



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, NOVEMBER 15, 2023, 4:30PM

**IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE**

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

1. ROLL CALL
2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. MINUTES FROM MEETING HELD WEDNESDAY, OCTOBER 18, 2023
  - a. **ACTION ITEM: APPROVE** minutes of OCTOBER 18, 2023 Meeting
4. MONTHLY BILLS FOR OCTOBER 2023, **BILLS \$58,172, PERSONNEL \$49,199, Donations Expenditures \$4,289**
  - a. **ACTION ITEM: APPROVE** OCTOBER 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. Met on November 8, 2023 at 4:30pm
- B. Planning Committee
  - a. No Meeting
- C. Policy Committee
  - a. No Meeting
- D. Personnel Committee
  - a. Met on November 1, 2023 at 4:30pm

## 9. OLD BUSINESS

- a. None

## 10. NEW BUSINESS

- a. Incident Reports
- b. Interim Pay for Paula Reedy and Jan Rademacher  
**ACTION ITEM: Approve** interim pay for Paula and Jan.
- c. New Job Descriptions and Starting Salary Scale  
**ACTION ITEM: Approve** new job descriptions and salary scale.
- d. 2024 Budget  
**ACTION ITEM: Approve** 2024 Budget.

## 11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, December 20, 2023 at 4:30 pm in-person in the Council Chambers

## 12. ADJOURNMENT

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

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

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



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, OCTOBER 18, 2023

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

Meeting was called to order by Holly Olsen at 4:31 pm.

Holly Olsen, Sarah Hanneman, John Turner and Lilliana Liegl, Melanie Peterson, and John Turner were present. John Miller, Mary Zimmerman, and Julie Eiden, were absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, and Adult Services Librarian, Patsy Servey were also present.

APPROVAL OF AGENDA

MOTION by C. Nagel, SECOND by J. Turner, to approve the agenda. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from September 20, 2023 Board Meeting.

MOTION by J. Turner, SECOND by M. Peterson, to approve the agenda. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

Monthly bills for September 2023, BILLS \$55,815, PERSONNEL \$49,701, DONATIONS EXPENDITURES \$5,292.

MOTION by H. Olsen, SECOND by J. Turner to approve the September 2023 bills with personnel costs and donation expenditures. 6 ayes, 0 nays, 3 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. Handouts were provided with updated reports.

Library Statistics

Copy Income **\$569,08**; Meeting Room Income **\$80.00**

Volunteer Hours **20.45**; Reference Transactions **887**; Library Visits **6,784**; Internet Use: **719** wireless, **474** stations; Curbside service **27**; Total Library Programs **29**, Total Program Attendance **629**; Study Room Use **65**;

Interloan Chart: **2,645** items loaned, **3,225** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,341**

Consortium Circulation Chart was presented.

## Department Reports

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

Lilliana Liegl left at 5:02pm

## Committee Reports

Library Policy Committee did not meet.

Finance Committee met on September 20 and October 4.

MOTION by H. Olsen, SECOND by J. Turner to approve minutes from the September 20, 2023 Finance Committee meeting. 5 ayes, 0 nays, 4 absent. Motion passed unanimously on a voice vote.

MOTION by H. Olsen, SECOND by J. Turner to approve minutes from the October 4, 2023 Finance Committee meeting. 5 ayes, 0 nays, 4 absent. Motion passed unanimously on a voice vote.

Planning Committee met on September 27, 2023.

MOTION by J. Turner, SECOND by H. Olsen to approve minutes from the September 27, 2023 Planning Committee meeting. 5 ayes, 0 nays, 4 absent. Motion passed unanimously on a voice vote.

Personnel Committee will meet on November 1, 2023 at 4:30pm

Finance Committee will meet on November 8, 2023 at 4:30pm

Old Business – None

## New Business

There were 8 incidents reported

## Announcements & Correspondence

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

Next meeting will be Wednesday, November 15, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

## Adjournment

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

Meeting adjourned at 5:17 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual	Actual	11/30/2023	12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		CURRENT YTD	YTD	12/31/2023		
REVENUES		Prior Year	Oct-23	Actual	Estimated	Amended		
		2022				2023		
<b>INTERGOVERNMENTAL</b>								
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		-				0.00%	0.00%
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	-	-	-	-	-	100.00%	0.00%
	<b>INTERGOVERNMENTAL</b>	<b>394,166</b>	<b>-</b>	<b>424,712</b>	<b>424,712</b>	<b>424,712</b>	<b>100.00%</b>	<b>0.00%</b>
<b>PUBLIC CHARGES FOR SERVICE</b>								
251-46710-000-000	FEES: LIBRARY COPIES	6,124	403	5,352	6,422	6,000	89.20%	10.80%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	-	-	-	0.00%	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	527	-	207	248	-	100.00%	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	113	59	284	341	100	284.30%	-184.30%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,197	156	2,331	2,797	3,500	66.61%	33.39%
251-46740-000-000	FEES: PASSPORT		-	-			100.00%	0.00%
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>8,961</b>	<b>618</b>	<b>8,174</b>	<b>9,809</b>	<b>9,600</b>	<b>85.14%</b>	<b>14.86%</b>
<b>MISCELLANEOUS</b>								
251-48215-000-000	RENT: MEETING ROOMS	1,128	135	1,936	2,323	500	387.21%	-287.21%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	(8)	62	74	100	62.00%	38.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-	0.00%	0.00%
251-48550-000-000	DONATIONS: LIBRARY	40,513	4,735	50,842	60,627	42,650	119.21%	-19.21%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	346,554	346,554	346,554	100.00%	0.00%
	<b>MISCELLANEOUS</b>	<b>388,195</b>	<b>4,862</b>	<b>399,394</b>	<b>409,579</b>	<b>389,804</b>	<b>102.46%</b>	<b>-2.46%</b>
	<b>TOTAL REVENUES</b>	<b>791,322</b>	<b>5,481</b>	<b>832,280</b>	<b>844,099</b>	<b>824,116</b>	<b>100.99%</b>	<b>-0.99%</b>
<b>EXPENDITURES</b>								
251-55111-102-000	LIBRARY: SALARIES	382,356	29,896	316,910	384,176	380,957	83.19%	16.81%
251-55111-103-000	LIBRARY: OVERTIME	481	18	129	154	-	0.00%	0.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	25,098	2,254	24,102	28,608	24,823	97.10%	2.90%
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,524	2,234	24,179	28,665	23,337	103.61%	-3.61%
251-55111-121-000	LIBRARY: GRP HLTH INS	46,546	6,163	59,170	71,494	70,261	84.21%	15.79%
251-55111-122-000	LIBRARY: LIFE INS	1,556	145	1,294	1,379	1,255	103.05%	-3.05%
251-55111-123-000	LIBRARY: INC PROTECT	1,576	123	1,229	1,364	1,931	63.63%	36.37%
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	6,000	0.00%	100.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-	0.00%	0.00%

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022	Actual	11/30/2023	YTD	12/31/2023		
		Prior Year	Oct-23	CURRENT YTD	Estimated	Amended		
		2022		Actual		2023		
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	316	-	277	748	748	36.97%	63.03%
	<b>LIBRARY FULL-TIME</b>	<b>483,522</b>	<b>40,833</b>	<b>429,639</b>	<b>524,938</b>	<b>510,348</b>	<b>84.19%</b>	<b>15.81%</b>

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022	Actual	11/30/2023	YTD	12/31/2023		
		Prior Year	Oct-23	CURRENT YTD	Estimated	Amended		
		2022		Actual		2023		
251-55112-104-000	LIBRARY: PT WAGES	119,779	7,661	86,895	104,338	121,788	71.35%	28.65%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	0.00%	0.00%
251-55112-116-000	LIBRARY: PT RETIRE	4,338	183	2,159	2,533	4,932	43.78%	56.22%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,103	469	5,562	7,800	10,362	53.68%	46.32%
251-55112-122-000	LIBRARY: LIFE INS	812	53	553	675	600	92.19%	7.82%
	<b>LIBRARY: PART-TIME</b>	<b>134,032</b>	<b>8,366</b>	<b>95,169</b>	<b>115,346</b>	<b>137,682</b>	<b>69.12%</b>	<b>30.88%</b>
251-55115-201-000	LIBRARY: TRAINING	3,159	23	1,755	2,106	4,000	43.86%	56.14%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	-	-	6,413	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	163	3,727	4,473	6,500	57.34%	42.66%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	-	300	300	-	0.00%	0.00%
251-55115-216-000	LIBRARY: POSTAGE	1,116	112	975	1,170	1,000	97.54%	2.46%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,435	337	573	687	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	291	650	37.36%	62.64%
251-55115-282-000	LIBRARY: TECHNOLOGY	16,496	-	8,498	11,974	11,974	70.97%	29.03%
251-55115-301-000	LIBRARY: SUPPLIES	7,477	907	6,920	8,304	7,500	92.27%	7.73%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>71,700</b>	<b>1,542</b>	<b>51,582</b>	<b>64,309</b>	<b>67,415</b>	<b>76.51%</b>	<b>23.49%</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	8,581	1,390	14,227	17,073	8,000	177.84%	-77.84%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	655	106	1,101	1,321	650	169.38%	-69.38%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,513	701	5,256	6,307	2,000	262.79%	-162.79%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	17,301	1,967	23,229	27,874	18,000	129.05%	-29.05%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	2,216	-	600	720	10,000	6.00%	94.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,330	-	63	75	2,000	3.14%	96.86%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,453	126	6,047	7,256	2,000	302.34%	-202.34%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>37,049</b>	<b>4,289</b>	<b>50,522</b>	<b>60,627</b>	<b>42,650</b>	<b>118.46%</b>	<b>-18.46%</b>
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,490	146	1,204	1,500	1,500	80.28%	19.72%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,046	219	2,831	3,000	3,000	94.37%	5.63%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	897	-	739	1,000	1,000	73.93%	26.08%
	<b>LIBRARY: PROGRAMS</b>	<b>5,433</b>	<b>365</b>	<b>4,775</b>	<b>5,500</b>	<b>5,500</b>	<b>86.81%</b>	<b>13.19%</b>

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		11/30/2023		12/31/2023		
		Prior Year	Actual	CURRENT YTD	YTD	Amended		
		2022	Oct-23	Actual	Estimated	2023		
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,505	626	12,299	17,000	17,000	72.35%	27.65%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,244	386	3,391	3,420	3,420	99.14%	0.86%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	15,079	645	14,479	16,000	16,000	90.49%	9.51%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,164	553	1,995	3,175	3,175	62.85%	37.15%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	3,912	122	4,309	4,750	4,750	90.72%	9.28%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	22	-	-	22	-	0.00%	0.00%
	<b>LIBRARY: BOOKS</b>	<b>41,926</b>	<b>2,332</b>	<b>36,473</b>	<b>44,367</b>	<b>44,345</b>	<b>82.25%</b>	<b>17.75%</b>
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,140	243	1,797	2,500	2,500	71.87%	28.13%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	699	-	435	500	500	87.06%	12.94%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	522	12	498	750	750	66.38%	33.62%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,424	194	1,387	1,701	1,701	81.51%	18.49%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,297	(186)	854	854	854	100.00%	0.00%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-	-	0.00%	0.00%
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)	-	-	0.00%	0.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	870	183	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%
	<b>LIBRARY: A/V</b>	<b>15,952</b>	<b>445</b>	<b>14,148</b>	<b>16,176</b>	<b>16,176</b>	<b>87.46%</b>	<b>12.54%</b>
	<b>TOTAL EXPENDITURES</b>	<b>789,615</b>	<b>58,172</b>	<b>682,308</b>	<b>831,262</b>	<b>824,116</b>	<b>82.79%</b>	<b>17.21%</b>
	REVENUES OVER(UNDER) EXPENDITURES	1,707			12,837	-		
	BEGINNING FUND BALANCE	45,657			44,531			
	ENDING FUND BALANCE	44,531			57,368			



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-43215-000-000 FEDERAL: LIBRARY GRANTS</b>					
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO</b>					
		09/30/2023 (09/23) Balance	.00 *	.00 *	408,286.00-
		11/30/2023 (11/23) 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	
<b>251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA</b>					
		09/30/2023 (09/23) Balance	.00 *	.00 *	14,466.00-
		11/30/2023 (11/23) 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	
<b>251-43730-000-000 COUNTY AID: LIBRARY PORTAGE</b>					
		09/30/2023 (09/23) Balance	.00 *	.00 *	1,960.00-
		11/30/2023 (11/23) 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	
<b>251-43735-000-000 STATE GRANT: LIBRARY YOUTH</b>					
		09/30/2023 (09/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-46710-000-000 FEES: LIBRARY COPIES</b>					
		09/30/2023 (09/23) Balance	.00 *	.00 *	4,673.64-
CR	1224093	COPIES LIBRARY DEPOSIT - LIBRARY 09/30/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 09/30/23		176.40-	
CR	1224229	COPIES LIBRARY DEPOSIT - LIBRARY 101/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 101/2023		98.91-	
CR	1224503	COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT Description: COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT		69.24-	
CR	1224784	COPIES LIBRARY DEPOSIT - library 10/21/23 Description: COPIES LIBRARY DEPOSIT - library 10/21/23		119.91-	
CR	1224866	COPIES LIBRARY DEPOSIT - LIBRARY 10/28/23		108.29-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46710-000-000 FEES: LIBRARY COPIES (continued)</b>					
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 10/28/23			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>572.75- *</b>	<b>5,246.39-</b>
CR	1225037	COPIES LIBRARY DEPOSIT - library 11/4/23		105.36-	
		Description: COPIES LIBRARY DEPOSIT - library 11/4/23			
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>105.36- *</b>	<b>5,351.75-</b>
YTD Encumbrance	.00	YTD Actual 5,351.75- Total 5,351.75- YTD Budget 6,000.00- Unearned 648.25			
<b>251-46715-000-000 FEES: LIBRARY POSTAGE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
<b>251-46720-000-000 FEES: LIBRARY PROGRAMS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
<b>251-46725-000-000 FEES: LIBRARY OVERDUE FEES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>203.45-</b>
CR	1224093	FINES LIBRARY DEPOSIT - LIBRARY 09/30/23		3.05-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 09/30/23			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>3.05- *</b>	<b>206.50-</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>206.50-</b>
YTD Encumbrance	.00	YTD Actual 206.50- Total 206.50- YTD Budget .00 Unearned 206.50-			
<b>251-46730-000-000 FEES: LIBRARY COLLECTION AGCY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>235.20</b>
CR	1224093	COLLECTIONS - LIBRARY 09/30/23		10.00-	
		Description: COLLECTIONS - LIBRARY 09/30/23			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>10.00- *</b>	<b>225.20</b>
AP	82	UNIQUE MANAGEMENT SERVICES, INC.	59.10		
		**VendorNo: 1943 **Inv. No: 6118864 **Desc: COLLECTION AGENCY (6) - OCT 2023 **Inv. Date: 11/1/2023			
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>59.10 *</b>	<b>.00 *</b>	<b>284.30</b>
YTD Encumbrance	.00	YTD Actual 284.30 Total 284.30 YTD Budget 100.00- Unearned 384.30			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,819.89-</b>
AP	41	STURM MEMORIAL LIBRARY	15.00		
		**VendorNo: 2307 **Inv. No: OWWAU09272023000001 **Desc: LOST BOOK PAID IN WAUPACA - #31389022174130 **Inv. Date: 9/27/2023			
AP	86	MATTOON BRANCH LIBRARY	33.00		
		**VendorNo: 2686 **Inv. No: OWWAU09292023000002 **Desc: LOST BOOK #38010000138417 **Inv. Date: 9/29/2023			
AP	771	MATTOON BRANCH LIBRARY		33.00-	
		**VendorNo: 2686 **Inv. No: OWWAU09292023000002 **Desc: LOST BOOK #38010000138417 **Inv. Date: 9/29/2023			
AP	294	HORTONVILLE PUBLIC LIBRARY	18.00		
		**VendorNo: 829 **Inv. No: 10232023 **Desc: DAMAGED BOOK 31389027117662 **Inv. Date: 10/24/2023			
CR	1224093	MATERIAL REPL LIB DEPOSIT - LIBRARY 09/30/23		297.49-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 09/30/23			
CR	1224229	MATERIAL REPL LIB DEPOSIT - LIBRARY 101/2023		106.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 101/2023			
CR	1224503	MATERIAL REPL LIB DEPOSIT - LIBRARY DEPOSIT		31.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY DEPOSIT			
CR	1224784	MATERIAL REPL LIB DEPOSIT - library 10/21/23		52.00-	
		Description: MATERIAL REPL LIB DEPOSIT - library 10/21/23			
CR	1224866	MATERIAL REPL LIB DEPOSIT - LIBRARY 10/28/23		64.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 10/28/23			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>66.00 *</b>	<b>583.49- *</b>	<b>2,337.38-</b>
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 HOOF	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			
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>73.95 *</b>	<b>67.78- *</b>	<b>2,331.21-</b>
YTD Encumbrance	.00	YTD Actual 2,331.21- Total 2,331.21- YTD Budget 3,500.00- Unearned 1,168.79			

**251-48215-000-000 RENT: MEETING ROOMS**

		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,771.05-</b>
CR	1224093	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 09/30/23		30.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 09/30/23			
CR	1224503	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY DEPOSIT		100.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY DEPOSIT			
CR	1224784	ROOM RENTAL LIBRARY DEPOSIT - library 10/21/23		10.00-	

Journal	Reference Number	Payee or Description				Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS (continued)								
		Description: ROOM RENTAL LIBRARY DEPOSIT - library 10/21/23						
CR	1224866	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 10/28/23					15.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 10/28/23						
		10/31/2023 (10/23) Period Totals and Balance				.00 *	155.00- *	1,926.05-
CR	1225037	ROOM RENTAL LIBRARY DEPOSIT - library 11/4/23					10.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - library 11/4/23						
		11/30/2023 (11/23) Period Totals and Balance				.00 *	10.00- *	1,936.05-
YTD Encumbrance	.00	YTD Actual	1,936.05-	Total	1,936.05-	YTD Budget	500.00-	Unearned 1,436.05-
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP								
		09/30/2023 (09/23) Balance				.00 *	.00 *	70.00-
AP	683	HAGEN, LINDA				8.00		
		**VendorNo: 2694 **Inv. No: 10232023 **Desc: REFUND FOR PAINTING **Inv. Date: 10/23/2023						
		10/31/2023 (10/23) Period Totals and Balance				8.00 *	.00 *	62.00-
		11/30/2023 (11/23) 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								
		09/30/2023 (09/23) Balance				.00 *	.00 *	.00
		11/30/2023 (11/23) 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								
		09/30/2023 (09/23) Balance				.00 *	.00 *	.00
		11/30/2023 (11/23) 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								
		09/30/2023 (09/23) Balance				.00 *	.00 *	36,404.77-
AP	401	US BANK				47.50		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: DONATIONS REIM FRIENDS 4237 **Inv. Date: 10/9/2023						
CR	1224093	DONATION- - LIBRARY 09/30/23					2,581.46-	
		Description: DONATION- - LIBRARY 09/30/23						
CR	1224229	DONATION- - LIBRARY 101/2023					7,120.45-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48550-000-000 DONATIONS: LIBRARY (continued)</b>					
		Description: DONATION- - LIBRARY 101/2023			
CR	1224761	library donation - alliant energy		1,000.00-	
		Description: library donation - alliant energy			
CR	1224784	DONATION- - library 10/21/23		41.50-	
		Description: DONATION- - library 10/21/23			
CR	1224866	DONATION- - LIBRARY 10/28/23		3,630.00-	
		Description: DONATION- - LIBRARY 10/28/23			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>47.50 *</b>	<b>14,373.41- *</b>	<b>50,730.68-</b>
CR	1225037	DONATION- - library 11/4/23		111.67-	
		Description: DONATION- - library 11/4/23			
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>111.67- *</b>	<b>50,842.35-</b>
YTD Encumbrance	.00	YTD Actual 50,842.35- Total	50,842.35- YTD Budget	42,650.00- Unearned	8,192.35-
<b>251-48900-000-000 OTHER: REVENUE MISCELLANEOUS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-49210-000-000 TRANSFER FROM GENERAL FUND</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>346,554.00-</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>346,554.00-</b>
YTD Encumbrance	.00	YTD Actual 346,554.00- Total	346,554.00- YTD Budget	346,554.00- Unearned	.00
<b>251-49300-000-000 FUND BALANCES APPLIED</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-55111-101-000 LIBRARY: SALARIES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>251-55111-102-000 LIBRARY: WAGES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>287,013.83</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-102-000 LIBRARY: WAGES (continued)</b>					
PC	84	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	14,948.00		
PC	211	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	14,948.00		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>29,896.00 *</b>	<b>.00 *</b>	<b>316,909.83</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>316,909.83</b>
YTD Encumbrance	.00	YTD Actual 316,909.83 Total 316,909.83 YTD Budget 380,957.00 Unexpended 64,047.17			
<b>251-55111-103-000 LIBRARY: OVERTIME</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>110.61</b>
PC	87	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	18.86		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>18.86 *</b>	<b>.00 *</b>	<b>129.47</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>129.47</b>
YTD Encumbrance	.00	YTD Actual 129.47 Total 129.47 YTD Budget .00 Unexpended 129.47-			
<b>251-55111-105-000 LIBRARY: CALL-IN PAY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55111-106-000 LIBRARY: HOLIDAY PAY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55111-107-000 LIBRARY: SICK PAY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55111-108-000 LIBRARY: VACATION PAY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55111-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>21,848.31</b>
PB	186	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	1,127.78		
PB	448	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	1,126.35		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>2,254.13 *</b>	<b>.00 *</b>	<b>24,102.44</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>24,102.44</b>
YTD Encumbrance	.00	YTD Actual	24,102.44	Total	24,102.44
		YTD Budget	24,823.00	Unexpended	720.56
<b>251-55111-119-000 LIBRARY: RETIREMENT (R)</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>21,945.16</b>
PB	184	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	1,127.14		
PB	446	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	1,107.01		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>2,234.15 *</b>	<b>.00 *</b>	<b>24,179.31</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>24,179.31</b>
YTD Encumbrance	.00	YTD Actual	24,179.31	Total	24,179.31
		YTD Budget	23,337.00	Unexpended	842.31-
<b>251-55111-121-000 LIBRARY: GRP HLTH INS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>53,006.98</b>
PB	182	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	2,664.60		
PB	444	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	2,664.60		
PC	85	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	416.68		
PC	212	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	416.68		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>6,162.56 *</b>	<b>.00 *</b>	<b>59,169.54</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>59,169.54</b>
YTD Encumbrance	.00	YTD Actual	59,169.54	Total	59,169.54
		YTD Budget	70,261.00	Unexpended	11,091.46
<b>251-55111-122-000 LIBRARY: LIFE INS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,148.95</b>
PB	183	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	72.39		
PB	445	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	72.39		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>144.78 *</b>	<b>.00 *</b>	<b>1,293.73</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-122-000 LIBRARY: LIFE INS (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,293.73</b>
YTD Encumbrance	.00	YTD Actual 1,293.73 Total 1,293.73	YTD Budget 1,255.40	Unexpended 38.33-	
<b>251-55111-123-000 LIBRARY: INC PROTECT</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,105.55</b>
PB	185	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	61.59		
PB	447	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	61.59		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>123.18 *</b>	<b>.00 *</b>	<b>1,228.73</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,228.73</b>
YTD Encumbrance	.00	YTD Actual 1,228.73 Total 1,228.73	YTD Budget 1,931.00	Unexpended 702.27	
<b>251-55111-124-000 LIBRARY: WORK COMP</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,612.24</b>
AP	13	MCCLONE	737.27		
		**VendorNo: 1213 **Inv. No: 8250 **Desc: WORK COMP AUDIT PREM - 2021-2022 **Inv. Date: 11/9/2022			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>737.27 *</b>	<b>.00 *</b>	<b>2,349.51</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,349.51</b>
YTD Encumbrance	.00	YTD Actual 2,349.51 Total 2,349.51	YTD Budget 1,035.86	Unexpended 1,313.65-	
<b>251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
<b>251-55111-126-000 LIBRARY: DEF COMP HLTH</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>276.50</b>



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>276.50</b>
YTD Encumbrance	.00	YTD Actual 276.50 Total 276.50 YTD Budget 748.00 Unexpended 471.50			
<b>251-55112-104-000 LIBRARY: PT WAGES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>79,233.84</b>
PC	19	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	3,876.41		
PC	138	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	3,784.38		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>7,660.79 *</b>	<b>.00 *</b>	<b>86,894.63</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>86,894.63</b>
YTD Encumbrance	.00	YTD Actual 86,894.63 Total 86,894.63 YTD Budget 121,788.00 Unexpended 34,893.37			
<b>251-55112-110-000 LIBRARY: PTO</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55112-116-000 LIBRARY: PT RETIRE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,975.97</b>
PB	189	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	89.58		
PB	451	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	93.45		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>183.03 *</b>	<b>.00 *</b>	<b>2,159.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,159.00</b>
YTD Encumbrance	.00	YTD Actual 2,159.00 Total 2,159.00 YTD Budget 4,932.00 Unexpended 2,773.00			
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>6,088.07</b>
PB	21	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	291.18		
PB	292	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	284.12		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>575.30 *</b>	<b>.00 *</b>	<b>6,663.37</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>6,663.37</b>
YTD Encumbrance	.00	YTD Actual 6,663.37 Total 6,663.37 YTD Budget 10,362.00 Unexpended 3,698.63			
<b>251-55112-122-000 LIBRARY: LIFE INS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>500.05</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-122-000 LIBRARY: LIFE INS (continued)</b>					
PB	187	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	26.53		
PB	449	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	26.53		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>53.06 *</b>	<b>.00 *</b>	<b>553.11</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>553.11</b>
YTD Encumbrance	.00	YTD Actual 553.11 Total 553.11 YTD Budget 600.00 Unexpended 46.89			
<b>251-55112-123-000 LIBRARY: INC PROTECT</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55115-201-000 LIBRARY: TRAVEL</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,684.43</b>
AP	125	REEDY, PAULA	47.16		
		**VendorNo: 1552 **Inv. No: OCT2023 **Desc: TRAVEL REIMBURSEMENT (4/25,5/16,6/6,6/27,6/28,7/13,7/25,7/26,7/27,8/15,8/16,8/17,8/23) **Inv. Date: 7/13/2023			
AP	648	WAUPACA AREA CHAMBER OF COMMERCE	23.00		
		**VendorNo: 2038 **Inv. No: 631316 **Desc: RUBY AWARD LUNCHEON **Inv. Date: 10/18/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>70.16 *</b>	<b>.00 *</b>	<b>1,754.59</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,754.59</b>
YTD Encumbrance	.00	YTD Actual 1,754.59 Total 1,754.59 YTD Budget 4,000.00 Unexpended 2,245.41			
<b>251-55115-206-000 LIBRARY: TELEPHONE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55115-207-000 LIBRARY: MAINT OF EQUIP</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 6,000.00 Unexpended 6,000.00			
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,000.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,000.00</b>
YTD Encumbrance	.00	YTD Actual 1,000.00 Total 1,000.00	YTD Budget 1,000.00	Unexpended .00	
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3,563.58</b>
AP	297	OFFICE TECHNOLOGY GROUP	163.54		
		**VendorNo: 1406 **Inv. No: 292825 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 10/18/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>163.54 *</b>	<b>.00 *</b>	<b>3,727.12</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3,727.12</b>
YTD Encumbrance	.00	YTD Actual 3,727.12 Total 3,727.12	YTD Budget 6,500.00	Unexpended 2,772.88	
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>300.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>300.00</b>
YTD Encumbrance	.00	YTD Actual 300.00 Total 300.00	YTD Budget .00	Unexpended 300.00-	
<b>251-55115-216-000 LIBRARY: POSTAGE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>726.38</b>
JE	3	LIBRARY	137.08		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>137.08 *</b>	<b>.00 *</b>	<b>863.46</b>
JE	1	LIBRARY	111.90		
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>111.90 *</b>	<b>.00 *</b>	<b>975.36</b>
YTD Encumbrance	.00	YTD Actual 975.36 Total 975.36	YTD Budget 1,000.00	Unexpended 24.64	
<b>251-55115-217-000 LIBRARY: MEMBERSHIP &amp; DUES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>236.35</b>
AP	353	US BANK	162.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ALA MEMBERSHIP - DIRECTOR **Inv. Date: 10/9/2023			
AP	612	US BANK	124.75		
		**VendorNo: 1950 **Inv. No: 10/15/23-SREIF **Desc: AMAZON MEMBERSHIP **Inv. Date: 10/9/2023			
JE	19	REALLOCATE AMZN MEMBERSHIP FEES TO CORRECT ACCT.	49.50		
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>336.25 *</b>	<b>.00 *</b>	<b>572.60</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>572.60</b>
YTD Encumbrance	.00	YTD Actual 572.60 Total 572.60	YTD Budget 1,200.00	Unexpended 627.40	
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>27,591.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>27,591.00</b>
YTD Encumbrance	.00	YTD Actual 27,591.00 Total 27,591.00 YTD Budget 27,591.00 Unexpended .00			
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>242.81</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>242.81</b>
YTD Encumbrance	.00	YTD Actual 242.81 Total 242.81 YTD Budget 650.00 Unexpended 407.19			
<b>251-55115-282-000 LIBRARY: TECHNOLOGY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>8,498.22</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>8,498.22</b>
YTD Encumbrance	.00	YTD Actual 8,498.22 Total 8,498.22 YTD Budget 11,974.00 Unexpended 3,475.78			
<b>251-55115-301-000 LIBRARY: SUPPLIES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>6,012.85</b>
AP	351	US BANK	18.05		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ALA BANNED BOOK WEEK BOOKMARKS **Inv. Date: 10/9/2023			
AP	352	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: MOUSE PAD **Inv. Date: 10/9/2023			
AP	354	US BANK	35.77		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ALA BANNED BOOK WEEK POSTER **Inv. Date: 10/9/2023			
AP	394	US BANK	3.29		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 101023 **Inv. Date: 10/9/2023			
AP	395	US BANK	128.78		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 276922 **Inv. Date: 10/9/2023			
AP	396	US BANK	574.54		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 7364298 **Inv. Date: 10/9/2023			
AP	397	US BANK	37.82		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 1000 **Inv. Date: 10/9/2023			
AP	408	US BANK	25.95		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 5014 **Inv. Date: 10/9/2023			
AP	494	US BANK	39.03		
		**VendorNo: 1950 **Inv. No: 10/15/23-JWERNER **Desc: Teen Room Cabinet Lock **Inv. Date: 10/9/2023			
AP	586	US BANK	31.85		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: SUPPLIES **Inv. Date: 10/9/2023			
AP	588	US BANK	4.97		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-301-000 LIBRARY: SUPPLIES (continued)</b>					
	**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: SUPPLIES **Inv. Date: 10/9/2023				
	<b>10/31/2023 (10/23) Period Totals and Balance</b>		<b>907.04 *</b>	<b>.00 *</b>	<b>6,919.89</b>
	<b>11/30/2023 (11/23) Period Totals and Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>6,919.89</b>
YTD Encumbrance	.00	YTD Actual 6,919.89 Total 6,919.89	YTD Budget 7,500.00	Unexpended 580.11	
<b>251-55115-320-000 LIBRARY: BUILDING EXPENSES</b>					
	<b>09/30/2023 (09/23) Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
	<b>11/30/2023 (11/23) Period Totals and Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55120-104-000 LIBRARY: DONATIONS PT WAGES</b>					
	<b>09/30/2023 (09/23) Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>12,836.55</b>
PC	86	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	695.40		
PC	213	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	695.40		
	<b>10/31/2023 (10/23) Period Totals and Balance</b>		<b>1,390.80 *</b>	<b>.00 *</b>	<b>14,227.35</b>
	<b>11/30/2023 (11/23) Period Totals and Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>14,227.35</b>
YTD Encumbrance	.00	YTD Actual 14,227.35 Total 14,227.35	YTD Budget 8,000.00	Unexpended 6,227.35-	
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC</b>					
	<b>09/30/2023 (09/23) Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>994.59</b>
PB	188	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD	53.19		
PB	450	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD	53.19		
	<b>10/31/2023 (10/23) Period Totals and Balance</b>		<b>106.38 *</b>	<b>.00 *</b>	<b>1,100.97</b>
	<b>11/30/2023 (11/23) Period Totals and Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>1,100.97</b>
YTD Encumbrance	.00	YTD Actual 1,100.97 Total 1,100.97	YTD Budget 650.00	Unexpended 450.97-	
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS</b>					
	<b>09/30/2023 (09/23) Balance</b>		<b>.00 *</b>	<b>.00 *</b>	<b>1,240.78</b>
AP	17	MIDWEST TAPE	3,500.00		
	**VendorNo: 1263 **Inv. No: 20000020367 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 10/2/2023				
AP	555	US BANK	51.94		
	**VendorNo: 1950 **Inv. No: 10/15/23-PSERVEY **Desc: DONATION MAT. FOUNDATION REIMB **Inv. Date: 10/9/2023				
AP	556	US BANK	48.74		
	**VendorNo: 1950 **Inv. No: 10/15/23-PSERVEY **Desc: DONATION MAT. FOUNDATION REIMB **Inv. Date: 10/9/2023				
AP	557	US BANK	133.59		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS (continued)</b>					
		**VendorNo: 1950 **Inv. No: 10/15/23-PSERVEY **Desc: DONATION MAT. FOUNDATION REIMB **Inv. Date: 10/9/2023			
AP	577	US BANK	48.60		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 10/9/2023			
AP	591	US BANK	113.98		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 10/9/2023			
AP	647	US BANK	118.09		
		**VendorNo: 1950 **Inv. No: 10/15/23-TWILCOX **Desc: FRIENDS-VG REPLACEMENTS **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>4,014.94 *</b>	<b>.00 *</b>	<b>5,255.72</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>5,255.72</b>
YTD Encumbrance	.00	YTD Actual	5,255.72	Total	5,255.72
		YTD Budget	2,000.00	Unexpended	3,255.72-

**251-55120-255-000 LIBRARY: DONATIONS PROGRAMS**

		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>21,332.87</b>
AP	358	US BANK	103.96		
		**VendorNo: 1950 **Inv. No: 10/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-REMODEL **Inv. Date: 10/9/2023			
AP	359	US BANK	268.13		
		**VendorNo: 1950 **Inv. No: 10/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-REMODEL **Inv. Date: 10/9/2023			
AP	360	US BANK	100.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-EKNEER **Desc: FOUNDATION-PO BOX RENEWAL **Inv. Date: 10/9/2023			
AP	361	US BANK	376.35		
		**VendorNo: 1950 **Inv. No: 10/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-REMODEL **Inv. Date: 10/9/2023			
AP	544	US BANK	42.54		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 10/9/2023			
AP	545	US BANK	77.23		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 10/9/2023			
AP	550	US BANK	562.13		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 10/9/2023			
AP	553	US BANK	116.77		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 10/9/2023			
AP	578	US BANK	64.34		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/9/2023			
AP	584	US BANK	12.80		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/9/2023			
AP	587	US BANK	159.92		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/9/2023			
AP	590	US BANK	11.58		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>1,895.75 *</b>	<b>.00 *</b>	<b>23,228.62</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>23,228.62</b>
YTD Encumbrance	.00	YTD Actual 23,228.62 Total 23,228.62 YTD Budget 18,000.00 Unexpended 5,228.62-			
<b>251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>600.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>600.00</b>
YTD Encumbrance	.00	YTD Actual 600.00 Total 600.00 YTD Budget 10,000.00 Unexpended 9,400.00			
<b>251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>62.79</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>62.79</b>
YTD Encumbrance	.00	YTD Actual 62.79 Total 62.79 YTD Budget 2,000.00 Unexpended 1,937.21			
<b>251-55120-301-000 LIBRARY: DONATIONS SUPPLIES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>5,881.12</b>
AP	82	BURNS, MARY	16.05		
		**VendorNo: 2680 **Inv. No: SEPT2023 **Desc: LITTLE FREE PANTRY ITEMS PURCHASED **Inv. Date: 8/26/2023			
AP	123	PIGGLY WIGGLY	24.17		
		**VendorNo: 1482 **Inv. No: 23019851351 **Desc: LITTLE FREE PANTRY SUPPLIES **Inv. Date: 10/1/2023			
AP	559	US BANK	125.40		
		**VendorNo: 1950 **Inv. No: 10/15/23-PSERVEY **Desc: DONATION SUPPLY FRIENDS REIMBU **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>165.62 *</b>	<b>.00 *</b>	<b>6,046.74</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>6,046.74</b>
YTD Encumbrance	.00	YTD Actual 6,046.74 Total 6,046.74 YTD Budget 2,000.00 Unexpended 4,046.74-			
<b>251-55125-255-000 LIBRARY: PROGRAMS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55125-255-110 LIBRARY: PROGRAMS - ADULT</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>986.88</b>
AP	350	US BANK	75.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55125-255-110 LIBRARY: PROGRAMS - ADULT (continued)</b>					
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: BOUNCE HOUSE **Inv. Date: 10/9/2023			
AP	546	US BANK	2.34		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 10/9/2023			
AP	547	US BANK	24.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 10/9/2023			
AP	548	US BANK	25.58		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 10/9/2023			
AP	549	US BANK	22.46		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 10/9/2023			
AP	551	US BANK	57.09		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: LIBRARY **Inv. Date: 10/9/2023			
AP	552	US BANK	10.90		
		**VendorNo: 1950 **Inv. No: 10/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>217.37 *</b>	<b>.00 *</b>	<b>1,204.25</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,204.25</b>
YTD Encumbrance	.00	YTD Actual	1,204.25	Total	1,204.25
		YTD Budget	1,500.00	Unexpended	295.75
<b>251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,612.47</b>
AP	349	US BANK	75.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: BOUNCE HOUSE **Inv. Date: 10/9/2023			
AP	581	US BANK	21.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 10/9/2023			
AP	585	US BANK	6.27		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 10/9/2023			
AP	241	OFFICE OUTFITTERS	22.06		
		**VendorNo: 1405 **Inv. No: 493136 **Desc: SOLAR ECLIPSE ACTIVITY MATERIALS **Inv. Date: 10/11/2023			
AP	242	OFFICE OUTFITTERS	16.19		
		**VendorNo: 1405 **Inv. No: 493284 **Desc: SOLAR ECLIPSE ACTIVITY MATERIALS **Inv. Date: 10/13/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>140.52 *</b>	<b>.00 *</b>	<b>2,752.99</b>
AP	16	OFFICE OUTFITTERS	78.23		
		**VendorNo: 1405 **Inv. No: 493613 **Desc: CEMETERY HIKE PRINTING & LAMINATING **Inv. Date: 10/23/2023			
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>78.23 *</b>	<b>.00 *</b>	<b>2,831.22</b>
YTD Encumbrance	.00	YTD Actual	2,831.22	Total	2,831.22
		YTD Budget	3,000.00	Unexpended	168.78
<b>251-55125-255-310 LIBRARY: PROGRAMS - TEEN</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>739.25</b>



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55125-255-310 LIBRARY: PROGRAMS - TEEN (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>739.25</b>
YTD Encumbrance	.00	YTD Actual 739.25 Total 739.25 YTD Budget 1,000.00	Unexpended 260.75		
<b>251-55130-250-000 LIBRARY: BOOKS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
<b>251-55130-250-115 LIBRARY: BOOKS - ADULT</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>11,672.74</b>
AP	343	US BANK	12.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: LIBRARY **Inv. Date: 10/9/2023			
AP	344	US BANK	17.99		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 10/9/2023			
AP	345	US BANK	94.40		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 10/9/2023			
AP	346	US BANK	7.32		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 10/9/2023			
AP	347	US BANK	20.28		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 10/9/2023			
AP	348	US BANK	29.94		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 10/9/2023			
AP	355	US BANK	64.85		
		**VendorNo: 1950 **Inv. No: 10/15/23-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 10/9/2023			
AP	407	US BANK	379.35		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 1961 **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>626.13 *</b>	<b>.00 *</b>	<b>12,298.87</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>12,298.87</b>
YTD Encumbrance	.00	YTD Actual 12,298.87 Total 12,298.87 YTD Budget 17,000.00	Unexpended 4,701.13		
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3,005.27</b>
AP	558	US BANK	235.03		
		**VendorNo: 1950 **Inv. No: 10/15/23-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 10/9/2023			
AP	560	US BANK	150.35		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT (continued)</b>					
		**VendorNo: 1950 **Inv. No: 10/15/23-PSEVEY **Desc: ADULT LARGE PRINT **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>385.38 *</b>	<b>.00 *</b>	<b>3,390.65</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3,390.65</b>
YTD Encumbrance	.00	YTD Actual 3,390.65 Total 3,390.65 YTD Budget 3,420.00 Unexpended 29.35			
<b>251-55130-250-215 LIBRARY: BOOKS - CHILDRENS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>13,834.32</b>
AP	582	US BANK	6.99		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 10/9/2023			
AP	583	US BANK	28.46		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 10/9/2023			
AP	589	US BANK	609.25		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>644.70 *</b>	<b>.00 *</b>	<b>14,479.02</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>14,479.02</b>
YTD Encumbrance	.00	YTD Actual 14,479.02 Total 14,479.02 YTD Budget 16,000.00 Unexpended 1,520.98			
<b>251-55130-250-315 LIBRARY: BOOKS - TEEN</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,441.82</b>
AP	645	US BANK	553.64		
		**VendorNo: 1950 **Inv. No: 10/15/23-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>553.64 *</b>	<b>.00 *</b>	<b>1,995.46</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,995.46</b>
YTD Encumbrance	.00	YTD Actual 1,995.46 Total 1,995.46 YTD Budget 3,175.00 Unexpended 1,179.54			
<b>251-55130-250-410 LIBRARY: BOOKS - MAG &amp; NEWSPAP</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>4,187.16</b>
AP	388	US BANK	122.00		
		**VendorNo: 1950 **Inv. No: 10/15/23-JMULLET **Desc: MAGAZINES/NEWSPAPERS LIBRARY **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>122.00 *</b>	<b>.00 *</b>	<b>4,309.16</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>4,309.16</b>
YTD Encumbrance	.00	YTD Actual 4,309.16 Total 4,309.16 YTD Budget 4,750.00 Unexpended 440.84			
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-000 LIBRARY: AUDIO/VISUAL</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-125 LIBRARY: A/V - ADULT MOVIES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,554.45</b>
AP	398	US BANK	78.92		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES 5462 **Inv. Date: 10/9/2023			
AP	400	US BANK	21.98		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES 9818 **Inv. Date: 10/9/2023			
AP	402	US BANK	37.75		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES **Inv. Date: 10/9/2023			
AP	403	US BANK	16.70		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES 0236 **Inv. Date: 10/9/2023			
AP	404	US BANK	39.96		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES 6655 **Inv. Date: 10/9/2023			
AP	405	US BANK	21.99		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES 3056 **Inv. Date: 10/9/2023			
AP	406	US BANK	24.96		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MOVIES 35208512 **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>242.26 *</b>	<b>.00 *</b>	<b>1,796.71</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,796.71</b>
YTD Encumbrance	.00	YTD Actual 1,796.71 Total 1,796.71	YTD Budget 2,500.00	Unexpended 703.29	
<b>251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>435.32</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>435.32</b>
YTD Encumbrance	.00	YTD Actual 435.32 Total 435.32	YTD Budget 500.00	Unexpended 64.68	
<b>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>485.96</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC (continued)</b>					
AP	399	US BANK	11.89		
		**VendorNo: 1950 **Inv. No: 10/15/23-JPOPPLE **Desc: ADULT MUSIC 5850 **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>11.89 *</b>	<b>.00 *</b>	<b>497.85</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>497.85</b>
YTD Encumbrance	.00	YTD Actual 497.85 Total 497.85 YTD Budget 750.00 Unexpended 252.15			
<b>251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,192.56</b>
AP	574	US BANK	4.29		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/9/2023			
AP	575	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/9/2023			
AP	576	US BANK	51.97		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/9/2023			
AP	579	US BANK	54.91		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/9/2023			
AP	580	US BANK	62.86		
		**VendorNo: 1950 **Inv. No: 10/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>193.99 *</b>	<b>.00 *</b>	<b>1,386.55</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,386.55</b>
YTD Encumbrance	.00	YTD Actual 1,386.55 Total 1,386.55 YTD Budget 1,701.00 Unexpended 314.45			
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>854.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>854.00</b>
YTD Encumbrance	.00	YTD Actual 854.00 Total 854.00 YTD Budget 854.00 Unexpended .00			
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55135-290-320 LIBRARY: A/V - TEEN MOVIES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>215.14</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-320 LIBRARY: A/V - TEEN MOVIES (continued)</b>					
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>215.14</b>
YTD Encumbrance	.00	YTD Actual 215.14 Total 215.14 YTD Budget	468.00	Unexpended 252.86	
<b>251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>76.20-</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>76.20-</b>
YTD Encumbrance	.00	YTD Actual 76.20- Total 76.20- YTD Budget	.00	Unexpended 76.20	
<b>251-55135-290-420 LIBRARY: A/V - VIDEO GAMES</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>352.63</b>
AP	646	US BANK	182.87		
		**VendorNo: 1950 **Inv. No: 10/15/23-TWILCOX **Desc: VIDEO GAMES **Inv. Date: 10/9/2023			
		<b>10/31/2023 (10/23) Period Totals and Balance</b>	<b>182.87 *</b>	<b>.00 *</b>	<b>535.50</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>535.50</b>
YTD Encumbrance	.00	YTD Actual 535.50 Total 535.50 YTD Budget	900.00	Unexpended 364.50	
<b>251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>8,503.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>8,503.00</b>
YTD Encumbrance	.00	YTD Actual 8,503.00 Total 8,503.00 YTD Budget	8,503.00	Unexpended .00	
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL</b>					
		<b>09/30/2023 (09/23) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>11/30/2023 (11/23) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
<b>Number of transactions: 146 Number of accounts: 86</b>			Debit	Credit	Proof
<b>Grand Totals:</b>			62,996.10	15,992.51-	47,003.59

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda November 2023

We had a brief Exhibit Room Committee meeting after we installed the *Waupaca History 101* exhibit on October 26. We discussed upcoming programs for our current exhibit as well as our incoming *Franklin* exhibit.

I continue to attend biweekly meetings to coordinate the Yuletide Trail. The library is heavily involved with this important community event hosting an interactive movie, Exhibit Room crafts in partnership with the Arts Hub, storytime, musical events, cookie stop location and more. This is an opportunity to welcome new patrons into the library and showcase our many services we provide.

The Library Foundation annual campaign mailing will go out later in November. I am making sure our mailing list is updated, envelopes ordered and everything ready to go once materials are printed. Our target is to have everything out the door by the end of the month.

Members from the Waupaca Community Arts Board approached me to display their glass art from their latest project, *Shine*. These pieces will be used for installations in downtown Waupaca, but we are happy to showcase them and explain the story behind the project this spring.

We are on track to have all remaining items installed for the Exhibit Room remodel by the time *Franklin* opens in December.

### PAST EXHIBIT:

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

It was a pleasure to meet and work with Drake and his wife Carole for his exhibit. We had wonderful feedback on the quality of this exhibit and the beauty of Drake's photography. Total attendance for October was 1118 people, with 3481 total visitors for *At Home in Flyover Country*.

### ON EXHIBIT:

#### Waupaca History 101: Our Indigenous & Immigrant Story

*Waupaca History 101* will be a great opportunity to educate our community on our Indigenous history, past and current immigrant stories, and showcase our newly digitized historic newspaper collection! Although it took a bit of coordination, all items arrived at the library and are installed for this highly educational exhibit.

The exhibit includes the indigenous story of our area, told through informational panels from UWSP. The Ho Chunk Museum in Tomah has a panel exhibit on the Ho Chunk Nation.

Adult Programming librarian, Molly Reinke, arranged to have author Angeline Boulley visit our library and schools, which will be a fantastic complement to our indigenous history portion of the exhibit. I will host the book club discussion for her latest book on November 18, and be sure to mark your calendar for the author visit/presentation on December 5, 6.30p at the Waupaca High School.

Our European immigrant history is explained through *Neighbors Past & Present*, on loan from the UW Madison Max Kade Institute for German-American Studies <https://mki.wisc.edu/exhibits/npp/>. Additionally, our great partner Tracy Behrendt from the Waupaca Historical Society, provided many images for the exhibit highlighting our early Waupaca history.

It's taken a lot of patience, but we are delighted to give patrons the chance to explore our newly digitized historic newspaper collection. Two computer stations are in the Exhibit Room, and visitors can print what they find. Patsy Servey and Simon Baumgardt were a huge help to make this available.

One of the most moving parts of the exhibit are the local stories we are able to share of our recent immigrants. Alongside these stories, we feature *The Bias Inside Us*, a poster exhibit from the Smithsonian. This is an opportunity for our visitors to critically think about their own biases and how they interact with everyone in our community.

<https://biasinsideus.si.edu/homepage>

We are excited to host all six 4th grade classes from the WLC on November 16! Since Wisconsin history is part of their curriculum, this exhibit is a great field trip for them. Three classes are visiting in the morning and three in the afternoon. We will have three activities that groups will rotate through: a tour/scavenger hunt of the exhibit, a video/activity with Tracy Behrendt, and storytime with Children's Department staff.

#### UPCOMING EXHIBIT:

##### Franklin

*Franklin* is coming to us in digital format, so all images will be printed and mounted this month. Larry Thomas at FVTC has a great collection and knowledge of important black historical figures, and we will feature these as well.

The Waupaca Historical Society is screening the documentary film, "The Exchange". 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/>

#### **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**

- *Black History*: December 16-February 3
- *Youth Art Month*: February 10-March 30
- *Ecuadorian Art (Manuel & Paulina)/Shine Project (WCAB)*: April 6-May 29
- *Waupaca: Choose Your Own Adventure (Summer Learning Program)*: June/July/August
- *Creative Power Collection* (Artists with disabilities/Employment inclusion): 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
- *Community Blood Center: April/May (possibly bump to August-October 2024)*

## OCTOBER 2023 EXHIBIT ROOM VISITS

10/1/2023	Sunday	closed
10/2/2023	Monday	30
10/3/2023	Tuesday	32
10/4/2023	Wednesday	64
10/5/2023	Thursday	40
10/6/2023	Friday	39
10/7/2023	Saturday	56
10/8/2023	Sunday	closed
10/9/2023	Monday	30
10/10/2023	Tuesday	33
10/11/2023	Wednesday	90
10/12/2023	Thursday	51
10/13/2023	Friday	90
10/14/2023	Saturday	163
10/15/2023	Sunday	closed
10/16/2023	Monday	61
10/17/2023	Tuesday	27
10/18/2023	Wednesday	install
10/19/2023	Thursday	install
10/20/2023	Friday	install
10/21/2023	Saturday	install
10/22/2023	Sunday	closed
10/23/2023	Monday	install
10/24/2023	Tuesday	install
10/25/2023	Wednesday	install
10/26/2023	Thursday	install
10/27/2023	Friday	install
10/28/2023	Saturday	312
10/29/2023	Sunday	closed
10/30/2023	Monday	61
10/31/2023	Tuesday	33
TOTAL		1212

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.

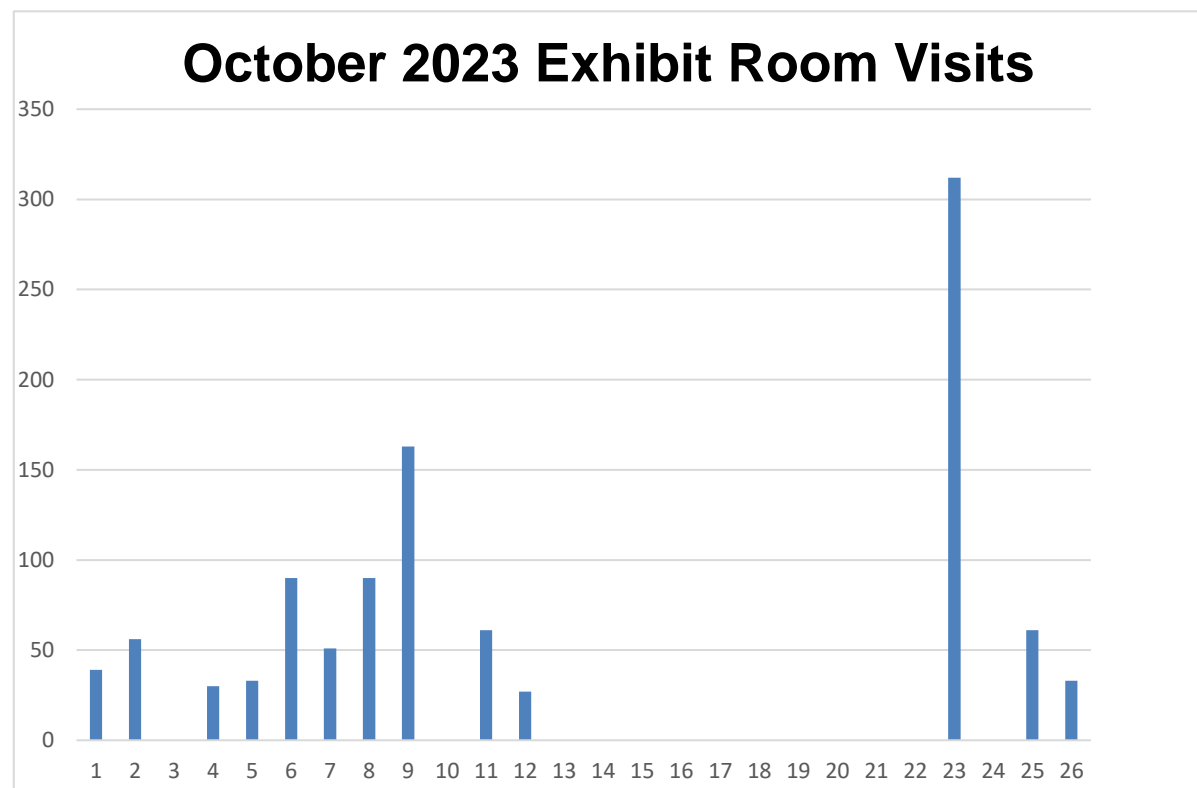
At Home in Flyover Country (August) = 1211

At Home in Flyover Country (September) = 1152

At Home in Flyover Country (October) = 1118

At Home in Flyover Country (TOTAL) = 3481

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





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			\$35.01
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01			\$35.01
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			\$5,348.94
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			\$1,926.05
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			\$3,121.27
-\$56.45	-\$71.00	-\$41.99	-\$104.99	-\$83.99	-\$52.98	-\$6.99	-\$88.95	-\$113.26	-\$80.00			-\$700.60
\$201.45	\$409.71	\$272.07	\$72.00	\$262.22	\$94.05	\$125.01	\$415.15	\$328.23	\$240.78	\$0.00	\$0.00	\$2,420.67
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			\$826.82
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51
					2023 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90			\$873.70
					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			8,406
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			75,060
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			8,290
2023 stations	488	422	584	506	504	586	494	563	474	469			5,090
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			359
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			137
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			37
2023 attendance	17	8	14	52	58	37	75	8	19	117			405
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			169
2023 attendance	578	385	489	433	1,603	526	628	542	383	1,449			7,016
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			79
2023 attendance	30	463	84	235	267	950	579	485	205	345			3,643
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			63
2023 attendance	146	31	36	0	400	23	88	38	22	27			811
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			755

### Passport Applications

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

### Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023							6	3	2	3			14

### 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			11,956

## Oct 2023 Interlibrary Lender/Borrower Statistics

Library	Code	YTD				YTD			
		Items Loane	Items Borrow	Net	Ratio	Items Loaned	Items Borrow	Net	Ratio
Algoma	NKALG	1,410	1,607	(197)	0.88	15,582	11,427	4,155	1.36
Appleton	OOAPL	8,996	11,839	(2,843)	0.76	90,909	106,169	(15,260)	0.86
Baileys Harbor	NDBAI	654	486	168	1.35	7,136	4,419	2,717	1.61
Biramwoc	NSBIR	478	204	274	2.34	6,317	1,513	4,804	4.18
Black Creek	OOBCL	1,895	925	970	2.05	18,555	8,759	9,796	2.12
Bonduel	NSBON	378	840	(462)	0.45	3,622	7,594	(3,972)	0.48
Clintonville	OWCPL	2,317	894	1,423	2.59	25,054	9,380	15,674	2.67
Coleman	NMCOL	550	1,043	(493)	0.53	5,362	7,961	(2,599)	0.67
Crivitz	NMCRI	678	1,361	(683)	0.50	6,635	13,957	(7,322)	0.48
Egg Harbor	NDEGG	561	519	42	1.08	5,959	4,900	1,059	1.22
Ephraim	NDEPH	320	111	209	2.88	3,255	976	2,279	3.34
Fish Creek	NDFIS	328	283	45	1.16	3,262	3,398	(136)	0.96
Florence	NFFLO	450	428	22	1.05	4,659	4,461	198	1.04
Forestville	NDFOR	540	327	213	1.65	5,160	3,218	1,942	1.60
Fremont	OWFPL	731	630	101	1.16	7,437	4,963	2,474	1.50
Gillett	NOGIL	610	237	373	2.57	5,376	2,829	2,547	1.90
Goodman	NMGOO	88	229	(141)	0.38	867	2,217	(1,350)	0.39
Green Earth	NBON2	158	52	106	3.04	1,305	265	1,040	4.92
Hortonville	OOHPL	1,451	2,171	(720)	0.67	13,182	22,964	(9,782)	0.57
Iola	OWIVL	1,184	859	325	1.38	11,362	9,401	1,961	1.21
Kaukauna	OOKAU	2,629	3,019	(390)	0.87	23,518	29,872	(6,354)	0.79
Kewaunee	NKKEW	1,617	1,117	500	1.45	15,820	11,335	4,485	1.40
Kimberly	OOKIM	3,052	2,928	124	1.04	29,638	30,386	(748)	0.98
Lakewood	NOLAK	808	946	(138)	0.85	8,599	9,444	(845)	0.91
Lena	NOLEN	482	276	206	1.75	4,221	2,776	1,445	1.52
Little Chute	OOLIT	2,567	3,583	(1,016)	0.72	21,387	33,625	(12,238)	0.64
Manawa	OWMAN	919	906	13	1.01	8,728	8,333	395	1.05
Marinette	NMMRT	1,532	1,742	(210)	0.88	14,134	15,466	(1,332)	0.91
Marion	OWMAR	1,142	747	395	1.53	10,836	8,640	2,196	1.25
Mattoon	NSMAT	79	72	7	1.10	922	740	182	1.25
New London	OWNLP	1,907	1,438	469	1.33	16,234	14,794	1,440	1.10
NFLS	NFLS	-	3	(3)	-	-	79	(79)	-
Niagara	NMNIA	376	495	(119)	0.76	3,952	5,196	(1,244)	0.76
Oconto	NOOCO	999	803	196	1.24	9,078	7,085	1,993	1.28
Oconto Falls	NOOCF	1,351	828	523	1.63	11,741	7,200	4,541	1.63
Oneida	NBONE	632	148	484	4.27	5,575	1,077	4,498	5.18
OWLS	OWLS	-	4	(4)	-	21	35	(14)	0.60
Peshtigo	NMPES	317	519	(202)	0.61	3,228	5,239	(2,011)	0.62
Scandinavia	OWSCA	515	502	13	1.03	4,564	4,091	473	1.12
Seymour	OOSEY	1,780	1,550	230	1.15	15,715	14,128	1,587	1.11
Shawano	NSSHA	2,556	2,210	346	1.16	21,892	22,065	(173)	0.99
Shiocton	OOSHI	610	357	253	1.71	4,662	3,523	1,139	1.32
Sister Bay	NDSIS	1,047	1,194	(147)	0.88	10,135	11,640	(1,505)	0.87
Sturgeon Bay	NDSTR	2,566	2,749	(183)	0.93	24,104	26,406	(2,302)	0.91
Suring	NOSUR	605	560	45	1.08	4,991	5,907	(916)	0.84
Tigerton	NSTIG	308	215	93	1.43	2,460	3,788	(1,328)	0.65
Washington	NDWSH	359	306	53	1.17	2,843	2,851	(8)	1.00
Waupaca	OWWAU	3,001	3,295	(294)	0.91	28,029	31,370	(3,341)	0.89
Wausau	NMWAS	434	669	(235)	0.65	4,112	5,789	(1,677)	0.71
Weyauwega	OWWEY	1,091	781	310	1.40	9,452	6,885	2,567	1.37
Wittenberg	NSWIT	219	270	(51)	0.81	1,942	2,993	(1,051)	0.65

TOTAL	59,277	59,277	-	1.00	563,529	563,529	-	1.00
-------	--------	--------	---	------	---------	---------	---	------

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	12,982	10,508	23,490	125,076	99,170	224,246
OWLS libraries	9,863	25,924	35,787	91,100	248,183	339,283
Total	22,845	36,432	59,277	216,176	347,353	563,529

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

### Circulation Statistics 2023

Circulation Statistics 2023														
Waupaca 2023 Circulation														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
2023 Downloads - ebooks	1,087	1,074	1,089	1,060	1,009	1,011	1,078	1,088	945	1,059			10,500	
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			11,281	
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			661	
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			2,834	
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			26,302	
Checkouts	9,898	9,245	11,439	8,889	9,017	11,319	11,488	12,836	9,746	10,465			104,342	
Total Circulation w/renewals	12,175	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	0	0	130,644	
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	May	2023	June	2023	July	2023	August	2023	September	2023	October	2023	
Dayton	1,576	13%	1,851	14%	2,027	14%	1,977	13%	1,649	13%	1,773	13%	
Farmington	1,828	16%	2,101	15%	2,028	14%	2,323	15%	1,799	15%	2,307	15%	
Lind	397	3%	591	4%	583	4%	502	3%	514	4%	500	4%	
Waupaca (Town)	672	6%	949	7%	979	7%	894	6%	969	8%	1,116	8%	
Town Total	4,473	38%	5,492	40%	5,617	39%	5,696	36%	4,931	40%	5,696	40%	
Waupaca (City)	4,117	35%	4,299	32%	4,596	32%	5,990	38%	4,164	34%	4,546	34%	
Waushara County	556	5%	760	6%	847	6%	705	4%	636	5%	653	5%	
Portage County	797	7%	1,099	8%	986	7%	1,083	7%	943	8%	863	8%	
Other	1,812	15%	1,997	15%	2,411	17%	2,244	14%	1,667	14%	1,548	14%	
Total	11,755		13,647		14,457		15,718		12,341		13,306		

<b>Agency</b>	<b>Current Month</b>			<b>YTD</b>		
	<b>Circs</b>	<b>Renewals</b>	<b>Total</b>	<b>Circs</b>	<b>Renewals</b>	<b>Total</b>
Algoma	3,341		932 4,273	27,270	5,991	33,261
<b>Appleton</b>	<b>38,963</b>	<b>14,341</b>	<b>53,304</b>	<b>411,402</b>	<b>130,256</b>	<b>541,658</b>
Black Creek	2,262	747	3,009	23,713	7,340	31,053
Clintonville	3,298	799	4,097	35,900	6,818	42,718
Door Cty - Baileys Harbor	1,008	270	1,278	10,929	2,087	13,016
Door Cty - Egg Harbor	1,129	258	1,387	12,674	2,270	14,944
Door Cty - Ephraim	264	67	331	3,182	763	3,945
Door Cty - Fish Creek	452	123	575	5,894	1,156	7,050
Door Cty - Forestville	674	254	928	7,211	2,538	9,749
Door Cty - Sister Bay	2,774	800	3,574	32,344	7,072	39,416
<b>Door Cty - Sturgeon Bay</b>	<b>7,824</b>	<b>2,055</b>	<b>9,879</b>	<b>79,411</b>	<b>18,832</b>	<b>98,243</b>
Door Cty - Washington Island	728	151	879	8,499	1,416	9,915
Florence	892	134	1,026	8,922	1,453	10,375
Fremont	1,304	520	1,824	12,664	3,497	16,161
Gillett	465	145	610	5,158	1,536	6,694
Hortonville	4,498	1,477	5,975	53,641	15,815	69,456
Iola	1,585	499	2,084	17,642	4,547	22,189
<b>Kaukauna</b>	<b>8,981</b>	<b>2,211</b>	<b>11,192</b>	<b>96,897</b>	<b>21,959</b>	<b>118,856</b>
Kewaunee	2,778	937	3,715	28,086	7,725	35,811
<b>Kimberly</b>	<b>8,467</b>	<b>2,383</b>	<b>10,850</b>	<b>95,444</b>	<b>24,172</b>	<b>119,616</b>
Lakewood	2,584	549	3,133	27,133	5,586	32,719
Lena	606	177	783	6,249	1,462	7,711
<b>Little Chute</b>	<b>7,718</b>	<b>2,956</b>	<b>10,674</b>	<b>87,198</b>	<b>25,776</b>	<b>112,974</b>
Manawa	1,824	399	2,223	18,944	4,591	23,535
Marinette Cty - Coleman	1,605	536	2,141	15,430	4,380	19,810
Marinette Cty - Crivitz	2,352	620	2,972	23,084	6,090	29,174
Marinette Cty - Goodman	216	62	278	2,237	532	2,769
Marinette Cty - Marinette	3,856	1,105	4,961	38,073	9,056	47,129
Marinette Cty - Niagara	691	296	987	8,101	2,667	10,768
Marinette Cty - Peshtigo	821	274	1,095	9,612	2,801	12,413
Marinette Cty - Wausaukee	1,072	276	1,348	12,156	2,691	14,847
Marion	2,189	629	2,818	24,582	6,079	30,661
New London	4,252	856	5,108	44,535	8,349	52,884
Oconto	2,291	695	2,986	22,410	5,768	28,178
Oconto Falls	2,750	652	3,402	28,067	5,768	33,835
Oneida Tribal - Green Earth	13	43	56	411	160	571
Oneida Tribal - Oneida	290	138	428	2,570	752	3,322
Scandinavia	587	255	842	5,072	1,906	6,978
Seymour	2,994	800	3,794	28,832	9,120	37,952
Shawano Cty - Birnamwood	2,637	103	2,740	17,522	811	18,333
Shawano Cty - Bonduel	1,008	355	1,363	9,049	3,407	12,456
Shawano Cty - Mattoon	120	33	153	1089	227	1,316
<b>Shawano Cty - Shawano</b>	<b>7,295</b>	<b>1,542</b>	<b>8,837</b>	<b>78,294</b>	<b>15,935</b>	<b>94,229</b>
Shawano Cty - Tigerton	447	135	582	6,770	1,799	8,569
Shawano Cty - Wittenberg	548	97	645	5,143	1,175	6,318



Shiocton	783	114	897	7,687	1007	8,694
Suring	1,368	295	1,663	13,642	3,032	16,674
Waupaca	10,465	2,841	13,306	104,333	26,302	130,635
Weyauwega	1,575	666	2,241	16,188	6,027	22,215
<b>Total</b>	<b>156,644</b>	<b>46,602</b>	<b>203,246</b>	<b>1,641,296</b>	<b>430,499</b>	<b>2,071,795</b>

Posted 11/01/23

## Director's Report – November 2023

### Halloween on Main

Halloween on Main was a big hit again in 2023. As the weather was not nearly as nice this year, it's great that we still had a sizeable turnout. Many staff members were in costume for the occasion. I am in the picture at right with staff member Simon Baumgart. The tiny human photo bombing at lower right is my youngest son Sam.

### Donated Bags

We received a sizeable number of donated bags from 4Imprint for use with the Little Free Pantry. Bags are a frequent request, and these are nice, reusable cloth bags. We are seeking a rack, preferably by donation, to hang them on for the public.

### Active Aggressor Training

For the November 3<sup>rd</sup> staff meeting we were joined by Patrol Sergeant Dan Wasrud for 'Active Aggressor (Shooter) Training.' When doing emergency planning this is always one of the most difficult portions. It's not fun to talk or think about, but it is also important and towards the top of the list of emergencies where you won't have time to read a manual to find the answer on what to do.

### Digitization Update

We have received the searchable PDF's for the first 50 of our 187 microfilm reels. We initially have them as searchable files on a portable hard drive but they are now gradually being uploaded to BadgerLink as well. These files are part of our Waupaca History 101 exhibit. I will be meeting with Jennifer Chamberlain of WiLS on Monday, November 13 to discuss future plans for the digitizing the remaining reels.

### ThedaCare Plunge 2023

On Thursday, October 12 the Library hosted the 2023 ThedaCare Plunge. Each year the Waupaca Community Health Action Team (CHAT) chooses a topic for a single day deep dive for community leaders. The topic this year was Youth Mental Health and Social Media. It was an eye opening event for many attendees and we were happy to be able to play host for the community.



Respectfully submitted,  
Eric Scott Bailey

## Adult Programs Report October 2023

### October Programs

- **Tuesday, Oct. 3** How to Start a Non-Profit-2 people
- **Wednesday, Oct 4** Lunch and Learn: Waupaca High School Robotics-14 people
- **Thursday, Oct. 5** First Thursday Film: Prisoner of Zenda-18 people
- **Thursday, Oct. 19** Brain Health w/ Dr. Rick Menet-64 people
- **Saturday, Oct 21** Book Discussion: Book of Lost Names-5 people
- **Tuesday, Oct. 24** 4-H Open House: 34 People
- **¿Cómo se dice? Weekly** 14 total people over the month (many regulars had conflicts this month)
- **Get Your Cart On: Morning Edition** 1st and 3rd Tuesdays-1 person
- **Engagement Table**
  - Week 1-2 Gnome Craft-75 total gnomes created!
  - Weeks 4 3-4 Coloring and Puzzle Books

Lunch and Learn with Synergy Homecare hosted the Waupaca High School Robotics team: WIRED in October. Attendance was up from the last month, and energy and audience participation was at an all time high. Hearing how these kids 14-18 years old engineer and program their robot for competition was engaging and brought about lots of discussion and questions. We are very grateful to the team for coming!



Our Ivan Wayne series got a face lift! Under the coordination of Laura Jandacek it has moved to a new time slot at 3:30 pm the 3rd Thursday of the month. In October Laura arranged for Dr. Rick Menet to present in Ivan's absence, where he talked about Brain Health. They came close to room capacity in Meeting Room A with 64 people! Arrangements have been made for the full A & B meeting rooms to be available from here on out.

We held a 4-H open house in the meeting room to allow people to learn more about the program. It was a great collaboration with the County 4-H coordinator Penny Tank. Many people came to experience and see what 4-H is all about. Many families left happy with the knowledge about how they can find a club to join that suits their needs.



I met with Josh Werner and Eric Bailey this month to more meaningfully share library event information to the city for sharing via their outlets. By getting our November newsletters out sooner and sharing them directly to Josh, he's been able to help promote our programs. I also created the marketing pieces for Halloween on Main, which was a great success again!

Respectfully submitted by Molly Reinke

## October 2023 – Children’s Board Report

We continue to meet, discuss, and train for the transitional period after my retirement on January 2, 2024. Jan and Paula are receptive to the many new tasks and procedures that will fall into their schedules until a new Children’s Librarian is hired. They are meeting with Eric, who will be their new supervisor, to iron out details of programming and responsibilities. Jan has assumed the scheduling of our department, and is working on collection development. She has also been joining me in meetings with collaborators, particularly our school partners.

We have been allocated up to \$200 to upgrade some game and program apps on our in-library use tablets. Some of our troubles are that our tablets are getting too old to update. Other issues involve the games themselves. Molly Reinke and Paula Reedy will be working with me over the next 6 weeks to update these tablets so our young patrons can use this technology without hiccup.

Thank you to Patsy Servey who stepped up to help at our Solar Eclipse Party (11am-1pm) on Saturday, October 14. This Annular Eclipse was exciting for young and old alike and the library provided safety eyewear for viewing. We assisted in patrons making a Solar System for their Pocket and a Pin-hole Camera as another means to safely watch the eclipse. It was cold and blustery, so we moved all the activities into the lobby.

All public school first grades visited in October and many students were able to get their first library card. This is the third year that we have mapped these new cardholders with the help of the City Zoning Office. We should be able to see a pattern develop on the City map that shows neighborhoods where young readers live so that when the library seeks outreach locations we can use this data to meet patrons where they are.

We broke our local record for reading the same book on the same day. Last year we had 425 people join our Read for the Record. This year’s book, *With Lots of Love* by Jenny Torres Sanchez, sponsored by JumpStart Read for the Record, was very timely for some of our newly immigrated families as it was about a young girl missing her family and home left behind. Thanks to the help of our school partners, we recorded 839 over the two virtual readings! Thanks, too, to the principals who provided copies of the book for each classroom.

Our Meet Me at the Library campaign saw two successful visits in October: the WMS Robotics Team hosted 79 guests at the library when they demonstrated their skills prior to their first competition. We also issued new library cards and renewed some cards for these visitors; the CEC Kindergarten made fun pumpkin activities (Art, STEM, motor skills) available in our story time room and invited them to stop to see Miller’s Pumpkins on the library front lawn.

The 3<sup>rd</sup> Annual Halloween on Main had one attendee that stayed warm --- it was Bruce the Bear! Crowds seemed a little light compared to previous years but we did see quite a few folks for photos with Bruce and his Goose Crew in front of the library. It was a busy weekend, with the Full Moon Cemetery Hike the following day. Almost 80 people came to enjoy a walk through Waupaca’s history. This collaboration between the Waupaca Historical Society and Genealogical Society was fun and educational.

Respectfully submitted,  
Sue Abrahamson, Children’s Librarian

## October 2023 Board Report Teen Department

Taylor Wilcox was invited by Patsy Servey to attend Waupaca's CHAT Plunge on Youth Mental Health and Social Media Plunge on October 12<sup>th</sup>. Both community members and high school students were invited to participate and teens were encouraged to share their own experiences throughout the day. This Plunge was a great opportunity for many and lead to a lot of really important discussions regarding social media use. One of the main things Taylor heard from her library teens that attended was that, while social media has some influence on Teen Mental Health, the bigger elephant in the room was the fact that people aren't always open to talking about mental health. They explained how that obscurity around the topic often leads to teens having to research it on their own, or deal with it alone. Taylor left the day feeling like she learned a lot, but more importantly, like she learned a lot about the teens she works with at the library. Some of those teens in particular weren't satisfied with the plunge and want to help Taylor create a program at the library that focuses on Teen Mental Health. It's wonderful to have a group of teens who want to talk about something that can be very personal, and sometimes difficult to share – and Taylor doesn't want to lose the chance to give them space to talk about it. While it will take help from the community, Taylor hopes to put something together for 2024 that focuses on this need.

Teen Volunteer Agents met at the start of October. Teens volunteered to help out with games at Halloween on Main. During Yuletide Trail our volunteers would like to sell hot chocolate.

Teens were especially excited to participate in our Dungeons and Dragons Character Creation Day. It was a great way to gauge how many patrons would be interested in playing this game during the school year. Not only that, but the teens were fully engaged the entire time, whether they were asking questions about how to build their characters or sharing their ideas in explicit levels of detail with staff members and other teens. During another afterschool activity, teens were invited to participate in our Vincent Van Ghost program. Teen staff member, Tyler, helped the teens create spooky renditions of classic paintings by adding ghosts to thrifted art. Teens could take their art home with them as well as add to the Teen Room's community painting. This was a wonderful way to create some haunting decorations for the Teen Room during Halloween time as well as encouraging these teens to take some creative risks while exploring this art trend by trying to revive these art pieces.

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

- October 4<sup>th</sup>, Teen Volunteer Agents – 5 participants, led by Taylor
- October 11<sup>th</sup> , Teen Takeover: Dungeons and Dragons – 8 participants led by Simon
- October 18<sup>th</sup>, Teen Takeover: Monster Pom Poms – 4 participants, led by Maddie
- October 25<sup>th</sup> – Teen Take Over: Vincent Van Ghost – 9 participants, led by Tyler
- October (Whole Month) – Ghost Scavenger Hunt – 15 participants, led by Maddie

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

November 9<sup>th</sup>, 2023

**Waupaca Area Public Library  
Personnel Committee Meeting  
Council Chambers  
Wednesday, November 8, 2023, 4:30 pm**

Meeting was called to order at 4:30 pm

Cory Nagel, Julie Eiden, Melanie Peterson, John Turner, John Miller, and Holly Olson were present. No one was absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, Adult Services Librarian, Patsy Servey, and City Administrator Aaron Jensen also attended.

Approval of the agenda Moved J. Turner, seconded by H Olson. Motion Passed by voice vote. 6 ayes, 0 nays, 0 absent

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

The 2024 library budget was discussed.

A presentation was given by A. Jensen on the City's Budget Process.

Recommend to Library Board Approval of the Budget Plan C with corrections. Moved M. Peterson, seconded by J. Turner. Motion Passed by roll call vote. 6 ayes, 0 nays, 0 absent

Moved by J. Turner, Seconded by M. Peterson to Adjourn. Motion Passed on a voice. 6 ayes, 0 nays, 0 absent

Meeting was adjourned at 5:42pm

Chaired by Library Director, Eric Bailey

Minutes taken and compiled by Patsy Servey and Molly Reinke

---

**Waupaca Area Public Library  
Personnel Committee Meeting  
Library Conference Room C  
Wednesday, November 1, 2023, 4:30 pm**

Meeting was called to order at 4:40 pm

Cory Nagel, Sarah Hanneman, and Julie Eiden were present. Mary Zimmerman and Holly Olsen were absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, and Adult Services Librarian, Patsy Servey also attended.

Approval of the agenda Moved J. Eiden, seconded by C. Nagel. Motion Passed by voice vote. 3 ayes, 0 nays, 2 absent

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

Interim Pay for Youth Services Staff Discussion of pay for staff members covering responsibilities of Head of Youth Services (HOYS) during vacancy was discussed.

Recommend for approval to the Library Board that Jan Rademacher and Paula Reedy will both receive an additional \$2/hour worked for interim duties, to be paid beginning January 3<sup>rd</sup>, 2024 until 2 weeks after start date of the new HOYS Moved S. Hanneman, seconded by J. Eiden. Motion Passed by roll call vote. 3 ayes, 0 nays, 2 absent

Job Descriptions and Starting Salaries: A proposal for readjusting salaries and simplifying job descriptions was presented.

Recommend for approval to the Library Board approval of proposed part time employment categories and starting salaries as outlined. Moved J. Eiden, seconded by C. Nagel. Motion Passed by roll call vote. 3 ayes, 0 nays, 2 absent

Job Evaluation for Library Director was discussed. Julie Eiden will send out evaluation forms.

Meeting was set for November 29<sup>th</sup> for Personnel Committee to evaluate the Library Director.

Moved by J. Eiden, Seconded by C. Nagel to Adjourn. Motion Passed on a voice.  
3 ayes, 0 nays, 2 absent

Meeting was adjourned at 5:36pm

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



## New Business

### Interim Pay

Two current YS staff members (Paula Reedy and Jan Rademacher) will be taking on added responsibilities during the interim. Interim pay is proposed in keeping with the City's new policy, and was reviewed and forwarded with a recommendation for approval by the Personnel Committee at their November 1, 2023 meeting. **RECOMMENDATION:** That the interim pay increase of \$2/hour for Paula Reedy and Jan Rademacher be approved, to start following Sue Abrahamson's retirement and to end 2 weeks (14 days) after the official start of the new Head of Youth Services.

### New Job Descriptions and Starting Salary Scale

New job descriptions for the Interlibrary Loan Librarian, Library Assistant and Library Associate are provided. Library Assistant's would be expected to work less than 20 hours a week part time, with an expectation of being trained to work all stations at the Main Desk with other responsibilities assigned as needed. Starting salary to be set at \$12/hour. Library Associates work 20-30 hours per week and have additional supervisory and project responsibilities. Starting salary to be set at \$14/hour. The Interlibrary Loan Librarian works 20-30 hours per week and has added collection management and project responsibilities versus a Library Associate. Starting salary to be set at \$16/hour. The budget includes funds to cover the shift. The Personnel Committee voted to recommend approval to the Library Board at their November 1, 2023 meeting. **RECOMMENDATION:** That the new job descriptions and salary scale be approved to go into effect on January 1, 2024, with existing staff to be moved to the new starting salary plus \$.10 for each full year in their current position.

### Budget for 2024

The Finance Committee voted to recommend approval of the budget at their November 8 meeting. The intent is to approve the budget at the November 15 meeting, so that it can be included in the City budget that will be approved on November 21. **RECOMMENDATION:** That the budget for 2024 be approved.

Respectfully submitted,

Eric Scott Bailey

## **CITY OF WAUPACA**

### **INTERIM COMPENSATION POLICY FOR SUPERVISORY POSITIONS**

For the purpose of this policy, vacancies may be the result of retirements, resignations, long term medical leave, or other reasons that may cause a position to be vacant for more than one calendar month. The City of Waupaca recognizes the efforts of those staff members who perform extra job duties for positions that become vacant. This policy aims to create a consistent standard in how the City recognizes those efforts for vacancies within supervisory positions, including department heads.

When there is a vacancy within a supervisory position, and that vacancy is expected to last longer than one calendar month, the Department Head (or Mayor if it is a Department Head position) within that department will be responsible for assigning interim responsibilities to another staff member for the vacant position. If the position assigned interim responsibilities is a lower-ranking position than the vacant position, they will be eligible for additional hourly pay for the time period in which they hold the interim title. Any lower-ranking staff member serving in an interim capacity for a non-department head supervisor position will be paid an additional \$2.00 per hour during their interim period. Any lower-ranking staff member serving in an interim capacity for a department head supervisor position will be paid an additional \$3.00 per hour during their interim period. If the individual performing interim duties is eventually hired into that position, all time spent in their interim role will be counted towards their probationary period.

The process for officially assigning interim duties shall require the Department Head to get City Council approval. Compensation tied to interim duties will be effective immediately after City Council approval. Department Heads shall follow criteria listed under A,B,C and D within Section 7 (Promotion) of the Employee Handbook when determining who to assign interim responsibilities to.

The City recognizes that cases may arise in which this policy does not best fit the situation. For those situations, the City Council reserves the right to approve interim compensation with different terms than what is outlined within this policy.

## Recommendations Regarding Interim Pay

Date: November 1, 2023

**POLICY:** In 2022 the City of Waupaca approved an Interim Compensation Policy. This was approved with the intention of standardizing practice. The policy provides for additional pay for staff members stepping into an interim management role. The recommendation on compensation has two tiers, with one number for staff filling in for a 'Department Head' and the other for supervisory but non-Department Head roles.

In reviewing with Aaron Jensen, he confirmed that 'Department Head' within City policy refers to the leader of a City department and that the positions of Sue Abrahamson and Patsy Servey would qualify as non-department head supervisory positions.

The policy included in your packet provides that a "staff member serving in an interim capacity for a non-department head supervisor position will be paid an additional \$2.00 per hour during their interim period." Interim pay requires Board approval.

### **POSITIONS:**

#### **1. Head of Adult Services**

- a. The Library lacks an assistant to the Head of Adult Services or a clear candidate among FT staff to step into that position. The nature of certain of the responsibilities of the position mean that most can be held for the new candidate. The most critical, IT management, has already been handed off to a PT staff member.
- b. **RECOMMENDATION: That the Library Director fill in as Head of Adult Services. No additional compensation is necessary, nor is any provided for or recommended by the policy.**

#### **2. Head of Youth Services**

- a. The Library has an Assistant Head of Youth Services and the payout for the position is much bigger. With this position vacant for a longer stretch of time, including over the busy summer months, interim individuals are needed.
- b. **RECOMMENDATION: There is a lot that needs covering here, even with assistance from staff outside the department. Jan Rademacher and Paula Reedy will be stepping in to cover in the interim. I recommend both receive the additional \$2/hour worked, to be paid for hours worked after the official end date of the current Head of Youth Services (HOYS) until 2 weeks (14 days) after the start date of the new HOYS. This has been factored into budget calculations for 2024.**

Respectfully submitted,

Eric Scott Bailey

## Proposal for Standardization of Salary Scale for Part-Time Staff Members

DATE: 11/1/2023

SUMMARY: The intent of the plan proposed is to standardize job descriptions and the associated salary scale, while also putting the Library on course to continue raising salaries to a more competitive level. Current pay and job descriptions reflect divisions of tasks and responsibilities that no longer exist as part of the regular workflow.

### CURRENT PART TIME EMPLOYMENT CATEGORIES AND STARTING SALARIES

- Circulation Assistant – Part Time less than 30 hours/week
  - \$10/hour
- Information Assistant – Part Time less than 30 hours/week
  - \$12/hour
- Interlibrary Loan Librarian – Part Time less than 30 hours/week
  - \$12/hour (uncertain)
- Library Assistant – Part Time less than 30 hours/week
  - \$10/hour
- Page – Part Time less than 30 hours/week
  - \$8/hour
- Technical Assistant – Part Time less than 20 hours/week
  - \$15/hour
- Teen Assistant – Part Time less than 30 hours/week
  - \$10/hour
- Teen Intern – Part Time less than 30 hours/week
  - \$12/hour

### PROPOSED PART TIME EMPLOYMENT CATEGORIES AND STARTING SALARIES

- Interlibrary Loan Librarian – Part Time less than 30 hours/week
  - \$16/hour
- Library Assistant – Part Time less than 20 hours/week
  - \$12/hour
- Library Associate – Part Time less than 30 hours/week and more than 20 hours/week
  - \$14/hour

### PROPOSAL FOR TRANSITION

- New job categories and salaries to go into effect as of January 1, 2024.
- Each staff member to receive an additional \$.10 for each full year they have been in their current position on staff.
- Any staff member for whom the COLA increase to their current salary would be higher than the new salary scale number will receive the COLA increase number instead.
- Staff members will receive the higher of either the salary scale adjustment or the COLA increase. They will not receive both.

Respectfully submitted,

Eric Scott Bailey

## WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

### JOB DESCRIPTION

---

<b>Position Title:</b>	<del>Circulation Library</del> Assistant
<b>Department/Location:</b>	Public Library
<b>Reports To:</b>	<del>May report to Assistant Library Director or Library Director</del> <u>A Department Head or the Library Director</u>
<b>Employees Supervised:</b>	None. <del>May train or instruct new employees</del>
<b>Interrelationships:</b>	This employee has frequent contact with library patrons and staff.

---

#### Position Summary:

The ~~Circulation Library~~ Assistant is responsible for ~~the orderly operation of the circulation desk~~  
prompt and friendly service at Library service points, operating the automated circulation system and general clerical functions in the library. This position is part time hourly with a flexible schedule that includes nights and weekends with hours totaling less than ~~30-20~~ per week.

#### Position Duties:

The functions listed below are ~~all indicative of the types of responsibilities that a Circulation Assistant must be able to perform. However, an individual employee may be assigned tasks within those described below, depending on the employee's location and work schedule.~~  
not an exhaustive list of responsibilities.

#### Qualifications:

- Education: high school diploma or equivalent.
- Experience: prefer previous library experience, exposure to automated circulation systems or high volume customer service responsibilities. Computer skills and ability to use software and systems is required.

## Duties:

- Checks materials in and out.
- Answers phone, ~~and directs calls~~ and calls patrons regarding holds and problem items with proper etiquette.
- Registers patrons according to library procedure and maintains and updates record according to procedure.
- Describes library services to patrons.
- Maintains and updates patron records.
- ~~Sorts mail.~~
- Assists patrons with technology including copier, eReaders, basic computer programs, library catalog and Internet visitor passes.
- ~~Has ability to issue SAM visitor passes.~~
- ~~Has ability to use and assist others with library catalog.~~
- ~~Has ability to assist patrons with copier.~~
- Assists with opening and closing departments.
- Attends meetings, reads blogs, and actively participates.
- ~~Calls patrons concerning holds and problem items.~~
- Shelves and shelf-reads library materials according to library practices.
- ~~Shelf-reads the collection for proper arrangement of materials.~~
- ~~Alerts supervisor to problem shelving areas.~~
- Maintains knowledge and skills for completing library services and procedures.
- ~~Maintains display items properly.~~
- ~~Assists with closing procedures.~~
- Collects materials from book drops.
- ~~Fills in at Circulation desk as needed.~~
- ~~Attends meetings, reads blogs, and actively participates.~~
- ~~Assists in training new paging staff as requested.~~
- Assists in developing and presenting programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Actual workflow for all Library Assistants will include other responsibilities as assigned.

## Job ~~Functions~~Expectations:

### Teamwork

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

### Customer Service

- Is fully present and gives customer-patron 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.

### Page Duties

- ~~• Shelves library materials according to library practices.~~
- ~~• Shelf reads the collection for proper arrangement of materials.~~
- ~~• Alerts supervisor to problem shelving areas.~~
- ~~• Maintains knowledge and skills for completing library services and procedures.~~
- ~~• Maintains display items properly.~~
- ~~• Assists with closing procedures.~~
- ~~• Collects materials from book drops.~~
- ~~• Fills in at Circulation desk as needed.~~
- ~~• Attends meetings, reads blogs, and actively participates.~~
- ~~• Assists in training new paging staff as requested.~~

### Circulation Assistant Duties

- ~~• Checks materials in and out.~~
- ~~• Answers phone and directs calls with proper etiquette.~~
- ~~• Registers patrons according to library procedure.~~
- ~~• Describes library services to patrons.~~
- ~~• Maintains and updates patron records.~~
- ~~• Sorts mail.~~
- ~~• Has ability to issue SAM visitor passes.~~
- ~~• Has ability to use and assist others with library catalog.~~
- ~~• Has ability to assist patrons with copier.~~

- ~~• Assists with opening and closing departments.~~
- ~~• Attends meetings, reads blogs, and actively participates.~~
- ~~• Calls patrons concerning holds and problem items.~~

#### **Personal Attributes Required:**

- Must gain and maintain basic knowledge of library services and procedures, related software/systems, the Internet, policies and procedures.
- Must gain and maintain detailed knowledge of circulation system, security system and related 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.

Originated May 28, 1999

Was previously titled Substitute and/ or Assistant 1

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

## WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

### JOB DESCRIPTION

---

<b>Position Title:</b>	Library Assistant
<b>Department/Location:</b>	Public Library
<b>Reports To:</b>	A Department Head or the Library Director
<b>Employees Supervised:</b>	None.
<b>Interrelationships:</b>	This employee has frequent contact with library patrons and staff.

---

#### **Position Summary:**

The Library Assistant is responsible for prompt and friendly service at Library service points, operating the automated circulation system and general clerical functions in the library. This position is part time hourly with a flexible schedule that includes nights and weekends with hours totaling less than 20 per week.

#### **Position Duties:**

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

#### **Qualifications:**

- Education: high school diploma or equivalent.
- Experience: prefer previous library experience, exposure to automated circulation systems or high volume customer service responsibilities. Computer skills and ability to use software and systems is required.

#### **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 Internet visitor passes.
- Assists with opening and closing departments.
- 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.
- Assists in developing and presenting programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Actual workflow for all Library Assistants will include other responsibilities as assigned.

### **Job Expectations:**

#### **Teamwork**

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

#### **Customer Service**

- Is fully present and gives patron 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 and maintain basic knowledge of library services and procedures, related software/systems, the Internet, policies and procedures.
- Must gain and maintain detailed knowledge of circulation system, security system and related 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.

Originated May 28, 1999

Was previously titled Substitute and/ or Assistant 1

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

## WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

### JOB DESCRIPTION

---

**Position Title:** ~~Information Assistant~~Library Associate  
**Department/Location:** Public Library  
**Reports To:** ~~Reports to Assistant Library Director or Youth Librarian or Library Director~~A Department Head or the Library Director  
**Employees Supervised:** ~~Volunteers and library employees when working as supervisor.~~None, but will occasionally be responsible for supervising library operations.  
**Interrelationships:** This employee ~~may have frequent contact with library patrons, volunteers and staff as well as newspapers, business owners, city hall staff.~~has frequent contact with library patrons and staff.

---

#### Position Summary:

The ~~Information Assistant~~Library Associate 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 ~~Information Assistant~~Library Associate has added responsibilities in ~~providing Information Services and special projects~~creating programming, assisting with the launch of new services and acting as the person in charge of the Library on occasion. This position is part time hourly with a flexible schedule that includes nights and weekends with hours totaling more than 20 and less than 30 per week.

#### Position Duties:

The functions listed below are ~~all indicative of the types of responsibilities that an Information Assistant must be able to perform. However, an individual employee may be assigned tasks within those described below, depending on the employee's location and work schedule.~~not an exhaustive list of responsibilities.

#### Qualifications:

- Education: high school diploma or equivalent. Prefer education beyond high school or significant related work experience.

~~Information Assistant~~Library Associate

- Experience: prefer 2-4 years of previous library or clerical experience. Computer skills and ability to use software and systems is required.

#### **Job Functions:**

#### **Duties:**

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

#### **Job Expectations:**

##### **Teamwork**

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

##### **Customer Service**

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

~~Information Assistant~~ Library Associate



- Is tactful, courteous, honest and diplomatic to patrons.
- Demonstrates a positive public image to patrons and teammates.

### **Page Duties**

- ~~Shelves library materials according to library practices.~~
- ~~Shelf reads the collection for proper arrangement of materials.~~
- ~~Alerts supervisor to problem shelving areas.~~
- ~~Maintains knowledge and skills for completing library services and procedures.~~
- ~~Maintains display items properly.~~
- ~~Assists with closing procedures.~~
- ~~Collects materials from book drops.~~
- ~~Fills in at Circulation desk as needed.~~
- ~~Attends meetings, reads blogs, and actively participates.~~
- ~~Assists in training new paging staff as requested.~~

### **Circulation Assistant Duties**

- ~~Checks materials in and out.~~
- ~~Answers phone and directs calls with proper etiquette.~~
- ~~Registers patrons according to library procedure.~~
- ~~Describes library services to patrons.~~
- ~~Maintains and updates patron records.~~
- ~~Sorts mail.~~
- ~~Has ability to issue SAM visitor passes.~~
- ~~Has ability to use and assist others with library catalog.~~
- ~~Has ability to assist patrons with copier.~~

- ~~Assists with opening and closing departments.~~
- ~~Attends meetings, reads blogs, and actively participates.~~
- ~~Calls patrons concerning holds and problem items.~~

### **Library Assistant Duties**

- ~~Maintains tub deliveries to system libraries.~~
- ~~Honor Materials.~~
- ~~Processes library materials.~~
- ~~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.~~
- ~~Provides information services with supervision.~~
- ~~Assists other departments and supervisors as requested.~~

### **Information Assistant Duties**

- ~~Monitors Internet users and SAM software.~~
- ~~In charge of opening and closing the library.~~
- ~~Has a working knowledge of Acquisitions module in Sierra.~~
- ~~Assists with Tax forms.~~
- ~~Reserves AV equipment and meeting rooms.~~
- ~~Has ability to count tills and file necessary reports.~~
- ~~Assists with training staff as needed.~~
- ~~Able to run needed reports with circulation software.~~
- ~~Assists with billing of patrons and sending money to appropriate recipient.~~
- ~~Records newspapers in database.~~
- ~~Repairs AV materials as necessary.~~
- ~~Assists and supervises library volunteers.~~
- ~~Assists with training of new staff.~~
- ~~Is responsible for library when administrative staff is unavailable.~~
- ~~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.~~

Information Assistant Library Associate

- ~~Helps maintain Meeting room reservations.~~
- ~~Balances petty cash.~~
- ~~Manages magazine collection.~~
- ~~Prints overdue and billed item reports.~~
- ~~Sends payments for billed items to owning libraries.~~

### **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.

Originated May 28, 1999

Revised on 6/8/2000

Was previously titled Assistant 3

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

## WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

### JOB DESCRIPTION

---

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

---

#### **Position Summary:**

The Library Associate 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 Library Associate has added responsibilities in creating programming, assisting with the launch of new services and acting as the person in charge of the Library on occasion. This position is part time hourly with a flexible schedule that includes nights and weekends with hours totaling more than 20 and less than 30 per week.

#### **Position Duties:**

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

#### **Qualifications:**

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

#### **Duties:**

- Checks materials in and out.
- Answers phone, directs calls and calls patrons regarding holds and problem items with proper etiquette.

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

#### **Job Expectations:**

##### **Teamwork**

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

##### **Customer Service**

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

**Personal Attributes Required:**

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

**Essential Physical/ Mental Requirements:**

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

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

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

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

Originated May 28, 1999

Revised on 6/8/2000

Was previously titled Assistant 3

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



## WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

### JOB DESCRIPTION

---

**Position Title:** ~~Library Associate~~Interlibrary Loan Librarian  
**Department/Location:** Public Library  
**Reports To:** A Department Head or the Library Director  
**Employees Supervised:** None, but will occasionally be responsible for supervising library operations.  
**Interrelationships:** This employee has frequent contact with library patrons and staff.

---

#### Position Summary:

The ~~Library Associate~~Interlibrary Loan Librarian 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 ~~Library Associate~~Interlibrary Loan Librarian has added responsibilities in creating programming, assisting with the launch of new services, ~~and~~ acting as the person in charge of the Library on occasion and is responsible for all interloan items. This position is part time hourly with a flexible schedule that includes nights and weekends with hours totaling more than 20 and less than 30 per week.

#### Position Duties:

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

#### Qualifications:

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

#### Duties:

- Checks materials in and out.
- Answers phone, directs calls and calls patrons regarding holds and problem items with

~~Library Associate~~Interlibrary Loan Librarian

proper etiquette.

- Registers patrons according and maintains and updates record according to procedure.
- Describes library services to patrons.
- Assists patrons with technology including copier, eReaders, basic computer programs, library catalog and SAM visitor passes.
- Assists with opening and closing departments. Supervises opening and closing if needed.
- Attends meetings, reads blog and actively participates.
- Shelves and shelf-reads library materials according to library practices.
- Maintains knowledge and skills for completing library services and procedures.
- Collects materials from book drops.
- Develops and presents programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Is responsible for library when administrative staff is unavailable.
- Assists with library volunteers, collection management, public relations, marketing, and staff training as needed.
- Maintains records of ILL transactions and communicates with lending libraries.
- Maintains knowledge and skills in library systems, WISCAT and OCLC functions.
- Sends bills for long overdue items to patrons and liaises with police as necessary.
- —
- Actual workflow for all ~~Library Associates~~ Interlibrary Loan Librarian will include other responsibilities as assigned.

## **Job Expectations:**

### **Teamwork**

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

### **Customer Service**

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

**Personal Attributes Required:**

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

**Essential Physical/ Mental Requirements:**

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

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

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

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

Originated May 28, 1999

Revised on 6/8/2000

Was previously titled Assistant 3

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

Budget Preparation Summary 2023 – **PLAN C**  
November 8, 2023

SUMMARY: The budget for 2023 is a complicated one, particularly as relates to Human Resources. This document is intended to summarize the challenges and recommendations in the budget.

1. CHALLENGES

- a. Reimbursement from Waupaca County for 2023 is down \$21,602. This is partly offset by some additional revenue from Waushara and Winnebago Counties, plus added expected revenue from passports and meeting rooms. **The City of Waupaca is projected to increase it's support for \$20,968 for 2024, resulting in an overall increase in revenue of \$10,672 for 2024.**
- b. Three long tenured full time staff members will be retiring or departing during 2024. Names and projected payout totals:
  - i. Head of Adult Services Patsy Servey: \$13,391
  - ii. Head of Youth Services Sue Abrahamson: \$39,724
  - iii. Assistant Head of Youth Services Jan Rademacher: \$39,669
  - iv. **TOTAL: \$92,784**
- c. Our very popular Hoopla database requires about **\$5,000 more** in the budget in order to continue access. It was supported primarily through gifts and donations this year.
- d. We have been transitioning to a single desk model for service since 2016. Among the Part Time staff that work at the Main Desk, there are 6 different job descriptions. All pre-date the current single-desk model. These job descriptions have different pay scales. The starting wage of \$10/hour has also proven to be a very real obstacle to hiring.
  - i. Assuming we create a new set of job descriptions, start under-20 PT at \$10/hour and over-20 PT at \$14/hour, and offer \$.10 for each year on staff **a very modest fix would cost \$5,928. This would be a proposal brought before the Personnel Committee for discussion.**
- e. **Insurance costs will be increasing by 15% in 2024.** We will dodge the full force of that in 2024 with vacancies most of the year but could see insurance costs over \$100K in 2025.
- f. We in essence need to cover 3 different budget shortfalls. A gap of about \$20K created by insurance increases and decreases in county support. The \$6K needed to begin fixing the salary scale. And finally, the \$93K needed to cover the onetime expenses related to payouts. **Recommendations reflect this division. Adjustments to address the one-time expenses in 2024 and those to address the shortfall that is due to regular expenses surging beyond available funds.**

2. RECOMMENDATIONS

- a. The Head of Youth Services and Head of Adult Services positions are essential and need to be filled. How the Assistant Head of Youth Services position responsibilities are filled can be considered after these are filled, as this position will be the last one vacated.
- b. In order for salary costs to work in 2024 and into 2025, we need to reduce costs. The current budget proposal includes:
  - i. **Use of existing general balance: \$44,531**

- ii. **Wait 9 months to fill Head of Youth Services FT position, to cover the remaining costs.**
- iii. **Wait 3 months to fill Head of Adult Services FT position, to cover the remaining costs.**
- iv. **Pay the \$39,669 owed to Assistant Head of Youth Services Jan Rademacher in FY2025.**
- v. **Eliminating the 2-6pm Main Desk shift (20 hours per week): ~\$11,480/year**
- vi. **Eliminate adult audiobook collection (new purchases): \$500/year**
- vii. **Rely on donations for ongoing support of Hoopla: \$5,000/year**
- viii. **Reduced teen room hours during the school year: \$3,256/year**
- ix. **Eliminate Teen Room summer intern: \$2,400/year**
- x. **Plus some other minor reductions in some AV budget lines.**
- xi. **Additional support from the City will allow the Library to avoid reducing hours of operation, will cover the cost of the pay scale implementation and ensure that all staff members receive a 4% COLA increase for 2024.**
- xii. **I have spent a great deal of time trying to reduce the wait to fill positions further, without luck. The fund balance can cover much, but not all, of the cost. The main challenge is the unknown insurance costs for the two new hires. There is the potential for a 32K increase in cost in insurance for these two positions. That HAS to be factored into the decision on when to hire or we risk a budget gap in 2024 that we cannot fill. Depending on who we end up hiring for the Head of Adult Services, we may be able to move up the hiring date for the Head of Youth Services.**

**3. ALSO CONSIDERED:**

- a. **The following changes have also been considered but are not recommended at this time. They are presented here for transparency.**
  - i. No paging staff Monday through Friday: ~\$8,008/Year
    - 1. **Why Not?** - This would take us down to only 2 staff in the evenings, which is not enough.
  - ii. Reduce hours on Saturdays from 9am to 2pm, to 10am to 1pm: ~\$3,120
    - 1. **Why Not?** – Trimming hours on Saturday very quickly makes for a very short day of service.
  - iii. Drop purchasing of new Adult Videos: \$2,500/year
    - 1. **Why Not?** – Videos are still are second most popular format, after books. There will come a time when this collection is phased out, but unless we have to we do not want to go ‘cold turkey’ at this time.
  - iv. Drop purchasing of new Youth Videos: \$1,701/year
    - 1. **Why Not?** – Same reason of timing as listed for Adult Videos.
  - v. Close at 6pm instead of 7pm Monday through Thursday: \$7,480/year
    - 1. **Why Not?** – We would be cutting into hours of use to working adults.
  - vi. Eliminate Hoopla altogether: \$3,000/year
    - 1. **Why Not?** – An exciting new part of our service, we get a lot of positive feedback and have gotten a recent grant.

4. LONG TERM CONSIDERATIONS:

- a. **We will end 2024 with a staff and budget with which we could redo the year within the available funds. More cost increases will happen into 2025, which will require additional cuts if current funding patterns hold. We will be reviewing and considering the following:**
  - i. Outsource some materials processing to OWLS: \$?
    - 1. For this to free up funds, it would have to result in the elimination of a FT position. Which is probably a big ask.
  - ii. Fill Assistant Head of Youth Services position with PT staff members.
    - 1. Current budget projections for 2025 are not encouraging about our ability to fill this vacancy.

CONCLUSION: Since the original presentation of the budget for 2024 a lot has been finalized and discussed. This is a budget year with an unusual number of moving parts, which has made for an interesting process. **I am confident in the budget as presented and believe that it represents our best plan forward given the resources available. I recommend that it be forwarded to the Library Board for approval.**

# 2023 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	<u>Actual Prior Year 2021</u>	<u>Actual Prior Year 2022</u>	<u>Estimate End of Year 2023</u>	<u>Approved Budget 2023</u>	<u>Budget Request 2024</u>	<u>Increase (Decrease) Budget</u>	<u>Increase (Decrease) %</u>
<b>REVENUES</b>								
<b>INTERGOVERNMENTAL</b>								
251-43215-000-000	FEDERAL: LIBRARY GRANTS		6,630					
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	384,496	378,743	408,286	408,286	386,684	(21,602)	(5.29%)
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	16,808	14,443	14,466	14,466	17,429	2,963	20.48%
NEW	COUNTY AID: LIBRARY WINNEBAGO					982	982	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	-	980	1,960	1,960	3,821	1,861	94.95%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	4,695	-	-	-	-	-	0.00%
	<b>INTERGOVERNMENTAL</b>	<b>405,999</b>	<b>400,796</b>	<b>424,712</b>	<b>424,712</b>	<b>408,916</b>	<b>(15,796)</b>	<b>(3.72%)</b>
<b>PUBLIC CHARGES FOR SERVICE</b>								
251-46710-000-000	FEES: LIBRARY COPIES	3,503	6,124	6,660	6,000	6,000	-	0.00%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	-	-	-	-	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	420	527	271	-	-	-	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	60	(113)	300	100	100	-	0.00%
NEW	FEES: PASSPORT			-	-	5,000	5,000	0.00%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	3,515	2,197	2,900	3,500	3,000	(500)	(14.29%)
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>7,498</b>	<b>8,734</b>	<b>10,131</b>	<b>9,600</b>	<b>14,100</b>	<b>4,500</b>	<b>46.88%</b>
<b>MISCELLANEOUS</b>								
251-48215-000-000	RENT: MEETING ROOMS	283	1,128	2,401	500	1,500	1,000	200.00%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	93	100	100	-	0.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-	-	0.00%
251-48550-000-000	DONATIONS: LIBRARY	36,346	40,513	67,048	42,650	61,500	18,850	44.20%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	346,554	346,554	346,554	367,522	20,968	6.05%
	<b>MISCELLANEOUS</b>	<b>383,183</b>	<b>388,195</b>	<b>416,097</b>	<b>389,804</b>	<b>430,622</b>	<b>40,818</b>	<b>10.47%</b>
	<b>TOTAL REVENUES</b>	<b>796,680</b>	<b>797,725</b>	<b>850,939</b>	<b>824,116</b>	<b>853,638</b>	<b>29,522</b>	<b>3.58%</b>
<b>EXPENDITURES</b>								
251-55111-102-000	LIBRARY: SALARIES	348,077	348,446	384,176	380,957	406,497	25,540	6.70%
251-55111-103-000	LIBRARY: OVERTIME	726	408	154	-	-	-	0.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	25,893	22,988	28,608	24,823	25,748	925	3.73%
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,931	23,524	28,665	23,337	22,970	(367)	(1.57%)
251-55111-121-000	LIBRARY: GRP HLTH INS	58,617	46,546	71,494	70,261	86,199	15,938	22.68%
251-55111-122-000	LIBRARY: LIFE INS	2,249	1,556	1,379	1,255	1,400	145	11.52%
251-55111-123-000	LIBRARY: INC PROTECT	1,910	1,451	1,364	1,931	1,903	(28)	(1.45%)



## 2023 BUDGET WORKSHEET

### LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual Prior Year <u>2021</u>	Actual Prior Year <u>2022</u>	Estimate End of Year <u>2023</u>	Approved Budget <u>2023</u>	Budget Request <u>2024</u>	Increase (Decrease) <u>Budget</u>	Increase (Decrease) <u>%</u>
251-55111-124-000	LIBRARY: WORK COMP	1,308	1,318	2,350	1,036	1,350	314	30.33%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	2,820	-	6,000	6,000	6,000	-	0.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-	-	0.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	-	316	316	748	316	(432)	(57.75%)
<b>LIBRARY FULL-TIME</b>		<b>466,234</b>	<b>446,555</b>	<b>524,505</b>	<b>510,348</b>	<b>552,382</b>	<b>42,034</b>	<b>8.24%</b>

## 2023 BUDGET WORKSHEET

### LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual Prior Year <u>2021</u>	Actual Prior Year <u>2022</u>	Estimate End of Year <u>2023</u>	Approved Budget <u>2023</u>	Budget Request <u>2024</u>	Increase (Decrease) <u>Budget</u>	Increase (Decrease) <u>%</u>
251-55112-104-000	LIBRARY: PT WAGES	121,810	125,361	104,338	121,788	134,285	12,497	10.26%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	-	0.00%
251-55112-116-000	LIBRARY: PT RETIRE	4,750	4,338	2,533	4,932	5,279	347	7.04%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,372	9,758	7,800	10,362	10,273	(89)	(0.86%)
251-55112-122-000	LIBRARY: LIFE INS	527	669	675	600	700	100	16.67%
	<b>LIBRARY: PART-TIME</b>	<b>134,625</b>	<b>140,126</b>	<b>115,346</b>	<b>137,682</b>	<b>150,537</b>	<b>12,855</b>	<b>9.34%</b>
251-55115-201-000	LIBRARY: TRAINING	4,875	3,159	2,339	4,000	4,000	-	0.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	5,139	6,296	6,413	6,000	6,413	413	6.88%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	1,000	1,000	1,000	1,000	-	0.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,774	6,608	4,969	6,500	5,000	(1,500)	(23.08%)
251-55115-215-000	LIBRARY: MOVIE LICENSE	92	-	-	-	-	-	0.00%
251-55115-216-000	LIBRARY: POSTAGE	1,252	1,116	1,295	1,000	2,000	1,000	100.00%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	987	1,435	697	1,200	1,200	-	0.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,412	27,460	27,591	27,591	27,648	57	0.21%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	577	445	364	650	650	-	0.00%
251-55115-282-000	LIBRARY: TECHNOLOGY	10,270	20,496	11,974	11,974	11,974	-	0.00%
251-55115-301-000	LIBRARY: SUPPLIES	9,147	7,477	8,304	7,500	8,000	500	6.67%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>67,525</b>	<b>75,492</b>	<b>64,948</b>	<b>67,415</b>	<b>67,885</b>	<b>470</b>	<b>0.70%</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	3,309	8,416	18,970	8,000	19,000	11,000	100.00%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	253	655	1,468	650	1,500	850	100.00%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	872	2,513	7,008	2,000	8,000	6,000	300.00%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	12,788	16,961	30,877	18,000	18,000	-	0.00%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	11,177	2,216	600	10,000	5,000	(5,000)	0.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	-	1,330	63	2,000	2,000	-	0.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	9,058	4,453	8,062	2,000	8,000	6,000	300.00%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>37,602</b>	<b>36,544</b>	<b>67,048</b>	<b>42,650</b>	<b>61,500</b>	<b>18,850</b>	<b>44.20%</b>
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,391	1,490	1,500	1,500	1,500	-	0.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,244	3,046	3,000	3,000	3,000	-	0.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,058	897	1,000	1,000	1,000	-	0.00%
	<b>LIBRARY: PROGRAMS</b>	<b>5,693</b>	<b>5,433</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>-</b>	<b>0.00%</b>

# 2023 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual Prior Year <u>2021</u>	Actual Prior Year <u>2022</u>	Estimate End of Year <u>2023</u>	Approved Budget <u>2023</u>	Budget Request <u>2024</u>	Increase (Decrease) <u>Budget</u>	Increase (Decrease) <u>%</u>
251-55130-250-115	LIBRARY: BOOKS - ADULT	17,080	16,505	17,000	17,000	17,000	-	0.00%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,881	3,244	3,420	3,420	3,000	(420)	(12.28%)
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	17,516	15,079	16,000	16,000	16,000	-	0.00%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,415	3,164	3,175	3,175	3,175	-	0.00%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	5,165	3,912	4,750	4,750	4,750	-	0.00%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	(320)	22	22	-	-	-	0.00%
	<b>LIBRARY: BOOKS</b>	<b>46,738</b>	<b>41,926</b>	<b>44,367</b>	<b>44,345</b>	<b>43,925</b>	<b>(420)</b>	<b>(0.95%)</b>
							-	
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,943	2,140	2,500	2,500	2,500	-	0.00%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	1,834	699	500	500	-	(500)	(100.00%)
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	782	522	750	750	750	-	0.00%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,872	1,424	1,701	1,701	1,200	(501)	(29.45%)
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,172	1,297	854	854	854	-	0.00%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-	-	-	0.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	416	394	468	468	-	(468)	(100.00%)
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	355	202	-	-	-	-	0.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	930	870	900	900	900	-	0.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	6,917	8,403	8,503	8,503	10,235	1,732	20.37%
	<b>LIBRARY: A/V</b>	<b>17,221</b>	<b>15,952</b>	<b>16,176</b>	<b>16,176</b>	<b>16,439</b>	<b>263</b>	<b>1.63%</b>
	<b>For Library Fund Balance</b>							
	<b>TOTAL EXPENDITURES</b>	<b>775,638</b>	<b>762,028</b>	<b>837,890</b>	<b>824,116</b>	<b>898,169</b>		
	REVENUES OVER(UNDER) EXPENDITURES	21,042	35,697	13,049	(0)	(44,531)		
	BEGINNING FUND BALANCE	28,321	28,321	44,531		0		
	ENDING FUND BALANCE	45,658	44,531	57,580				

**Outagamie Waupaca Library System**  
**Board of Trustees**  
September 21st, 2023, Meeting Minutes

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

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Marilyn Herman, Brian Looker, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

EXCUSED: Paul Girod, Wendy Hartman, Lila Malvik-Shower.

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

Forsythe moved, seconded by Thompson, to approve the August 17th, 2023, meeting minutes as presented. Motion carried.

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

Trentlage moved, seconded by Buchholtz, to approve the September 2023 checks numbered 33360 - 33404 inclusive in the amount of \$44,250.58 and payroll-related expenditures in the amount of \$71,800.14. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Looker moved, seconded by Ajmera, to approve the 2024 personnel budget including employer healthcare contribution at legal maximum. Motion carried. The Board instructed Shipps to research available ETF insurance program for 2025.

Ver Voort moved, seconded by Baeten, to approve the 2024 OWLS Budget. Motion carried.

Trentlage moved, seconded by Herman, to approve the 2024 OWLS System Plan. Motion carried.

Forsythe moved, seconded by Thompson, to approve the Services Agreement with Appleton Public Library. Motion carried.

Trustees reviewed the revised OWLSnet Borrowers' Card Program. No action taken.

Forsythe moved, seconded by Ver Voort, to approve the revised Resource Sharing: List of Exceptions. Motion carried.

Having completed the agenda, the meeting was adjourned by President Frola at 6:53pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant