended	309.43
251-55112-123-000 LIBRARY: INC PROTECT					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	320.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-207-000 LIBRARY: MAINT OF EQUIP (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	727.00
AP	602	US BANK	7.00		
		**VendorNo: 1950 **Inv. No: 4/15/25-KWIETERS **Desc: BACKGROUND CHECK LIBRARY **Inv. Date: 04/09/25			
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	159.29 *	.00 *	886.29
AP	157	VONBRIESEN & ROPER S.C.	507.50		
		**VendorNo: 2003 **Inv. No: 493359 **Desc: LEGAL SERVICES - WAIVERS & AGREEMENTS **Inv. Date: 05/15/25			
		05/31/2025 (05/25) Period Totals and Balance	507.50 *	.00 *	1,393.79
YTD Encumbrance	.00	YTD Actual 1,393.79 Total 1,393.79 YTD Budget	4,000.00	Unexpended 2,606.21	
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		03/31/2025 (03/25) Balance	.00 *	.00 *	132.77
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	691.21
AP	458	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 04/09/25			
AP	460	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 04/09/25			
AP	461	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 04/09/25			
AP	465	US BANK	8.40		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-216-000 LIBRARY: POSTAGE (continued)					
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 04/09/25			
AP	466	US BANK	8.40		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	42.00 *	.00 *	733.21
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	733.21
YTD Encumbrance	.00	YTD Actual	733.21	Total	733.21
		YTD Budget	2,000.00	Unexpended	1,266.79
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		03/31/2025 (03/25) Balance	.00 *	.00 *	125.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	27,783.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	144.92
AP	462	US BANK	225.00		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: PROMOTIONAL MAT. - PASSES **Inv. Date: 04/09/25			
AP	394	WAUPACA COMMUNITY ARTS BD	35.00		
		**VendorNo: 2053 **Inv. No: 4/23/25 **Desc: AD FOR 2025 AOTS PROGRAM **Inv. Date: 04/23/25			
		04/30/2025 (04/25) Period Totals and Balance	260.00 *	.00 *	404.92
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	404.92
YTD Encumbrance	.00	YTD Actual	404.92	Total	404.92
		YTD Budget	650.00	Unexpended	245.08
251-55115-282-000 LIBRARY: TECHNOLOGY					
		03/31/2025 (03/25) Balance	.00 *	.00 *	131.40
AP	463	US BANK	62.25		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: CARD READER **Inv. Date: 04/09/25			
AP	683	US BANK	14.24		
		**VendorNo: 1950 **Inv. No: 4/15/25-SBAUMGART **Desc: TechLPTCord **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	76.49 *	.00 *	207.89

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-282-000 LIBRARY: TECHNOLOGY (continued)					
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	207.89
YTD Encumbrance	.00	YTD Actual 207.89 Total 207.89	YTD Budget 5,267.00	Unexpended 5,059.11	
251-55115-301-000 LIBRARY: SUPPLIES					
		03/31/2025 (03/25) Balance	.00 *	.00 *	2,479.70
AP	6	OFFICE OUTFITTERS	19.99		
		**VendorNo: 1405 **Inv. No: 516114 **Desc: NAME TAG **Inv. Date: 02/20/25			
AP	464	US BANK	7.27		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: LIBRARY **Inv. Date: 04/09/25			
AP	608	US BANK	69.29		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES3363446 **Inv. Date: 04/09/25			
AP	611	US BANK	40.16		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES9827460 **Inv. Date: 04/09/25			
AP	614	US BANK	23.04		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES4845866 **Inv. Date: 04/09/25			
AP	615	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES5767438 **Inv. Date: 04/09/25			
AP	616	US BANK	11.97		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES2317017 **Inv. Date: 04/09/25			
AP	619	US BANK	10.06		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES8827428 **Inv. Date: 04/09/25			
AP	621	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES0265019 **Inv. Date: 04/09/25			
AP	623	US BANK	2.10		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES11042 **Inv. Date: 04/09/25			
AP	624	US BANK	28.74		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: LIBRARYSUPPLIES6122649 **Inv. Date: 04/09/25			
JE	1	REALLOCATE COPY PAPER TO CORRECT ACCOUNT	531.86		
		04/30/2025 (04/25) Period Totals and Balance	782.45 *	.00 *	3,262.15
AP	305	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4617 **Desc: RECEIPT PAPER - 1 CASE **Inv. Date: 05/27/25			
		05/31/2025 (05/25) Period Totals and Balance	80.00 *	.00 *	3,342.15
YTD Encumbrance	.00	YTD Actual 3,342.15 Total 3,342.15	YTD Budget 10,000.00	Unexpended 6,657.85	

251-55115-320-000 LIBRARY: BUILDING EXPENSES

03/31/2025 (03/25) Balance	.00 *	.00 *	.00
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Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-320-000 LIBRARY: BUILDING EXPENSES (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.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
PC	82	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	695.40		
PC	213	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	1,383.00		
		05/31/2025 (05/25) Period Totals and Balance	2,078.40 *	.00 *	7,641.60
YTD Encumbrance	.00	YTD Actual 7,641.60 Total 7,641.60	YTD Budget 19,000.00	Unexpended 11,358.40	
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		03/31/2025 (03/25) Balance	.00 *	.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
PB	159	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD	53.19		
PB	378	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD	105.80		
		05/31/2025 (05/25) Period Totals and Balance	158.99 *	.00 *	584.51
YTD Encumbrance	.00	YTD Actual 584.51 Total 584.51	YTD Budget 1,500.00	Unexpended 915.49	
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		03/31/2025 (03/25) Balance	.00 *	.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			
AP	636	US BANK	97.29		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: Mat Don Exp - Foundation STEM **Inv. Date: 04/09/25			
AP	641	US BANK	155.00		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: Mat Don Exp - Foundation STEM **Inv. Date: 04/09/25			
AP	643	US BANK	4.99		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: Mat Don Exp - Foundation STEM **Inv. Date: 04/09/25			
AP	644	US BANK	161.92		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-250-000 LIBRARY: DONATIONS MATERIALS (continued)					
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: Mat Don Exp - Foundation STEM **Inv. Date: 04/09/25			
AP	646	US BANK	35.99		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: Mat Don Exp - Foundation STEM **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	576.75 *	.00 *	1,156.71
AP	467	GALE CENGAGE LEARNING		93.57-	
		**VendorNo: 683 **Inv. No: 86762536 **Desc: LARGE PRINT **Inv. Date: 02/05/25			
AP	468	GALE CENGAGE LEARNING		27.99-	
		**VendorNo: 683 **Inv. No: 86791215 **Desc: LARGE PRINT **Inv. Date: 02/07/25			
AP	277	LIBRARY ASSOCIATES OF WAUPACA	49.90		
		**VendorNo: 2892 **Inv. No: 5162025 **Desc: SQUARE DEPOSIT TO FRIENDS OF LIBRARY **Inv. Date: 05/19/25			
		05/31/2025 (05/25) Period Totals and Balance	49.90 *	121.56- *	1,085.05
YTD Encumbrance	.00	YTD Actual	1,085.05	Total	1,085.05
		YTD Budget	8,000.00	Unexpended	6,914.95
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	537.28
AP	455	US BANK	31.65		
		**VendorNo: 1950 **Inv. No: 4/15/25-E KNEER **Desc: FOUNDATION-EXHIBIT-PROG-RUTA **Inv. Date: 04/09/25			
AP	456	US BANK	65.73		
		**VendorNo: 1950 **Inv. No: 4/15/25-E KNEER **Desc: FOUNDATION-EXHIBIT-PROG-WICEC **Inv. Date: 04/09/25			
AP	610	US BANK	34.78		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: DONATIONSPROGRAMS30703 **Inv. Date: 04/09/25			
AP	620	US BANK	11.59		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: DONATIONSPROGRAMS032603 **Inv. Date: 04/09/25			
AP	627	US BANK	64.66		
		**VendorNo: 1950 **Inv. No: 4/15/25-MREINKE **Desc: LIBRARY **Inv. Date: 04/09/25			
AP	628	US BANK	27.98		
		**VendorNo: 1950 **Inv. No: 4/15/25-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 04/09/25			
AP	629	US BANK	143.74		
		**VendorNo: 1950 **Inv. No: 4/15/25-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	380.13 *	.00 *	917.41
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	917.41
YTD Encumbrance	.00	YTD Actual	917.41	Total	917.41
		YTD Budget	18,000.00	Unexpended	17,082.59
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY (continued)					
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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.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			
AP	612	US BANK	10.49		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: DONATIONSSUPPLIES061525 **Inv. Date: 04/09/25			
AP	613	US BANK	160.00		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: DONATIONSSUPPLIES14405 **Inv. Date: 04/09/25			
AP	622	US BANK	26.81		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: DONATIONSSUPPLIES0030611 **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	657.63 *	.00 *	1,631.66
AP	34	PIGGLY WIGGLY	27.00		
		**VendorNo: 1482 **Inv. No: 22012520924 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 04/15/25			
AP	129	OFFICE OUTFITTERS	464.00		
		**VendorNo: 1405 **Inv. No: 519239 **Desc: INSTALLATION & PURCHASE OF TABLE LEGS **Inv. Date: 05/08/25			
		05/31/2025 (05/25) Period Totals and Balance	491.00 *	.00 *	2,122.66
YTD Encumbrance	.00	YTD Actual	2,122.66	Total	2,122.66
		YTD Budget	8,000.00	Unexpended	5,877.34
251-55125-255-000 LIBRARY: PROGRAMS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	142.94
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	36.81

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	114.82
AP	707	US BANK	9.64		
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 04/09/25			
AP	710	US BANK	15.81		
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	25.45 *	.00 *	140.27
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	140.27
YTD Encumbrance	.00	YTD Actual 140.27 Total 140.27	YTD Budget 1,000.00	Unexpended 859.73	
251-55130-250-000 LIBRARY: BOOKS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		03/31/2025 (03/25) Balance	.00 *	.00 *	1,230.94
AP	457	US BANK	9.26		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 04/09/25			
AP	467	US BANK	29.95		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 04/09/25			
AP	468	US BANK		11.59-	
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 04/09/25			
AP	469	US BANK	6.29		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 04/09/25			
AP	470	US BANK	12.93		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 04/09/25			
AP	471	US BANK	183.71		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 04/09/25			
AP	618	US BANK	360.56		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: ADULTBOOKS317167391 **Inv. Date: 04/09/25			
AP	626	US BANK	29.28		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-115 LIBRARY: BOOKS - ADULT (continued)					
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: ADULTBOOKS3010646 **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	631.98 *	11.59- *	1,851.33
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	1,851.33
YTD Encumbrance	.00	YTD Actual 1,851.33 Total 1,851.33	YTD Budget 17,000.00	Unexpended 15,148.67	

251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		03/31/2025 (03/25) Balance	.00 *	.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		
		**VendorNo: 683 **Inv. No: 86986738 **Desc: LARGE PRINT **Inv. Date: 03/07/25			
AP	609	US BANK	26.64		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: ADULTLRGPRINT87005151 **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	233.77 *	.00 *	444.68
AP	466	GALE CENGAGE LEARNING		63.18-	
		**VendorNo: 683 **Inv. No: 86743615 **Desc: LARGE PRINT **Inv. Date: 02/04/25			
AP	469	GALE CENGAGE LEARNING		32.79-	
		**VendorNo: 683 **Inv. No: 86966504 **Desc: LARGE PRINT **Inv. Date: 03/04/25			
AP	470	GALE CENGAGE LEARNING		84.77-	
		**VendorNo: 683 **Inv. No: 86978883 **Desc: LARGE PRINT **Inv. Date: 03/06/25			
AP	471	GALE CENGAGE LEARNING		26.39-	
		**VendorNo: 683 **Inv. No: 86986738 **Desc: LARGE PRINT **Inv. Date: 03/07/25			
AP	21	GALE CENGAGE LEARNING	65.58		
		**VendorNo: 683 **Inv. No: 87055024 **Desc: LARGE PRINT **Inv. Date: 03/20/25			
AP	22	GALE CENGAGE LEARNING	76.00		
		**VendorNo: 683 **Inv. No: 87077830 **Desc: LARGE PRINT **Inv. Date: 03/24/25			
		05/31/2025 (05/25) Period Totals and Balance	141.58 *	207.13- *	379.13
YTD Encumbrance	.00	YTD Actual 379.13 Total 379.13	YTD Budget 3,000.00	Unexpended 2,620.87	

251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	3,613.96
AP	684	US BANK	729.13		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS (continued)					
		**VendorNo: 1950 **Inv. No: 4/15/25-SBAUMGART **Desc: Baker and Taylor order March **Inv. Date: 04/09/25			
AP	685	US BANK	94.72		
		**VendorNo: 1950 **Inv. No: 4/15/25-SBAUMGART **Desc: BTBackOrdersWorkaroundBooks **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	823.85 *	.00 *	4,437.81
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	4,437.81
YTD Encumbrance	.00	YTD Actual 4,437.81 Total 4,437.81 YTD Budget 16,000.00 Unexpended 11,562.19			
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		03/31/2025 (03/25) Balance	.00 *	.00 *	88.05
AP	708	US BANK	298.44		
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 04/09/25			
AP	711	US BANK	54.90		
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 04/09/25			
AP	712	US BANK	48.39		
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 04/09/25			
AP	715	US BANK	54.57		
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	456.30 *	.00 *	544.35
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	544.35
YTD Encumbrance	.00	YTD Actual 544.35 Total 544.35 YTD Budget 3,175.00 Unexpended 2,630.65			
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		03/31/2025 (03/25) Balance	.00 *	.00 *	3,057.60
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-000 LIBRARY: AUDIO/VISUAL (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		03/31/2025 (03/25) Balance	.00 *	.00 *	352.74
AP	459	US BANK	14.30		
		**VendorNo: 1950 **Inv. No: 4/15/25-EBAILEY **Desc: ADULT MOVIE **Inv. Date: 04/09/25			
AP	555	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MOVIES 9053859 **Inv. Date: 04/09/25			
AP	556	US BANK	177.00		
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MOVIES 1901826 **Inv. Date: 04/09/25			
AP	558	US BANK	44.92		
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MOVIES 7792265 **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	256.18 *	.00 *	608.92
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	608.92
YTD Encumbrance	.00	YTD Actual	608.92	Total	608.92
YTD Budget	2,300.00	Unexpended	1,691.08		
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
AP	617	US BANK	36.30		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: ADULTAUDIOBOOKS6548235 **Inv. Date: 04/09/25			
AP	625	US BANK	34.24		
		**VendorNo: 1950 **Inv. No: 4/15/25-LJANDACEK **Desc: ADULTAUDIOBOOKS1940257 **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	70.54 *	.00 *	70.54
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	70.54
YTD Encumbrance	.00	YTD Actual	70.54	Total	70.54
YTD Budget	1,000.00	Unexpended	929.46		
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		03/31/2025 (03/25) Balance	.00 *	.00 *	82.88
AP	552	US BANK	13.97		
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MUSIC 6341043 **Inv. Date: 04/09/25			
AP	553	US BANK	14.68		
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MUSIC 3203411 **Inv. Date: 04/09/25			
AP	554	US BANK	12.99		
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MUSIC 1919452 **Inv. Date: 04/09/25			
AP	557	US BANK	40.95		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC (continued)					
		**VendorNo: 1950 **Inv. No: 4/15/25-JPOPPLE **Desc: ADULT MUSIC 7951450 **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	82.59 *	.00 *	165.47
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	165.47
YTD Encumbrance	.00	YTD Actual 165.47 Total 165.47 YTD Budget 600.00 Unexpended 434.53			
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		03/31/2025 (03/25) Balance	.00 *	.00 *	148.05
AP	635	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	637	US BANK	18.18		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	638	US BANK	91.83		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	639	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	640	US BANK		.18-	
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	642	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	645	US BANK	10.20		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
AP	647	US BANK	13.48		
		**VendorNo: 1950 **Inv. No: 4/15/25-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	170.63 *	.18- *	318.50
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	318.50
YTD Encumbrance	.00	YTD Actual 318.50 Total 318.50 YTD Budget 1,200.00 Unexpended 881.50			
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
AP	559	US BANK	75.64		
		**VendorNo: 1950 **Inv. No: 4/15/25-JRADEMACHER **Desc: CHILDRENS AUDIOBOOKS **Inv. Date: 04/09/25			
AP	560	US BANK	525.91		
		**VendorNo: 1950 **Inv. No: 4/15/25-JRADEMACHER **Desc: CHILDRENS AUDIOBOOKS **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	601.55 *	.00 *	601.55
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	601.55
YTD Encumbrance	.00	YTD Actual 601.55 Total 601.55 YTD Budget 854.00 Unexpended 252.45			
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC (continued)					
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
AP	709	US BANK 162.92			
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: VIDEOGAMES **Inv. Date: 04/09/25			
AP	713	US BANK 69.99			
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: VIDEOGAMES **Inv. Date: 04/09/25			
AP	714	US BANK 49.99			
		**VendorNo: 1950 **Inv. No: 4/15/25-TWILCOX **Desc: VIDEOGAMES **Inv. Date: 04/09/25			
		04/30/2025 (04/25) Period Totals and Balance	282.90 *	.00 *	282.90
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	282.90
YTD Encumbrance	.00	YTD Actual 282.90 Total 282.90	YTD Budget 900.00	Unexpended 617.10	
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		03/31/2025 (03/25) Balance	.00 *	.00 *	12,235.00
		05/31/2025 (05/25) 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					
		03/31/2025 (03/25) Balance	.00 *	.00 *	.00
		05/31/2025 (05/25) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
Number of transactions: 210 Number of accounts: 89			Debit	Credit	Proof
Grand Totals:			117,804.36	238,110.12-	120,305.76-

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda May 2025

We still have our 'remote' exhibit on the bandstand and another in the lobby between City Hall and the library to celebrate the city's 150th Anniversary, the library's 125th Anniversary, and 50 years of City of Waupaca media. Wayne Netzler and Josh Werner helped organize items for the display in the lobby, and they gave a wonderful presentation at Winchester Academy on June 2, 6.30p, with 40 people in attendance.

Our Exhibit Room Committee met briefly while taking down/installing exhibits on June 2 to discuss our summer and fall schedule. We will take off next month, but meet on August 11 when we install the Banned Books exhibit.

PAST EXHIBIT:

Waupaca International Cultural Exchange Committee

The WICEC exhibit was very successful with 1566 visits in May and 3078 total visits. We were delighted to help provide an opportunity for our community to learn about the exchange experience with our sister city, Mitoyo City, Japan. WICEC families were great partners to provide the items displayed during the exhibit; all items have been packed and picked up (or in our storage area awaiting their owners).

ON EXHIBIT:

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

We installed the majority of Marie App's beautiful watercolor paintings on June 2, and were able to have a quick turnaround to reopen the Exhibit Room on June 4, 3 days ahead of schedule. Marie generously proposed having this show be a fundraiser for the Library Foundation; each artwork is priced at \$300, with 50% of the sale going directly to the Foundation. This exhibit is the perfect compliment to the Summer Learning Program: Color Our World. We will have many passive activities for visitors that drop in to see the exhibit, and the Children's and Teen Departments will utilize the space for scheduled programs.

UPCOMING EXHIBIT:

Censorship Is So 1984. Read for Your Rights. / Banned Books (August 9-October 11)

Every year, the American Library Association (ALA) recognizes Banned Books week at the beginning of October (5th-11th). This exhibit will utilize ALA resources, with the theme *Censorship Is So 1984. Read for Your Rights*. From ALA: 'With the escalation in attempts to ban books in libraries, schools, and bookstores around the country, George Orwell's cautionary tale "1984" serves a prescient warning about the dangers of censorship. This year's theme reminds us that the right to read belongs to all of us, that censorship has no place in contemporary society, and that we must defend our rights.'

This exhibit will be well timed with the beginning of the school year, as well as Ruta Sepetys' and Steve Sheinkin's visit, and we will work to engage students with field trips and activities to spread the message of freedom to read, learn, and access information.

MONTHLY ATTENDANCE REPORT:

The attendance chart for May 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
- *Censorship Is So 1984. Read for Your Rights. / 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

MAY 2025 EXHIBIT ROOM VISITS

05/1/2025	Thursday	68
05/2/2025	Friday	59
05/3/2025	Saturday	13
05/4/2025	Sunday	closed
05/5/2025	Monday	70
05/6/2025	Tuesday	55
05/7/2025	Wednesday	57
05/8/2025	Thursday	42
05/9/2025	Friday	61
05/10/2025	Saturday	90
05/11/2025	Sunday	closed
05/12/2025	Monday	22
05/13/2025	Tuesday	65
05/14/2025	Wednesday	76
05/15/2025	Thursday	46
05/16/2025	Friday	69
05/17/2025	Saturday	70
05/18/2025	Sunday	closed
05/19/2025	Monday	50
05/20/2025	Tuesday	99
05/21/2025	Wednesday	93
05/22/2025	Thursday	50
05/23/2025	Friday	71
05/24/2025	Saturday	closed
05/25/2025	Sunday	closed
05/26/2025	Monday	closed
05/27/2025	Tuesday	51
05/28/2025	Wednesday	56
05/29/2025	Thursday	92
05/30/2025	Friday	51
05/31/2025	Saturday	90

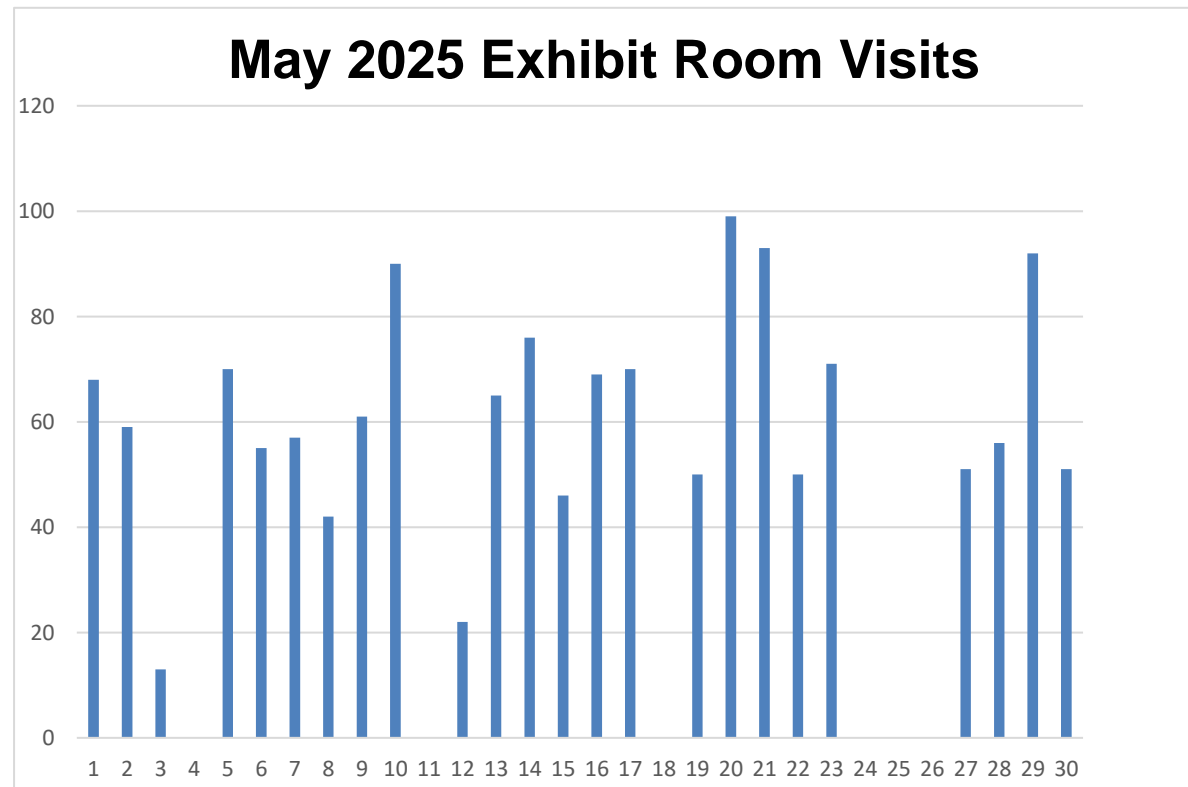
TOTAL 1566

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

Waupaca International Cultural Exchange Committee (May) = 1566

Waupaca International Cultural Exchange Committee TOTAL = 3078



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	\$0.00								\$7.86
2025 Running Total												
\$0.40	\$0.40	\$0.40	\$7.86	\$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
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
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
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	\$774.17								\$3,575.04
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	\$195.00								\$1,045.00
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	\$329.21								\$1,389.44
-\$36.99	-\$19.99	-\$63.99	-\$44.95	-\$43.95								-\$209.87
\$242.91	\$163.95	\$266.41	\$221.04	\$285.26								\$1,179.57
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	\$99.10								\$571.57
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	\$452.88								\$3,357.88
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	\$218.90								\$238.08
			-\$0.82	-\$7.70								-\$8.52
2025 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$37.25	\$3.60	\$52.10	\$125.45	\$177.40								\$395.80
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	1,007								4,462
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	8,093								39,500
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	838								4,025
2025 stations	458	432	534	488	569								2,481
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	10								48
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	165.75								659
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	11								41
2025 attendance	94	91	33	128	122								468
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	11								68
2025 attendance	362	592	604	357	529								2,444
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	1								10
2025 attendance	0	250	506	38	7								801
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	15								44
2025 attendance	35	38	23	324	668								1,088
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
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Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	93	86	93	78	74								424
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	16								96
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	7								18
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	4,935								22,392
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

<u>Library</u>	<u>Code</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>	<u>Items Loaned</u>	<u>Items Borrowed</u>	<u>Net</u>	<u>Ratio</u>
Algoma	NKALG	1,156	1,304	(148)	0.89	6,272	6,377	(105)	0.98
Appleton	OOAPL	8,797	10,838	(2,041)	0.81	30,183	36,289	(6,106)	0.83
Baileys Harbor	NDBAI	599	477	122	1.26	3,070	2,220	850	1.38
Birnamwood	NSBIR	583	202	381	2.89	3,080	1,567	1,513	1.97
Black Creek	OOBCL	1,617	854	763	1.89	9,341	4,413	4,928	2.12
Bonduel	NSBON	320	620	(300)	0.52	1,806	3,612	(1,806)	0.50
Clintonville	OWCPL	2,104	962	1,142	2.19	11,335	4,627	6,708	2.45
Coleman	NMCOL	281	316	(35)	0.89	2,076	3,195	(1,119)	0.65
Crivitz	NMCRI	533	1,111	(578)	0.48	3,025	6,106	(3,081)	0.50
Egg Harbor	NDEGG	534	534	0	1.00	2,853	2,511	342	1.14
Ephraim	NDEPH	392	98	294	4.00	2,161	653	1,508	3.31
Fish Creek	NDFIS	373	381	(8)	0.98	1,886	1,749	137	1.08
Florence	NFFLO	371	329	42	1.13	2,041	1,916	125	1.07
Forestville	NDFOR	432	335	97	1.29	2,415	1,776	639	1.36
Fremont	OWFPL	579	592	(13)	0.98	3,245	2,604	641	1.25
Gillett	NOGIL	525	368	157	1.43	2,774	1,782	992	1.56
Goodman	NMGOC	64	208	(144)	0.31	325	1,209	(884)	0.27
Green Earth	NBON2	120	4	116	30.00	582	26	556	22.38
Hortonville	OOHPL	1,483	2,497	(1,014)	0.59	7,768	13,548	(5,780)	0.57
Iola	OWIVL	978	906	72	1.08	5,358	4,705	653	1.14
Kaukauna	OOKAU	3,102	3,374	(272)	0.92	16,367	19,640	(3,273)	0.83
Kewaunee	NKKEW	1,422	1,211	211	1.17	8,083	6,701	1,382	1.21
Kimberly	OOKIM	2,868	4,699	(1,831)	0.61	13,374	28,844	(15,470)	0.46
Lakewood	NOLAK	702	816	(114)	0.86	3,813	3,958	(145)	0.96
Lena	NOLEN	562	338	224	1.66	2,960	1,561	1,399	1.90
Little Chute	OOLIT	3,055	3,400	(345)	0.90	15,003	22,503	(7,500)	0.67
Manawa	OWMAN	1,115	719	396	1.55	6,090	3,412	2,678	1.78
Marinette	NMMRT	1,320	1,473	(153)	0.90	7,492	7,353	139	1.02
Marion	OWMAF	1,087	721	366	1.51	5,596	3,547	2,049	1.58
Mattoon	NSMAT	119	126	(7)	0.94	539	563	(24)	0.96
New London	OWNLP	2,013	1,587	426	1.27	10,585	7,549	3,036	1.40
NFLS	NFLS	0	10	(10)	0.00	0	109	(109)	0.00
Niagara	NMNIA	253	379	(126)	0.67	1,526	1,744	(218)	0.88
Oconto	NOOCC	993	855	138	1.16	5,267	4,286	981	1.23
Oconto Falls	NOOCF	1,543	851	692	1.81	8,328	4,675	3,653	1.78
Oneida	NBONE	722	208	514	3.47	4,050	1,084	2,966	3.74
OWLS	OWLS	0	6	(6)	0.00	2	14	(12)	0.14
Peshtigo	NMPES	333	301	32	1.11	1,737	1,753	(16)	0.99
Scandinavia	OWSCA	505	260	245	1.94	2,738	1,679	1,059	1.63
Seymour	OOSEY	1,833	1,462	371	1.25	10,363	7,810	2,553	1.33
Shawano	NSSHA	2,374	2,173	201	1.09	12,912	11,382	1,530	1.13
Shiocton	OOSHI	817	404	413	2.02	4,146	2,551	1,595	1.63
Sister Bay	NDSIS	1,218	1,035	183	1.18	6,295	5,286	1,009	1.19
Sturgeon Bay	NDSTR	2,627	3,015	(388)	0.87	13,840	15,450	(1,610)	0.90
Suring	NOSUR	763	509	254	1.50	4,017	2,755	1,262	1.46
Tigerton	NSTIG	288	316	(28)	0.91	1,586	1,760	(174)	0.90

Washington Island	NDWSH	288	334	(46)	0.86
Waupaca	OWWAI	2,855	3,312	(457)	0.86
Wausaukee	NMWAS	402	561	(159)	0.72
Weyauwega	OWWE	1,084	693	391	1.56
Wittenberg	NSWIT	231	251	(20)	0.92

TOTAL		58,335	58,335	0	1.00
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1,659	1,644	15	1.01
15,374	16,941	(1,567)	0.91
2,183	2,511	(328)	0.87
6,066	3,346	2,720	1.81
1,119	1,410	(291)	0.79

294,706	294,706	0	1.00
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<u>Loaned by</u>	<u>Borrowed by NFLS libraries</u>	<u>Borrowed by OWLS libraries</u>	<u>Total</u>
NFLS libraries	11,994	10,449	22,443
OWLS libraries	9,049	26,843	35,892
Total	21,043	37,292	58,335

<u>Borrowed by NFLS libraries</u>	<u>Borrowed by OWLS libraries</u>	<u>Total</u>
67,222	54,550	121,772
43,448	129,486	172,934
110,670	184,036	294,706

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	860								4,761	
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	1,286								6,332	
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	345								1,765	
2024 Downloads - Magazine	324	331	371	113	209	225	197	162	245	249	327	356	3,109	
2025 Downloads - Hoopla	462	391	412	377	358								2,000	
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	2,568								12,503
Checkouts		10,601	9,693	10,718	9,491	9,396								49,899
Total Circulation w/renewals		13,009	12,049	13,244	12,136	11,964	0	0	0	0	0	0	0	62,402
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	May	Total	2025
Dayton		1,765	1,563	1,450	1,525	1,382	7,685	15%
Farmington		1,923	1,724	1,940	1,740	1,493	8,820	17%
Lind		609	413	594	604	502	2,722	5%
Waupaca (Town)		560	618	747	773	868	3,566	7%
Other Towns		584	718	819	477	560	3,158	6%
Town Total		5,441	5,036	5,550	5,119	4,805	25,951	51%
Waupaca (City)		4,702	4,378	4,929	4,449	4,345	22,803	45%
Waushara County		581	593	599	695	704	3,172	6%
Winnebago County		12	12	2	8	12	46	0%
Portage County		1,101	984	1,062	956	864	4,967	10%
Other		1,172	1,046	1,102	1,084	1,234	5,638	11%
Total		13,009	12,049	13,244	12,311	11,964	50,613	

Monthly/YTD Circs and Renewals - May 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	2,129	783	2,912	13,093	3,854	16,947
Appleton	38,255	15,353	53,608	161,427	51,728	213,155
Black Creek	1,893	659	2,552	10,586	3,466	14,052
Clintonville	3,179	870	4,049	17,048	4,154	21,202
Door Cty - Baileys Harbor	1,073	226	1,299	4,979	1,158	6,137
Door Cty - Egg Harbor	1,091	260	1,351	5,009	1,288	6,297
Door Cty - Ephraim	230	71	301	1,334	348	1,682
Door Cty - Fish Creek	572	136	708	2,656	584	3,240
Door Cty - Forestville	585	208	793	2,976	1,048	4,024
Door Cty - Sister Bay	2,439	704	3,143	12,378	3,265	15,643
Door Cty - Sturgeon Bay	7,348	2,292	9,640	37,726	10,898	48,624
Door Cty - Washington Island	655	85	740	3,484	439	3,923
Florence	653	122	775	3,603	501	4,104
Fremont	1,310	316	1,626	6,577	1,505	8,082
Gillett	362	199	561	2,238	809	3,047
Hortonville	4,516	1,524	6,040	25,264	8,031	33,295
Iola	1,504	510	2,014	8,702	2,463	11,165
Kaukauna	8,985	2,810	11,795	50,696	15,459	66,155
Kewaunee	2,877	764	3,641	15,725	4,843	20,568
Kimberly	10,739	3,525	14,264	63,008	20,709	83,717
Lakewood	2,108	478	2,586	10,061	2,469	12,530
Lena	664	166	830	3,608	1,077	4,685
Little Chute	7,610	2,771	10,381	47,147	17,186	64,333
Manawa	1,444	498	1,942	7,771	2,063	9,834
Marinette Cty - Coleman	141	288	429	5,255	1,702	6,957
Marinette Cty - Crivitz	1,818	553	2,371	10,021	2,975	12,996
Marinette Cty - Goodman	215	48	263	1,086	255	1,341
Marinette Cty - Marinette	3,262	914	4,176	16,567	4,441	21,008
Marinette Cty - Niagara	441	206	647	2,309	905	3,214
Marinette Cty - Peshtigo	610	183	793	3,317	1,112	4,429
Marinette Cty - Wausaukee	849	190	1,039	4,262	807	5,069
Marion	1,817	391	2,208	9,759	2,688	12,447
New London	4,094	937	5,031	21,972	4,689	26,661
Oconto	1,679	545	2,224	9,147	2,771	11,918
Oconto Falls	2,628	487	3,115	13,772	2,530	16,302
Oneida Tribal - Green Earth	8	13	21	79	78	157
Oneida Tribal - Oneida	247	154	401	1,681	735	2,416
Scandinavia	390	169	559	2,277	865	3,142
Seymour	2,455	977	3,432	13,100	5,090	18,190
Shawano Cty - Birnamwood	1,380	158	1,538	10,220	1,449	11,669
Shawano Cty - Bonduel	731	355	1,086	4,268	1,879	6,147
Shawano Cty - Mattoon	134	39	173	666	166	832
Shawano Cty - Shawano	6,524	1,629	8,153	34,195	8,181	42,376
Shawano Cty - Tigerton	370	163	533	2,246	957	3,203
Shawano Cty - Wittenberg	444	95	539	2,151	552	2,703
Shiocton	557	109	666	3,862	685	4,547
Suring	1,050	319	1,369	5,207	1,552	6,759
Waupaca	9,396	2,568	11,964	49,899	12,503	62,402
Weyauwega	1,409	699	2,108	7,260	2,887	10,147
Total	144,870	47,519	192,389	751,674	221,799	973,473

Posted 6/2/25

Director's Report – June 18, 2025

Part Time Youth Services Postings

We have thus far received 8 applications for the 2 part-time Youth Services positions. Besides the total, there is a lot of great experience in the applications to be excited about. I look forward to speaking with our candidates after the posting closes at the end of June.



We the People Read

As distributed by email earlier this month, the Wisconsin Department of Public Instruction (DPI) has launched a website encouraging Wisconsinites to 'Speak Up for Libraries' (<https://mywisconsinlibrary.org/>). A part of this project is the 'We the People Read' postcard initiative. The cards have been sent out to libraries throughout the State with the goal of capturing patron's Library stories. The postcards will be collected by the Milwaukee Public Library and bulk mailed to elected officials. Stop by and share your stories, and encourage others to do so as well. Don't wait too long, however, as July 25 is the last day to participate.

Threadless

Our new Threadless shop has been soft-launched! You can view the items offered for sale here: <https://waupacalibrary.threadless.com/> This is a great new resource for us. While Threadless takes a portion of sales, the big advantage is that we do not need to stock inventory. The cost of having stock on hand regularly prevents us from making a profit when we offer items for sale.

Memorial Bequest Received

This past week we received a memorial bequest from the estate of Glenda Rhodes. We are currently working on ascertaining whether any restrictions are attached to the funds. The Management Team will be working with the Library Foundation to identify appropriate projects that could be targeted with the funds.

Initial 2026 Budget Projections

Over the past month I have worked with Bradley Shipps at OWLS on revenue calculations for 2026. Overall revenue is projected for a small decrease of \$1,500 next year, mostly due to a downward swing in county reimbursement. The initial numbers show a shortfall of between \$15,000 and \$45,000 that will need to be covered. As Youth Services salaries, COLA and insurance premiums for 2026 and other numbers are firmed up we'll get a clearer picture.

Update on Facilities Projects

Initial plans for the construction of the two (2) meeting rooms to be added to the Main Floor of the Library have been received. They did not fully capture what we had aimed for with the project, so Architectural Contract Services Inc. is revising them. Once reviewed by Jane Drager, we should be able to move to the next step of obtaining some quotes for the work.

Respectfully submitted,

Eric Scott Bailey

May Programs

- **Wednesday, May 7th** Lunch and Learn: Fox Valley Memory Project: 20 people
- **Friday, May 9th** Plant Swap: 16 People
- **Saturday, May 10** Family Film: Matilda 7 people (Mary P.)
- **Thursday, May 15th** Film Series: East of Eden: 3 people (Mary P.)
- **Thursday, May 22nd** Composting Basics: 8
- **¿Comó se dice?** 17 people over the month
- **Engagement Table**
 - Blackout Poetry, Wax seal bookmarks

Lunch and Learn for May was Fox Valley Memory Project. Once again I was blown out of the water by a presentation I hadn't expected to be the target audience for. But the information was so useful and their presentation so engaging that I learned a lot from them. This was the first Lunch and Learn with Mary helped to setup and run, and her assistance was invaluable. Our attendance was a little down from recent months, but still a respectable number, and probably more due to the beautiful weather than anything. I am meeting with Lisa and Diane from Synergy soon to plan our fall season.



“Our goal of growing the film series has continued to be challenging. It is still important to us to carry on Jack’s legacy and finish out the plan and what he recorded for us, but we are unsure of the future of our film series beyond that. We’ve tried different days and times as well as choosing more family friendly movies which have had slightly better turn out, but not enough to continue doing so after Jack’s movies are done. We have considered doing quarterly seasonal movies in the future as a different plan. The patrons who have been attending regularly still continue to attend and enjoy the films.” -Mary Perket

Composting Basics with Allison Birr from Waupaca County Solid Waste and Recycling was a fun program. We had 8 people come wanting to learn best practices when it comes to composting, different types of composts, and how you can get your own composter through Waupaca County if you would like to go that route. This is the second time Allison has presented for us, and she is always an enthusiastic presenter.

In May Simon and I wrapped up our learning cohort: Building Community Based Summers. The goal of our learning was to work with other librarians in our state to help create plans to make our Summer Library Programs more equitable to patrons from all avenues of life. We ended our 5 months of learning with many ideas, questions etc. but a clearer view of what we’d like that equity to look like.

-Respectfully submitted by Molly Reinke

Adult Services Report

In May the podcast crew came up with the idea of promoting the collection of library stories from patrons. Any fun, inspirational, anecdotal story and it doesn't have to be about the Waupaca Library. We are hoping to read these stories on our podcast starting at the June recording.



On May 12th we had another Adult Circulation Staff meeting. This meeting included two members from the Children's department. We may have to move to a larger room next time. We had a couple dozen items on our list and managed to get through it in just over an hour. Some of the top items of discussion included: hotspot procedures, the backroom window, meeting room calendar procedures, participation in the Waupaca County Fair, and the new square procedures.

As mentioned, the new Square for credit card purchases has definitely seen some use. Staff members that have had to use it found it a lot less daunting than they thought. We have only had one small issue regarding billing that was handled well and should hopefully not happen again. With new technology, we can expect a few hiccups.

Laura Jandacek, Molly Reinke, and myself have been working hard to reach out to groups and get them signed up for the Volunteer/Activity Fair that we are holding on Tuesday June 24th. We affectionately call it the "People Fair".

I have also been working with our current pages on getting them trained for circulation both upstairs in the adult department and in Children's. They appear to be quite happy to take on that extra responsibility. The rest of the staff are looking forward to having them on board to fill in shifts where needed.

The Book-To-Movie Club went well in May. We had seven members come to discuss and view "Crazy, Rich, Asians" by Kevin Kwan.

-Respectfully Submitted by Jan Popple

Children's Dept Report - May 2025

Babygarten - 55

Sunny Day - 140

Padawans that found droids - 58

School Requests - 53

Eco Park Attendance - 173

As a much needed break, May saw the Children's department do our regular scaling back of regular programs, like Storytime, in order to hone in on our Summer Pamphlet, finish up school visits, make SLP videos and generally prepare for the craziness that is our summer months.

As previously mentioned, the month started off with Taylor Wilcox and I making our last visits out to the 5th grade. We were able to generate some great excitement for summer programming that has turned into an awesome bunch of teens in the teen room!

While most of the month was planning and the rush to plot a course on the summer pamphlet, our main feature was our involvement in Eco park day on the 23rd. Coordinated by Waupaca's favorite Laura Colbert, the entire 3rd grade turned up with teachers and chaperones to the Eco park for a day of natural science education. Eric, Paula, and myself all hosted different stations (Tree Trek, Cloud ID and Soil Filtration respectively) that all went swimmingly. It was a great day full of learning and new connections for staff and kids alike. We hope to make it back next year for more!

We were able to reach out to a number of new and old partners that we're excited to work with for our summer programs. Notably, Paula's involvement with the Great Sunflower Project, FourMyths, Back to the Vinyl, Andy Behrendt, City Band, and a number of great groups for our Ren Faire and beyond! We hope to offer new and exciting programs this summer as we explore these new partnerships.

Respectfully Submitted, Simon Baumgart



May 2025 Board Report Teen Department

Summer Library Program Visits with the Waupaca Middle School and Waupaca High School

Our greatest accomplishment this month has to go to our visits to the Waupaca Middle School and Waupaca High School. After some planning with Sarah Hanneman, Taylor was able to visit and present to the students in order to inform and get them excited about our Summer Library Programs before school ended. Even more specifically, Taylor was able to invite the upcoming 6th graders into the Teen Room the day school was out. Our Waupaca Middle School visits were spread over a week, and in that time we spoke with nearly all of the 5th-8th grade, and allowed the Waupaca High School students to explore at their own leisure by bringing our SLP pamphlets and information to their lunch period, and to their reading activities on their last day of school. The presentations went over amazingly, and Taylor has already seen multiple days of huge teen patron turnouts at the library since summer has started. She's hoping to see similar boosts in our Summer Library Program participation from these age groups as well. If nothing else, she's hoping that the in-person connection will remind teens that they have a place in the community where they can go to find resources, learn new things, and connect with each other.

Teen Minecraft Club

Taylor was approached by a handful of teen patrons that wanted the library to start-up a Teen Minecraft Club. Taylor agreed and even encouraged said teens to develop the structure that they'd want in a Minecraft Club, whether that included exploring new servers, exploring and experimenting with modding, building a world together, and more. Our first month went well with one hiccup being that three of our computers run slower than the others, but that will be fixed once they're replaced in the future.

Teen Volunteer Agents

We have had some very dedicated High School students who have been putting time in after school to help revitalize this group. They have helped at the May meetings to create sign-up forms for the general group, as well as create applications, with Taylor and Maddie's assistance, that can be used to apply for voting memberships within the group. Our first official meeting happened in June and we had nearly 12 teens show up interested in learning more about the group! An officer election for the group will be on June 17th at 1:00pm in the Teen Room where teens can throw their hats into the ring for a position like President, Vice President, Treasurer, Secretary, and Middle School Representative. We also discussed including addition representatives for different schools if enough interest is shown in the future (i.e. a CEC representative and a Middle School Representative).

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

- 3/19/2025 - Teen Led D&D (2 groups) – 8 participants.
- 5/1/2025 - Teen Minecraft Club – 3 participants.
- 5/7/2025 - Teen Dungeons and Dragons – 4 participants.
- 5/8/2025 - Teen Minecraft Club – 3 participants.
- 5/14/2025 - Teen Dungeons and Dragons – 3 participants.
- 5/15/2025 - Teen Minecraft Club – 2 participants.
- 5/16/2025 - Teen Anime Manga Night – 5 participants.
- 5/21/2025 - Teen Dungeons and Dragons – 5 participants.
- 5/22/2025 - 6th Grade Book Talks- 23 participants.
- 5/22/2025 - 6th Grade Book Talks- 25 participants.
- 5/22/2025 - 6th Grade Book Talks – 25 participants.
- 5/22/2025 - 6th Grade Book Talks – 24 participants.
- 5/22/2025 - Teen Minecraft Club – 1 participant.
- 5/29/2025 - Teen Minecraft Club – 3 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

June 12th, 2025

- 5/30/2025 - WHS Visit - 21
- 5/19/2025-5/23/2025 - WMS SLP Visits (May) 5th-8th grade – 521 participants.
- 6/5/2025 - WHS Last Day Visit – 20 participants.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

August 15th, 2024



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING AGENDA
WEDNESDAY, MAY 21st, 2025, 3:45 PM
CITY OF WAUPACA COUNCIL CHAMBERS

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

Library Director Eric Bailey called meeting to order at 3:45 pm.

Julie Eiden, Sarah Hanneman, Cory Nagel, Melanie Peterson and Mary Zimmerman were present. Head of Youth Services, Simon Baumgart, Assistant Head of Youth Services, Jan Rademacher, Youth Services Associate, Paula Reedy, and Head of Adult Services, Jan Popple were also present.

APPROVAL of AGENDA

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

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 Hiring for Youth Services Responsibilities

MOTION by M. Peterson, SECOND by M. Zimmerman to approve the draft of the Library Associate-Youth Services job description. 5 Ayes, 0 Nays, 0 Absent. Motion passed unanimously by voice vote.

Adjournment

MOTION by J. Eiden, SECOND by M. Peterson to adjourn. 5 Ayes, 0 Nays, 0 Absent. Motion passed unanimously by voice vote.

Meeting Adjourned at 4:27 pm.

Chaired by Eric Bailey, Library Director

Minutes taken and compiled by Jan Popple, Head of Adult Services

Walking Books Program

Date: June 18, 2025

Over the last year we have regularly had interest expressed in home delivery of Library materials. The Outagamie Waupaca Library System (OWLS) has a template in place for issuance of cards and provision of service to the homebound. The attached information, prepared primarily by Head of Adult Services Jan Popple, provide the needed waivers, policy and sign up forms to get things up and running. Per Jan, we currently have 6 candidates for home delivery and 13 prospective volunteers to partner them with.

I recommend approval if the Policy Committee has voted to suggest that to the Library Board.

Respectfully submitted,

Eric Scott Bailey

Walking Books Policy

Eligibility

Home delivery service may be provided to any patron who is resident of the City of Waupaca (or the Towns of Dayton, Farmington, Lind or Waupaca) and who is temporarily or permanently unable to come to the library due to limited mobility, prolonged illness, low vision, lack of transportation or recent surgery.

Registration

Each home delivery patron must have a registered Outagamie Waupaca Library System (OWLS) card. If they are eligible for a card but do not have one, an application will be completed over the phone with staff assistance and taken to the patron by a volunteer to be signed and returned.

Circulation Rules

All existing circulation rules regarding fines, fees, checkout times, availability of renewals, suspension of services, etc. apply unless determined otherwise by Library staff. All items that the Library can provide through its own collections or through Interlibrary Loan are available.

Volunteer Partnership

All delivery is handled by Library volunteers. Both volunteers and Walking Books program participants sign a waiver indemnifying the Library and City against any liability should injury or incident occur during delivery. To ensure safety for everyone involved, Walking Books participants and volunteers will both be subject to a background check. Each Walking Books program participant will be partnered with a specific volunteer who will be responsible for selecting, checking out and delivering items to the participant. Other volunteers may fill in as needed. No volunteer will take any action that makes a Walking Books participant feel uncomfortable or unsafe and vice versa. Participants and volunteers are asked to communicate concerns immediately to the Head of Adult Services so that they can be quickly addressed and resolved.

Home Environment Required for Delivery

Patrons participating in the Walking Books program must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their home. The patron receiving the delivery must be present at time of delivery.

The Library reserves the right to refuse or terminate participation in the program by any volunteer or Walking Books program participant for failure to follow Walking Books program policy and procedure. The Library cannot guarantee to Walking Books program participants that we will have volunteers available and vice versa.

LIBRARY DELIVERY and RECEIPT WAIVER

Thank you for participating in the Waupaca Area Public Library Home Delivery program. Please read, complete, and sign the following form to participate in this event.

RECEPIENT'S INFORMATION (PLEASE PRINT CLEARLY)

Name: _____

Address: _____

Phone: _____

Email: _____

HOME DELIVERY AGREEMENT

As a participant in the Waupaca Area Library Home Delivery Program, I release and hold harmless the Waupaca Area Library, the City of Waupaca, and their successors from any and all claims, costs, suits, actions, judgments or expenses upon any damage, loss or injury to me or to my property which may arise from my participation in the Home Delivery program organized by the Waupaca Area Public Library.

I acknowledge that I am fully aware of any and all risks posed by this program which involves the delivery of library materials to my home by volunteers. I have no limitations or conditions existing in my home that would prevent me from participating in the program or would pose a threat to any volunteer who may bring me materials or pick up materials from me. I realize that I must be observant and follow up with the terms of the program.

I acknowledge that I am aware that I must respect the property of the Library and the safety of all volunteers who I may come in contact with through the program.

Both delivery service and volunteer status can be discontinued at any time at the Library's discretion.

In signing below, I acknowledge that I have read and understand this participant's waiver and acknowledgement agreement.

Participant's Signature: _____

NOTE: If the participant is under the age of 18, a parent or legal guardian must sign. If the participant is under a guardianship the Guardian must sign.

Parent/Guardian Signature: _____

LIBRARY DELIVERY VOLUNTEER WAIVER

Thank you for volunteering to help with the Waupaca Area Public Library Book Delivery program. Please read, complete, and sign the following form to participate in this event.

VOLUNTEER INFORMATION (PLEASE PRINT CLEARLY)

Name: _____

Address: _____

Phone: _____

Email: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Relationship to Volunteer: _____ Phone: _____

VOLUNTEER AGREEMENT

As a volunteer, I release and hold harmless the Waupaca Area Library and the City of Waupaca and their successors from any and all claims, costs, suits, actions, judgments or expenses upon any damage, loss or injury to me or to my property which may arise from this volunteer event.

I acknowledge that I am fully aware of any and all risks posed by these volunteer activities and that I have no medical condition that prevents me from engaging in them. I realize that I must be observant of my surroundings and be careful as I carry out my deliveries.

I acknowledge that I have been instructed as to the duties. I have volunteered to perform and I see no reason I cannot safely and efficiently carry out these voluntary duties.

Both delivery service and volunteer status can be discontinued at any time at the Library's discretion.

In signing below, I acknowledge that I have read and understand this volunteer agreement.

Signature: _____

NOTE: If the volunteer is under the age of 18, a parent or legal guardian must sign.

Parent Signature: _____

Please verify the information below, filling in the highlighted fields

Last Name		First Name		M.I.
Former Name (If Applicable)			Date of Birth	
Address				
City	State	ZIP	County	
Phone #				
Email				
Preferred way to contact: _____ email _____ Phone _____ Your email address will not be shared with other organizations.				

Library card holders agree to the following: I accept responsibility for library materials borrowed with this card until I report the card lost or stolen. I agree to reimburse the library for materials that are lost, damaged or stolen while in my possession. I agree that this library card may be required to borrow materials.

Signature	Date
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ALL PATRONS RECEIVING HOME DELIVERY MATERIALS AS WELL AS VOLUNTEERS WILL BE SUBJECT TO A BACKGROUND CHECK.

Staff use only

Volunteer Name		Volunteer Date of Birth
Volunteer Email		Volunteer Phone #
Barcode	Staff Initials	Date
Preferred way to contact _____ email _____ phone _____		
NOTES:		

Revision of Materials Review Policy

Date: 6/18/2025

A solid policy and procedure are essential to handling a request to reconsider the location or ownership of an item in the Library's collection. As such, this is a policy that is always subject to regular review. The American Library Association and Wisconsin Library Association have made additional information and suggestions available over the past 5 years. The proposed revisions incorporate many of those recommendations, and I believe they will create a better policy and process. The marked-up version and a clean version of the proposed new policy are included here.

Respectfully submitted,

Eric Scott Bailey

Waupaca Area Public Library
Material Review Policy

The purpose of the Waupaca Area Public Library's collection, in keeping with Wisconsin State Statute 43.001(1)(a), is to provide "free access to knowledge, information and diversity of ideas." The Library therefore provides services and materials to all residents regardless of cultural background, personal opinions, religious beliefs or political beliefs. The Library supports the right of each family to decide what materials are right for them. The objective of the Material Review Policy is to encourage as well as respect all library patrons' opinions and ideas by providing a step-by-step procedure for processing their concerns. Parents or legal guardians are responsible for the selection of materials for their own children. No one person can exercise censorship to restrict access of materials to others. The Waupaca Area Public Library~~We~~ supports and endorses the Intellectual Freedom Statements: "Freedom to View" and the "Library Bill of Rights." Copies of these documents are available upon request.

The objective of the Material Review Policy is to provide a process for addressing patron concerns about the content or location of materials physically located at the Waupaca Area Public Library. To file a review, the patron must hold a valid Outagamie Waupaca Library System (OWLS) card and be a resident of the State of Wisconsin.

1. The library patron should obtain a Request for Library Item Review form (from any service desk at the Library or online), complete the form, and return it to the Library.
2. The Library Director will contact the patron to acknowledge receipt of the form.
3. The Library Director will respond to the request within 30 days of receipt of the form.
4. If the patron is dissatisfied with the Director's response, they may direct a letter to the Library Board and the Library Director will provide the Board with all documentation.
5. The President of the Library Board will acknowledge receipt of the letter. The Library Board will set up a committee of board members, library staff, and/or community members to examine the item, and consider the request for review as well as the Director's response. This committee will meet within 90 days of receipt of the letter.
6. The Committee will meet and discuss the item to be reviewed. They will make a determination on what will happen to the item and notify the patron (in writing) of their decision within 10 business days after the committee meeting.
7. If the patron is dissatisfied with the Committee's decision they may direct a letter to the Library Board. The Library Board will hold a public hearing if deemed necessary. The decision of the Library Board will be final.
8. All items under review shall remain on the shelf and available to the public during the review process.

Affirmed by the Waupaca Area Public Library Policy Committee December 15, 2021
Replaced the Reconsideration of Materials Policy which was:
Approved by the Waupaca Area Public Library Board of Trustees May 21, 1991
Revised by the Waupaca Area Public Library Board of Trustees June 8, 1999

Revised by the Waupaca Area Public Library Board of Trustees April 13, 2004
Revised by the Waupaca Area Public Library Board of Trustees June 12, 2007
Adopted by the Waupaca Area Public Library Board of Trustees May 8, 2012

Waupaca Area Public Library
Request for Library Item Review

My concern is about:
___ Book
___ Audio item
___ Video item
___ Internet link

Please fill in the following information (if relevant)

Title: _____

Author/Producer/URL : _____

Please tell us all you can to help us understand your concerns.

1. ~~How did you learn of this item?~~ What brought this item to your attention?

2. What ~~is it about the item that you object to?~~ concerns you about this resource?

3. Did you read/listen to/view the entire item? If not, which segments did you read/listen to/watch?

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? ~~What do you believe are the main ideas of the item?~~

5. ~~Additional comments:~~ What action are you requesting that we consider?

6. Additional comments:

Your name (printed): _____ Date: _____

Your signature: _____

Address: _____

Phone: _____ Email: _____

Do you represent yourself? _____ Or an organization? _____ Name of Organization _____
I file this concern on behalf of _____ self _____ my child _____ Other
(please list) _____

How do you wish to be contacted? _____mail _____ phone _____email

The Library Director will acknowledge receipt of your concern and contact you with a response within 30 days of receipt.

Waupaca Area Public Library
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- ☐ Book
☐ Audio item
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3. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

5. What action are you requesting that we consider?

6. Additional comments:

Your name (printed): _____ Date: _____

Your signature: _____

Address: _____

Phone: _____ Email: _____

Do you represent yourself? ☐ Or an organization? ☐ Name of Organization _____

How do you wish to be contacted? ☐ mail ☐ phone ☐ email

The Library Director will acknowledge receipt of your concern and contact you with a response within 30 days of receipt.

Outagamie Waupaca Library System
Board of Trustees
March 20th, 2025, Meeting Minutes

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

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Michelle Frola, Peter Gilbert, Steve Hart, Wendy Hartman, Bastia Looker, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Chad Glamann (left at 6:10pm).

Excused: Cindy Fallona, Diane Forsythe, Mike Hankins, Lila Malvik-Shower, Cathy Thompson.

Hartman moved, seconded by Frola, to approve the revised agenda as presented.
Motion carried.

Buchholtz moved, seconded by Ver Voort, to approve the January 16th, 2025, meeting minutes as presented. Motion carried.

Trustees were given a tour of the new OWLS website, by Chad Glamann.

Buchholtz moved, seconded by Ver Voort, to accept the January and February 2025 financial reports and file for audit. Motion carried.

Hartman moved, seconded by Frola, to approve the January, February and March 2025 automatic payments and checks numbered 34133 – 34199 inclusive, in the total amount of \$2,302,924.60 and payroll-related expenditures for February 2025 in the amount of \$80,884.42 and March 2025 in the amount of \$82,886.99. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees reviewed the report of the Personnel Committee. No action taken.

President Looker appointed Looker, Hartman, Buchholtz, Gilbert, and Hart as Executive Committee members for 2025.

Ver Voort moved, seconded by Baeten, to approve the 2024 system annual report.
Motion carried.

Gilbert moved, seconded by Ver Voort, to approve the Consulting & Outreach Librarian's travel to Overdrive's Digipalooza Conference in Cleveland and the Web & Marketing Coordinator's travel to LMCC in St Louis. Motion carried.

Buchholtz moved, seconded by Gilbert, to approve the revised OWLSnet fees formula. Motion carried.

Trustees discussed regional delivery changes. No action taken.

Trustees reviewed Trustee Essentials Chapter 14: The Library Board and the Open Meetings Law. No action taken.

Having completed the agenda, the meeting was adjourned by President Looker at 7:06pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.