



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JANUARY 17, 2024, 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, DECEMBER 20, 2023
 - a. **ACTION ITEM: APPROVE** minutes of DECEMBER 20, 2023 Meeting
4. MONTHLY BILLS FOR DECEMBER 2023, **BILLS \$66,983, PERSONNEL \$57,164, Donations Expenditures \$3,810**
 - a. **ACTION ITEM: APPROVE** DECEMBER 2023 bills, personnel costs, and donation expenditures
5. LIBRARY EXHIBIT ROOM
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
6. LIBRARY STATISTICS
 - A. Copy Income and Meeting Room Income Reports
 - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
 - C. Interloan Chart
 - D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation
7. DEPARTMENT REPORTS
 - A. Director's Report
 - B. Adult Services Report
 - C. Youth Services Report
 - D. Teen Services Report

8. COMMITTEE REPORTS

- A. Finance Committee
 - a. No Meeting
- B. Planning Committee
 - a. No Meeting
- C. Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. Met on January 10, 2024 at 4:30pm
 - i. **ACTION ITEM: APPROVE** minutes of January 10, 2024 Personnel Committee Meeting.

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Job Description for Head of Adult Services
 - i. **ACTION ITEM: APPROVE** revised job description for Head of Adult Services Librarian.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, February 21, 2024 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, December 20, 2023

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

Meeting was called to order by Holly Olsen at 4:30 pm.

Holly Olsen, Sarah Hanneman, Julie Eiden, Lilliana Liegl, Melanie Peterson, Mary Zimmermann, and John Miller were present. John Turner was absent. Library Director, Eric Bailey, Adult Services Librarian, Patsy Servey, Exhibit Room Coordinator, Liz Kneer, Assistant Youth Librarian, Jan Rademacher, and Program and Outreach Coordinator, Molly Reinke were also present. Cory Nagel and John Turner were absent.

APPROVAL OF AGENDA

MOTION by J. Miller, SECOND by M. J. Eiden, to approve the agenda. 7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from November 15, 2023 Board Meeting.

MOTION by J. Eiden, SECOND by M. Peterson, to approve the agenda with corrections. 7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

Monthly bills for October 2023, BILLS \$82,360, PERSONNEL \$72,505, DONATIONS EXPENDITURES \$6,975.

MOTION by H. Olsen, SECOND by M. Zimmermann to approve the November 2023 bills with personnel costs and donation expenditures. 7 ayes, 0 nays, 2 absent. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

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

Cory Nagel entered the Meeting at 4:40 pm.

Library Statistics

Copy Income **\$391.21**; Meeting Room Income **\$81.00**

Volunteer Hours **13.75**; Reference Transactions **766**; Library Visits **6,838**; Internet Use: **717** wireless, **404** stations; Curbside service **17**; Total Library Programs **27** Total Program Attendance **620**; Study Room Use **59**; Passport Applications **3**

Interloan Chart: **2,710** items loaned, **3,279** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,227**

Consortium Circulation Chart was presented.

Department Reports

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

Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee met on November 29, 2023.

MOTION by H. Olsen, SECOND by C. Nagel to approve minutes with corrections from the November 29, 2023 Personnel Committee meeting. 8 ayes, 0 nays, 1 absent. Motion passed unanimously on a voice vote

Collin Dykstra and son entered the meeting at 4:52 pm.

Old Business – None

New Business

There were 0 incidents reported

Announcements & Correspondence

OWLS Meeting minutes from October 2023 were included in the packet.

Next meeting will be Wednesday, January 17, 2024, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 4:57 pm.

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Molly Reinke

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual	Actual	12/31/2023	12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022			YTD	12/31/2023		
REVENUES		Prior Year	Dec-23	CURRENT YTD	Estimated	Amended		
		2022		Actual		2023		
INTERGOVERNMENTAL								
251-43215-000-000	FEDERAL: LIBRARY GRANTS							
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	378,743	-	408,286	408,286	408,286	100.00%	0.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,443	-	14,466	14,466	14,466	100.00%	0.00%
	COUNTY AID: LIBRARY WINNEBAGO		-					
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	980	-	1,960	1,960	1,960	100.00%	0.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	-	-	-	-		
	INTERGOVERNMENTAL	394,166	-	424,712	424,712	424,712	100.00%	0.00%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,124	259	6,069	6,660	6,000	101.15%	(1.15%)
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	-	-	-		
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	527	-	277	305	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	113	(10)	284	339	100	284.00%	(184.00%)
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,197	72	2,572	2,774	3,500	73.49%	26.51%
251-46740-000-000	FEES: PASSPORT							
	PUBLIC CHARGES FOR SERVICE	8,961	321	9,202	10,077	9,600	95.86%	4.14%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,128	200	2,782	2,582	500	556.41%	(456.41%)
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	62	105	100	62.00%	38.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-		
251-48550-000-000	DONATIONS: LIBRARY	40,513	3,481	57,589	61,309	42,650	135.03%	(35.03%)
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	346,554	346,554	346,554	100.00%	0.00%
	MISCELLANEOUS	388,195	3,681	406,987	410,550	389,804	104.41%	(4.41%)
	TOTAL REVENUES	791,322	4,002	840,902	845,339	824,116	102.04%	(2.04%)
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	382,356	38,902	400,756	400,756	380,957	105.20%	(5.20%)
251-55111-103-000	LIBRARY: OVERTIME	481	7	136	136	-		
251-55111-118-000	LIBRARY: SOCIAL SECURITY	25,098	2,936	30,417	30,417	24,823	122.53%	(22.53%)
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,524	2,125	29,598	29,598	23,337	126.83%	(26.83%)
251-55111-121-000	LIBRARY: GRP HLTH INS	46,546	6,163	74,576	74,576	70,261	106.14%	(6.14%)
251-55111-122-000	LIBRARY: LIFE INS	1,556	145	1,656	1,656	1,255	131.88%	(31.88%)
251-55111-123-000	LIBRARY: INC PROTECT	1,576	-	1,290	1,290	1,931	66.82%	33.18%
251-55111-124-000	LIBRARY: WORK COMP	1,318	-	2,350	2,350	1,036	226.82%	(126.82%)
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	750	-	-	-	6,000	0.00%	100.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-		
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	316	-	277	277	748	36.97%	63.03%

2022 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2023	Budget		
		12/31/2022	Actual	12/31/2023	YTD	12/31/2023	% Expended	% Unexpended
		Prior Year	Dec-23	CURRENT YTD	Estimated	Amended		
		<u>2022</u>	<u>Dec-23</u>	<u>Actual</u>	<u>Estimated</u>	<u>2023</u>	<u>106.02%</u>	<u>(6.02%)</u>
	LIBRARY FULL-TIME	483,522	50,278	541,055	541,055	510,348		

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		12/31/2023				
		Prior Year	Actual	CURRENT YTD	YTD	12/31/2023		
		2022	Dec-23	Actual	Estimated	Amended 2023		
251-55112-104-000	LIBRARY: PT WAGES	119,779	6,339	103,632	103,632	121,788	85.09%	14.91%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-		
251-55112-116-000	LIBRARY: PT RETIRE	4,338	132	2,560	2,560	4,932	51.90%	48.10%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,103	362	6,544	6,544	10,362	63.16%	36.84%
251-55112-122-000	LIBRARY: LIFE INS	812	53	685	685	600	114.19%	(14.19%)
	LIBRARY: PART-TIME	134,032	6,886	113,421	113,421	137,682	82.38%	17.62%
251-55115-201-000	LIBRARY: TRAINING	3,159	-	1,755	1,755	4,000	43.86%	56.14%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	-	-	6,000	6,000	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	-	1,000	1,000	1,000	100.00%	0.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,816	138	4,004	4,004	6,500	61.60%	38.40%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	-	615	-	-		
251-55115-216-000	LIBRARY: POSTAGE	1,116	232	1,207	1,207	1,000	120.72%	(20.72%)
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,435	-	573	573	1,200	47.72%	52.28%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,460	-	27,591	27,591	27,591	100.00%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	445	-	243	243	650	37.36%	62.64%
251-55115-282-000	LIBRARY: TECHNOLOGY	16,496	2,969	11,778	11,778	11,974	98.36%	1.64%
251-55115-301-000	LIBRARY: SUPPLIES	7,477	1,494	8,589	8,589	7,500	114.52%	(14.52%)
	LIBRARY: OPERATING EXPENSES	71,700	4,833	57,354	62,739	67,415	85.08%	14.92%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	8,581	1,390	17,704	17,704	8,000	221.30%	(121.30%)
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	655	106	1,367	1,367	650	210.30%	(110.30%)
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,513	860	6,710	6,710	2,000	335.51%	(235.51%)
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	17,301	1,310	26,726	26,726	18,000	148.48%	(48.48%)
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	2,216	-	900	900	10,000	9.00%	91.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,330	-	83	83	2,000	4.14%	95.86%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,453	144	7,819	7,819	2,000	390.94%	(290.94%)
	LIBRARY: DONATION EXPENSES	37,049	3,810	61,309	61,309	42,650	143.75%	(43.75%)
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,490	93	1,451	1,451	1,500	96.76%	3.24%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,046	12	3,033	3,033	3,000	101.10%	(1.10%)
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	897	19	791	1,000	1,000	79.06%	20.94%
	LIBRARY: PROGRAMS	5,433	124	5,275	5,484	5,500	95.91%	4.09%

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		12/31/2023				
		Prior Year	Actual	CURRENT YTD	YTD	12/31/2023		
		2022	Dec-23	Actual	Estimated	Amended		
						2023		
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,505	475	13,241	17,000	17,000	77.89%	22.11%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,244	-	3,391	3,420	3,420	99.14%	0.86%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	15,079	193	15,358	16,000	16,000	95.99%	4.01%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,164	-	2,406	3,175	3,175	75.78%	24.22%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	3,912	-	4,309	4,750	4,750	90.72%	9.28%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	22	-	-	22	-		
	LIBRARY: BOOKS	41,926	668	38,705	44,367	44,345	87.28%	12.72%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,140	260	2,351	2,500	2,500	94.05%	5.95%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	699	44	479	500	500	95.86%	4.14%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	522	13	540	750	750	71.94%	28.06%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,424	66	1,541	1,701	1,701	90.61%	9.39%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,297	-	854	854	854	100.00%	0.00%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-	-		
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	394	-	215	468	468	45.97%	54.03%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	202	-	(76)	-	-		
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	870	-	536	900	900	59.50%	40.50%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	8,403	-	8,503	8,503	8,503	100.00%	0.00%
	LIBRARY: A/V	15,952	383	14,943	16,176	16,176	92.38%	7.62%
	TOTAL EXPENDITURES	789,615	66,983	832,062	844,552	824,116	100.96%	(0.96%)
	REVENUES OVER(UNDER) EXPENDITURES	1,707			787	-		
	BEGINNING FUND BALANCE	45,657			44,531			
	ENDING FUND BALANCE	44,531			71,731			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO					
		10/31/2023 (10/23) Balance	.00 *	.00 *	408,286.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	408,286.00-
YTD Encumbrance	.00	YTD Actual 408,286.00- Total 408,286.00-	YTD Budget 408,286.00-	Unearned .00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		10/31/2023 (10/23) Balance	.00 *	.00 *	14,466.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	14,466.00-
YTD Encumbrance	.00	YTD Actual 14,466.00- Total 14,466.00-	YTD Budget 14,466.00-	Unearned .00	
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,960.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,960.00-
YTD Encumbrance	.00	YTD Actual 1,960.00- Total 1,960.00-	YTD Budget 1,960.00-	Unearned .00	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-46710-000-000 FEES: LIBRARY COPIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	5,246.39-
CR	1225037	COPIES LIBRARY DEPOSIT - library 11/4/23 Description: COPIES LIBRARY DEPOSIT - library 11/4/23		105.36-	
CR	1225236	COPIES LIBRARY DEPOSIT - LIBRARY 11/11/13 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/11/13		70.33-	
CR	1225591	COPIES LIBRARY DEPOSIT - LIBRARY 11/18/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/18/23		111.33-	
CR	1225644	COPIES LIBRARY DEPOSIT - LIBRARY 11/25/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/25/23		66.07-	
		11/30/2023 (11/23) Period Totals and Balance	.00 *	353.09- *	5,599.48-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES (continued)					
CR	1225800	COPIES LIBRARY DEPOSIT - LIBRARY Description: COPIES LIBRARY DEPOSIT - LIBRARY		120.14-	
CR	1225962	COPIES LIBRARY DEPOSIT - LIBRARY 12/9/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/9/23		90.76-	
CR	1226154	COPIES LIBRARY DEPOSIT - LIBRARY 12/16/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/16/23		120.71-	
CR	1226376	COPIES LIBRARY DEPOSIT - LIBRARY 12/23/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/23/23		137.63-	
		12/31/2023 (12/23) Period Totals and Balance	.00 *	469.24- *	6,068.72-
YTD Encumbrance	.00	YTD Actual 6,068.72- Total 6,068.72- YTD Budget	6,000.00- Unearned	68.72-	
251-46715-000-000 FEES: LIBRARY POSTAGE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
251-46720-000-000 FEES: LIBRARY PROGRAMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
251-46725-000-000 FEES: LIBRARY OVERDUE FEES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	206.50-
CR	1225236	FINES LIBRARY DEPOSIT - LIBRARY 11/11/13 Description: FINES LIBRARY DEPOSIT - LIBRARY 11/11/13		70.00-	
CR	1225644	FINES LIBRARY DEPOSIT - LIBRARY 11/25/23 Description: FINES LIBRARY DEPOSIT - LIBRARY 11/25/23		.96-	
		11/30/2023 (11/23) Period Totals and Balance	.00 *	70.96- *	277.46-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	277.46-
YTD Encumbrance	.00	YTD Actual 277.46- Total 277.46- YTD Budget	.00 Unearned	277.46-	
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	225.20
AP		82 UNIQUE MANAGEMENT SERVICES, INC.	59.10		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY (continued)					
		**VendorNo: 1943 **Inv. No: 6118864 **Desc: COLLECTION AGENCY (6) - OCT 2023 **Inv. Date: 11/1/2023			
CR	1225644	COLLECTIONS - LIBRARY 11/25/23		10.00-	
		Description: COLLECTIONS - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	59.10 *	10.00- *	274.30
AP	105	UNIQUE MANAGEMENT SERVICES, INC.	19.70		
		**VendorNo: 1943 **Inv. No: 6120011 **Desc: PATRONS SENT TO COLLECTIONS - NOV 2023 **Inv. Date: 12/1/2023			
CR	1226154	COLLECTIONS - LIBRARY 12/16/23		10.00-	
		Description: COLLECTIONS - LIBRARY 12/16/23			
		12/31/2023 (12/23) Period Totals and Balance	19.70 *	10.00- *	284.00
YTD Encumbrance	.00	YTD Actual 284.00 Total 284.00	YTD Budget 100.00-	Unearned 384.00	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,337.38-
AP	148	LIBRARY REFUNDS - ADD REMITTANCES!	33.00		
		**VendorNo: 2015625 **Inv. No: OWWAU092920230000029 **Desc: #38010000138417 PAID ITEM RETURNED **Inv. Date: 9/29/2023			
AP	11	GERARD H. VAN HOOFF	13.00		
		**VendorNo: 703 **Inv. No: OWWAU102520230000001 **Desc: LOST BOOK 31389019173418 **Inv. Date: 10/26/2023			
AP	145	MANITOWAC PUBLIC LIBRARY	27.95		
		**VendorNo: 2702 **Inv. No: OWWAU110620230000001 **Desc: LOST ILL ITEM 33128007970536 **Inv. Date: 11/6/2023			
CR	1225037	MATERIAL REPL LIB DEPOSIT - library 11/4/23		67.78-	
		Description: MATERIAL REPL LIB DEPOSIT - library 11/4/23			
CR	1225591	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/18/23		21.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/18/23			
CR	1225644	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/25/23		107.90-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	73.95 *	196.68- *	2,460.11-
CR	1225800	MATERIAL REPL LIB DEPOSIT - LIBRARY		34.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY			
CR	1225962	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/9/23		6.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/9/23			
CR	1226154	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/16/23		37.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/16/23			
CR	1226376	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/23/23		35.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/23/23			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	112.00- *	2,572.11-
YTD Encumbrance	.00	YTD Actual 2,572.11- Total 2,572.11-	YTD Budget 3,500.00-	Unearned 927.89	
251-46740-000-000 FEES: LIBRARY PASSPORT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46740-000-000 FEES: LIBRARY PASSPORT (continued)					
CR	1225236	PASSPORT - LIBRARY 11/11/13 Description: PASSPORT - LIBRARY 11/11/13		35.00-	
CR	1225591	PASSPORT - LIBRARY 11/18/23 Description: PASSPORT - LIBRARY 11/18/23		70.00-	
		11/30/2023 (11/23) Period Totals and Balance	.00 *	105.00- *	105.00-
CR	1226154	PASSPORT - LIBRARY 12/16/23 Description: PASSPORT - LIBRARY 12/16/23		70.00-	
		12/31/2023 (12/23) Period Totals and Balance	.00 *	70.00- *	175.00-
YTD Encumbrance	.00	YTD Actual 175.00- Total 175.00- YTD Budget	.00	Unearned 175.00-	
251-48215-000-000 RENT: MEETING ROOMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,676.05-
CR	1225037	ROOM RENTAL LIBRARY DEPOSIT - library 11/4/23 Description: ROOM RENTAL LIBRARY DEPOSIT - library 11/4/23		10.00-	
CR	1225591	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/18/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/18/23		1.00-	
		11/30/2023 (11/23) Period Totals and Balance	.00 *	11.00- *	2,687.05-
CR	1225962	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/9/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/9/23		95.00-	
		12/31/2023 (12/23) Period Totals and Balance	.00 *	95.00- *	2,782.05-
YTD Encumbrance	.00	YTD Actual 2,782.05- Total 2,782.05- YTD Budget	500.00-	Unearned 2,282.05-	
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	62.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	62.00-
YTD Encumbrance	.00	YTD Actual 62.00- Total 62.00- YTD Budget	100.00-	Unearned 38.00	
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unearned .00	
251-48510-000-000 MISC REV: REBATES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48510-000-000 MISC REV: REBATES (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-48550-000-000 DONATIONS: LIBRARY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	50,730.68-
AP	431	US BANK	19.17		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: DONATIONS FRIENDS REIMB 3069 **Inv. Date: 11/9/2023			
CR	1225037	DONATION- - library 11/4/23		111.67-	
		Description: DONATION- - library 11/4/23			
CR	1225236	DONATION- - LIBRARY 11/11/13		134.32-	
		Description: DONATION- - LIBRARY 11/11/13			
CR	1225591	DONATION- - LIBRARY 11/18/23		149.94-	
		Description: DONATION- - LIBRARY 11/18/23			
CR	1225644	DONATION- - LIBRARY 11/25/23		2,631.16-	
		Description: DONATION- - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	19.17 *	3,027.09- *	53,738.60-
AP	440	US BANK	19.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: DONATION SUPPLY FRIENDS REIM **Inv. Date: 12/9/2023			
CR	1225800	DONATION- - LIBRARY		344.60-	
		Description: DONATION- - LIBRARY			
CR	1225962	DONATION- - LIBRARY 12/9/23		25.00-	
		Description: DONATION- - LIBRARY 12/9/23			
CR	1226154	DONATION- - LIBRARY 12/16/23		90.00-	
		Description: DONATION- - LIBRARY 12/16/23			
CR	1226376	DONATION- - LIBRARY 12/23/23		3,411.22-	
		Description: DONATION- - LIBRARY 12/23/23			
		12/31/2023 (12/23) Period Totals and Balance	19.99 *	3,870.82- *	57,589.43-
YTD Encumbrance	.00	YTD Actual 57,589.43- Total 57,589.43-	YTD Budget 42,650.00-	Unearned 14,939.43-	
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-49210-000-000 TRANSFER FROM GENERAL FUND					
		10/31/2023 (10/23) Balance	.00 *	.00 *	346,554.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-49210-000-000 TRANSFER FROM GENERAL FUND (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	346,554.00-
YTD Encumbrance	.00	YTD Actual 346,554.00- Total 346,554.00- YTD Budget 346,554.00- Unearned .00			
251-49300-000-000 FUND BALANCES APPLIED					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
251-55111-101-000 LIBRARY: SALARIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55111-102-000 LIBRARY: WAGES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	316,909.83
PC	81	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	14,948.00		
PC	216	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	14,948.00		
		11/30/2023 (11/23) Period Totals and Balance	29,896.00 *	.00 *	346,805.83
PB	141	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	100.00		
PB	603	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	100.00		
PC	82	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	14,948.00		
PC	212	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	14,948.00		
PC	340	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	23,853.95		
		12/31/2023 (12/23) Period Totals and Balance	53,949.95 *	.00 *	400,755.78
YTD Encumbrance	.00	YTD Actual 400,755.78 Total 400,755.78 YTD Budget 380,957.00 Unexpended 19,798.78-			
251-55111-103-000 LIBRARY: OVERTIME					
		10/31/2023 (10/23) Balance	.00 *	.00 *	129.47
PC	213	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	7.02		
		12/31/2023 (12/23) Period Totals and Balance	7.02 *	.00 *	136.49
YTD Encumbrance	.00	YTD Actual 136.49 Total 136.49 YTD Budget .00 Unexpended 136.49-			
251-55111-105-000 LIBRARY: CALL-IN PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-105-000 LIBRARY: CALL-IN PAY (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-106-000 LIBRARY: HOLIDAY PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-107-000 LIBRARY: SICK PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-108-000 LIBRARY: VACATION PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	24,102.44
PB	165	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	1,126.35		
PB	434	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	1,126.35		
		11/30/2023 (11/23) Period Totals and Balance	2,252.70 *	.00 *	26,355.14
PB	140	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	1,126.35		
PB	380	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	1,126.88		
PB	601	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	1,808.15		
		12/31/2023 (12/23) Period Totals and Balance	4,061.38 *	.00 *	30,416.52
YTD Encumbrance	.00	YTD Actual 30,416.52 Total 30,416.52	YTD Budget 24,823.00	Unexpended 5,593.52-	
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		10/31/2023 (10/23) Balance	.00 *	.00 *	24,179.31

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-119-000 LIBRARY: RETIREMENT (R) (continued)					
PB	163	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	1,101.23		
PB	433	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	1,109.49		
		11/30/2023 (11/23) Period Totals and Balance	2,210.72 *	.00 *	26,390.03
PB	139	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	1,083.04		
PB	379	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	1,112.12		
PB	600	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	1,013.20		
		12/31/2023 (12/23) Period Totals and Balance	3,208.36 *	.00 *	29,598.39
YTD Encumbrance	.00	YTD Actual	29,598.39	Total	29,598.39
		YTD Budget	23,337.00	Unexpended	6,261.39-
251-55111-121-000 LIBRARY: GRP HLTH INS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	59,169.54
PB	161	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	2,664.60		
PB	431	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	2,664.60		
PC	82	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	416.68		
PC	217	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	416.68		
		11/30/2023 (11/23) Period Totals and Balance	6,162.56 *	.00 *	65,332.10
PB	137	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	2,664.60		
PB	377	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	2,664.60		
PB	598	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	2,664.60		
PC	83	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	416.68		
PC	214	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	416.68		
PC	341	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	416.68		
		12/31/2023 (12/23) Period Totals and Balance	9,243.84 *	.00 *	74,575.94
YTD Encumbrance	.00	YTD Actual	74,575.94	Total	74,575.94
		YTD Budget	70,261.00	Unexpended	4,314.94-
251-55111-122-000 LIBRARY: LIFE INS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,293.73
PB	162	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	72.39		
PB	432	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	72.39		
		11/30/2023 (11/23) Period Totals and Balance	144.78 *	.00 *	1,438.51
PB	138	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	72.39		
PB	378	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	72.39		
PB	599	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	72.39		
		12/31/2023 (12/23) Period Totals and Balance	217.17 *	.00 *	1,655.68
YTD Encumbrance	.00	YTD Actual	1,655.68	Total	1,655.68
		YTD Budget	1,255.40	Unexpended	400.28-
251-55111-123-000 LIBRARY: INC PROTECT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,228.73

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-123-000 LIBRARY: INC PROTECT (continued)					
PB	164	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	61.59		
		11/30/2023 (11/23) Period Totals and Balance	61.59 *	.00 *	1,290.32
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,290.32
YTD Encumbrance	.00	YTD Actual 1,290.32 Total 1,290.32 YTD Budget 1,931.00 Unexpended 640.68			
251-55111-124-000 LIBRARY: WORK COMP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,349.51
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,349.51
YTD Encumbrance	.00	YTD Actual 2,349.51 Total 2,349.51 YTD Budget 1,035.86 Unexpended 1,313.65-			
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 6,000.00 Unexpended 6,000.00			
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55111-129-000 LIBRARY: UNEMPLOYMENT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		10/31/2023 (10/23) Balance	.00 *	.00 *	276.50
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	276.50
YTD Encumbrance	.00	YTD Actual 276.50 Total 276.50 YTD Budget 748.00 Unexpended 471.50			
251-55112-104-000 LIBRARY: PT WAGES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	86,894.63

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-104-000 LIBRARY: PT WAGES (continued)					
PC	19	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	3,550.08		
PC	143	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	3,714.63		
		11/30/2023 (11/23) Period Totals and Balance	7,264.71 *	.00 *	94,159.34
PC	21	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	3,133.58		
PC	142	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	3,290.18		
PC	277	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	3,048.65		
		12/31/2023 (12/23) Period Totals and Balance	9,472.41 *	.00 *	103,631.75
YTD Encumbrance	.00	YTD Actual	103,631.75	Total	103,631.75
		YTD Budget	121,788.00	Unexpended	18,156.25
251-55112-110-000 LIBRARY: PTO					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55112-116-000 LIBRARY: PT RETIRE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,159.00
PB	168	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	87.11		
PB	437	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	93.83		
		11/30/2023 (11/23) Period Totals and Balance	180.94 *	.00 *	2,339.94
PB	144	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	87.61		
PB	383	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	71.94		
PB	605	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	60.44		
		12/31/2023 (12/23) Period Totals and Balance	219.99 *	.00 *	2,559.93
YTD Encumbrance	.00	YTD Actual	2,559.93	Total	2,559.93
		YTD Budget	4,932.00	Unexpended	2,372.07
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,663.37
PB	21	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	266.21		
PB	309	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	278.78		
		11/30/2023 (11/23) Period Totals and Balance	544.99 *	.00 *	7,208.36
PB	22	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	234.32		
PB	257	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	246.30		
PB	473	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	222.33		
		12/31/2023 (12/23) Period Totals and Balance	702.95 *	.00 *	7,911.31
YTD Encumbrance	.00	YTD Actual	7,911.31	Total	7,911.31
		YTD Budget	10,362.00	Unexpended	2,450.69
251-55112-122-000 LIBRARY: LIFE INS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	553.11

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-122-000 LIBRARY: LIFE INS (continued)					
PB	166	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	26.53		
PB	435	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	26.53		
		11/30/2023 (11/23) Period Totals and Balance	53.06 *	.00 *	606.17
PB	143	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	25.90		
PB	381	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	26.53		
PB	602	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	26.53		
		12/31/2023 (12/23) Period Totals and Balance	78.96 *	.00 *	685.13
YTD Encumbrance	.00	YTD Actual 685.13 Total 685.13 YTD Budget	600.00	Unexpended 85.13-	
251-55112-123-000 LIBRARY: INC PROTECT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-201-000 LIBRARY: TRAVEL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,754.59
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,754.59
YTD Encumbrance	.00	YTD Actual 1,754.59 Total 1,754.59 YTD Budget	4,000.00	Unexpended 2,245.41	
251-55115-206-000 LIBRARY: TELEPHONE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-207-000 LIBRARY: MAINT OF EQUIP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	6,000.00	Unexpended 6,000.00	
251-55115-209-000 LIBRARY: INS & BONDING					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,000.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,000.00
YTD Encumbrance	.00	YTD Actual 1,000.00 Total 1,000.00 YTD Budget	1,000.00	Unexpended .00	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,727.12

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-211-000 LIBRARY: CONTRACT SERVICES (continued)					
AP	217	OFFICE TECHNOLOGY GROUP	138.55		
		**VendorNo: 1406 **Inv. No: 294295 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 11/20/2023			
		11/30/2023 (11/23) Period Totals and Balance	138.55 *	.00 *	3,865.67
AP	170	OFFICE TECHNOLOGY GROUP	138.21		
		**VendorNo: 1406 **Inv. No: 295573 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 12/18/2023			
		12/31/2023 (12/23) Period Totals and Balance	138.21 *	.00 *	4,003.88
YTD Encumbrance	.00	YTD Actual 4,003.88 Total 4,003.88 YTD Budget 6,500.00 Unexpended 2,496.12			
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	300.00
AP	171	OUTAGAMIE WAUPACA LIBRARY	315.00		
		**VendorNo: 1427 **Inv. No: 4251 **Desc: SWANK MOVIE LICENSE **Inv. Date: 10/4/2023			
		11/30/2023 (11/23) Period Totals and Balance	315.00 *	.00 *	615.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	615.00
YTD Encumbrance	.00	YTD Actual 615.00 Total 615.00 YTD Budget .00 Unexpended 615.00-			
251-55115-216-000 LIBRARY: POSTAGE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	863.46
JE	1	LIBRARY	111.90		
		11/30/2023 (11/23) Period Totals and Balance	111.90 *	.00 *	975.36
AP	385	US BANK	8.05		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 12/9/2023			
AP	386	US BANK	8.05		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 12/9/2023			
JE	3	LIBRARY	215.73		
		12/31/2023 (12/23) Period Totals and Balance	231.83 *	.00 *	1,207.19
YTD Encumbrance	.00	YTD Actual 1,207.19 Total 1,207.19 YTD Budget 1,000.00 Unexpended 207.19-			
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	572.60
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	572.60
YTD Encumbrance	.00	YTD Actual 572.60 Total 572.60 YTD Budget 1,200.00 Unexpended 627.40			
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	27,591.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	27,591.00
YTD Encumbrance	.00	YTD Actual 27,591.00 Total 27,591.00 YTD Budget 27,591.00 Unexpended .00			
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	242.81
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	242.81
YTD Encumbrance	.00	YTD Actual 242.81 Total 242.81 YTD Budget 650.00 Unexpended 407.19			
251-55115-282-000 LIBRARY: TECHNOLOGY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	8,498.22
AP	438	US BANK 266.99 **VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: TECHNOLOGY COPIER PART **Inv. Date: 11/9/2023			
AP	585	US BANK 11.99 **VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/9/2023			
AP	587	US BANK 21.99 **VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/9/2023			
AP	588	US BANK 9.95 **VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	310.92 *	.00 *	8,809.14
AP	695	OUTAGAMIE WAUPACA LIBRARY 1,076.37 **VendorNo: 1427 **Inv. No: 4291-2 **Desc: TOUCHSCREEN MONITORS (3) **Inv. Date: 12/7/2023			
AP	429	US BANK 19.99 **VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: CHILDRENS APP TECHNOLOGY **Inv. Date: 12/9/2023			
AP	696	OUTAGAMIE WAUPACA LIBRARY 1,872.60 **VendorNo: 1427 **Inv. No: 4294 **Desc: DESKTOP PC FOR VIDEO EDITING **Inv. Date: 12/21/2023			
		12/31/2023 (12/23) Period Totals and Balance	2,968.96 *	.00 *	11,778.10
YTD Encumbrance	.00	YTD Actual 11,778.10 Total 11,778.10 YTD Budget 11,974.00 Unexpended 195.90			
251-55115-301-000 LIBRARY: SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,919.89
AP	430	US BANK 16.98 **VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 3069 **Inv. Date: 11/9/2023			
AP	432	US BANK 30.27 **VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 7038 **Inv. Date: 11/9/2023			
AP	441	US BANK 14.29			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-301-000 LIBRARY: SUPPLIES (continued)					
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 0663 **Inv. Date: 11/9/2023			
AP	172	OUTAGAMIE WAUPACA LIBRARY	16.75		
		**VendorNo: 1427 **Inv. No: 4270 **Desc: PRINTING - 200 BOOKMARKS **Inv. Date: 11/11/2023			
		11/30/2023 (11/23) Period Totals and Balance	78.29 *	.00 *	6,998.18
AP	22	OFFICE OUTFITTERS	16.99		
		**VendorNo: 1405 **Inv. No: 492736 **Desc: NAMETAG FOR LIBRARY EMPLOYEE **Inv. Date: 10/3/2023			
AP	168	OFFICE OUTFITTERS	141.84		
		**VendorNo: 1405 **Inv. No: 493107 **Desc: PLANNERS (6) **Inv. Date: 10/11/2023			
AP	169	OFFICE OUTFITTERS	284.00		
		**VendorNo: 1405 **Inv. No: 493806 **Desc: WINDOW ENVELOPES (1500) **Inv. Date: 10/26/2023			
AP	25	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4285 **Desc: RECEIPT PAPER - 1 CASE **Inv. Date: 11/11/2023			
AP	405	US BANK	28.38		
		**VendorNo: 1950 **Inv. No: 12/15/23-EKNEER **Desc: FOUNDATION-RETURNED MAIL **Inv. Date: 12/9/2023			
AP	428	US BANK	1,011.51		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 7396992 **Inv. Date: 12/9/2023			
AP	430	US BANK	10.29		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 018202 **Inv. Date: 12/9/2023			
AP	434	US BANK	17.62		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES WM 03251105 **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	1,590.63 *	.00 *	8,588.81
YTD Encumbrance	.00	YTD Actual 8,588.81 Total 8,588.81	YTD Budget 7,500.00	Unexpended 1,088.81-	
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	14,227.35
PC	83	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	695.40		
PC	218	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	695.40		
		11/30/2023 (11/23) Period Totals and Balance	1,390.80 *	.00 *	15,618.15
PC	84	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	695.40		
PC	215	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	695.40		
PC	342	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	695.40		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-104-000 LIBRARY: DONATIONS PT WAGES (continued)					
		12/31/2023 (12/23) Period Totals and Balance	2,086.20 *	.00 *	17,704.35
YTD Encumbrance	.00	YTD Actual 17,704.35 Total 17,704.35	YTD Budget 8,000.00	Unexpended 9,704.35-	
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,100.97
PB	167	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	53.19		
PB	436	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	53.19		
		11/30/2023 (11/23) Period Totals and Balance	106.38 *	.00 *	1,207.35
PB	142	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	53.19		
PB	382	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD	53.19		
PB	604	PAYROLL TRANS FOR 12/31/2023 PAY PERIOD	53.19		
		12/31/2023 (12/23) Period Totals and Balance	159.57 *	.00 *	1,366.92
YTD Encumbrance	.00	YTD Actual 1,366.92 Total 1,366.92	YTD Budget 650.00	Unexpended 716.92-	
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	5,255.72
AP	584	US BANK	20.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: LP DONATION NOT REIMBURSED **Inv. Date: 11/9/2023			
AP	589	US BANK	235.93		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: LP DONATION NOT REIMBURSED **Inv. Date: 11/9/2023			
AP	614	US BANK	56.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	617	US BANK	254.64		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	620	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	594.53 *	.00 *	5,850.25
AP	387	US BANK	12.07		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	388	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	389	US BANK	11.12		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	390	US BANK	272.04		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	391	US BANK	22.26		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-250-000 LIBRARY: DONATIONS MATERIALS (continued)					
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	392	US BANK	18.82		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	393	US BANK	80.36		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	394	US BANK	10.95		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	395	US BANK	16.59		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: SPANISH LANGUAGE - FOUNDATION **Inv. Date: 12/9/2023			
AP	582	US BANK	200.00		
		**VendorNo: 1950 **Inv. No: 12/15/23-PSERVEY **Desc: DONATIONS MATERIAL NOT REIMBUR **Inv. Date: 12/9/2023			
AP	583	US BANK	114.52		
		**VendorNo: 1950 **Inv. No: 12/15/23-PSERVEY **Desc: DONATIONS MATERIAL YES REIMBUR **Inv. Date: 12/9/2023			
AP	606	US BANK	59.84		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	607	US BANK	29.39		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	859.95 *	.00 *	6,710.20
YTD Encumbrance	.00	YTD Actual	6,710.20	Total	6,710.20
		YTD Budget	2,000.00	Unexpended	4,710.20-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	23,228.62
AP	170	OFFICE OUTFITTERS	29.60		
		**VendorNo: 1405 **Inv. No: 494454 **Desc: LAMINATING KING YULETIDE TRAIL STORY WALK **Inv. Date: 11/9/2023			
AP	186	WEISER GRAPHICS ETC.	265.00		
		**VendorNo: 2128 **Inv. No: 12145 **Desc: STORY WALK SIGNAGE/LIBRARY LOGOS **Inv. Date: 11/9/2023			
AP	401	US BANK	32.87		
		**VendorNo: 1950 **Inv. No: 11/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-SUPPLIES **Inv. Date: 11/9/2023			
AP	402	US BANK	7.10		
		**VendorNo: 1950 **Inv. No: 11/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-SUPPLIES **Inv. Date: 11/9/2023			
AP	575	US BANK	112.43		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	576	US BANK	37.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	580	US BANK	59.32		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	581	US BANK	59.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	605	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	609	US BANK	180.00		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	610	US BANK	30.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	611	US BANK	36.43		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	613	US BANK	34.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
JE	6	REALLOCATE LIBRARY PURCHASE	44.98		
		11/30/2023 (11/23) Period Totals and Balance	946.55 *	.00 *	24,175.17
AP	97	OFFICE OUTFITTERS	1,286.00		
		**VendorNo: 1405 **Inv. No: 495107 **Desc: WXHIBIT ROOM FRANKLIN PRINTS **Inv. Date: 11/27/2023			
AP	398	US BANK	309.04		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: AUTHOR VISIT LUNCH **Inv. Date: 12/9/2023			
AP	574	US BANK	58.53		
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 12/9/2023			
AP	575	US BANK	55.44		
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 12/9/2023			
AP	577	US BANK	3.00		
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 12/9/2023			
AP	578	US BANK	412.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued)					
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 12/9/2023			
AP	595	US BANK	149.94		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	599	US BANK	97.42		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	600	US BANK	13.72		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	602	US BANK	32.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	604	US BANK	47.88		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	605	US BANK	31.96		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 12/9/2023			
AP	655	US BANK	22.89		
		**VendorNo: 1950 **Inv. No: 12/15/23-TWILCOX **Desc: DON-PROGRAM-ANGELINE-BOULLEY23 **Inv. Date: 12/9/2023			
AP	656	US BANK	25.13		
		**VendorNo: 1950 **Inv. No: 12/15/23-TWILCOX **Desc: DON-PROGRAM-ANGELINE-BOULLEY23 **Inv. Date: 12/9/2023			
AP	657	US BANK	5.00		
		**VendorNo: 1950 **Inv. No: 12/15/23-TWILCOX **Desc: DON-PROGRAM-ANGELINE-BOULLEY23 **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	2,550.94 *	.00 *	26,726.11
YTD Encumbrance	.00	YTD Actual 26,726.11 Total 26,726.11	YTD Budget 18,000.00	Unexpended 8,726.11-	
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	600.00
JE	1	VR GLASSES PURCHASED FROM SENIOR CENTER BY LIBRARY	300.00		
		12/31/2023 (12/23) Period Totals and Balance	300.00 *	.00 *	900.00
YTD Encumbrance	.00	YTD Actual 900.00 Total 900.00	YTD Budget 10,000.00	Unexpended 9,100.00	
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		10/31/2023 (10/23) Balance	.00 *	.00 *	62.79
AP	446	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LUCKY DAY MOVIES 3040 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	19.96 *	.00 *	82.75
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	82.75
YTD Encumbrance	.00	YTD Actual 82.75 Total 82.75	YTD Budget 2,000.00	Unexpended 1,917.25	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,046.74
AP	390	US BANK	62.70		
		**VendorNo: 1950 **Inv. No: 11/15/23-EBAILEY **Desc: LORI CHESNUT MEMORIAL FLOWERS **Inv. Date: 11/9/2023			
AP	586	US BANK	25.32		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: LP DONATION NOT REIMBURSED **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	88.02 *	.00 *	6,134.76
AP	110	WAUPACA HISTORICAL SOCIETY	750.00		
		**VendorNo: 2078 **Inv. No: 10.2.23 **Desc: SHARED COMMUNITY VISION FUND GRANT **Inv. Date: 10/2/2023			
AP	96	OFFICE OUTFITTERS	358.00		
		**VendorNo: 1405 **Inv. No: 494758 **Desc: LIBRARY FOUNDATION MAILING SUPPLIES **Inv. Date: 11/16/2023			
AP	104	ULINE	392.14		
		**VendorNo: 1937 **Inv. No: 171246157 **Desc: SLAT WALL FOR JOB CENTER **Inv. Date: 11/21/2023			
AP	27	PIGGLY WIGGLY	39.90		
		**VendorNo: 1482 **Inv. No: 26033831209 **Desc: LITTLE FREE PANTRY SUPPLIES **Inv. Date: 12/5/2023			
AP	694	OUTAGAMIE WAUPACA LIBRARY	144.00		
		**VendorNo: 1427 **Inv. No: 4291-1 **Desc: FOUNDATION MAILER PRINTING (1600) **Inv. Date: 12/7/2023			
		12/31/2023 (12/23) Period Totals and Balance	1,684.04 *	.00 *	7,818.80
YTD Encumbrance	.00	YTD Actual	7,818.80	Total	7,818.80
		YTD Budget	2,000.00	Unexpended	5,818.80-
251-55125-255-000 LIBRARY: PROGRAMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55125-255-110 LIBRARY: PROGRAMS - ADULT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,204.25
AP	444	US BANK	44.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: DONATION ADULT PROG ABOULLEY **Inv. Date: 11/9/2023			
AP	577	US BANK	23.12		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	578	US BANK	23.75		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	579	US BANK	29.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	582	US BANK	11.25		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	583	US BANK	20.96		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-110 LIBRARY: PROGRAMS - ADULT (continued)					
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
JE	6	REALLOCATE LIBRARY PURCHASE		44.98-	
		11/30/2023 (11/23) Period Totals and Balance	154.05 *	44.98- *	1,313.32
AP	439	US BANK	31.21		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: FRIENDS YULETIDE TR REIM **Inv. Date: 12/9/2023			
AP	441	US BANK	8.97		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: FRIENDS REIM YULETIDE TR **Inv. Date: 12/9/2023			
AP	572	US BANK	30.80		
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 12/9/2023			
AP	573	US BANK	39.17		
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 12/9/2023			
AP	576	US BANK	28.00		
		**VendorNo: 1950 **Inv. No: 12/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	138.15 *	.00 *	1,451.47
YTD Encumbrance	.00	YTD Actual	1,451.47	Total	1,451.47
		YTD Budget	1,500.00	Unexpended	48.53
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,752.99
AP	16	OFFICE OUTFITTERS	78.23		
		**VendorNo: 1405 **Inv. No: 493613 **Desc: CEMETERY HIKE PRINTING & LAMINATING **Inv. Date: 10/23/2023			
AP	604	US BANK	86.00		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	607	US BANK	25.16		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	612	US BANK	29.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	616	US BANK	21.17		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	621	US BANK	27.50		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	268.04 *	.00 *	3,021.03
AP	594	US BANK	11.89		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	11.89 *	.00 *	3,032.92
YTD Encumbrance	.00	YTD Actual	3,032.92	Total	3,032.92
		YTD Budget	3,000.00	Unexpended	32.92-
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		10/31/2023 (10/23) Balance	.00 *	.00 *	739.25

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-310 LIBRARY: PROGRAMS - TEEN (continued)					
AP	603	US BANK	15.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: TEEN PROGRAMS **Inv. Date: 11/9/2023			
AP	660	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 11/9/2023			
AP	661	US BANK	6.31		
		**VendorNo: 1950 **Inv. No: 11/15/23-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	32.29 *	.00 *	771.54
AP	654	US BANK	19.07		
		**VendorNo: 1950 **Inv. No: 12/15/23-TWILCOX **Desc: TEEN-DND-SNACKS **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	19.07 *	.00 *	790.61
YTD Encumbrance	.00	YTD Actual	790.61	Total	790.61
		YTD Budget	1,000.00	Unexpended	209.39
251-55130-250-000 LIBRARY: BOOKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	12,298.87
AP	439	US BANK	29.20		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 3440 **Inv. Date: 11/9/2023			
AP	440	US BANK	6.76		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 5853 **Inv. Date: 11/9/2023			
AP	443	US BANK	397.69		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 0692 **Inv. Date: 11/9/2023			
AP	447	US BANK		6.76-	
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: REFUND AMAZON RETUN 5853 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	433.65 *	6.76- *	12,725.76
AP	62	WEYAUWEGA AREA HISTORICAL SOCIETY	40.00		
		**VendorNo: 2711 **Inv. No: 113023 **Desc: WEYAUWEGA REMEMBERS BOOK **Inv. Date: 11/30/2023			
AP	396	US BANK	130.96		
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: ADULT FICTION **Inv. Date: 12/9/2023			
AP	397	US BANK		11.12-	
		**VendorNo: 1950 **Inv. No: 12/15/23-EBAILEY **Desc: ADULT FICTION - REFUND **Inv. Date: 12/9/2023			
AP	442	US BANK	355.63		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 2006 **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	526.59 *	11.12- *	13,241.23

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-115 LIBRARY: BOOKS - ADULT (continued)					
YTD Encumbrance	.00	YTD Actual	13,241.23	Total	13,241.23
		YTD Budget	17,000.00	Unexpended	3,758.77
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,390.65
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	3,390.65
YTD Encumbrance	.00	YTD Actual	3,390.65	Total	3,390.65
		YTD Budget	3,420.00	Unexpended	29.35
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	14,479.02
AP	600	US BANK	19.49		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
AP	602	US BANK	44.33		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
AP	615	US BANK	39.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
AP	618	US BANK	581.79		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	685.57 *	.00 *	15,164.59
AP	597	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/9/2023			
AP	598	US BANK	18.39		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/9/2023			
AP	601	US BANK	14.95		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/9/2023			
AP	603	US BANK	27.47		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/9/2023			
AP	612	US BANK	120.50		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	193.30 *	.00 *	15,357.89
YTD Encumbrance	.00	YTD Actual	15,357.89	Total	15,357.89
		YTD Budget	16,000.00	Unexpended	642.11
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,995.46
AP	662	US BANK	410.71		
		**VendorNo: 1950 **Inv. No: 11/15/23-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	410.71 *	.00 *	2,406.17

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-315 LIBRARY: BOOKS - TEEN (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,406.17
YTD Encumbrance	.00	YTD Actual 2,406.17 Total 2,406.17	YTD Budget 3,175.00	Unexpended 768.83	
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	4,309.16
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	4,309.16
YTD Encumbrance	.00	YTD Actual 4,309.16 Total 4,309.16	YTD Budget 4,750.00	Unexpended 440.84	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,796.71
AP	429	US BANK	59.91		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 1034 **Inv. Date: 11/9/2023			
AP	433	US BANK	10.40		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 1478 **Inv. Date: 11/9/2023			
AP	436	US BANK	101.86		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 0269 **Inv. Date: 11/9/2023			
AP	437	US BANK	16.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 3461 **Inv. Date: 11/9/2023			
AP	442	US BANK	44.92		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 3461 **Inv. Date: 11/9/2023			
AP	445	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 3040 **Inv. Date: 11/9/2023			
AP	448	US BANK	39.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 9427 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	293.96 *	.00 *	2,090.67

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES (continued)					
AP	427	US BANK	13.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 3461 **Inv. Date: 12/9/2023			
AP	431	US BANK	46.94		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 2243 **Inv. Date: 12/9/2023			
AP	432	US BANK	58.84		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 5416 **Inv. Date: 12/9/2023			
AP	435	US BANK	19.57		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 6202 **Inv. Date: 12/9/2023			
AP	436	US BANK	39.92		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 2243 **Inv. Date: 12/9/2023			
AP	437	US BANK	16.49		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 4217 **Inv. Date: 12/9/2023			
AP	438	US BANK	19.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 2243 **Inv. Date: 12/9/2023			
AP	444	US BANK	44.95		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MOVIES 2243 **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	260.69 *	.00 *	2,351.36
YTD Encumbrance	.00	YTD Actual	2,351.36	Total	2,351.36
		YTD Budget	2,500.00	Unexpended	148.64
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	435.32
AP	443	US BANK	43.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT AUDIO 2006 **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	43.99 *	.00 *	479.31
YTD Encumbrance	.00	YTD Actual	479.31	Total	479.31
		YTD Budget	500.00	Unexpended	20.69
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	497.85
AP	434	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MUSIC 7815 **Inv. Date: 11/9/2023			
AP	435	US BANK	16.77		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MUSIC 2631 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	28.76 *	.00 *	526.61
AP	433	US BANK	12.97		
		**VendorNo: 1950 **Inv. No: 12/15/23-JPOPPLE **Desc: ADULT MUSIC 0615 **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	12.97 *	.00 *	539.58

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC (continued)					
YTD Encumbrance	.00	YTD Actual	539.58	Total	539.58
		YTD Budget	750.00	Unexpended	210.42
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,386.55
AP	601	US BANK	38.46		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
AP	606	US BANK	7.79		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
AP	608	US BANK	27.48		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
AP	619	US BANK	14.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	88.68 *	.00 *	1,475.23
AP	596	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/9/2023			
AP	608	US BANK	14.37		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/9/2023			
AP	609	US BANK	9.49		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/9/2023			
AP	610	US BANK	14.96		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/9/2023			
AP	611	US BANK	15.18		
		**VendorNo: 1950 **Inv. No: 12/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 12/9/2023			
		12/31/2023 (12/23) Period Totals and Balance	65.99 *	.00 *	1,541.22
YTD Encumbrance	.00	YTD Actual	1,541.22	Total	1,541.22
		YTD Budget	1,701.00	Unexpended	159.78
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	854.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	854.00
YTD Encumbrance	.00	YTD Actual	854.00	Total	854.00
		YTD Budget	854.00	Unexpended	.00
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	215.14

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	215.14
YTD Encumbrance	.00	YTD Actual 215.14 Total 215.14 YTD Budget 468.00 Unexpended 252.86			
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	76.20-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	76.20-
YTD Encumbrance	.00	YTD Actual 76.20- Total 76.20- YTD Budget .00 Unexpended 76.20			
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	535.50
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	535.50
YTD Encumbrance	.00	YTD Actual 535.50 Total 535.50 YTD Budget 900.00 Unexpended 364.50			
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	8,503.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	8,503.00
YTD Encumbrance	.00	YTD Actual 8,503.00 Total 8,503.00 YTD Budget 8,503.00 Unexpended .00			
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
Number of transactions: 255 Number of accounts: 87			Debit	Credit	Proof
Grand Totals:			150,465.57	8,463.74-	142,001.83

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda January 2023

We had our January Exhibit Room Committee meeting and discussed spring and summer exhibits, as well as programs for Youth Art Month.

EXHIBIT ROOM REMODEL: The built in display case is completed. The last item on the remodel list is the trim above the rail system; this will be completed in time for Youth Art Month.

I met with Shaun Thoe (the Vergauwen family representative) and she was very pleased with the remodeling. The family is excited to have a reception on March 25 to celebrate this great project.

A new plaque will be installed in the Exhibit Room to recognize the generosity of the Vergauwen and Klismet families:

The Waupaca Area Public Library Exhibit Room provides cultural, historical, and educational displays free to the general public. The Exhibit Room is made possible by the ongoing support of the Waupaca Library Foundation.

Generous donations from the James and Diane Klismet family and the Fran and Carole Vergauwen family allowed for the initial construction and remodeling of this space.

We are currently dealing with light issues in the corner of the Exhibit Room closest to the built in display case. City maintenance staff are looking at the issue and hoping to have it resolved shortly.

2023 YEAR END REPORT:

2023 was a great year for the Exhibit Room. We hosted a diverse offering of exhibits and programs and had attendance numbers that exceeded pre-pandemic years. Collaborations and relationships were strengthened with community partners, working with over 20 unique partners, on a city, county, state and national level. We created many meaningful connections with our patrons this year:

- We hosted 7 exhibits with a total of 18,054 visitors (comparable to 2019)
- We provided 26 in-person programs with 1369 in attendance
- We provided 1 virtual programs (Youth Art Month website) with 34 participants
- Facebook no longer lets us go back to see post reach & engagement past 90 days, but we continued to have a strong social media presence this year

We continued to have monthly Exhibit Room Committee meetings this year; our volunteers are a huge asset to the library (and me!) providing great ideas and generously donating their time and expertise to install our exhibits.

Throughout 2023, I attended WAACN meetings and gave our annual library WAACN report to the Waupaca City Council. I also attend weekly Rotary meetings, serve as the club secretary/board member, am a member of the Rotary Youth Exchange Committee and volunteer for club activities including October/Rocktoberfest and Casino Royale. I am on the Waupaca Arts Hub Executive Community and attend monthly board meetings. This year I was also asked to participate in the ThedaCare Community Plunge on teen social media use and mental health.

Internally, I attended monthly meetings with our marketing team, hosted our adult book club twice, and worked closely with all departments to create and host programming for all ages.

With staff transitions at the start of 2024, my main goal is to help support our Programming and Outreach Coordinator and Children's Department staff with ideas and programs. I tried to provide many of our exhibit signs in Spanish as well as English, and will continue to make this a priority. I will keep looking for new ways to market and get the word out about the Exhibit Room, continue to install high quality exhibits, and provide meaningful programs/events that relate to our exhibits.

We will start the year with a remaining budget of \$960.54 from 2023. At this time, no additional funding is needed for items outside of our general budget. The Library Foundation met on January 8 and approved this budget and funding for 2024.

The 2023 Program Attendance Report, 2023 Monthly Visits Report, 2023 Exhibit Room Show Attendance, 2023 Budget, and Proposed 2024 Exhibit Room Budget are included with this report.

ON EXHIBIT:

Franklin

Franklin is off to a great start, with wonderful feedback on the exhibit. We have lots of passive activities alongside the exhibit, including a station to trace *Peanuts* characters and a station to draw your own comic strip, and hosted a program for kids and caregivers on Martin Luther King Day (January 18, no school).

The Waupaca Historical Society is screening the documentary film, "The Exchange", on February 15, 6p at the Waupaca High School PAC. In 1966, during the height of the Civil Rights Movement, Thomas Schaffer, an English teacher at Kaukauna High School, looking to perform the play "In White America" with KHS drama students, arranged a 13-student exchange between Kaukauna High School and Rufus King High School in Milwaukee. The students lived in each other's homes and presented a controversial play in each community. In conjunction with the 50th anniversary of those historic performances, Joanne Williams, a television journalist from Milwaukee, began producing a documentary on the exchange. <https://www.theexchange50.com/>

UPCOMING EXHIBIT:

Youth Art Month

All plans are set for Youth Art Month and we are excited to work with the School District of Waupaca art teachers to install this fun, community exhibit. We will host a reception to celebrate student artwork on February 20, 6-7p (awards at 6.30p). We will have two other programs to complement this exhibit, another collaboration with the Arts Hub (February 19, no school) and a cross-department collaboration canvas painting program (February 29).

2023 Schedule

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

2024 Schedule

- *Franklin: Celebrating Black History*: December 16-February 10
- *Youth Art Month*: February 17-April 6
- *Ecuadorian Art (Manuel & Paulina)/Shine Project (WCAB)*: April 13-May 29
- *Waupaca: Choose Your Own Adventure (Summer Learning Program: Adventure Begins at Your Library)*: June/July/August
- *Hunger*: August 10-October 5
- *Typewriters*: October 12-November 30
- *Quilts*: December 7 - February 1

2025 Schedule

- *Quilts*: December 7 - February 1
- *Youth Art Month*: February 8-March 29
- *Waupaca International Cultural Exchange Committee*: April/May
- *Summer Learning Program (Color Our World/Art)*: June/July/August
- *Community Blood Center*: August/September/October
- *World War I/II (Smithsonian Poster Exhibits)*: November/December

2026 Schedule

- *World War I/II (Smithsonian Poster Exhibits)*: January
- *Youth Art Month*: February/March
- *TBD*: April/May
- *Summer Learning Program (Unearth a Story/Dinosaurs)*
- *WACB 20th Anniversary*: June/July/August
- *Banned Books*: September/October/November

2027 Schedule

- *Youth Art Month*: February/March
- *Summer Learning Program (Mystery/Detective/Suspense)*: June/July/August

DECEMBER 2023 EXHIBIT ROOM VISITS

12/1/2023	Friday	100
12/2/2023	Saturday	260
12/3/2023	Sunday	closed
12/4/2023	Monday	37
12/5/2023	Tuesday	60
12/6/2023	Wednesday	48
12/7/2023	Thursday	52
12/8/2023	Friday	81
12/9/2023	Saturday	closed
12/10/2023	Sunday	closed
12/11/2023	Monday	20
12/12/2023	Tuesday	install
12/13/2023	Wednesday	install
12/14/2023	Thursday	install
12/15/2023	Friday	install
12/16/2023	Saturday	10
12/17/2023	Sunday	closed
12/18/2023	Monday	47
12/19/2023	Tuesday	43
12/20/2023	Wednesday	92
12/21/2023	Thursday	62
12/22/2023	Friday	41
12/23/2023	Saturday	closed
12/24/2023	Sunday	closed
12/25/2023	Monday	closed
12/26/2023	Tuesday	58
12/27/2023	Wednesday	78
12/28/2023	Thursday	99
12/29/2023	Friday	85
12/30/2023	Saturday	closed
12/31/2023	Sunday	closed
TOTAL		1273

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.

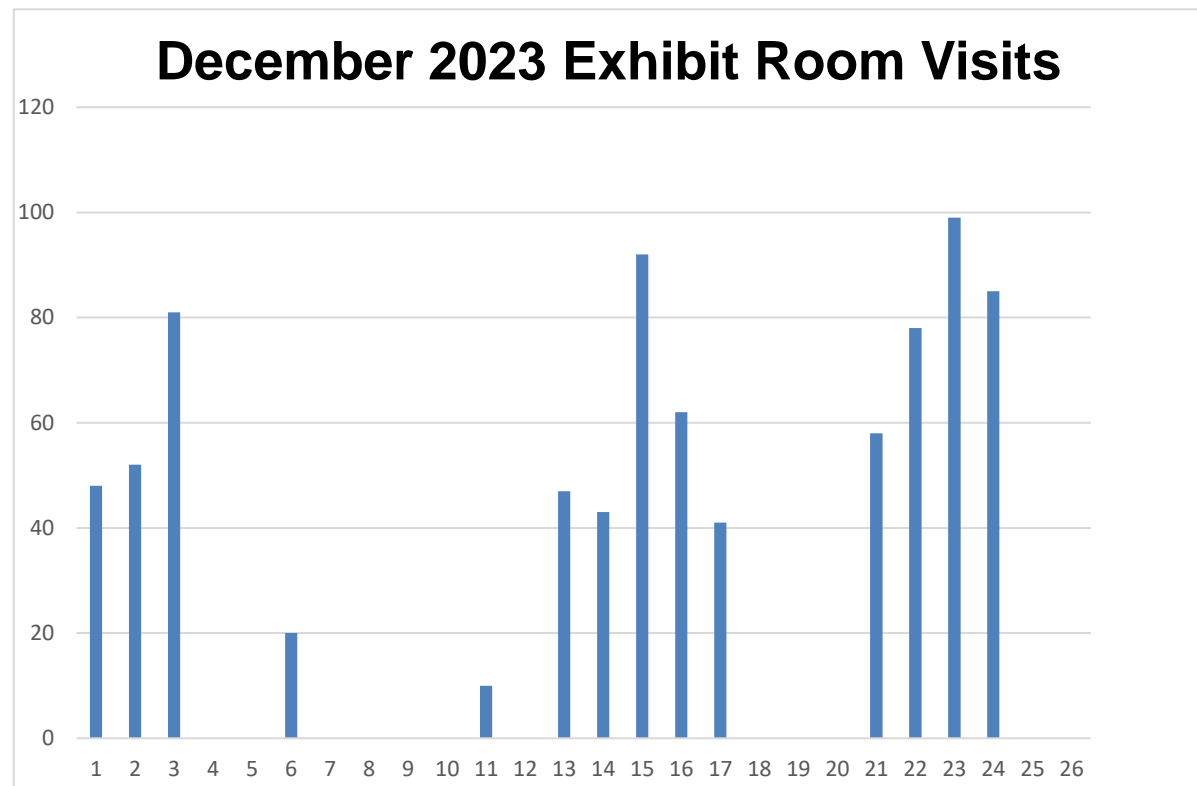
Waupaca History 101: Our Indigenous & Immigrant Story (October) = 94

Waupaca History 101: Our Indigenous & Immigrant Story (November) = 1522

Waupaca History 101: Our Indigenous & Immigrant Story (December) = 658

Waupaca History 101: Our Indigenous & Immigrant Story (TOTAL) = 2274

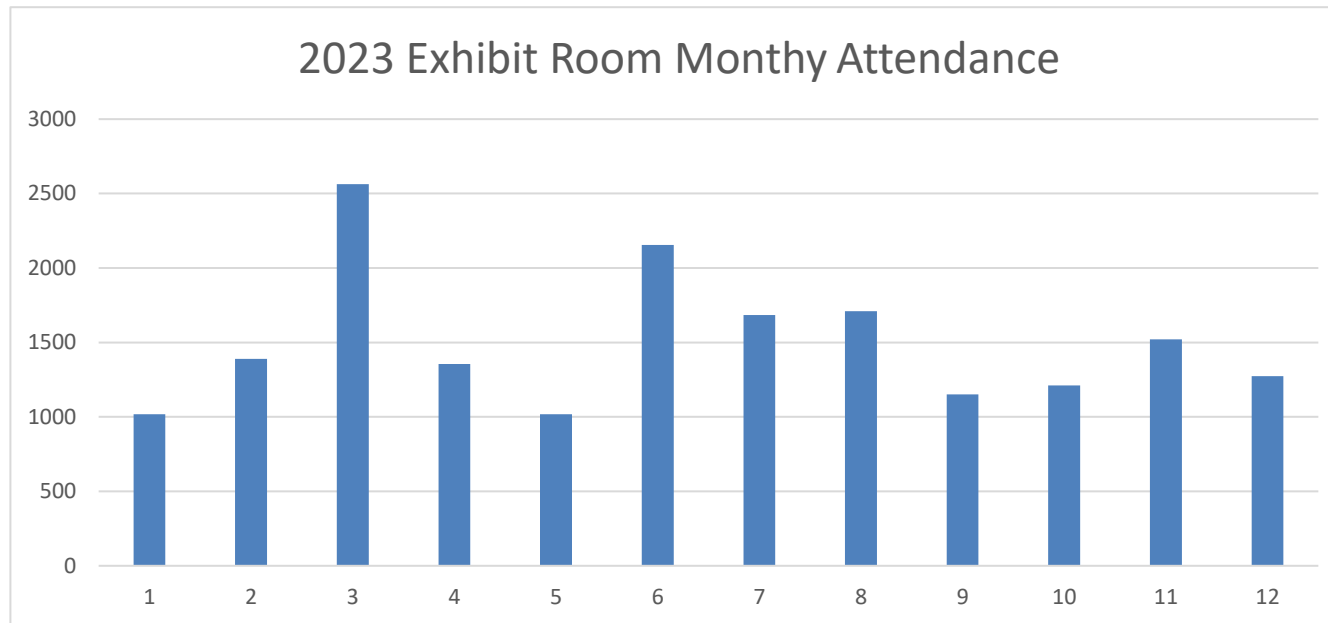
Franklin (December) = 615



2023 Waupaca Area Public Library Exhibit Room Total Monthly Attendance

January	1019
February	1390
March	2564
April	1356
May	1017
June	2155
July	1684
August	1710
September	1152
October	1212
November	1522
December	1273

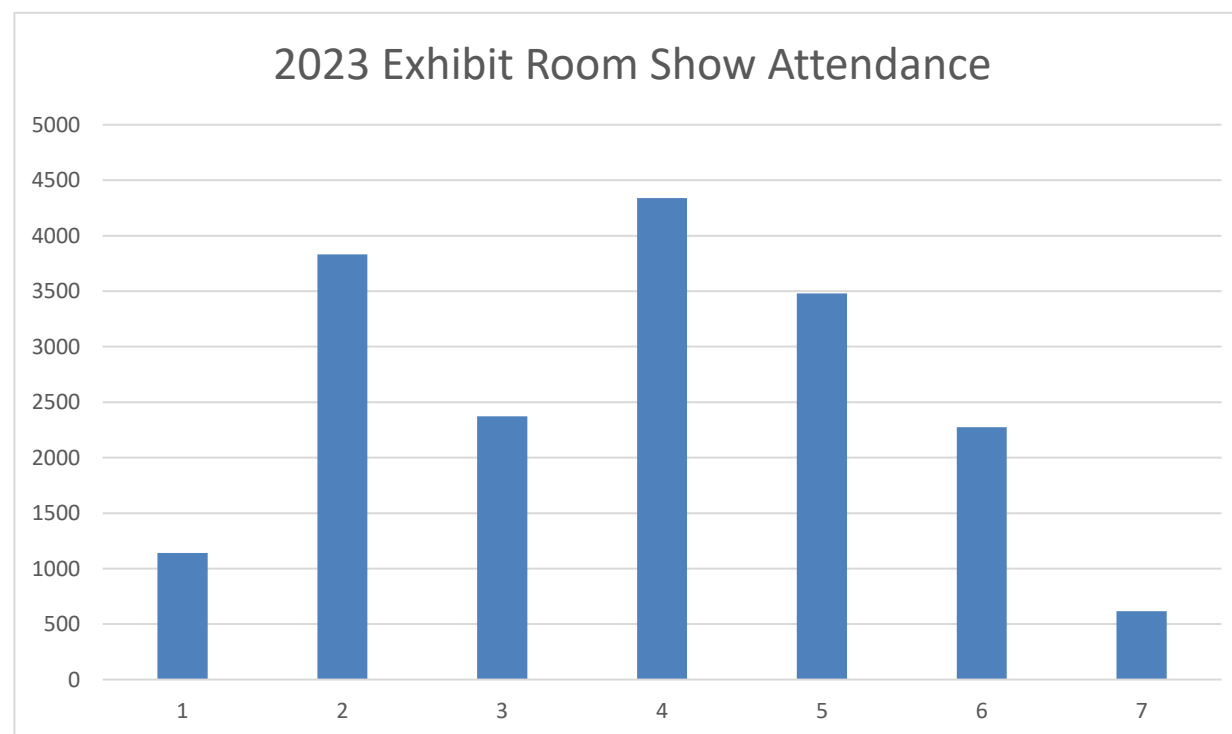
TOTAL 18054



2023 Waupaca Area Public Library Exhibit Room Show Attendance

Women (January/February)	1142
Youth Art Month	3831
30 Years of Rotary	2373
Hidden Prairie-Summer Learning Program	4338
Drake Hokanson-At Home in Flyover Country	3481
Waupaca's Immigrant Story	2274
Charles Schulz's Franklin	615

TOTAL 18054

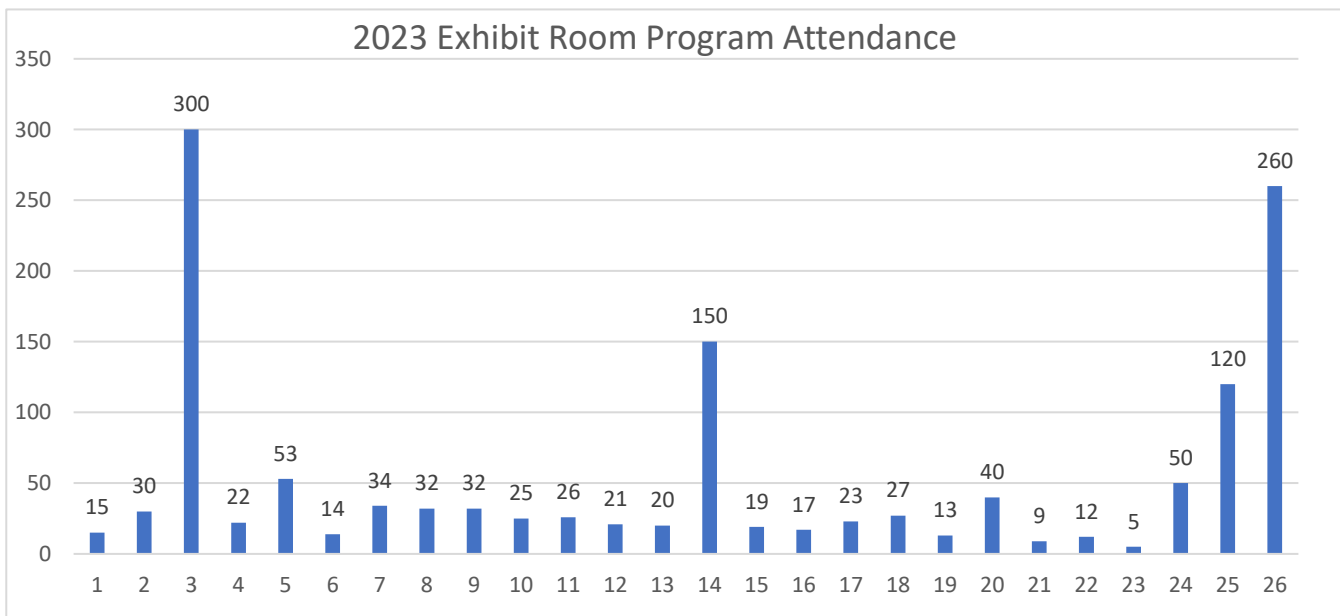


Total Attendance in 2009 = 13,817
Total Attendance in 2010 = 17,526
Total Attendance in 2011 = 11,923
Total Attendance in 2012 = 13,441
Total Attendance in 2013 = 13,530
Total Attendance in 2014 = 19,096
Total Attendance in 2015 = 18,974
Total Attendance in 2016 = 14,760
Total Attendance in 2017 = 13,955
Total Attendance in 2018 = 17,162
Total Attendance in 2019 = 18,959
Total Attendance in 2020 = 3611*
Total Attendance in 2021 = 1579*
Total Attendance in 2022 = 14,368
Total Attendance in 2023 = 18,054

*Exhibit Room closed March 2020-August
 2021,
 October 2021 due to Covid-19 restrictions

2023 Exhibit Room Programs

<u>Date</u>	<u>Program</u>	<u>Exhibit</u>	<u>Attendance</u>
1/16/2023	Laura Colbet/Female Veterans	Women	15
1/30/2023	Doris Weed Reception	Women	30
2/13/2023	Youth Art Month Reception	Youth Art Month	300
2/15/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	22
2/20/2022	YAM/Hub Drop-In Program - School Aged	Youth Art Month	53
2/22/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	14
3/1/2023	Youth Art Month Exhibit (virtual)	Youth Art Month	34
3/1/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	32
3/8/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	32
3/15/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	25
3/22/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	26
3/29/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	21
4/5/2023	YAM/Hub Drop-In Program - Storytime	Youth Art Month	20
4/26/2023	Rotary Reception	Rotary	150
6/8/2023	SLP/Citizen Science - One Square Meter Kit/Intro	Hidden Prairie	19
6/15/2023	SLP/Citizen Science - Powerful Prairies	Hidden Prairie	17
6/22/2023	SLP/Citizen Science - Bee Aware!	Hidden Prairie	23
6/29/2023	SLP/Citizen Science - Soils	Hidden Prairie	27
7/13/2023	SLP/Citizen Science - Critters	Hidden Prairie	13
7/20/2023	SLP/Citizen Science - Monarchs	Hidden Prairie	40
7/27/2023	SLP/Citizen Science - Weather	Hidden Prairie	9
8/3/2023	SLP/Citizen Science - Solar	Hidden Prairie	12
8/8/2023	Drake Hokanson Reception	Flyover Country	5
10/21/2023	Drake Hokanson Winchester Presentation	Flyover Country	50
11/14/2023	Waupaca 101 - 4th Grade Field Trip	Waupaca 101	120
12/2/2023	Yuletide Trail Arts Hub Crafts Collaboration	Waupaca 101	260
TOTAL			1369



2023 Exhibit Room Budget

Actual Expenses:

Display Materials

Velcro Dots	\$44.28
Tape	\$32.87

TOTAL 2023 DISPLAY MATERIALS EXPENSE BUDGET: \$250.00

TOTAL ACTUAL 2023 DISPLAY MATERIALS EXPENSES: \$77.15

2023 DISPLAY MATERIALS BALANCE: \$172.85

Exhibit Costs

Women - Doris Weed Reception	\$48.48
Women - Doris Weed Reception	\$120.00
YAM - Reception	\$25.68
Hidden Prairie - Rental Fee	\$900.00
Hidden Prairie - Sketchbooks/Pencils-Square Meter Kits	\$73.81
Hidden Prairie - Twine-Square Meter Kits	\$18.96
Hidden Prairie - Stakes/Magnifying Glasses-Square Meter Kits	\$115.94
Hidden Prairie - Pots (Citizen Science Program)	\$17.92
Hidden Prairie - Solar Bug Kits (Citizen Science Program)	\$110.78
Waupaca 101 - Photos	\$7.10
Franklin -Rental Fee	\$5,000.00
Franklin - Printing	\$1,644.00
Waupaca 101 - Rental Fee	\$200.00

TOTAL 2023 EXHIBIT COST EXPENSE BUDGET: \$2,750.00

TOTAL ACTUAL 2023 EXHIBIT COST EXPENSES: \$8,282.67

2023 EXHIBIT COST BALANCE: -\$5,532.67

Additional Donations

Doris Weed Donation (20% of sales at <i>Women</i> Exhibit)	\$220.00
Exhibit Room Donation Box (2/22/23)	\$80.77
Alliant Energies Grant	\$1,000.00
Community Foundation Grant	\$2,250.00
Exhibit Room Donation Box (9/1/23)	\$71.02
Exhibit Room Donation Box (12/12/23)	\$20.00
Additional Foundation Funds for <i>Franklin</i> (per 3/2023 meeting)	\$2,800.00

TOTAL ADDITIONAL DONATIONS: \$6,441.79

2022 BALANCE \$2,678.57

2023 FUNDRAISING + DONATIONS \$6,441.79

2023 DISPLAY MATERIALS BALANCE:	\$172.85
2023 DISPLAY MATERIALS BALANCE:	-\$5,532.67
TOTAL 2023 EXHIBIT ROOM BALANCE:	\$3,760.54

Exhibit Room Remodeling Costs

Rail System	\$2,689.50
Furniture	\$6,724.58
Dry Erase Board Markers	\$38.31
Dry Erase Board Marker Holders	\$12.65
Dry Erase Boards	\$785.07
Pegboard baskets/bins	\$113.25
Pegboard baskets/bins	\$42.18
Paint	\$103.96
Trim	\$268.13
Built in Display Case/Moveable Display Cases	\$17,095.00
TOTAL 2023 EXHIBIT ROOM REMODEL EXPENSE BUDGET:	\$41,792.25
TOTAL ACTUAL 2023 EXHIBIT ROOM REMODEL EXPENSES:	\$27,872.63
2023 EXHIBIT ROOM REMODEL BALANCE:	\$13,919.62

2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01	\$35.97	\$35.97	\$35.97
2022 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
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
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
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
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
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
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 2023

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	888	688	804	609	800	764	1,053	874	887	1,039	766	836	10,008
2022	718	712	822	599	593	740	711	844	764	640	611	512	8,266
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	6,152	6,111	8,152	6,326	7,479	8,152	8,550	9,012	6,784	8,342	6,838	6,625	88,523
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903	7,312	5,528	6,643	5,727	5,315	68,972
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 wireless	585	636	783	728	822	943	1,010	1,059	719	1,005	717	650	9,657
2023 stations	488	422	584	506	504	586	494	563	474	469	404	366	5,860
2022 wireless	441	443	493	516	576	731	813	925	757	1,036	660	565	7,956
2022 stations	350	519	623	508	409	504	484	594	452	500	478	329	5,750
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	60	40	44	25	40	44	27	28	27	24	17	20	396
2022	174	128	105	82	54	61	53	57	56	39	48	46	903
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75	11.7	163
2022	11	14	25	25	26	26	19	28	18	13.5	11.5	6	223
2021					20	32	45	54.75	41.25	0	14	10	217

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	3	2	2	4	3	4	4	2	3	10	6	8	51
2023 attendance	17	8	14	52	58	37	75	8	19	117	38	64	507
2022 programs	0	0	0	0	0	0	0	0	0	0	0	0	0
2022 attendance	0	0	0	0	0	0	0	0	0	0	0	0	0

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	16	13	13	13	20	16	20	18	16	24	17	11	197
2023 attendance	578	385	489	433	1,603	526	628	542	383	1,449	559	233	7,808
2022 programs	10	7	13	15	16	13	18	12	10	16	16	12	158
2022 attendance	660	627	922	571	1,083	453	532	549	651	1,149	606	205	8,008

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	1	4	4	3	8	21	8	18	7	5	2	9	90
2023 attendance	30	463	84	235	267	950	579	485	205	345	21	495	4,159
2022 programs	2	7	9	12	4	6	8	8	7	10	10	4	87
2022 attendance	13	146	425	313	84	40	391	304	187	207	155	163	2,428

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	7	5	6	0	6	6	15	11	3	4	2	11	76
2023 attendance	146	31	36	0	400	23	88	38	22	27	2	766	1,579
2022 programs	10	15	15	0	0	14	14	11	7	3	5	5	99
2022 attendance	37	53	154	0	0	57	66	51	33	15	26	20	512

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023			120	71	88	96	100	122	65	93	59	41	855

Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023							0	0	0	0	3	4	7

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023							6	3	2	3	5	6	25

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535

Dec 2023 Interlibrary Lender/Borrower Statistics

YTD

Library	Code	Items Loane	Items Borro'	Net	Ratio	Items Loaned
Algoma	NKALG	1,139	1,153	(14)	0.99	17,989
Appleton	OOAPL	3,479	135	3,344	25.77	103,164
Baileys Harbor	NDBAI	503	437	66	1.15	8,214
Birnamwood	NSBIR	423	121	302	3.50	7,135
Black Creek	OOBCL	1,721	964	757	1.79	22,150
Bonduel	NSBON	294	736	(442)	0.40	4,244
Clintonville	OWCPL	1,928	862	1,066	2.24	29,086
Coleman	NMCOL	461	903	(442)	0.51	6,299
Crivitz	NMCRI	581	1,192	(611)	0.49	7,793
Egg Harbor	NDEGG	501	487	14	1.03	6,926
Ephraim	NDEPH	344	84	260	4.10	3,998
Fish Creek	NDFIS	294	213	81	1.38	3,835
Florence	NFFLO	335	404	(69)	0.83	5,409
Forestville	NDFOR	430	227	203	1.89	6,094
Fremont	OWFPL	513	539	(26)	0.95	8,522
Gillett	NOGIL	561	301	260	1.86	6,540
Goodman	NMGOO	115	253	(138)	0.45	1,097
Green Earth	NBON2	116	6	110	19.33	1,569
Hortonville	OOHPL	1,161	2,013	(852)	0.58	15,691
Iola	OWIVL	955	963	(8)	0.99	13,350
Kaukauna	OOKAU	2,117	3,242	(1,125)	0.65	28,154
Kewaunee	NKKEW	1,422	1,038	384	1.37	18,742
Kimberly	OOKIM	1,758	5,099	(3,341)	0.34	33,963
Lakewood	NOLAK	767	670	97	1.14	10,076
Lena	NOLEN	463	214	249	2.16	5,169
Little Chute	OOLIT	1,992	4,743	(2,751)	0.42	25,796
Manawa	OWMAN	821	789	32	1.04	10,508
Marinette	NMMRT	1,402	1,570	(168)	0.89	17,001
Marion	OWMAR	1,062	736	326	1.44	13,028
Mattoon	NSMAT	88	97	(9)	0.91	1,128
New London	OWNLP	1,685	1,239	446	1.36	19,828
NFLS	NFLS	-	19	(19)	0.00	-
Niagara	NMNIA	326	375	(49)	0.87	4,597
Oconto	NOOCO	665	821	(156)	0.81	10,685
Oconto Falls	NOOCF	1,412	699	713	2.02	14,594
Oneida	NBONE	599	117	482	5.12	6,810
OWLS	OWLS	-	15	(15)	0.00	23
Peshtigo	NMPES	320	519	(199)	0.62	3,898
Scandinavia	OWSCA	460	399	61	1.15	5,508
Seymour	OOSEY	1,730	1,354	376	1.28	19,223
Shawano	NSSHA	2,383	1,759	624	1.35	26,998
Shiocton	OOSHI	479	307	172	1.56	5,683
Sister Bay	NDSIS	987	1,186	(199)	0.83	12,161
Sturgeon Bay	NDSTR	2,405	2,527	(122)	0.95	28,998
Suring	NOSUR	643	503	140	1.28	6,372

Tigerton	NSTIG	272	270	2	1.01	3,025
Washington Island	NDWSH	310	234	76	1.32	3,453
Waupaca	OWWAU	2,573	2,934	(361)	0.88	33,312
Wausaukee	NMWAS	475	563	(88)	0.84	5,037
Weyauwega	OWWEY	1,093	499	594	2.19	11,678
Wittenberg	NSWIT	206	239	(33)	0.86	2,363
TOTAL		46,769	46,769	-	1.00	666,916

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries
NFLS libraries	12,423	8,819	21,242	150,174
OWLS libraries	7,499	18,028	25,527	107,843
Total	19,922	26,847	46,769	258,017

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Items Borrow	Net	Ratio
13,741	4,248	1.31
113,638	(10,474)	0.91
5,323	2,891	1.54
1,884	5,251	3.79
10,786	11,364	2.05
9,199	(4,955)	0.46
11,199	17,887	2.60
9,838	(3,539)	0.64
16,418	(8,625)	0.47
5,840	1,086	1.19
1,145	2,853	3.49
3,851	(16)	1.00
5,278	131	1.02
3,759	2,335	1.62
6,058	2,464	1.41
3,321	3,219	1.97
2,686	(1,589)	0.41
286	1,283	5.49
27,426	(11,735)	0.57
11,352	1,998	1.18
36,408	(8,254)	0.77
13,561	5,181	1.38
39,800	(5,837)	0.85
10,998	(922)	0.92
3,213	1,956	1.61
42,582	(16,786)	0.61
9,994	514	1.05
18,825	(1,824)	0.90
10,189	2,839	1.28
937	191	1.20
17,621	2,207	1.13
110	(110)	0.00
6,088	(1,491)	0.76
8,554	2,131	1.25
8,656	5,938	1.69
1,389	5,421	4.90
66	(43)	0.35
6,376	(2,478)	0.61
4,925	583	1.12
16,827	2,396	1.14
25,868	1,130	1.04
4,325	1,358	1.31
13,990	(1,829)	0.87
31,831	(2,833)	0.91
6,888	(516)	0.93

4,412	(1,387)	0.69
3,369	84	1.02
37,583	(4,271)	0.89
6,903	(1,866)	0.73
8,054	3,624	1.45
3,546	(1,183)	0.67
666,916	-	1.00

Borrowed by

OWLS librarie Total

118,075	268,249
290,824	398,667
408,899	666,916

Circulation Statistics 2023

Waupaca 2023 Circulation														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
2023 Downloads - ebooks	1,087	1,074	1,089	1,060	1,009	1,011	1,078	1,088	945	1,059	969	991	12,460	
2022 Downloads - ebooks	1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934	896	897	12,240	
2023 Downloads - Audio	1,126	1,077	1,199	1,128	1,130	1,048	1,072	1,211	1,118	1,172	1,100	1,069	13,450	
2022 Downloads - Audio	947	825	958	925	1,000	938	959	1,016	993	1,018	1,035	995	11,609	
2023 Downloads - Magazine	63	62	50	14	35	45	22	50	78	242	294	324	1,279	
2022 Downloads - Magazine	54	66	65	73	46	44	40	51	54	36	56	48	633	
2023 Downloads - Hoopla	259	246	278	249	276	287	281	330	322	306	342	316	3,492	
2022 Downloads - Hoopla	100	97	97	126	122	140	137	136	161	199	204	191	1,710	
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
Renewals	2,277	2,402	2,897	2,804	2,738	2,328	2,538	2,882	2,595	2,841	2,593	2,662	31,557	
Checkouts	9,889	9,245	11,439	8,889	9,017	11,319	11,488	12,836	9,746	10,465	9,634	8,488	122,455	
Total Circulation w/renewals	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	
2021 Totals	9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788	
2020 Totals	18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983	
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281	

Circ by Municipality

Town/City/County	July	2023	August	2023	September	2023	October	2023	November	2023	December	2023
Dayton	2,027	14%	1,977	13%	1,649	13%	1,773	13%	1,796	15%	1,549	14%
Farmington	2,028	14%	2,323	15%	1,799	15%	2,307	17%	1,894	15%	1,609	14%
Lind	583	4%	502	3%	514	4%	500	4%	470	4%	318	3%
Waupaca (Town)	979	7%	894	6%	969	8%	1,116	8%	690	6%	500	4%
Town Total	5,617	39%	5,696	36%	4,931	40%	5,696	43%	4,850	40%	3,976	36%
Waupaca (City)	4,596	32%	5,990	38%	4,164	34%	4,546	34%	4,246	35%	4,065	36%
Waushara County	847	6%	705	4%	636	5%	653	5%	472	4%	614	6%
Portage County	986	7%	1,083	7%	943	8%	863	6%	916	7%	849	8%
Other	2,411	17%	2,244	14%	1,667	14%	1,548	12%	1,743	14%	1,646	15%
Total	14,457		15,718		12,341		13,306		12,227		11,150	

Monthly/YTD Circs and Renewals - December 2023

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,543	611	3,154	32,490	7,234	39,724
Appleton	55	436	491	443,510	140,711	584,221
Black Creek	2,259	850	3,109	28,220	8,956	37,176
Clintonville	3,300	737	4,037	42,862	8,252	51,114
Door Cty - Baileys Harbor	1,020	206	1,226	12,884	2,555	15,439
Door Cty - Egg Harbor	943	262	1,205	14,741	2,803	17,544
Door Cty - Ephraim	198	41	239	3,596	863	4,459
Door Cty - Fish Creek	349	84	433	6,642	1,320	7,962
Door Cty - Forestville	553	121	674	8,322	2,938	11,260
Door Cty - Sister Bay	2,363	750	3,113	37,381	8,405	45,786
Door Cty - Sturgeon Bay	6,589	2,178	8,767	93,484	23,177	116,661
Door Cty - Washington Island	555	137	692	9,651	1,696	11,347
Florence	765	174	939	10,493	1,773	12,266
Fremont	1,029	422	1,451	14,911	4,215	19,126
Gillett	316	109	425	5,807	1,729	7,536
Hortonville	4,035	1,414	5,449	62,492	18,622	81,114
Iola	1,677	531	2,208	21,004	5,522	26,526
Kaukauna	8,719	2,435	11,154	114,964	26,633	141,597
Kewaunee	2,197	855	3,052	33,176	9,452	42,628
Kimberly	11,864	3,457	15,321	118,681	29,877	148,558
Lakewood	1,881	583	2,464	31,197	6,799	37,996
Lena	453	76	529	7,125	1,721	8,846
Little Chute	9,180	3,031	12,211	105,497	31,345	136,842
Manawa	1,520	480	2,000	21,958	5,658	27,616
Marinette Cty - Coleman	1,375	507	1,882	18,384	5,429	23,813
Marinette Cty - Crivitz	1,785	521	2,306	27,069	7,242	34,311
Marinette Cty - Goodman	216	67	283	2,713	660	3,373
Marinette Cty - Marinette	2,931	993	3,924	44,837	11,128	55,965
Marinette Cty - Niagara	454	294	748	9,200	3,175	12,375
Marinette Cty - Peshtigo	794	289	1,083	11,129	3,415	14,544
Marinette Cty - Wausaukee	1,096	232	1,328	14,291	3,157	17,448
Marion	1,690	603	2,293	28,467	7,320	35,787
New London	3,100	897	3,997	52,238	10,130	62,368
Oconto	1,570	593	2,163	25,649	6,997	32,646
Oconto Falls	2,247	649	2,896	33,036	6,931	39,967
Oneida Tribal - Green Earth	7	6	13	448	169	617
Oneida Tribal - Oneida	165	96	261	3,017	960	3,977
Scandinavia	367	254	621	5,890	2,406	8,296
Seymour	2,400	826	3,226	34,175	10,656	44,831
Shawano Cty - Birnamwood	1,670	181	1,851	21,178	1,214	22,392
Shawano Cty - Bonduel	726	537	1,263	10,759	4,404	15,163
Shawano Cty - Mattoon	127	35	162	1,342	298	1,640
Shawano Cty - Shawano	6,028	1,543	7,571	91,114	19,071	110,185
Shawano Cty - Tigerton	549	149	698	7,878	2,110	9,988
Shawano Cty - Wittenberg	382	108	490	5,926	1,482	7,408
Shiocton	646	134	780	9,162	1,339	10,501
Suring	1,066	317	1,383	15,833	3,598	19,431
Waupaca	8,488	2,662	11,150	122,455	31,557	154,012
Weyauwega	1,213	431	1,644	18,676	7,044	25,720
Total	105,455	32,904	138,359	1,895,954	504,148	2,400,102

Posted 01/02/24

Director's Report – January 2024

Interim Update

With the start of 2024, Patsy Servey, Sue Abrahamson and Alex Lisogor are all no longer on staff. We are officially into the first stage of the 2024 interim period, a stretch where we are short by two full time staff members. Jan Rademacher and Paula Reedy are both doing an excellent job keeping things afloat in Youth Services, and Adult Services has seen a great team effort from Simon Baumgart, Mary Burns, Laura Clark, Linda Hagen, Laura Jandacek, Jolleen Mullet and Jan Popple. The current timeline for filling the first open full time position:

- January 10 – Personnel Committee review of revised Head of Adult Services (HOAS) Librarian job description. (COMPLETE)
- January 17 – Library Board review and approval of revised HOAS job description.
- January 24 – Internal posting of HOAS position.
- January 31 – External posting of HOAS position.
- February 21 – Closing of HOAS posting.
- February 21 to 28 – Review of applications.
- March 1-15 – Candidate interviews.
- April 1-15 – Target window for start of new HOAS.

Timing subject to change given circumstances. Once the Head of Adult Services Librarian position is filled we can calculate when the Head of Youth Services Librarian can be posted.

Snow Closures

The City of Waupaca's new policy for weather closures was approved at the January 2nd Council meeting, and calls for close collaboration between departments with a final decision being made by the City Administrator. This new policy went into effect this past week, with early closings on January 9th and 12th. As always with challenging decisions, a lot of time went into monitoring the weather at the Library and across other City Departments.



Donations

We've received a memorial donation from family and friends of Roberta Stobbe. In discussion with the family, we are looking at replacing one of our comfortable reading chairs. Some of our most used chairs need either replacement or to be reupholstered.

We've also received donations in memory of former Library employee Jane Boers. As always, we will work with the family to identify appropriate ways to use the money. We are fortunate to have such incredible support from the community.

Respectfully submitted,

Eric Scott Bailey

Adult Programs Report December 2023

December Programs

- **Tuesday Dec. 5-6 Angeline Boulley**
 - Author Reception-14
 - Author Presentation-about 200
 - Author Luncheon-26
 - High School Author Presentation-about 700
- **Wednesday Dec. 6** Lunch and Learn: Waupaca Humane Society-17
- **Thursday Dec. 7** First Thursday Film: A Christmas Story Christmas-13
- **Wed. Dec. 13 & Thur. Dec. 14** Cricut Bag Craft
 - Wednesday (during after school program) 19
 - Thursday (at engagement table) 7
- **Saturday, Dec 16** Book Discussion Wintering: 3
- **¿Comó se dice? Weekly** 14 total people over the month
- **Get Your Craft On: Morning Edition** 1st and 3rd Tuesdays-2 people total
CANCELED GOING FORWARD
- **Engagement Table** Book Page Ornaments and Book Page Trees
- **Thursday Dec. 21** Snowglobe craft-3

The events surrounding the Angeline Boulley visit were a huge success. The reception included Library Board and Foundation members, donors, and a few librarians, and gave us a chance to get to know Angeline. She then presented a very engaging interview style presentation for the general public at the Waupaca High School that evening. She blew us away, and we loved seeing the chance for her to connect with local people. The following day select students were able to eat lunch with the author and pick her brain, followed by an all school presentation. I would say the only downside to the entire visit was a less engaged High School audience. This does make us consider if YA authors are the right choice for all school presentations in the future. The public presentation was more well received.

We were able to showcase our Cricut through a bag making craft on two separate days. The first day I overlapped with the Wednesday after school program and had more adults and kids, but we had few the next day too, with help from Laura J. This was a great way to see patrons appreciate the Cricut and let us know to use it for future programs.

Late December I met with Sarah Bultman, the Programming and Outreach Coordinator at Hortonville Library. It was nice to sit down with another librarian with the same title, and compare how we interpreted the position. And the best part was sharing ideas to implement at our own libraries.

Respectfully submitted by Molly Reinke



This photo not to be
shared on social media

Children's Report 1/24

December was a busy month right from the start. As part of the Yuletide Trail celebrations, on Dec. 1st, we held an Interactive Movie night featuring, *The Polar Express*. Bags of goodies, popcorn and instructions for group involvement were handed out to 58 participants. On Saturday, Dec. 2nd, in collaboration with the Winchester Academy, we hosted a Story Time for families and musical entertainment featuring David Drake for approximately 65 people. We also furnished 2 special Holiday Story Walks on Main Street and in King as part of the Yuletide Trail Celebration.

During the week of December 4th-8th we encouraged families to come down to the Children's department and take part in coding activities to encourage learning through fun coding games. As an example, students used our Ozobots to help Santa deliver presents before the Grinch could steal them.

We had two successful "Meet Me at the Library" events with families and their students from WLC 4K classes. We met and introduced the library and its offerings to 43 students and adults. As a result of these "Meet Me..." sessions, we were supporting family literacy by getting 22 books, via library activities and rewards, into the families' personal libraries.

Molly and I met with Tracy Behrendt and Laura Colbert to begin planning for our participation in February's Full Moon Hike at the Train Depot, 3-5pm on Feb. 25th.

We're continuing in our support for our teachers and local preschool programs with fulfilling classroom requests for approximately 103 books and a spattering of DVDs.

Once again, Marcie Cook supplied us with a great scavenger hunt for the families that visited our department. We had approximately 57 participants looking for puzzle pieces throughout our department in order to complete a special library message.

We received a very generous gift from a patron in December that is not only beautiful, but a fantastic tool to spark curiosity, a beautiful kaleidoscope.



Respectfully Submitted,
Jan Rademacher

December 2023 Board Report Teen Department

Waupaca had the wonderful opportunity of inviting YA Author Angeline Boulley to our community on December 5th and 6th. While Molly will be reporting on the details of this event, and how it was received by the general public, Taylor would like to, as usual, highlight our teen audience and their takeaway. On the night of the community presentation, we had a class from Amherst attend the entire presentation and connect with Angeline by submitting thoughtful questions to her Q&A, as well as speaking with her afterwards. After her High School Presentation, Taylor saw about four students waiting patiently for their turn to talk with Angeline in a one-on-one setting, and one conversation in particular stood out. One student in particular asked Angeline how she went about connecting with and learning about her Ojibwe heritage to write *Firekeeper's Daughter*, and explained that she wanted to do something similar with her Ecuadorean family and heritage.

Not every student review was stellar and we know that the all-school presentation did not resonate some students. We asked those teens how they would've changed the presentation, and they said it had been boring. They felt like they would've enjoyed hearing more about the author's writing process, and a deeper discussion of the book itself, rather than a story of how the author got to where she was. Taylor realized that, what the students were looking for, was a presentation more akin to the community presentation. A change we could look at in the future is, rather than hosting a school presentation, encouraging teachers to host a "Meet me at the library" event at the community discussions.



Teen Volunteer Agents met early on in the month and made some big changes within their group to improve their engagement. They chose Maddie Komp, an active TVA member and library staff member, as their group leader. Taylor will still be present as a facilitator to the group, but would like to see TVA members take on more responsibility. TVA want to help out at the Winter Rec Fest and did the hard work of crafting and sending an email out to Laura Colbert, Director of Parks and Recreation. Taylor is excited to see how this change of leadership will guide their group, and hopefully, teach them some new and very applicable skills in the long run.



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

- December 6th , Teen Volunteer Agents – 5 participants. Led by Taylor and Maddie.
- December 6th – Virtual Reality Trial Run- 4 participants. Led by Simon.
- December 6th – Teen Book Club – 0 participants. Led by Taylor. Will be discontinued, may be re-added this summer.
- December 13th – Teen D&D – 6 participants – Led by Simon.
- December 26th – Teen Robot Races – 3 participants – Led by Taylor.
- December 27th – D&D Mini Painting – 9 participants – Led by Simon.
- December 28th – Perler Beads – 5 participants – Led by Maddie.
- December 28th – High School LEGO Night – 2 participants – led by Taylor.
- December 29th – Cookie Decorating – 6 participants – Led by Adam and Taylor.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

January 11th, 2024

**Waupaca Area Public Library
Personnel Committee Meeting
Council Chambers
Wednesday, January 10, 2024, 4:30 pm**

Meeting was called to order at 4:30 pm

Holly Olsen, Mary Zimmermann, Sarah Hanneman, and Julie Eiden attended, Cory Nagel was absent. Library Director Eric Bailey was also present.

Approval of the agenda. Moved J. Eiden, seconded by M. Zimmermann. Motion Passed by voice vote. 4 ayes, 0 nays, 1 absent

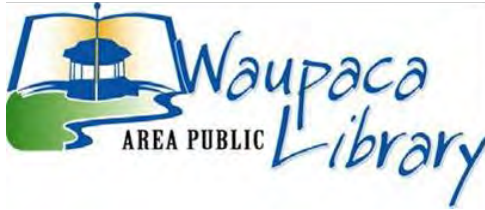
Open Meeting Law was read by Library Director, Eric Bailey.

Motion to approve new job description for Head of Adult Services. Moved by H. Olsen, seconded by S. Hanneman. Motion passed by voice vote. 4 ayes, 0 nays, 1 absent.

Motion to adjourn meeting. Moved by H. Olsen, seconded by M. Zimmermann to adjourn . Motion Passed by voice vote. 4 ayes, 0 nays, 1 absent

Meeting was adjourned at 4:57pm

Chaired by Library Director, Eric Bailey
Minutes taken by Eric Bailey and compiled Molly Reinke



Position Description

Job Title	Adult Services Librarian
Department	Library
Employment Status	Full-Time
Exempt/Non Exempt Status	Hourly

Scope of Work

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system, and general support functions in the library. In addition, the employee is responsible for supervising Circulation and Information staff, volunteer coordination, being a part of the adult program team and other duties as assigned.

Supervision

Received	Library Director
Exercised	Supervises Circulation and Information staff and adult volunteers.

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.

- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.
- Shelves library materials.
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas.
- Maintains display items properly.
- Assists with closing procedures.
- Collects materials from book drops.
- Fills in at Circulation desk as needed.
- Assists in training new paging staff as requested.
- Proficient in Dewey decimal system and shelving practices.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials.
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas.
- Maintain display items properly.
- Assists with closing procedures.
- Collects materials from book drops.
- Fills in a Circulation desk as needed.
- Assists in training new paging staff as requested.
- Proficient in Dewey decimal system and shelving practices.

Performs Circulation Assistant duties:

- Checks materials in and out.
- Answers phones and directs calls.
- Registers patrons and provides them with library services information.
- Maintains and updates patron records.
- Sorts mail.
- Issues SAM visitors passes.
- Assists patrons as needed.
- Contacts patrons concerning holds and problem items.
- Assists with opening and closing departments.

Performs Library Assistant duties:

- Maintains tub deliveries to system libraries.
- Maintains Honor Materials collection.
- Processes materials for circulation.
- Sets up and maintains displays.
- Assists with programs.
- Sorts and consolidates old newspapers.
- Prepares incoming magazines for processing.
- Repairs print materials.
- Supervises volunteers.
- Maintains Direct Delivery service to nursing homes.
- Maintains online meeting room calendar and prints weekly room schedule.
- Sorts donations.
- Assists other departments and supervisors as requested.

Performs Information Assistant duties:

- Monitors Internet users and SAM software.
- Opens and closes the library.
- Assists with tax forms.
- Reserves AV equipment and meeting rooms.
- Prepares and files reports and runs reports as requested.
- Assists with training staff.
- Assists with billing of patrons and sending money to appropriate recipient.
- Records newspapers in database.
- Repairs AV material as needed.
- Assists patrons with locating library materials, answers questions and assists with information searches.
- Suggests materials or ways to locate relevant materials.
- Demonstrates and assists patrons with use of computers and devices.
- Enforces library policies.
- Assists and supervises library volunteers.
- Assists and trains patrons in use of microfilm, computers, wireless network and scanner.
- Assists with collection development and maintenance.
- Assists with public relations and marketing as requested.
- Balance petty cash.
- Manages magazine collection.
- Prints overdue and billed item reports.
- Sends payments for billed items to owning libraries.

Managerial Duties

- Hires, trains, evaluates and supervises all staff who work in the Adult Department

- Holds regular meetings with supervised staff
- Participates as part of the Management Team

Assists with Adult Programs:

- Serves on the Adult Program Committee
- Assists with planning, facilitating, and evaluating adult programs.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

3-5 years of public library experience, experience in supervising staff and managing library services; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Library services and procedures.
- Business English (grammar, spelling, punctuation and tone).
- The use of standard office equipment including computers and relevant software.

Ability to

- Communicate effectively, both orally and in writing.
- Work independently with minimal supervision.
- Understand and follow directions.
- Establish and maintain effective working relationships with supervisors, coworkers, and the general public.

Skill in

- Work well with the public and fosters interest in reading.
- Public relations.
- Organization and time management.
- Customer Service

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

JOB DESCRIPTION

Position Title:	Head of Adult Services Librarian
Department/Location:	Public Library
Reports To:	Library Director
Employees Supervised:	Main Desk Staff
Employment Status:	Full-Time Exempt

Position Summary:

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system and general support functions in the library. In addition, the employee is responsible for supervising Main Desk staff, volunteer coordination, assisting with programming, collection development as assigned, participating in marketing and outreach teams and other duties as assigned. The employee regularly works at the Main Desk and provides friendly and efficient service to members of the public.

Qualifications:

- Education: high school diploma or equivalent. An undergraduate or graduate degree in library science, or progress towards a degree, is viewed favorably.
- Experience: 3-5 years of public library experience, experience in supervising staff and managing library services; or any equivalent combination of education, training and experience which provides the following knowledge, ability and skills:
 - Library services and procedures.
 - Business English (grammar, spelling, punctuation and tone).
 - Effective written and oral communication.
 - Outreach and public relations.
 - Organization, supervision and time management.
 - Customer service.

Position Duties:

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

Duties:

- Checks materials in and out.
- Answers phone, directs calls and calls patrons regarding holds and problem items with proper etiquette.
- Registers patrons, and maintains and updates records, according to procedure.
- Describes library services to patrons.
- Assists patrons with technology including copier, eReaders, basic computer programs, library catalog and SAM visitor passes.
- Assists with opening and closing departments. Supervises opening and closing when needed.
- Attends meetings, reads blog and actively participates.
- Shelves and shelf-reads library materials according to library practices.
- Maintains knowledge and skills for completing library services and procedures.
- Collects materials from book drops.
- Develops and presents programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Is responsible for library when administrative staff is unavailable.
- Coordinates library volunteers and assists with collection management, public relations, marketing, and staff training.
- Develops assigned adult collections according to professional standards.
- All full time staff members perform added responsibilities as assigned.

Managerial Duties:

- Hires, trains, evaluates and supervises all staff who work in the Adult Department.
- Holds regular meetings with supervised staff.
- Participates as part of the Managerial Team.
- Serves on the Marketing and Programming Committees.
- Regularly attends Library Board meetings.
- Tracking and balancing expenditures for multiple budget lines.
- Provides support and assistance to Library Director in operation and planning for the Library.
- Supervises job center services, technology support, business services, and other services provided by Adult Services at the Main Desk.

Job Expectations:

Head of Adult Services

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Teamwork

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

Customer Service

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

Personal Attributes Required:

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

Essential Physical/ Mental Requirements:

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.

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

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

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

Outagamie Waupaca Library System
Board of Trustees
October 19th, 2023, Meeting Minutes

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

PRESENT: Mitesh Ajmera (left at 6.49pm), Bobbie Buchholtz, Diane Forsythe, Peter Gilbert, Mike Hankins, Wendy Hartman, Marilyn Herman, Brian Looker, Cathy Thompson, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Bryan Durkee (left at 6.05pm).

EXCUSED: Tyler Baeten, Michelle Frola, Paul Girod, Lila Malvik-Shower, Marcia Trentlage.

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

Hankins moved, seconded by Forsythe, to approve the September 21st, 2023, meeting minutes as presented. Motion carried.

Hartman moved, seconded by Buchholtz, to accept the September 2023 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Ajmera, to approve the September 2023 and October 2023 checks numbered 33405 - 33438 inclusive in the amount of \$25,391.51 and payroll-related expenditures in the amount of \$77,140.32. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Trustees reviewed the Report of the Fund Balance Committee and the current Investment Policy. No action taken.

Ver Voort moved, seconded by Hartman, to approve purchases from the 2023 OWLS Budget surplus of up to \$15,000.00 for the OverDrive collection. Motion carried.

Trustees discussed expiring board terms. No action taken.

Vice President Looker sought candidates for the offices of President, Vice President, and Secretary for terms beginning in 2024. One trustee volunteered: Trustee Buchholtz for Secretary.

Vice President Looker appointed a Nominating Committee for 2024 officer election: Trustee Gilbert and Trustee Thompson.

Forsythe moved, seconded by Herman, to approve changes to the Programming Grant Policy. Motion carried.

Trustees reviewed Trustee Essential 9: Managing the Library's Money.

Having completed the agenda, the meeting was adjourned by Vice President Looker at 7:19pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant