



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, DECEMBER 17, 2025, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. PUBLIC INPUT
 - a. Three minutes per speaker on non-agenda items.
4. MINUTES FROM MEETING HELD WEDNESDAY, NOVEMBER 19, 2025
 - a. **ACTION ITEM: APPROVE** minutes of NOVEMBER 19, 2025 Meeting
5. MONTHLY BILLS FOR NOVEMBER 2025, **BILLS \$74,184, PERSONNEL \$68,084, Donations Expenditures \$4,237**
 - a. **ACTION ITEM: APPROVE** NOVEMBER 2025 bills, personnel costs, and donation expenditures
6. LIBRARY EXHIBIT ROOM
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
7. 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
8. DEPARTMENT REPORTS
 - A. Director's Report

- B. Adult Services Report
- C. Youth Services Report
- D. Teen Services Report

9. COMMITTEE REPORTS

- A. Finance Committee
 - a. No Meeting
- B. Planning Committee
 - a. No Meeting
- C. Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. No Meeting

10. OLD BUSINESS

- a. None

11. NEW BUSINESS

- a. Incident Reports

12. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, January 21, 2026 at 4:30 pm in-person in the Council Chambers

13. 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 NOVEMBER 19, 2025, 4:30PM

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

Meeting was called to order by Melanie Peterson at 4:32 pm.

Melanie Peterson, Julie Eiden, Sarah Hanneman, Holly Olsen, John Turner, John Miller, Alton Ross, were present. Collin Dykstra was present for Cory Nagel. Cory Nagel and Devon Feldt were absent. Library Director, Eric Bailey, Adult Services Head Jan Popple, Head of Youth Services Simon Baumgart, Exhibit Coordinator Liz Kneer were present.

APPROVAL OF AGENDA

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

The Open Meeting Law Statement was read by Melanie Peterson.

Public Input: None

Minutes from Wednesday October 15, 2025 Board Meeting.

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

Monthly bills for October 2025, BILLS \$71,127, PERSONNEL \$58,077, DONATIONS EXPENDITURES \$6,921. MOTION by J. Miller, SECOND by J. Turner to approve the October 2025 Bill, Personnel, donations expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by Roll Call vote.

Library Statistics

Copy Income **\$709.71**; Meeting Room Income **\$189.33**

Volunteer Hours **146**; Reference Transactions **1,236** Library Visits **9,175**; Internet Use: **1,046** wireless, **645** stations; Curbside service **7**; Total Library Programs **32**, Total Program Attendance **509**; Study Room Use 85; Passport Applications **14**

Interloan Chart: **3,217** items loaned, **3,016** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,481**.

Consortium Circulation Chart was presented.

Library Exhibit Room Report

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



Department Reports

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

Committee Reports

Finance Committee met Wednesday, November 12, 2025 at 4:30 pm.

MOTION by J. Turner, SECOND by H. Olson to approve the minutes of the November 12, 2025 Finance Committee meeting. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee did not meet.

Old Business –

a. WINCHESTER ACADEMY MEMORANDUM OF UNDERSTANDING

MOTION by H. Olson, SECOND by C. Dykstra to approve the Memorandum of Understanding with the Winchester Academy. 8 ayes, 0 nays, 1 absent. The motion was passed unanimously by voice vote.

b. 2026 LIBRARY BUDGET

MOTION by M. Peterson, SECOND by J. Turner to approve the 2026 Library Budget. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by Roll Call vote.

New Business

a. Incident Reports

- a. Person fell in the parking lot Wednesday November 19, 2025 but they chose not to fill out paperwork and said they were fine.

Announcements & Correspondence

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

Next meeting will be Wednesday, December 17, 2025, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 4:59 pm.

Chaired by Melanie Peterson, Library Board President

Minutes taken and compiled by Jan Popple

**2025 BUDGET WORKSHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2025	Budget	<u>% Expended</u>	<u>% Unexpended</u>
		12/31/2024	Nov-25	11/30/2025	YTD	12/31/2025		
		Prior Year	Actual	CURRENT YTD	Estimated	Approved		
		<u>Actual</u>	<u>Actual</u>	<u>Column</u>		<u>2025</u>		
REVENUES								
INTERGOVERNMENTAL								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	386,684	-	402,774	402,774	402,774	100.00%	0.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	17,429	-	17,869	17,869	17,869	100.00%	0.00%
251-43727-000-000	COUNTY AID: LIBRARY WINNEBAGO	981	-	1,006	1,006	1,006	100.00%	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	3,821	-	4,906	4,906	3,898	125.86%	(25.86%)
	INTERGOVERNMENTAL	408,915	-	426,555	426,555	425,547	100.24%	(0.24%)
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,884	677	7,804	8,644	6,000	130.07%	(30.07%)
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	507	-	282	282	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	(303)	30	(216)	(276)	100	-216.38%	316.38%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,438	329	3,262	3,309	2,500	130.50%	(30.50%)
251-46740-000-000	FEES: PASSPORT	5,160	105	5,896	6,980	7,500	78.61%	21.39%
	PUBLIC CHARGES FOR SERVICE	14,686	1,141	17,028	18,939	16,100	105.76%	(5.76%)
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,686	239	1,837	1,944	1,500	122.45%	(22.45%)
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	50	-	115	153	100	115.00%	(15.00%)
251-48550-000-000	DONATIONS: LIBRARY	45,865	21,477	33,427	35,148	61,500	54.35%	45.65%
251-49210-000-000	TRANSFER FROM GENERAL FUND	367,522	-	373,035	373,035	373,035	100.00%	0.00%
	MISCELLANEOUS	415,123	21,716	408,414	410,280	436,135	93.64%	6.36%
	TOTAL REVENUES	838,723	22,856	851,997	855,775	877,782	97.06%	2.94%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	392,078	33,314	353,797	381,320	388,564	91.05%	8.95%
251-55111-103-000	LIBRARY: OVERTIME	307	176	1,365	1,365	-		
251-55111-118-000	LIBRARY: SOCIAL SECURITY	26,126	3,114	27,767	29,842	28,518	97.37%	2.63%
251-55111-119-000	LIBRARY: RETIREMENT (R)	27,059	3,347	28,967	31,196	26,882	107.76%	(7.76%)
251-55111-121-000	LIBRARY: GRP HLTH INS	78,950	10,309	84,117	90,989	108,778	77.33%	22.67%
251-55111-122-000	LIBRARY: LIFE INS	1,152	186	1,252	1,500	1,500	83.49%	16.51%
251-55111-123-000	LIBRARY: INC PROTECT	-	-	-	2,000	2,000	0.00%	100.00%
251-55111-124-000	LIBRARY: WORK COMP	2,690	-	3,459	3,459	3,500	98.82%	1.18%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	-	6,000	6,000	0.00%	100.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	240	-	240	320	316	75.95%	24.05%
	LIBRARY: RETIREMENT PAYOUT	-	-	34,850	34,850	39,669	87.85%	12.15%
	LIBRARY FULL-TIME	528,602	50,446	535,814	582,841	605,727	88.46%	11.54%

2025 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2025	Budget	% Expended	% Unexpended
		12/31/2024	Nov-25	11/30/2025		12/31/2025		
		Prior Year	Actual	CURRENT YTD	YTD	Approved		
		Actual	Actual	Column	Estimated	2025		
251-55112-104-000	LIBRARY: PT WAGES	115,017	16,057	112,100	123,661	107,259	104.51%	(4.51%)
251-55112-116-000	LIBRARY: PT RETIRE	3,610	280	2,548	2,739	4,067	62.65%	37.35%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	8,588	1,207	8,722	9,572	8,205	106.31%	(6.31%)
251-55112-122-000	LIBRARY: LIFE INS	632	93	634	600	550	115.32%	(15.32%)
	LIBRARY: PART-TIME	127,847	17,638	124,005	136,572	120,081	103.27%	(3.27%)
251-55115-201-000	LIBRARY: TRAINING	2,879	-	824	2,000	2,000	41.22%	58.78%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,809	-	7,014	7,014	6,809	103.00%	(3.00%)
251-55115-209-000	LIBRARY: INS & BONDING	2,100	-	2,220	2,200	2,100	105.71%	(5.71%)
251-55115-211-000	LIBRARY: CONTRACT SERVICES	2,717	1,158	5,247	5,187	4,000	131.18%	(31.18%)
251-55115-215-000	LIBRARY: MOVIE LICENSE	440	-	455	455	-		
251-55115-216-000	LIBRARY: POSTAGE	1,928	-	1,565	2,041	2,000	78.25%	21.75%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	762	-	386	1,200	1,200	32.19%	67.81%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,648	-	27,783	27,783	27,783	100.00%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	553	-	721	650	650	110.91%	(10.91%)
251-55115-282-000	LIBRARY: TECHNOLOGY	11,829	336	6,166	5,754	5,267	117.06%	(17.06%)
251-55115-301-000	LIBRARY: SUPPLIES	10,850	-	5,680	7,349	10,000	56.80%	43.20%
	LIBRARY: OPERATING EXPENSES	68,514	1,494	58,061	61,633	61,809	93.94%	6.06%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	18,428	2,293	18,340	19,359	19,000	96.53%	3.47%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,383	175	1,403	1,481	1,500	93.53%	6.47%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	5,686	-	2,801	2,337	8,000	35.01%	64.99%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	13,725	170	6,606	7,496	18,000	36.70%	63.30%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	119	1,599	1,599	-	5,000	31.98%	68.02%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	25	-	90	-	2,000	4.52%	95.48%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,226	-	6,680	4,475	8,000	83.50%	16.50%
	LIBRARY: DONATION EXPENSES	43,592	4,237	37,519	35,148	61,500	61.01%	38.99%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,529	-	1,191	1,500	1,500	79.38%	20.62%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,040	-	1,819	3,000	3,000	60.64%	39.36%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	934	-	816	1,000	1,000	81.58%	18.42%
	LIBRARY: PROGRAMS	5,504	-	3,826	5,500	5,500	69.56%	30.44%

2025 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2025	Budget	<u>% Expended</u>	<u>% Unexpended</u>
		12/31/2024	Nov-25	11/30/2025	YTD	12/31/2025		
		Prior Year		CURRENT YTD	Estimated	Approved		
		<u>Actual</u>	<u>Actual</u>	<u>Column</u>		<u>2025</u>		
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,132	-	12,356	17,000	17,000	72.68%	27.32%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,523	369	2,118	3,000	3,000	70.60%	29.40%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,221	-	14,555	16,000	16,000	90.97%	9.03%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,174	-	1,745	3,175	3,175	54.95%	45.05%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,520	-	4,405	4,600	4,600	95.77%	4.23%
	LIBRARY: BOOKS	41,570	369	35,179	43,775	43,775	80.36%	19.64%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,655	-	1,488	2,500	2,300	64.69%	35.31%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	-	-	224	1,000	1,000	22.43%	77.57%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	667	-	311	600	600	51.82%	48.18%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,208	-	641	1,200	1,200	53.44%	46.57%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	-	854	854	854	100.00%	0.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	964	-	323	900	900	35.86%	64.14%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	10,235	-	12,235	12,235	12,235	100.00%	0.00%
	LIBRARY: A/V	16,584	-	16,076	19,289	19,089	84.22%	15.78%
	TOTAL EXPENDITURES	832,213	74,184	810,479	884,758	917,481	88.34%	11.66%
	REVENUES OVER(UNDER) EXPENDITURES	6,511			(28,983)	(39,699)		
	BEGINNING FUND BALANCE	57,874			57,874			
					28,891			

2025 BUDGET WORKSHEET
LIBRARY FUND

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LIBRARY FUND

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Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO					
		09/30/2025 (09/25) Balance	.00 *	.00 *	402,774.00-
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	402,774.00-
YTD Encumbrance	.00	YTD Actual 402,774.00- Total 402,774.00-	YTD Budget 402,774.00-	Unearned .00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		09/30/2025 (09/25) Balance	.00 *	.00 *	18,875.00-
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	18,875.00-
YTD Encumbrance	.00	YTD Actual 18,875.00- Total 18,875.00-	YTD Budget 17,869.00-	Unearned 1,006.00-	
251-43726-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,006.00-	Unearned 1,006.00	
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	4,906.00-
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	4,906.00-
YTD Encumbrance	.00	YTD Actual 4,906.00- Total 4,906.00-	YTD Budget 3,898.00-	Unearned 1,008.00-	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	6,482.97-
CR	1000024438	COPIES LIBRARY DEPOSIT - LIBRARY 10.4.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 10.4.25		161.42-	
CR	1000024457	COPIES LIBRARY DEPOSIT - library 10.11.25 Description: COPIES LIBRARY DEPOSIT - library 10.11.25		119.68-	
CR	1000024477	COPIES LIBRARY DEPOSIT - LIBRARY 10.18.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 10.18.25		172.37-	
CR	1000024494	COPIES LIBRARY DEPOSIT - LIBRARY 10.25.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 10.25.25		190.62-	
		10/31/2025 (10/25) Period Totals and Balance	.00 *	644.09- *	7,127.06-
CR	1000024501	COPIES LIBRARY DEPOSIT - LIBRARY 11.1.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11.1.25		125.12-	
CR	1000024526	COPIES LIBRARY DEPOSIT - LIBRARY 11.8.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11.8.25		165.78-	
CR	1000024548	COPIES LIBRARY DEPOSIT - LIBRARY 11.15.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11.15.25		175.17-	
CR	1000024560	COPIES LIBRARY DEPOSIT - LIBRARY 11.22.25 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11.22.25		210.81-	
		11/30/2025 (11/25) Period Totals and Balance	.00 *	676.88- *	7,803.94-
YTD Encumbrance	.00	YTD Actual 7,803.94- Total 7,803.94- YTD Budget 6,000.00- Unearned 1,803.94-			
251-46715-000-000 FEES: LIBRARY POSTAGE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
251-46720-000-000 FEES: LIBRARY PROGRAMS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
251-46725-000-000 FEES: LIBRARY OVERDUE FEES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	282.36-
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	282.36-
YTD Encumbrance	.00	YTD Actual 282.36- Total 282.36- YTD Budget .00 Unearned 282.36-			
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	206.99

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY (continued)					
AP	132	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6144651 **Desc: COLLECTION AGENCY (6) - SEPT 2025 **Inv. Date: 10/01/25	59.10		
CR	1000024477	COLLECTIONS - LIBRARY 10.18.25 Description: COLLECTIONS - LIBRARY 10.18.25		10.00-	
CR	1000024494	COLLECTIONS - LIBRARY 10.25.25 Description: COLLECTIONS - LIBRARY 10.25.25		9.71-	
		10/31/2025 (10/25) Period Totals and Balance	59.10 *	19.71- *	246.38
CR	1000024548	COLLECTIONS - LIBRARY 11.15.25 Description: COLLECTIONS - LIBRARY 11.15.25		20.00-	
CR	1000024560	COLLECTIONS - LIBRARY 11.22.25 Description: COLLECTIONS - LIBRARY 11.22.25		10.00-	
		11/30/2025 (11/25) Period Totals and Balance	.00 *	30.00- *	216.38
YTD Encumbrance	.00	YTD Actual 216.38 Total 216.38 YTD Budget 100.00- Unearned 316.38			
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	2,481.69-
AP	310	IOLA PUBLIC LIBRARY **VendorNo: 854 **Inv. No: OWWAU09242025000001 **Desc: #31389021270418 PAID IN WAUPACA **Inv. Date: 09/24/25	15.00		
AP	57	BIRNAMWOOD BRANCH LIBRARY **VendorNo: 218 **Inv. No: OWWAU10012025000001 **Desc: BOOK REPLACEMENT 38009000355369 **Inv. Date: 10/01/25	24.00		
AP	311	IOLA PUBLIC LIBRARY **VendorNo: 854 **Inv. No: OWWAU10092025000001 **Desc: LOST BOOK 31389028093441 **Inv. Date: 10/09/25	27.95		
AP	123	NEW LONDON PUBLIC LIBRARY **VendorNo: 1362 **Inv. No: OWWAU10112025000001 **Desc: DAMAGED BOOK 31389022335277 **Inv. Date: 10/11/25	17.00		
AP	329	WEYAUWEGA PUBLIC LIBRARY **VendorNo: 2137 **Inv. No: OWWAU1018202500000001 **Desc: LOST BOOK 31389025794249 **Inv. Date: 10/18/25	15.00		
CR	1000024438	MATERIAL REPL LIB DEPOSIT - LIBRARY 10.4.25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 10.4.25		105.00-	
CR	1000024457	MATERIAL REPL LIB DEPOSIT - library 10.11.25 Description: MATERIAL REPL LIB DEPOSIT - library 10.11.25		192.08-	
CR	1000024477	MATERIAL REPL LIB DEPOSIT - LIBRARY 10.18.25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 10.18.25		13.00-	
CR	1000024494	MATERIAL REPL LIB DEPOSIT - LIBRARY 10.25.25 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 10.25.25		239.76-	
		10/31/2025 (10/25) Period Totals and Balance	98.95 *	549.84- *	2,932.58-
AP	22	STURM MEMORIAL LIBRARY **VendorNo: 2307 **Inv. No: OWWAU10202025000001 **Desc: #31389024800278 PD IN WAUPACA **Inv. Date: 10/20/25	20.00		
AP	42	CLINTONVILLE PUBLIC LIBRARY	22.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued)						
**VendorNo: 391 **Inv. No: OWWAU10282025000002 **Desc: #31389025192170 DAMAGED BOOK **Inv. Date: 10/29/25						
AP	149	KAUKAUNA PUBLIC LIBRARY	9.99			
**VendorNo: 1002 **Inv. No: OWWAU11182025000002 **Desc: LOST AVIDEO 31389027733831 **Inv. Date: 11/19/25						
AP	331	CLINTONVILLE PUBLIC LIBRARY	8.74			
**VendorNo: 391 **Inv. No: OWWAU11182025000002 **Desc: LOST CVIDEO 31389022601256 **Inv. Date: 11/19/25						
CR	1000024501	MATERIAL REPL LIB DEPOSIT - LIBRARY 11.1.25		151.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11.1.25						
CR	1000024526	MATERIAL REPL LIB DEPOSIT - LIBRARY 11.8.25		64.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11.8.25						
CR	1000024548	MATERIAL REPL LIB DEPOSIT - LIBRARY 11.15.25		12.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11.15.25						
CR	1000024560	MATERIAL REPL LIB DEPOSIT - LIBRARY 11.22.25		163.60-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11.22.25						
11/30/2025 (11/25) Period Totals and Balance			60.73 *	390.60- *	3,262.45-	
YTD Encumbrance	.00	YTD Actual	3,262.45- Total	3,262.45- YTD Budget	2,500.00- Unearned	762.45-
251-46740-000-000 FEES: LIBRARY PASSPORT						
09/30/2025 (09/25) Balance			.00 *	.00 *	4,954.94-	
CR	1000024438	PASSPORT - LIBRARY 10.4.25		280.00-		
Description: PASSPORT - LIBRARY 10.4.25						
CR	1000024457	PASSPORT - library 10.11.25		68.94-		
Description: PASSPORT - library 10.11.25						
CR	1000024477	PASSPORT - LIBRARY 10.18.25		105.00-		
Description: PASSPORT - LIBRARY 10.18.25						
CR	1000024494	PASSPORT - LIBRARY 10.25.25		137.88-		
Description: PASSPORT - LIBRARY 10.25.25						
10/31/2025 (10/25) Period Totals and Balance			.00 *	591.82- *	5,546.76-	
CR	1000024501	PASSPORT - LIBRARY 11.1.25		105.00-		
Description: PASSPORT - LIBRARY 11.1.25						
CR	1000024526	PASSPORT - LIBRARY 11.8.25		140.00-		
Description: PASSPORT - LIBRARY 11.8.25						
CR	1000024560	PASSPORT - LIBRARY 11.22.25		33.94-		
Description: PASSPORT - LIBRARY 11.22.25						
11/30/2025 (11/25) Period Totals and Balance			.00 *	278.94- *	5,825.70-	
YTD Encumbrance	.00	YTD Actual	5,825.70- Total	5,825.70- YTD Budget	7,500.00- Unearned	1,674.30
251-48215-000-000 RENT: MEETING ROOMS						
09/30/2025 (09/25) Balance			.00 *	.00 *	1,458.40-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-48215-000-000 RENT: MEETING ROOMS (continued)						
CR	1000024457	ROOM RENTAL LIBRARY DEPOSIT - library 10.11.25 Description: ROOM RENTAL LIBRARY DEPOSIT - library 10.11.25		30.00-		
CR	1000024477	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 10.18.25 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 10.18.25		90.00-		
CR	1000024494	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 10.25.25 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 10.25.25		19.33-		
		10/31/2025 (10/25) Period Totals and Balance	.00 *	139.33- *	1,597.73-	
CR	1000024501	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11.1.25 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11.1.25		50.00-		
CR	1000024548	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11.15.25 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11.15.25		60.00-		
CR	1000024560	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11.22.25 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11.22.25		129.07-		
		11/30/2025 (11/25) Period Totals and Balance	.00 *	239.07- *	1,836.80-	
YTD Encumbrance	.00	YTD Actual	1,836.80- Total	1,836.80- YTD Budget	1,500.00- Unearned	336.80-
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP						
		09/30/2025 (09/25) Balance	.00 *	.00 *	115.00-	
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	115.00-	
YTD Encumbrance	.00	YTD Actual	115.00- Total	115.00- YTD Budget	100.00- Unearned	15.00-
251-48451-000-000 INSURANCE CLAIMS LIBRARY						
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00	
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-48510-000-000 MISC REV: REBATES						
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00	
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-48550-000-000 DONATIONS: LIBRARY						
		09/30/2025 (09/25) Balance	.00 *	.00 *	11,697.59-	
CR	1000024438	DONATION- - LIBRARY 10.4.25		180.30-		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48550-000-000 DONATIONS: LIBRARY (continued)					
		Description: DONATION- - LIBRARY 10.4.25			
CR	1000024477	DONATION- - LIBRARY 10.18.25		22.00-	
		Description: DONATION- - LIBRARY 10.18.25			
CR	1000024494	DONATION- - LIBRARY 10.25.25		50.00-	
		Description: DONATION- - LIBRARY 10.25.25			
		10/31/2025 (10/25) Period Totals and Balance	.00 *	252.30- *	11,949.89-
CR	1000024501	DONATION- - LIBRARY 11.1.25		294.64-	
		Description: DONATION- - LIBRARY 11.1.25			
CR	1000024526	DONATION- - LIBRARY 11.8.25		3,407.05-	
		Description: DONATION- - LIBRARY 11.8.25			
CR	1000024548	DONATION- - LIBRARY 11.15.25		17,752.18-	
		Description: DONATION- - LIBRARY 11.15.25			
CR	1000024560	DONATION- - LIBRARY 11.22.25		23.00-	
		Description: DONATION- - LIBRARY 11.22.25			
		11/30/2025 (11/25) Period Totals and Balance	.00 *	21,476.87- *	33,426.76-
YTD Encumbrance	.00	YTD Actual 33,426.76- Total	33,426.76- YTD Budget	61,500.00- Unearned	28,073.24
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
251-49210-000-000 TRANSFER FROM GENERAL FUND					
		09/30/2025 (09/25) Balance	.00 *	.00 *	373,035.00-
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	373,035.00-
YTD Encumbrance	.00	YTD Actual 373,035.00- Total	373,035.00- YTD Budget	373,035.00- Unearned	.00
251-49300-000-000 FUND BALANCES APPLIED					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
251-55111-101-000 LIBRARY: SALARIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-101-000 LIBRARY: SALARIES (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-102-000 LIBRARY: WAGES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	293,010.09
PB	141	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	50.00		
PC	20	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	13,711.22		
PC	137	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	13,711.20		
		10/31/2025 (10/25) Period Totals and Balance	27,472.42 *	.00 *	320,482.51
PB	135	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	50.00		
PB	597	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	50.00		
PC	20	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	13,711.21		
PC	135	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	13,711.20		
PC	263	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	13,682.60		
		11/30/2025 (11/25) Period Totals and Balance	41,205.01 *	.00 *	361,687.52
YTD Encumbrance	.00	YTD Actual 361,687.52 Total 361,687.52	YTD Budget 388,564.00	Unexpended 26,876.48	
251-55111-103-000 LIBRARY: OVERTIME					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,165.29
PC	21	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	24.11		
		10/31/2025 (10/25) Period Totals and Balance	24.11 *	.00 *	1,189.40
PC	21	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	39.65		
PC	200	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	34.34		
PC	264	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	101.37		
		11/30/2025 (11/25) Period Totals and Balance	175.36 *	.00 *	1,364.76
YTD Encumbrance	.00	YTD Actual 1,364.76 Total 1,364.76	YTD Budget .00	Unexpended 1,364.76-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-106-000 LIBRARY: HOLIDAY PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-106-000 LIBRARY: HOLIDAY PAY (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
251-55111-107-000 LIBRARY: SICK PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
251-55111-108-000 LIBRARY: VACATION PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	22,582.17
PB	22	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	1,036.24		
PB	250	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	1,034.40		
		10/31/2025 (10/25) Period Totals and Balance	2,070.64 *	.00 *	24,652.81
PB	22	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	1,037.44		
PB	247	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	1,037.03		
PB	471	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	1,039.96		
		11/30/2025 (11/25) Period Totals and Balance	3,114.43 *	.00 *	27,767.24
YTD Encumbrance	.00	YTD Actual 27,767.24 Total 27,767.24 YTD Budget 28,518.00	Unexpended 750.76		
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		09/30/2025 (09/25) Balance	.00 *	.00 *	23,394.49
PB	21	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	1,113.74		
PB	249	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	1,112.07		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-119-000 LIBRARY: RETIREMENT (R) (continued)					
		10/31/2025 (10/25) Period Totals and Balance	2,225.81 *	.00 *	25,620.30
PB	21	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	1,114.82		
PB	246	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	1,114.46		
PB	470	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	1,117.13		
		11/30/2025 (11/25) Period Totals and Balance	3,346.41 *	.00 *	28,966.71
YTD Encumbrance	.00	YTD Actual	28,966.71	Total	28,966.71
		YTD Budget	26,882.00	Unexpended	2,084.71-
251-55111-121-000 LIBRARY: GRP HLTH INS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	66,935.20
PB	139	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	3,019.61		
PB	362	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	3,019.61		
PC	22	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	416.68		
PC	138	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	416.68		
		10/31/2025 (10/25) Period Totals and Balance	6,872.58 *	.00 *	73,807.78
PB	132	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	3,019.61		
PB	357	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	3,019.61		
PB	594	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	3,019.61		
PC	22	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	416.68		
PC	136	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	416.68		
PC	265	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	416.68		
		11/30/2025 (11/25) Period Totals and Balance	10,308.87 *	.00 *	84,116.65
YTD Encumbrance	.00	YTD Actual	84,116.65	Total	84,116.65
		YTD Budget	108,778.00	Unexpended	24,661.35
251-55111-122-000 LIBRARY: LIFE INS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	942.10
PB	140	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	62.05		
PB	363	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	62.05		
		10/31/2025 (10/25) Period Totals and Balance	124.10 *	.00 *	1,066.20
PB	133	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	62.05		
PB	358	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	62.05		
PB	595	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	62.05		
		11/30/2025 (11/25) Period Totals and Balance	186.15 *	.00 *	1,252.35
YTD Encumbrance	.00	YTD Actual	1,252.35	Total	1,252.35
		YTD Budget	1,500.00	Unexpended	247.65
251-55111-123-000 LIBRARY: INC PROTECT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-123-000 LIBRARY: INC PROTECT (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
251-55111-124-000 LIBRARY: WORK COMP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	3,458.65
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	3,458.65
YTD Encumbrance	.00	YTD Actual 3,458.65 Total 3,458.65	YTD Budget 3,500.00	Unexpended 41.35	
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-129-000 LIBRARY: UNEMPLOYMENT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		09/30/2025 (09/25) Balance	.00 *	.00 *	240.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	240.00
YTD Encumbrance	.00	YTD Actual 240.00 Total 240.00	YTD Budget 316.00	Unexpended 76.00	
251-55112-104-000 LIBRARY: PT WAGES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	85,700.78
PC	78	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	5,132.45		
PC	201	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	5,209.45		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-104-000 LIBRARY: PT WAGES (continued)					
		10/31/2025 (10/25) Period Totals and Balance	10,341.90 *	.00 *	96,042.68
PC	75	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	5,648.01		
PC	198	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	5,755.78		
PC	319	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	4,653.90		
		11/30/2025 (11/25) Period Totals and Balance	16,057.69 *	.00 *	112,100.37
YTD Encumbrance	.00	YTD Actual 112,100.37 Total 112,100.37 YTD Budget 107,259.00 Unexpended 4,841.37-			
251-55112-110-000 LIBRARY: PTO					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55112-116-000 LIBRARY: PT RETIRE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	2,062.05
PB	145	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	109.91		
PB	367	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	95.88		
		10/31/2025 (10/25) Period Totals and Balance	205.79 *	.00 *	2,267.84
PB	138	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	108.23		
PB	362	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	95.40		
PB	600	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	76.58		
		11/30/2025 (11/25) Period Totals and Balance	280.21 *	.00 *	2,548.05
YTD Encumbrance	.00	YTD Actual 2,548.05 Total 2,548.05 YTD Budget 4,067.00 Unexpended 1,518.95			
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	6,729.35
PB	142	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	391.06		
PB	364	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	394.97		
		10/31/2025 (10/25) Period Totals and Balance	786.03 *	.00 *	7,515.38
PB	134	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	424.98		
PB	359	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	433.18		
PB	596	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	348.89		
		11/30/2025 (11/25) Period Totals and Balance	1,207.05 *	.00 *	8,722.43
YTD Encumbrance	.00	YTD Actual 8,722.43 Total 8,722.43 YTD Budget 8,205.00 Unexpended 517.43-			
251-55112-122-000 LIBRARY: LIFE INS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	479.61

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-122-000 LIBRARY: LIFE INS (continued)					
PB	144	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	30.93		
PB	366	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	30.93		
		10/31/2025 (10/25) Period Totals and Balance	61.86 *	.00 *	541.47
PB	137	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	30.93		
PB	361	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	30.93		
PB	599	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	30.93		
		11/30/2025 (11/25) Period Totals and Balance	92.79 *	.00 *	634.26
YTD Encumbrance	.00	YTD Actual 634.26 Total 634.26 YTD Budget	550.00	Unexpended 84.26-	
251-55112-123-000 LIBRARY: INC PROTECT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-201-000 LIBRARY: TRAVEL					
		09/30/2025 (09/25) Balance	.00 *	.00 *	824.48
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	824.48
YTD Encumbrance	.00	YTD Actual 824.48 Total 824.48 YTD Budget	2,000.00	Unexpended 1,175.52	
251-55115-206-000 LIBRARY: TELEPHONE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00	Unexpended .00	
251-55115-207-000 LIBRARY: MAINT OF EQUIP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
AP	277	BIBLIOTHECA LLC	7,013.54		
		**VendorNo: 2485 **Inv. No: SO-US69286 **Desc: ANNUAL MAINTENANCE AGREEMENT FOR RFID GATES/SELF CHECK **Inv. Date: 10/06/25			
		10/31/2025 (10/25) Period Totals and Balance	7,013.54 *	.00 *	7,013.54
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	7,013.54
YTD Encumbrance	.00	YTD Actual 7,013.54 Total 7,013.54 YTD Budget	6,809.00	Unexpended 204.54-	
251-55115-209-000 LIBRARY: INS & BONDING					
		09/30/2025 (09/25) Balance	.00 *	.00 *	2,220.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-209-000 LIBRARY: INS & BONDING (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	2,220.00
YTD Encumbrance	.00	YTD Actual 2,220.00 Total 2,220.00	YTD Budget 2,100.00	Unexpended 120.00-	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	3,890.45
AP	327	OFFICE TECHNOLOGY GROUP	198.19		
		**VendorNo: 1406 **Inv. No: 323661 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 10/17/25			
		10/31/2025 (10/25) Period Totals and Balance	198.19 *	.00 *	4,088.64
AP	21	WILS	997.50		
		**VendorNo: 2181 **Inv. No: WIL030 **Desc: 25-26 STRATEGIC PLANNING COHORT **Inv. Date: 10/31/25			
AP	353	OFFICE TECHNOLOGY GROUP	160.91		
		**VendorNo: 1406 **Inv. No: 324830 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 11/18/25			
		11/30/2025 (11/25) Period Totals and Balance	1,158.41 *	.00 *	5,247.05
YTD Encumbrance	.00	YTD Actual 5,247.05 Total 5,247.05	YTD Budget 4,000.00	Unexpended 1,247.05-	
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	132.77
AP	8	OUTAGAMIE WAUPACA LIBRARY	322.00		
		**VendorNo: 1427 **Inv. No: 4685 **Desc: SWANK MOVIE LICENSE **Inv. Date: 09/29/25			
		10/31/2025 (10/25) Period Totals and Balance	322.00 *	.00 *	454.77
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	454.77
YTD Encumbrance	.00	YTD Actual 454.77 Total 454.77	YTD Budget .00	Unexpended 454.77-	
251-55115-216-000 LIBRARY: POSTAGE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,564.95
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	1,564.95
YTD Encumbrance	.00	YTD Actual 1,564.95 Total 1,564.95	YTD Budget 2,000.00	Unexpended 435.05	
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	386.33
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	386.33
YTD Encumbrance	.00	YTD Actual 386.33 Total 386.33	YTD Budget 1,200.00	Unexpended 813.67	
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	27,783.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	27,783.00
YTD Encumbrance	.00	YTD Actual 27,783.00 Total 27,783.00 YTD Budget 27,783.00 Unexpended .00			
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	720.91
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	720.91
YTD Encumbrance	.00	YTD Actual 720.91 Total 720.91 YTD Budget 650.00 Unexpended 70.91-			
251-55115-282-000 LIBRARY: TECHNOLOGY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	5,829.70
AP	325	DRS SOUND INC	336.00		
		**VendorNo: 2927 **Inv. No: 10.14.25 **Desc: DRS SOUND - HEARING LOOP REPAIR **Inv. Date: 10/14/25			
		11/30/2025 (11/25) Period Totals and Balance	336.00 *	.00 *	6,165.70
YTD Encumbrance	.00	YTD Actual 6,165.70 Total 6,165.70 YTD Budget 5,267.00 Unexpended 898.70-			
251-55115-301-000 LIBRARY: SUPPLIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	5,659.98
AP	7	OFFICE OUTFITTERS	19.99		
		**VendorNo: 1405 **Inv. No: 525343 **Desc: STAFF NAMETAG **Inv. Date: 09/23/25			
		10/31/2025 (10/25) Period Totals and Balance	19.99 *	.00 *	5,679.97
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	5,679.97
YTD Encumbrance	.00	YTD Actual 5,679.97 Total 5,679.97 YTD Budget 10,000.00 Unexpended 4,320.03			
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	14,519.04
PC	79	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	764.16		
PC	202	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	764.16		
		10/31/2025 (10/25) Period Totals and Balance	1,528.32 *	.00 *	16,047.36

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-104-000 LIBRARY: DONATIONS PT WAGES (continued)					
PC	76	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	764.16		
PC	199	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	764.16		
PC	320	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	764.16		
		11/30/2025 (11/25) Period Totals and Balance	2,292.48 *	.00 *	18,339.84
YTD Encumbrance	.00	YTD Actual 18,339.84 Total 18,339.84 YTD Budget 19,000.00 Unexpended 660.16			
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,110.65
PB	143	PAYROLL TRANS FOR 10/5/2025 PAY PERIOD	58.46		
PB	365	PAYROLL TRANS FOR 10/19/2025 PAY PERIOD	58.46		
		10/31/2025 (10/25) Period Totals and Balance	116.92 *	.00 *	1,227.57
PB	136	PAYROLL TRANS FOR 11/2/2025 PAY PERIOD	58.46		
PB	360	PAYROLL TRANS FOR 11/16/2025 PAY PERIOD	58.46		
PB	598	PAYROLL TRANS FOR 11/30/2025 PAY PERIOD	58.46		
		11/30/2025 (11/25) Period Totals and Balance	175.38 *	.00 *	1,402.95
YTD Encumbrance	.00	YTD Actual 1,402.95 Total 1,402.95 YTD Budget 1,500.00 Unexpended 97.05			
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,801.15
AP	1	MIDWEST TAPE LLC	1,000.00		
		**VendorNo: 1263 **Inv. No: 2000020367-OCT2025 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 10/03/25			
		10/31/2025 (10/25) Period Totals and Balance	1,000.00 *	.00 *	2,801.15
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	2,801.15
YTD Encumbrance	.00	YTD Actual 2,801.15 Total 2,801.15 YTD Budget 8,000.00 Unexpended 5,198.85			
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	6,053.21
AP	6	OFFICE OUTFITTERS	382.80		
		**VendorNo: 1405 **Inv. No: 518162 **Desc: ANNIVERSARY BANNERS **Inv. Date: 08/31/25			
		10/31/2025 (10/25) Period Totals and Balance	382.80 *	.00 *	6,436.01
AP	2	OFFICE OUTFITTERS	44.95		
		**VendorNo: 1405 **Inv. No: 526424 **Desc: PLAQUE FOR LUNCH & LEARN DONATION FUNDING **Inv. Date: 10/16/25			
AP	158	SCHOOL DISTRICT OF WAUPACA	125.00		
		**VendorNo: 1667 **Inv. No: MR111925 **Desc: MADRIGALS SINGING AT LUNCH & LEARN **Inv. Date: 11/19/25			
		11/30/2025 (11/25) Period Totals and Balance	169.95 *	.00 *	6,605.96

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued)					
YTD Encumbrance	.00	YTD Actual	6,605.96	Total	6,605.96
		YTD Budget	18,000.00	Unexpended	11,394.04
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
AP	326	DRS SOUND INC	1,599.00		
		**VendorNo: 2927 **Inv. No: 11.18.25 **Desc: HEARING LOOP FOR MEETING ROOMS **Inv. Date: 11/18/25			
		11/30/2025 (11/25) Period Totals and Balance	1,599.00 *	.00 *	1,599.00
YTD Encumbrance	.00	YTD Actual	1,599.00	Total	1,599.00
		YTD Budget	5,000.00	Unexpended	3,401.00
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		09/30/2025 (09/25) Balance	.00 *	.00 *	90.39
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	90.39
YTD Encumbrance	.00	YTD Actual	90.39	Total	90.39
		YTD Budget	2,000.00	Unexpended	1,909.61
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	3,735.15
AP	282	ARCHITECTURAL & CONSTRUCTION SERVICES	2,500.00		
		**VendorNo: 2783 **Inv. No: 3253 **Desc: SERVICES FOR LIBRARY CONFERENCE ROOMS **Inv. Date: 10/01/25			
AP	74	BURNS, MARY	444.53		
		**VendorNo: 2680 **Inv. No: 6.27-8.23 **Desc: LITTLE FREE PANTRY ITEMS PURCHASED **Inv. Date: 10/07/25			
		10/31/2025 (10/25) Period Totals and Balance	2,944.53 *	.00 *	6,679.68
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	6,679.68
YTD Encumbrance	.00	YTD Actual	6,679.68	Total	6,679.68
		YTD Budget	8,000.00	Unexpended	1,320.32
251-55125-255-000 LIBRARY: PROGRAMS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55125-255-110 LIBRARY: PROGRAMS - ADULT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	960.64
AP	39	LIBRARY REFUNDS - ADD REMITTANCES!	230.00		
		**VendorNo: 2015625 **Inv. No: MR100925 **Desc: PAINT NIGHT - ADULT PROGRAM **Inv. Date: 10/02/25			
		10/31/2025 (10/25) Period Totals and Balance	230.00 *	.00 *	1,190.64

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-110 LIBRARY: PROGRAMS - ADULT (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	1,190.64
YTD Encumbrance	.00	YTD Actual 1,190.64 Total 1,190.64	YTD Budget 1,500.00	Unexpended 309.36	
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,814.41
AP	9	OUTAGAMIE WAUPACA LIBRARY	4.80		
		**VendorNo: 1427 **Inv. No: 4685 **Desc: SLC DRAGON PRINT CARDS **Inv. Date: 09/29/25			
		10/31/2025 (10/25) Period Totals and Balance	4.80 *	.00 *	1,819.21
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	1,819.21
YTD Encumbrance	.00	YTD Actual 1,819.21 Total 1,819.21	YTD Budget 3,000.00	Unexpended 1,180.79	
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		09/30/2025 (09/25) Balance	.00 *	.00 *	815.77
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	815.77
YTD Encumbrance	.00	YTD Actual 815.77 Total 815.77	YTD Budget 1,000.00	Unexpended 184.23	
251-55130-250-000 LIBRARY: BOOKS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	12,355.58
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	12,355.58
YTD Encumbrance	.00	YTD Actual 12,355.58 Total 12,355.58	YTD Budget 17,000.00	Unexpended 4,644.42	
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,748.53
AP	46	GALE CENGAGE LEARNING	24.80		
		**VendorNo: 683 **Inv. No: 999101551954 **Desc: LARGE PRINT **Inv. Date: 10/03/25			
AP	47	GALE CENGAGE LEARNING	27.20		
		**VendorNo: 683 **Inv. No: 999101552977 **Desc: LARGE PRINT **Inv. Date: 10/03/25			
AP	48	GALE CENGAGE LEARNING	219.93		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT (continued)					
		**VendorNo: 683 **Inv. No: 999101554304 **Desc: LARGE PRINT **Inv. Date: 10/03/25			
AP	49	GALE CENGAGE LEARNING	22.39		
		**VendorNo: 683 **Inv. No: 999101563294 **Desc: LARGE PRINT **Inv. Date: 10/06/25			
AP	50	GALE CENGAGE LEARNING	48.80		
		**VendorNo: 683 **Inv. No: 999101579303 **Desc: LARGE PRINT **Inv. Date: 10/09/25			
AP	51	GALE CENGAGE LEARNING	26.39		
		**VendorNo: 683 **Inv. No: 999101595344 **Desc: LARGE PRINT **Inv. Date: 10/14/25			
		11/30/2025 (11/25) Period Totals and Balance	369.51 *	.00 *	2,118.04
YTD Encumbrance	.00	YTD Actual 2,118.04 Total 2,118.04	YTD Budget 3,000.00	Unexpended 881.96	
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	14,096.74
AP	93	JUNIOR LIBRARY GUILD	458.37		
		**VendorNo: 2942 **Inv. No: 731271 **Desc: SUBSCRIPTION FOR SPANISH/STEAM BOOK CATEGORIES **Inv. Date: 10/01/25			
		10/31/2025 (10/25) Period Totals and Balance	458.37 *	.00 *	14,555.11
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	14,555.11
YTD Encumbrance	.00	YTD Actual 14,555.11 Total 14,555.11	YTD Budget 16,000.00	Unexpended 1,444.89	
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,744.57
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	1,744.57
YTD Encumbrance	.00	YTD Actual 1,744.57 Total 1,744.57	YTD Budget 3,175.00	Unexpended 1,430.43	
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	4,405.40
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	4,405.40
YTD Encumbrance	.00	YTD Actual 4,405.40 Total 4,405.40	YTD Budget 4,600.00	Unexpended 194.60	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-000 LIBRARY: AUDIO/VISUAL (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,487.89
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	1,487.89
YTD Encumbrance	.00	YTD Actual 1,487.89 Total 1,487.89	YTD Budget 2,300.00	Unexpended 812.11	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	224.27
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	224.27
YTD Encumbrance	.00	YTD Actual 224.27 Total 224.27	YTD Budget 1,000.00	Unexpended 775.73	
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	310.94
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	310.94
YTD Encumbrance	.00	YTD Actual 310.94 Total 310.94	YTD Budget 600.00	Unexpended 289.06	
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	641.22
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	641.22
YTD Encumbrance	.00	YTD Actual 641.22 Total 641.22	YTD Budget 1,200.00	Unexpended 558.78	
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	854.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	854.00
YTD Encumbrance	.00	YTD Actual 854.00 Total 854.00	YTD Budget 854.00	Unexpended .00	
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES (continued)					
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	322.78
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	322.78
YTD Encumbrance	.00	YTD Actual 322.78 Total 322.78	YTD Budget 900.00	Unexpended 577.22	
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	12,235.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	12,235.00
YTD Encumbrance	.00	YTD Actual 12,235.00 Total 12,235.00	YTD Budget 12,235.00	Unexpended .00	
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		11/30/2025 (11/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
Number of transactions: 140 Number of accounts: 89			Debit	Credit	Proof
Grand Totals:			146,698.18	25,289.45-	121,408.73

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda December 2025

Our Exhibit Room Committee will meet on December 15 or 16 when we install our next exhibit.

The Yuletide Trail was December 4-6, and it was a huge success. I created event signage and got sandwich boards out the morning of the cookie walk. I had planned to help with parade line up on Thursday, but it was unfortunately cancelled due to the cold weather. We had wonderful attendance for our Saturday morning activity with our partners at the Arts Hub; 220 people stopped in the Exhibit Room, and 100 people participated in making paint and glitter ornaments (library) and jar top ornaments and rocking snowmen (Arts Hub). We also had gratitude journals and pencils for everyone who stopped by.

The annual campaign is finally out the door. We ran into a number of issues moving to the USPS platform, and learned that standard 'residential' envelopes cannot go through the city's stuffing machine. Foundation treasurer, Nick Burington, was extremely helpful contacting USPS to quickly work out problems. I took extremely thorough notes on the process so that we can have a much easier and faster mailing next year.

I was approached by library staff, community members, and Winchester Academy of Waupaca with ideas for upcoming exhibits, so I'm excited to announce that we are booked out through 2027.



The Rotary Club of Waupaca just had their annual meeting and I was elected as secretary for another year. We have a great partnership with Rotary, and I'm happy to be an integral part of this dynamic group for 2026.

Now that the annual campaign is out for the foundation, I'll start working on my end of year report, which I will include with my report next month.

It's always fun to look back at the year in December, and we have had a really successful 2025 in the Exhibit Room. I'm thankful for our community collaborators, our phenomenal Exhibit Room committee volunteers, the amazing support from my fellow library staff, (especially in the Children's Department since they open and close the Exhibit Room each day), and for YOU, our library board, who advocates for the important work we do in the library.

ON EXHIBIT:

World War I: Lessons & Legacies (October 18-extended to December 13)

Due to some unexpected scheduling issues, we extended the exhibit to December 13. World War I: Lessons & Legacies features the Smithsonian poster exhibit, World War I: Lessons and Legacies as the foundation and is supplemented with local items from community members and the Waupaca Historical Society. Additional materials are on loan from the Wisconsin State Veterans Museum. Thankfully, these items were all able to stay with us for the additional length of the exhibit. We had 1811 people visit the exhibit in November.

We had a great visit from Cory Nagle's Waupaca High School AP History classes on November 24. We had 30 students, and split them in two groups to explore the exhibit and learn more about Waupaca connections to WWI. Tracy Behrendt from the Historical Society led the local history portion, and was a wonderful partner.

UPCOMING EXHIBIT:

Second Life Alchemy (December 13-February 1)

Our original exhibit for December/January was the Community Blood Center; they asked us to push back installation a week, and then stopped communicating. Fortunately, I was contacted by a young artist, Cayla Paukstat, who repurposes old canvases, patches them with discarded books, and paints over them for her own original artwork. She is very excited to have her artwork featured and I am very excited that we were able to fill in for the unexpected gap in our schedule. We will install her artwork on Monday, December 13 and plan to reopen the same day.

MONTHLY ATTENDANCE REPORT:

The attendance chart for November is included with this report.

2025 Schedule

- *Shelter In Knowledge*-December 21, 2024 - February 1, 2025
- *Youth Art Month*: February 8-March 29
- *Waupaca International Cultural Exchange Committee*: April 5 - May 31
- *Marie App Oeuvre (Summer Learning Program: Color Our World/Art)* : June 7-August 2
- ~~*You Can't Read This*~~ - *Censorship Is So 1984. Read for Your Rights. / Banned Books*: August 9-October 11
- *World War I: Lessons & Legacies*: October 18-December 6
- *Second Life Alchemy*: December 13, 2025 -February 1, 2026

2026 Schedule

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

2027 Schedule

- *Quilts*: December 12-January 30
- *Youth Art Month*: February 6-March 27
- *30 Works by 30 Artists*: April 3- May 29
- *Summer Learning Program (Mystery/Detective/Suspense)*: June 5-July 31
- *LGBTQ*: August 7-October 2
- *Women and Water: Mary Burns*: October 9-December 4
- *TBD (Religions)*: December 11-January 29

2028 Schedule

- *TBD (Religions)*: December 11-January 29
- *Youth Art Month*: February 5-March 25/April 1

NOVEMBER 2025 EXHIBIT ROOM VISITS

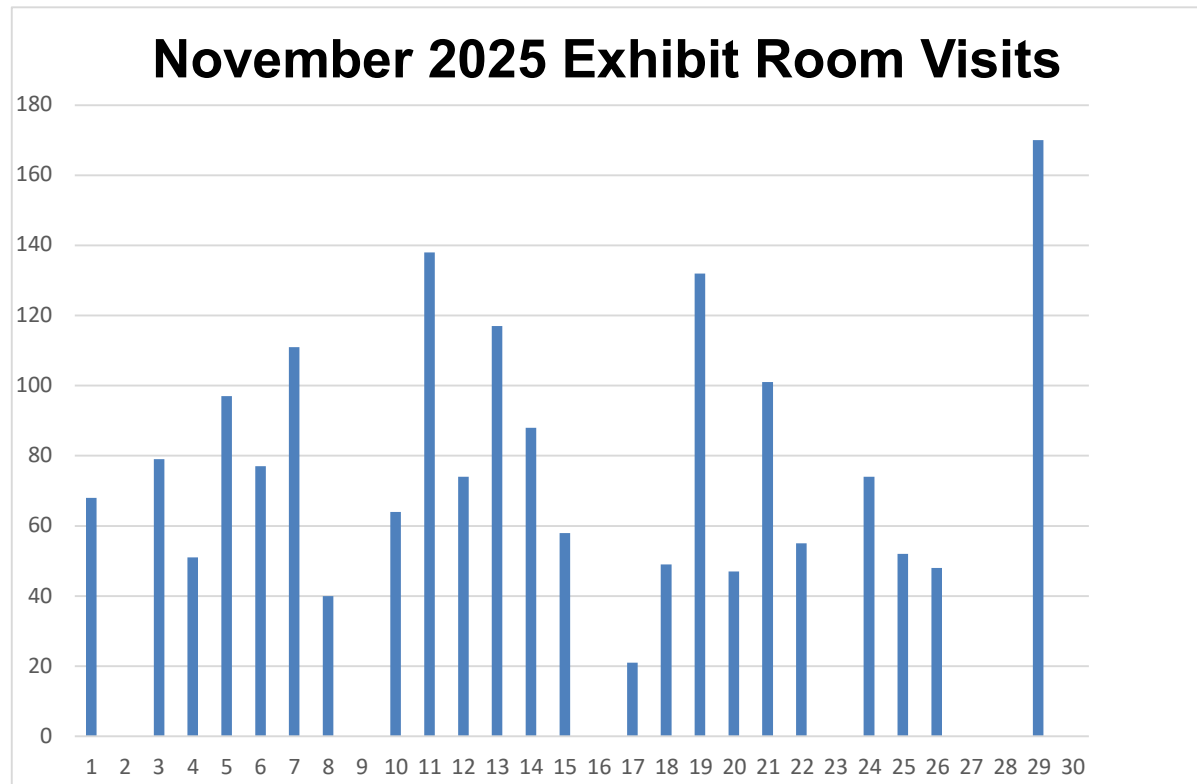
11/1/2025	Saturday	68
11/2/2025	Sunday	closed
11/3/2025	Monday	79
11/4/2025	Tuesday	51
11/5/2025	Wednesday	97
11/6/2025	Thursday	77
11/7/2025	Friday	111
11/8/2025	Saturday	40
11/9/2025	Sunday	closed
11/10/2025	Monday	64
11/11/2025	Tuesday	138
11/12/2025	Wednesday	74
11/13/2025	Thursday	117
11/14/2025	Friday	88
11/15/2025	Saturday	58
11/16/2025	Sunday	closed
11/17/2025	Monday	21
11/18/2025	Tuesday	49
11/19/2025	Wednesday	132
11/20/2025	Thursday	47
11/21/2025	Friday	101
11/22/2025	Saturday	55
11/23/2025	Sunday	closed
11/24/2025	Monday	74
11/25/2025	Tuesday	52
11/26/2025	Wednesday	48
11/27/2025	Thursday	closed
11/28/2025	Friday	closed
11/29/2025	Saturday	170
11/30/2025	Sunday	closed

TOTAL 1811

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.

WWI (October) = 1031

WWI (November) = 1811



2025 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.40	\$0.00	\$0.00	\$7.46	\$0.00	\$0.00	\$0.00	\$0.00	\$7.35	\$0.00	\$0.00		\$15.21
2025 Running Total												
\$0.40	\$0.40	\$0.40	\$7.86	\$7.86	\$7.86	\$7.86	\$7.86	\$15.21	\$15.21	\$15.21		
2024 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$8.20	\$0.00	\$0.00	\$8.50
2024 Running Total												
\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.30	\$0.30	\$0.30	\$8.50	\$8.50	\$8.50	
\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01	\$35.97	\$35.97	\$35.97
2022 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2025 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$847.20	\$539.66	\$795.94	\$618.07	\$774.17	\$886.32	\$696.25	\$598.52	\$745.87	\$709.71	\$633.34		\$7,845.05
2024 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$580.46	\$484.37	\$580.97	\$590.98	\$589.02	\$466.69	\$582.83	\$773.13	\$546.49	\$690.51	\$514.64	\$574.91	\$6,975.00
2023 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.13	\$522.63	\$583.04	\$594.54	\$612.03	\$458.34	\$594.92	\$566.99	\$569.08	\$436.24	\$391.21	\$505.83	\$6,245.98
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09
2025 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$100.00	\$410.00	\$135.00	\$205.00	\$195.00	\$84.59	\$88.81	\$160.00	\$80.00	\$189.33	\$189.07		\$1,836.80
2024 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$73.00	\$235.00	\$225.00	\$483.00	\$130.00	\$50.00	\$50.00	\$102.50	\$135.00	\$267.50	\$140.00	\$205.00	\$2,096.00
2023 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$110.00	\$140.00	\$255.00	\$50.00	\$175.00	\$116.05	\$435.00	\$440.00	\$80.00	\$125.00	\$81.00	\$95.00	\$2,102.05
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70
2025 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$279.90	\$183.94	\$330.40	\$265.99	\$329.21	\$454.05	\$593.35	\$132.35	\$526.25	\$611.84	\$313.60		\$4,020.88

\$37.25	\$3.60	\$52.10	\$125.45	\$177.40	\$88.20	\$18.50	\$78.55	\$5.30	\$87.55	\$39.00		\$712.90
2024 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$63.00	\$98.09	\$565.00	\$95.20	\$6.35	\$32.70	\$9.75	\$10.30	\$228.35	\$9.30	\$6.90	\$19.45	\$1,144.39
2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90	\$ 120.15	\$ 12.55	\$1,006.40
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$ 3,709.30	\$ 2,089.40	\$ 53.15	\$ 75.22	\$ 464.30	\$ 53.50	\$ 65.40	\$ 52.65	\$ 264.60	\$ 14.60	\$ 6.40	\$7,041.17

Library Usage 2025

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	894	892	894	775	1,007	1,286	1,046	997	1,079	1,236	867		10,973
2024	1,063	919	1,019	1,325	1,264	1,074	1,067	1,138	921	1,129	915	764	12,598
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	8,075	7,276	8,075	7,981	8,093	10,120	10,076	9,886	7,977	9,175	7,392		94,126
2024	6,417	7,562	7,835	7,851	7,155	9,451	9,389	9,346	8,057	9,690	8,339	8,042	99,134
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 wireless	737	733	879	838	838	1,095	1,081	1,063	820	1,046	782		9,912
2025 stations	458	432	534	488	569	688	637	659	485	645	328		5,923
2024 wireless	627	689	746	816	810	966	1,081	1,073	866	1,059	772	798	10,303
2024 stations	448	421	477	507	447	506	513	566	431	524	455	393	5,688
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	7	10	7	14	10	16	12	8	6	7	6		103
2024	23	44	26	23	23	10	15	12	9	7	12	6	210
2023	60	40	44	25	40	44	27	28	27	24	17	20	396

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	98.3	129.3	111.0	154.7	165.75	155.75	151.5	148	129	146	139.5		1,529
2024	17.75	23.5	47	37.5	47.2	69.25	54.25	86.25	81	103.25	76.45	75	718
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75	11.7	163

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	10	9	2	9	11	8	7	6	8	9	7		86
2025 attendance	94	91	33	128	122	92	63	25	61	75	87		871
2024 programs	8	8	10	7	2	10	10	11	9	10	8	4	97
2024 attendance	106	73	119	68	4	126	74	68	91	92	135	61	1,017

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	10	17	18	12	11	19	17	8	7	12	14		145
2025 attendance	362	592	604	357	529	504	477	162	261	389	552		4,789
2024 programs	7	11	12	14	8	11	16	7	5	18	14	9	132
2024 attendance	324	400	528	538	323	212	234	162	210	564	494	196	4,185

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	0	1	5	3	1	4	10	4	0	0	0		28
2025 attendance	0	250	506	38	7	197	296	694	0	0	0		1,988
2024 programs	1	3	2	7	2	4	2	2	1	1	2	8	35
2024 attendance	47	143	570	1,796	77	139	90	580	42	41	21	415	3,961

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	4	7	5	13	15	8	16	7	7	11	10		103
2025 attendance	35	38	23	324	668	85	84	42	33	45	34		1,411
2024 programs	5	5	3	8	4	9	5	4	4	15	6	4	72
2024 attendance	25	29	17	34	107	70	47	25	23	81	48	743	1,249

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	93	86	93	78	74	88	101	80	68	85	64		910
2024	68	92	78	74	68	78	96	91	104	114	54	68	985
2023			120	71	88	96	100	122	65	93	59	41	855

Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	21	37	9	13	16	14	15	8	10	14	5		162
2024	10	24	17	2	15	5	8	11	10	13	11	20	146
2023							0	0	0	0	3	4	7

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	3	2	2	4	7	3	18	13	7	9	4		72
2024	5	6	8	9	7	5	2	4	3	4	6	5	64
2023							6	3	2	3	5	6	25

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025	4,787	3,752	4,631	4,287	4,935	5,559	4,635	4,724	5,721	5,051	5,509		53,591
2024	2,426	3,711	3,623	3,610	3,870	4,255	3,346	4,347	5,112	6,185	4,041	3,771	48,297
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535

Nov 2025 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,121	1,003	118	1.12	13,465	13,117	348	1.03
Appleton	OOAPL	8,657	11,207	(2,550)	0.77	82,115	105,906	(23,791)	0.78
Baileys Harbor	NDBAI	552	438	114	1.26	6,830	5,240	1,590	1.30
Birnamwood	NSBIR	590	351	239	1.68	6,889	2,772	4,117	2.49
Black Creek	OOBCL	1,312	908	404	1.44	19,203	9,790	9,413	1.96
Bonduel	NSBON	276	586	(310)	0.47	3,869	7,457	(3,588)	0.52
Clintonville	OWCPL	2,086	1,013	1,073	2.06	24,059	10,756	13,303	2.24
Coleman	NMCOL	371	650	(279)	0.57	3,038	4,552	(1,514)	0.67
Crivitz	NMCRI	540	1,008	(468)	0.54	6,244	13,087	(6,843)	0.48
Egg Harbor	NDEGG	492	439	53	1.12	6,231	5,864	367	1.06
Ephraim	NDEPH	396	80	316	4.95	4,738	1,487	3,251	3.19
Fish Creek	NDFIS	339	340	(1)	1.00	4,253	4,224	29	1.01
Florence	NFFLO	394	366	28	1.08	4,343	4,217	126	1.03
Forestville	NDFOR	410	262	148	1.56	5,521	3,639	1,882	1.52
Fremont	OWFPL	557	536	21	1.04	7,013	6,332	681	1.11
Gillett	NOGIL	581	214	367	2.71	6,104	3,358	2,746	1.82
Goodman	NMGOO	56	161	(105)	0.35	722	2,431	(1,709)	0.30
Green Earth	NBON2	118	62	56	1.90	1,308	241	1,067	5.43
Hortonville	OOHPL	1,418	2,566	(1,148)	0.55	17,160	29,955	(12,795)	0.57
Iola	OWIVL	910	828	82	1.10	11,347	10,110	1,237	1.12
Kaukauna	OOKAU	3,288	3,162	126	1.04	37,536	40,835	(3,299)	0.92
Kewaunee	NKKEW	1,538	1,195	343	1.29	17,592	13,802	3,790	1.27
Kimberly	OOKIM	2,681	4,520	(1,839)	0.59	28,912	55,716	(26,804)	0.52
Lakewood	NOLAK	723	715	8	1.01	8,528	8,473	55	1.01
Lena	NOLEN	511	255	256	2.00	6,117	4,009	2,108	1.53
Little Chute	OOLIT	3,005	3,537	(532)	0.85	34,666	45,102	(10,436)	0.77
Manawa	OWMAN	1,134	582	552	1.95	13,023	7,412	5,611	1.76
Marinette	NMMRT	1,396	1,517	(121)	0.92	16,427	16,653	(226)	0.99
Marion	OWMAR	1,105	595	510	1.86	12,224	7,618	4,606	1.60
Mattoon	NSMAT	96	165	(69)	0.58	1,202	1,456	(254)	0.83
New London	OWNLP	1,735	1,347	388	1.29	22,349	16,301	6,048	1.37
NFLS	NFLS	0	14	(14)	0.00	0	208	(208)	0.00
Niagara	NMNI	258	381	(123)	0.68	3,119	3,757	(638)	0.83
Oconto	NOOCO	968	798	170	1.21	11,266	9,148	2,118	1.23
Oconto Falls	NOOCF	1,455	767	688	1.90	17,958	9,796	8,162	1.83
Oneida	NBONE	677	121	556	5.60	8,519	2,146	6,373	3.97
OWLS	OWLS	0	3	(3)	0.00	5	39	(34)	0.13
Peshtigo	NMPES	339	298	41	1.14	4,057	4,109	(52)	0.99
Scandinavia	OWSCA	493	269	224	1.83	5,763	3,330	2,433	1.73
Seymour	OOSEY	1,712	1,384	328	1.24	21,224	16,315	4,909	1.30
Shawano	NSSHA	2,235	2,074	161	1.08	27,140	25,423	1,717	1.07
Shiocton	OOSHI	760	329	431	2.31	9,236	4,996	4,240	1.85
Sister Bay	NDSIS	985	930	55	1.06	13,195	12,025	1,170	1.10
Sturgeon Bay	NDSTR	2,304	3,083	(779)	0.75	29,492	36,547	(7,055)	0.81
Suring	NOSUR	734	452	282	1.62	8,594	5,762	2,832	1.49
Tigerton	NSTIG	276	296	(20)	0.93	3,335	3,522	(187)	0.95
Washington Island	NDWSH	336	332	4	1.01	3,843	3,673	170	1.05
Waupaca	OWWAU	2,727	2,708	19	1.01	33,627	34,823	(1,196)	0.97
Wausaukee	NMWAS	407	557	(150)	0.73	4,707	5,932	(1,225)	0.79
Weyauwega	OWWEY	1,061	676	385	1.57	13,348	7,401	5,947	1.80
Wittenberg	NSWIT	188	223	(35)	0.84	2,390	2,982	(592)	0.80
TOTAL		56,303	56,303	0	1.00	653,846	653,846	0	1.00

Loaned by	Borrowed by			Total	Borrowed by			Total
	NFLS libraries	OWLS libraries			NFLS libraries	OWLS libraries		
NFLS libraries	11,549	10,113		21,662	142,846	118,190		261,036
OWLS libraries	8,581	26,060		34,641	98,224	294,586		392,810
Total	20,130	36,173		56,303	241,070	412,776		653,846

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2025

Waupaca 2025 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2025 Downloads - ebooks	1,087	952	1,012	850	860	863	852	920	832	837	840		9,905
2024 Downloads - ebooks	1,124	980	1,069	993	956	901	997	982	913	827	850	919	11,511
2025 Downloads - Audio	1,294	1,261	1,294	1,197	1,286	1,216	1,080	1,226	1,174	1,369	1,269		13,666
2024 Downloads - Audio	1,194	1,120	1,158	1,175	1,211	1,167	1,157	1,126	1,057	1,169	1,132	1,124	13,790
2025 Downloads - Magazine	376	326	362	356	345	312	311	325	331	322	320		3,686
2024 Downloads - Magazine	324	331	371	113	209	225	197	162	245	249	327	356	3,109
2025 Downloads - Hoopla	462	391	412	377	358	358	416	435	418	431	395		4,453
2024 Downloads - Hoopla	351	358	390	408	383	366	377	397	369	393	388	368	4,548
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,408	2,356	2,526	2,645	2,568	2,329	2,788	2,353	2,392	2,441	2,178		26,984
Checkouts	10,601	9,693	10,718	9,491	9,396	11,143	11,222	9,263	8,989	9,040	8,442		107,998
Total Circulation w/renewals	13,009	12,049	13,244	12,136	11,964	13,472	14,010	11,616	11,381	11,481	10,620	0	134,982
2024 Totals	12,071	12,476	12,848	12,311	11,293	13,634	14,242	13,308	11,513	12,475	12,154	10,700	149,025
2023 Totals	12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
2022 Totals	12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	10,391	146,290
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality													
Town/City/County	January	February	March	April	May	June	July	August	September	October	November	Total	2025
Dayton	1,765	1,563	1,450	1,525	1,382	1,685	1,864	1,485	1,432	1,477	1,358	16,986	13%
Farmington	1,923	1,724	1,940	1,740	1,493	1,677	2,051	1,539	1,497	1,537	1,262	18,383	14%
Lind	609	413	594	604	502	531	568	530	621	577	550	6,099	5%
Waupaca (Town)	560	618	747	773	868	818	892	737	878	707	796	8,394	6%
Other Towns	584	718	819	477	560	638	694	552	570	607	543	6,762	5%
Town Total	5,441	5,036	5,550	5,119	4,805	5,349	6,069	4,843	4,998	4,905	4,509	56,624	42%
Waupaca (City)	4,702	4,378	4,929	4,449	4,345	4,781	4,656	3,898	4,076	3,888	3,628	47,730	35%
Waushara County	581	593	599	695	740	911	989	804	581	665	605	7,763	6%
Winnebago County	12	12	2	8	12	15	16	5	6	21	4	113	0%
Portage County	1,101	984	1,062	956	953	1,102	1,083	881	872	1,020	858	10,872	8%
Other	1,172	1,046	1,102	1,084	1,234	1,314	1,197	1,185	848	982	1,016	12,180	9%
Total	13,009	12,049	13,244	12,311	12,089	13,472	14,010	11,616	11,381	11,481	10,620	135,282	

Monthly/YTD Circs and Renewals - November 2025

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,175	693	2,868	27,752	7,939	35,691
Appleton	36,745	12,881	49,626	409,373	134,426	543,799
Black Creek	1,794	699	2,493	23,148	7,538	30,686
Clintonville	3,113	905	4,018	39,079	9,951	49,030
Door Cty - Baileys Harbor	1,000	241	1,241	12,996	2,847	15,843
Door Cty - Egg Harbor	915	211	1,126	12,681	2,966	15,647
Door Cty - Ephraim	192	47	239	3,636	870	4,506
Door Cty - Fish Creek	503	139	642	7,113	1,619	8,732
Door Cty - Forestville	458	176	634	6,829	2,394	9,223
Door Cty - Sister Bay	2,272	598	2,870	31,639	7,868	39,507
Door Cty - Sturgeon Bay	7,038	2,228	9,266	88,133	26,354	114,487
Door Cty - Washington Island	733	107	840	8,791	1,184	9,975
Florence	656	112	768	7,972	1,194	9,166
Fremont	930	312	1,242	14,173	4,105	18,278
Gillett	269	105	374	4,641	1,516	6,157
Hortonville	4,556	1,482	6,038	60,800	17,820	78,620
Iola	1,540	383	1,923	19,635	5,212	24,847
Kaukauna	8,364	2,262	10,626	113,048	31,311	144,359
Kewaunee	2,803	908	3,711	34,455	10,518	44,973
Kimberly	9,482	3,246	12,728	132,908	40,607	173,515
Lakewood	1,828	536	2,364	24,346	5,721	30,067
Lena	645	189	834	8,519	2,759	11,278
Little Chute	7,252	2,842	10,094	103,547	35,078	138,625
Manawa	1,328	271	1,599	17,673	4,630	22,303
Marinette Cty - Coleman	992	305	1,297	7,847	2,300	10,147
Marinette Cty - Crivitz	1,522	557	2,079	22,043	6,575	28,618
Marinette Cty - Goodman	131	40	171	2,244	515	2,759
Marinette Cty - Marinette	3,046	1,082	4,128	38,804	10,621	49,425
Marinette Cty - Niagara	453	188	641	5,316	2,070	7,386
Marinette Cty - Peshtigo	727	163	890	8,221	2,491	10,712
Marinette Cty - Wausaukee	787	178	965	10,015	2,035	12,050
Marion	1,737	471	2,208	21,996	5,780	27,776
New London	3,917	704	4,621	49,020	10,082	59,102
Oconto	1,511	516	2,027	19,538	5,697	25,235
Oconto Falls	2,138	553	2,691	30,612	5,853	36,465
Oneida Tribal - Green Earth	24	46	70	279	243	522
Oneida Tribal - Oneida	164	100	264	3,094	1,522	4,616
Scandinavia	326	131	457	4,789	1,797	6,586
Seymour	2,144	704	2,848	28,619	10,785	39,404
Shawano Cty - Birnamwood	1,812	202	2,014	18,303	2,224	20,527
Shawano Cty - Bonduel	865	232	1,097	9,635	3,657	13,292
Shawano Cty - Mattoon	139	62	201	1,698	475	2,173
Shawano Cty - Shawano	6,210	1,668	7,878	76,662	17,977	94,639
Shawano Cty - Tigerton	343	144	487	4,629	1,755	6,384

Monthly/YTD Circs and Renewals - November 2025

Shawano Cty - Wittenberg	361	95	456	5,136	1,305	6,441
Shiocton	754	150	904	8,984	1,589	10,573
Suring	791	249	1,040	10,923	3,335	14,258
Waupaca	8,442	2,178	10,620	107,998	26,984	134,982
Weyauwega	1,134	624	1,758	17,108	6,799	23,907
Total	137,061	42,915	179,976	1,726,400	500,893	2,227,293

Posted 12/1/25

Director's Report

Self-Check System

Windows 10 support for our self-check system will be ending in October of 2026. The system dates from 2017, and per Bibliotheca is nearing the end of its useful life. We had already begun planning for replacement.

Hoot-Con 2026

After a year off during which we held our own in-house in-service, we again plan to attend Hoot-Con in 2026 on March 6. **I request support from the Library Board to close the Library on that Friday in 2026.** Balancing our need to join in learning at the consortium level with its networking opportunities and focusing on our own Waupaca-specific needs, we hope to attend Hoot-Con every other year.

New Hearing Loop

With support from the Waupaca Library Foundation we have purchased a new hearing loop system for our downstairs meeting rooms. The existing system was aging out and we opted to replace prior to the final failure of the system. The new equipment will be installed by DRS Audio on Monday, December 15.

Long Range Planning

Our first two meetings as part of the WiLS long range planning consortium have occurred, focused on planning and data gathering. We are off to a great start, and I am grateful to city representative Greg Grohman, Library Trustee John Turner and community member Dan Naylor for joining Head of Teen Services Taylor Wilcox on the long range planning team.

Director Absence

I missed a few days last week with an outpatient hospital procedure. I am as always grateful that we have a great staff who are always willing to cover for each other in a pinch.

SMART Goal Season

With the end of 2025 the process of reviewing outcomes for 2025 SMART goals is underway, as is the setting of new goals for 2026. A Personnel Committee meeting to review the Director's 2025 goals should be set soon.

Review of Long Range Plan 2020

With the conclusion of the last 5 year plan the Library's management team is preparing a final report on outcomes. A Long Range Planning Committee meeting needs to be set.

Respectfully submitted,
Eric Scott Bailey

November Programs

- **Wednesday, November 5**-Lunch and Learn-SDW: Laurie Schmidt: 37 people
- **Thursday, November 11**-No Sew Gnomes with Mary: 18 people
- **Saturday, November 16**-Book Club: Other Birds: 8 people (Mary P.)
- **Thursday, November 20**-Third Thursday Film Series: Heaven Knows Mr. Allison 5 people (Mary P.)
- **Saturday, November 22**-Book-to-Movie Club: White Christmas: 7 people (Jan)
- **¿Comó se dice?** 3 people over the month
- **Engagement Table**-Coloring Pages and Tree Cookie Ornament Craft

Lunch and Learn was a hit once again! This was the first month we took extra care to acknowledge the donation for Lee and Christine Driscoll. Synergy bought a plant and we drew a name to give it away. Laurie Schmidt talked about all the things the school district does to reach the needs of their diverse student population.



Mary had a fabulously popular craft once again this month! She did no-sew gnomes at the engagement table. It was so popular that I needed to help her and grab an extra table and chairs! We've discovered that drop-in crafts with about a 2 hour window seems to work great for most people. So many people enjoyed our craft!

Mary also hosted our November Book Club. She had higher attendance than normal, and very good discourse about her book choice, Other Birds. Book Club continues to be one of our regular well attended programs, and is run thanks to the efforts of adult staff taking turns hosting.



Comó se dice has had poor attendance once again this month. We will meet again at the start of December, but I plan to make an announcement at that time. We will take a pause on the program until February, upon which time we will consider tweaks to make it more accessible to more people.



-Respectfully submitted by Molly Reinke

Adult Services Report

November was a month of review and planning.

Staff were putting the finishing touches to their SMART goals and writing up summaries. This year the adult staff were asked to educate themselves on two of the three resources I had chosen that patrons need assistance with. They could choose which two of the three they wanted to work on. The three resources are: The Microfilm/Scanner, the Create Computer, or the VR equipment. Most of the staff were able to present the things they achieved to their peers at either an Adult Staff Meeting or at an ALL Staff Meeting.

With the help of staff I was able to start putting together the next Volunteer Luncheon that is planned for the first week in December. Molly Reinke is helping by putting together some entertainment, Mary Perket is helping to create an invitation, and the library staff were asked to bring in a dish to pass. I will be providing beef and ham sandwiches and a salad. It is coming together. I have put together a google doc of the volunteers and the list has reached 80.

We have gathered some volunteers interested in being a part of a decorating committee for the library. Linda Hage and Marcie Cook have offered to oversee the committee. They will be scheduling a meeting to try and decorate prior to the Yuletide Trail.

The Friends group is growing and some members will be having a quick meeting after the volunteer lunch to discuss possible ways in which the Friends of the Library can advocate for the library and be more visible.

Some of the staff have decided to participate in a Secret Santa in our department. Laura Jandacek has taken point on this and registered all of those participating on the Elfster App through email. This way the app will automatically scramble names and send you an email with your person. It has been a morale booster.

I had seven people for the "White Christmas" book-to-Movie club. With planning the luncheon, decorations, Elfster, and the movie White Christmas we are really kicking off the holiday season. Now all we need is more snow!

-Respectfully submitted by Jan Popple

Children's Department Report - November 2025

Babygarten - 64

Sunny Day - 139

Dino Hunters - 38

Dogman Party Attendees - 157

School Requests - 87

Storytime - 53

Dogman Sleuths - 56

Stupendous Second Graders - 127

November came in fast with a number of exciting programs we have been anticipating. Right off the bat our Power Up with Reading - Dogman Party was a smashing success. We owe a large portion of the program's success to the popularity of Dogman, as well as the timing with our school visits giving us easy advertising. While the movie was well-received, there was phenomenal energy for our draw-alongs. The only point of improvement would be preparing better on the food front, as we ran out of pizza and back-up pizza almost instantly.

Our visits from the 2nd Grade, orchestrated by Ms Calnin, and the 3rd grade, organized by Mrs. Liegl, were similarly a big success. Between storytimes, time to find books and an amazing interactive experience with our WW1 exhibit, classes left excited to come back. Even better, a number of them did! We had a dozen or so new library kids come back in the following weeks, with at least 2 checking out books on WW1 and citing their experience in the exhibit room as the reason for their interest. Our school visits are always helpful in identifying the kinds of books kids are looking for, with some of the biggest standouts being football, hockey, hunting and animals.

Our Wednesday afterschool activities were fairly well attended in November. We've found success alternating between crafts, games and other activities to provide variety for attendance. Bobbie has done a fantastic job preparing crafts, tools, instructions and materials for other librarians so they are easy to run, even on short notice.

Lastly, a large part of our November was preparing a number of events surrounding the Yuletide trail early in December. As we explore shifts within our marketing strategies, particularly in regards to our use of social media, it has become even more important to plan our outreach.

*Respectfully Submitted,
Simon Baumgart*



November 2025 Board Report Teen Department

TVA Meeting and Soup Jars

Teen Volunteer Agents got together for two different meetings in November. During their regular meet-up, they were able to meet with Mary Burns and Mary Perket and learn about different volunteer opportunities that are available here at the Waupaca Public Library like the Food Pantry and the Library Promotional Video Filming event. We thank our guests so much for coming and talking about these different opportunities with the youth in our building. During their second meet-up, our teens put together Friendship Soup Jars to sell at the library. Each teen was responsible for bringing and donating different ingredients for this event, and assembling the jars themselves. The soup jars will be sold at the main circulation desk upstairs for \$15 apiece, with the funds going back to the TVA and the Teen Room for general space improvements.



Teen Author's Hub

Teen Author's Hub was created in response to an increase of interest from teen patrons looking for a space to meet with other young writers. While we didn't have participants at this meeting, we are looking to partner up with ELA teachers at the High School and possibly the Middle School to find a better day and time to meet for the teens that are interested. At this time, the Waupaca High School is unable to host this sort of club or program, so we are discussing what it would look like to host it at the library with the aid of ELA staff that could volunteer some additional time to meet with this group and help it grow.



Teen Puppets and Movies

Right before our holiday break in November, we were able to host a program that focused on the art of creating puppets as a form of self-expression, while watching the Muppets Treasure Island movie. These programs are especially fun platforms to talk with teens about their interests as well as about famous creative minds, like Jim Henson.

Teen Dungeons and Dragons

We are so grateful to our teens and their resourcefulness and dedication to our library programs. When Taylor was unable to lead a game of Dungeons and Dragons due to losing her voice, one of our regular 8th grade visitors offered to don the Game Master hat and lead a game for his fellow teens with Taylor as a guide. It's moments like these that truly make the Teen Room feel like it has its own community, and that it has teens who find value in it.

Staff Evaluations

Teen Staff will receive evaluations throughout the month of December. Taylor is first providing them with a self-evaluation and will then go over her own evaluation with them in individual meetings.



Respectfully submitted by Taylor Wilcox, Teen Services Librarian

December 11th, 2025

Outagamie Waupaca Library System
Board of Trustees
September 18th, 2025, Meeting Minutes

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

PRESENT: Cindy Fallona, Michelle Frola, Peter Gilbert, Wendy Hartman, Bastia Looker, Cathy Thompson (arrived at 6:07pm), Rob Way, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Mike Hankins, Steve Hart, Angela Ver Voort.

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

Hartman moved, seconded by Fallona, to approve July 17th, 2025, meeting minutes as presented. Motion carried.

Hartman moved, seconded by Fallona, to accept the August 2025 financial report and file for audit. Motion carried.

Way moved, seconded by Fallona, to approve the August and September 2025 automatic payments and checks numbered 34357 – 34437 inclusive, in the total amount of \$118,362.87 and payroll-related expenditures in the amount of \$166,737.54. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Frola moved, seconded by Hartman, to approve the 2026 personnel budget. Motion carried.

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

Thompson moved, seconded by Woodward, to approve allocation of \$5,000 in surplus interest revenue toward the OWLS 50th anniversary party in 2026. Motion carried.

Thompson moved, seconded by Hartman, to approve the 2026 OWLS budget. Motion carried.

Way moved, seconded by Fallona, to approve the 2026 system plan. Motion carried.

Woodward moved, seconded by Fallona, to approve the following agreements:

2026 Resource Library Agreement with Appleton Public Library.

2026 Services Agreement with Appleton Public Library.

2026 Youth Services Liaison Agreement with New London Public Library.

2026-2028 OWLS Member Agreements.

Motion carried.

Fallona moved, seconded by Frola, to accept BakerTilly's proposal for the 2025, 2026, and 2027 audits. Motion carried.

Having completed the agenda, the meeting was adjourned by President Looker at 6:51pm.

Respectfully submitted,

Melissa Knight

OWLS Administrative Assistant.