



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, DECEMBER 20, 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, NOVEMBER 15, 2023
 - a. **ACTION ITEM: APPROVE** minutes of NOVEMBER 15, 2023 Meeting
4. MONTHLY BILLS FOR NOVEMBER 2023, **BILLS \$82,360, PERSONNEL \$72,505, Donations Expenditures \$6,975**
 - a. **ACTION ITEM: APPROVE** NOVEMBER 2023 bills, personnel costs, and donation expenditures
5. LIBRARY EXHIBIT ROOM
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
6. LIBRARY STATISTICS
 - A. Copy Income and Meeting Room Income Reports
 - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
 - C. Interloan Chart
 - D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation
7. DEPARTMENT REPORTS
 - A. Director's Report
 - B. Adult Services Report
 - C. Youth Services Report
 - D. Teen Services Report

8. COMMITTEE REPORTS

- A. Finance Committee
 - a. No Meeting
- B. Planning Committee
 - a. No Meeting
- C. Policy Committee
 - a. No Meeting
- D. Personnel Committee
 - a. Met on November 29, 2023 at 4:30pm
 - i. **ACTION ITEM: APPROVE** minutes of November 29, 2023 Personnel Committee Meeting.

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, January 17, 2024 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

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

THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO
ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.
PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY
OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 2023

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

Meeting was called to order by Holly Olsen at 4:32 pm.

Holly Olsen, Sarah Hanneman, Julie Eiden, Lilliana Liegl, Melanie Peterson, Cory Nagel, Liz Kneer, Mary Zimmerman, and John Miller were present. John Turner was absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, and Program and Outreach Coordinator, Molly Reinke were also present.

APPROVAL OF AGENDA

MOTION by J. Eiden, SECOND by M. Zimmerman, to approve the agenda. 9 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from October 18, 2023 Board Meeting.

MOTION by J. Eiden, SECOND by C. Nagel, to approve the agenda. 9 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Monthly bills for October 2023, BILLS \$58,172, PERSONNEL \$49,199, DONATIONS EXPENDITURES \$4,289.

MOTION by J. Eiden, SECOND by M. Peterson to approve the October 2023 bills with personnel costs and donation expenditures. 9 ayes, 0 nays, 1 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

Library Statistics

Copy Income **\$436.24**; Meeting Room Income **\$125.00**

Volunteer Hours **21.5**; Reference Transactions **1,039**; Library Visits **8,342**; Internet Use: **1,005** wireless, **469** stations; Curbside service **24**; Total Library Programs **43**, Total Program Attendance **1,938**; Study Room Use **93**;

Interloan Chart: **3,001** items loaned, **3,295** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **13,306**

Consortium Circulation Chart was presented.

Department Reports

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

Committee Reports

Library Policy Committee did not meet.

Finance Committee met on November 8, 2023.

MOTION by H. Olsen, SECOND by C. Nagel to approve as amended minutes from the November 8, 2023 Finance Committee meeting. 9 ayes, 0 nays, 1 absent. Motion passed unanimously on a voice vote.

Planning Committee did not meet.

Personnel Committee met on November 1, 2023.

MOTION by M. Zimmerman, SECOND by J. Eiden to approve minutes from the November 8, 2023 Personnel Committee meeting. 9 ayes, 0 nays, 1 absent. Motion passed unanimously on a voice vote
Personnel Committee will meet on November 29, 2023 at 4:30pm

Old Business – None

New Business

There were 0 incidents reported

Interim Pay for Paula Reedy and Jan Rademacher was presented

MOTION by M. Peterson, SECOND by S. Hanneman to approve interim pay for Paula and Jan. 9 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote

New Job Descriptions and Starting Salary Scale were presented

MOTION by J. Eiden, SECOND by M. Peterson to approve new job descriptions and salary scale. 9 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote

2024 Budget was presented

MOTION by H. Olson, SECOND by J. Miller to approve 2024 Budget. 9 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote

Announcements & Correspondence

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

Next meeting will be Wednesday, December 20, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by J. Eiden, SECOND by H. Olson to adjourn. 9 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:06 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Molly Reinke

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual	Actual	12/31/2023	12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022			YTD	12/31/2023		
<u>REVENUES</u>		Prior Year	Nov-23	CURRENT YTD	Estimated	Amended		
		2022		Actual		2023		
INTERGOVERNMENTAL								
251-43215-000-000	FEDERAL: LIBRARY GRANTS							
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	378,743	-	408,286	408,286	408,286	100.00%	0.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,443	-	14,466	14,466	14,466	100.00%	0.00%
	COUNTY AID: LIBRARY WINNEBAGO		-				0.00%	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	980	-	1,960	980	1,960	100.00%	0.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	-	-	-	-	0.00%	0.00%
	INTERGOVERNMENTAL	394,166	-	424,712	423,732	424,712	100.00%	0.00%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,124	458	5,810	6,339	6,000	96.84%	3.16%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	-	-	-	0.00%	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	527	70	277	305	-	0.00%	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	113	10	294	339	100	294.00%	(194.00%)
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,197	169	2,500	2,774	3,500	71.43%	28.57%
251-46740-000-000	FEES: PASSPORT						0.00%	0.00%
	PUBLIC CHARGES FOR SERVICE	8,961	708	8,882	9,756	9,600	92.52%	7.48%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,128	846	2,782	2,582	500	556.41%	(456.41%)
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	62	105	100	62.00%	38.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-	0.00%	0.00%
251-48550-000-000	DONATIONS: LIBRARY	40,513	3,266	54,108	62,725	42,650	126.87%	(26.87%)
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	346,554	346,554	346,554	100.00%	0.00%
	MISCELLANEOUS	388,195	4,112	403,506	411,966	389,804	103.52%	(3.52%)
	TOTAL REVENUES	791,322	4,820	837,100	845,453	824,116	101.58%	(1.58%)
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	382,356	44,944	361,854	384,176	380,957	94.99%	5.01%
251-55111-103-000	LIBRARY: OVERTIME	481	-	129	481	-	0.00%	0.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	25,098	3,379	27,481	28,608	24,823	110.71%	(10.71%)
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,524	3,294	27,473	28,595	23,337	117.72%	(17.72%)
251-55111-121-000	LIBRARY: GRP HLTH INS	46,546	9,243	68,413	71,495	70,261	97.37%	2.63%
251-55111-122-000	LIBRARY: LIFE INS	1,556	217	1,511	1,511	1,255	120.35%	(20.35%)
251-55111-123-000	LIBRARY: INC PROTECT	1,576	61	1,290	1,290	1,931	66.82%	33.18%
251-55111-124-000	LIBRARY: WORK COMP	1,318	-	2,350	2,350	1,036	226.82%	(126.82%)
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	750	-	-	6,000	6,000	0.00%	100.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-	0.00%	0.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	316	-	277	277	748	36.97%	63.03%

2022 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual			12/31/2023	Budget		
		12/31/2022		12/31/2023		12/31/2023		
		Prior Year	Actual	CURRENT YTD	YTD	Amended		
		<u>2022</u>	<u>Nov-23</u>	<u>Actual</u>	<u>Estimated</u>	<u>2023</u>	<u>% Expended</u>	<u>% Unexpended</u>
	LIBRARY FULL-TIME	483,522	61,139	490,778	524,783	510,348	96.17%	3.83%

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		12/31/2023				
		Prior Year	Actual	CURRENT YTD	YTD	12/31/2023		
		2022	Nov-23	Actual	Estimated	Amended 2023		
251-55112-104-000	LIBRARY: PT WAGES	119,779	10,398	97,293	103,108	121,788	79.89%	20.11%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	0.00%	0.00%
251-55112-116-000	LIBRARY: PT RETIRE	4,338	269	2,428	2,521	4,932	49.22%	50.78%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,103	620	6,182	7,727	10,362	59.66%	40.34%
251-55112-122-000	LIBRARY: LIFE INS	812	79	632	812	600	105.35%	(5.35%)
	LIBRARY: PART-TIME	134,032	11,366	106,535	114,167	137,682	77.38%	22.62%
251-55115-201-000	LIBRARY: TRAINING	3,159	-	1,755	1,914	4,000	43.86%	56.14%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	-	-	6,000	6,000	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	-	1,000	1,000	1,000	100.00%	0.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,816	139	3,866	6,500	6,500	59.47%	40.53%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	315	615	-	-	0.00%	0.00%
251-55115-216-000	LIBRARY: POSTAGE	1,116	-	975	1,000	1,000	97.54%	2.46%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,435	-	573	625	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	265	650	37.36%	62.64%
251-55115-282-000	LIBRARY: TECHNOLOGY	16,496	311	8,809	11,974	11,974	73.57%	26.43%
251-55115-301-000	LIBRARY: SUPPLIES	7,477	175	7,095	7,740	7,500	94.60%	5.40%
	LIBRARY: OPERATING EXPENSES	71,700	940	52,521	64,609	67,415	77.91%	22.09%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	8,581	2,087	16,314	17,797	8,000	203.92%	(103.92%)
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	655	160	1,261	1,375	650	193.93%	(93.93%)
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,513	594	5,850	6,382	2,000	292.51%	(192.51%)
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	17,301	2,187	25,416	27,727	18,000	141.20%	(41.20%)
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	2,216	300	900	982	10,000	9.00%	91.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,330	20	83	90	2,000	4.14%	95.86%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,453	1,628	7,675	8,373	2,000	383.74%	(283.74%)
	LIBRARY: DONATION EXPENSES	37,049	6,975	57,498	62,725	42,650	134.81%	(34.81%)
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,490	154	1,358	1,500	1,500	90.55%	9.45%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,046	190	3,021	3,021	3,000	100.70%	(0.70%)
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	897	33	772	1,000	1,000	77.15%	22.85%
	LIBRARY: PROGRAMS	5,433	377	5,151	5,521	5,500	93.65%	6.35%

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022	Actual	12/31/2023		12/31/2023		
		Prior Year	Nov-23	CURRENT YTD	YTD	Amended		
		2022	Nov-23	Actual	Estimated	2023		
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,505	467	12,766	17,000	17,000	75.09%	24.91%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,244	-	3,391	3,420	3,420	99.14%	0.86%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	15,079	686	15,165	16,000	16,000	94.78%	5.22%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,164	411	2,406	3,175	3,175	75.78%	24.22%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	3,912	-	4,309	4,750	4,750	90.72%	9.28%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	22	-	-	22	-	0.00%	0.00%
	LIBRARY: BOOKS	41,926	1,564	38,036	44,367	44,345	85.77%	14.23%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,140	294	2,091	2,500	2,500	83.63%	16.37%
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	29	527	750	750	70.21%	29.79%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,424	88	1,475	1,701	1,701	86.73%	13.27%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,297	-	854	854	854	100.00%	0.00%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-	-	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	-	536	900	900	59.50%	40.50%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	8,403	-	8,503	8,503	8,503	100.00%	0.00%
	LIBRARY: A/V	15,952	411	14,559	16,176	16,176	90.01%	9.99%
	TOTAL EXPENDITURES	789,615	82,360	765,079	832,348	824,116	92.84%	7.16%
	REVENUES OVER(UNDER) EXPENDITURES	1,707			13,105	-		
	BEGINNING FUND BALANCE	45,657			44,531			
	ENDING FUND BALANCE	44,531			57,636			

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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES (continued)					
CR	1225800	COPIES LIBRARY DEPOSIT - LIBRARY		120.14-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY			
CR	1225962	COPIES LIBRARY DEPOSIT - LIBRARY 12/9/23		90.76-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/9/23			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	210.90- *	5,810.38-
YTD Encumbrance	.00	YTD Actual 5,810.38- Total 5,810.38- YTD Budget 6,000.00- Unearned 189.62			
251-46715-000-000 FEES: LIBRARY POSTAGE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
251-46720-000-000 FEES: LIBRARY PROGRAMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
251-46725-000-000 FEES: LIBRARY OVERDUE FEES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	206.50-
CR	1225236	FINES LIBRARY DEPOSIT - LIBRARY 11/11/13		70.00-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 11/11/13			
CR	1225644	FINES LIBRARY DEPOSIT - LIBRARY 11/25/23		.96-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	.00 *	70.96- *	277.46-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	277.46-
YTD Encumbrance	.00	YTD Actual 277.46- Total 277.46- YTD Budget .00 Unearned 277.46-			
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	225.20
AP	82	UNIQUE MANAGEMENT SERVICES, INC.	59.10		
		**VendorNo: 1943 **Inv. No: 6118864 **Desc: COLLECTION AGENCY (6) - OCT 2023 **Inv. Date: 11/1/2023			
CR	1225644	COLLECTIONS - LIBRARY 11/25/23		10.00-	
		Description: COLLECTIONS - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	59.10 *	10.00- *	274.30

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY (continued)					
AP	105	UNIQUE MANAGEMENT SERVICES, INC.	19.70		
		**VendorNo: 1943 **Inv. No: 6120011 **Desc: PATRONS SENT TO COLLECTIONS - NOV 2023 **Inv. Date: 12/1/2023			
		12/31/2023 (12/23) Period Totals and Balance	19.70 *	.00 *	294.00
YTD Encumbrance	.00	YTD Actual 294.00 Total 294.00 YTD Budget 100.00- Unearned 394.00			
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,337.38-
AP	148	LIBRARY REFUNDS - ADD REMITTANCES!	33.00		
		**VendorNo: 2015625 **Inv. No: OWWAU092920230000029 **Desc: #38010000138417 PAID ITEM RETURNED **Inv. Date: 9/29/2023			
AP	11	GERARD H. VAN HOOFF	13.00		
		**VendorNo: 703 **Inv. No: OWWAU102520230000001 **Desc: LOST BOOK 31389019173418 **Inv. Date: 10/26/2023			
AP	145	MANITOWAC PUBLIC LIBRARY	27.95		
		**VendorNo: 2702 **Inv. No: OWWAU110620230000001 **Desc: LOST ILL ITEM 33128007970536 **Inv. Date: 11/6/2023			
CR	1225037	MATERIAL REPL LIB DEPOSIT - library 11/4/23		67.78-	
		Description: MATERIAL REPL LIB DEPOSIT - library 11/4/23			
CR	1225591	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/18/23		21.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/18/23			
CR	1225644	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/25/23		107.90-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	73.95 *	196.68- *	2,460.11-
CR	1225800	MATERIAL REPL LIB DEPOSIT - LIBRARY		34.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY			
CR	1225962	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/9/23		6.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/9/23			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	40.00- *	2,500.11-
YTD Encumbrance	.00	YTD Actual 2,500.11- Total 2,500.11- YTD Budget 3,500.00- Unearned 999.89			
251-46740-000-000 FEES: LIBRARY PASSPORT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
CR	1225236	PASSPORT - LIBRARY 11/11/13		35.00-	
		Description: PASSPORT - LIBRARY 11/11/13			
CR	1225591	PASSPORT - LIBRARY 11/18/23		70.00-	
		Description: PASSPORT - LIBRARY 11/18/23			
		11/30/2023 (11/23) Period Totals and Balance	.00 *	105.00- *	105.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	105.00-
YTD Encumbrance	.00	YTD Actual 105.00- Total 105.00- YTD Budget .00 Unearned 105.00-			
251-48215-000-000 RENT: MEETING ROOMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,676.05-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS (continued)					
CR	1225037	ROOM RENTAL LIBRARY DEPOSIT - library 11/4/23 Description: ROOM RENTAL LIBRARY DEPOSIT - library 11/4/23		10.00-	
CR	1225591	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/18/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/18/23		1.00-	
		11/30/2023 (11/23) Period Totals and Balance	.00 *	11.00- *	2,687.05-
CR	1225962	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/9/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/9/23		95.00-	
		12/31/2023 (12/23) Period Totals and Balance	.00 *	95.00- *	2,782.05-
YTD Encumbrance	.00	YTD Actual 2,782.05- Total 2,782.05- YTD Budget	500.00- Unearned	2,282.05-	
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	62.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	62.00-
YTD Encumbrance	.00	YTD Actual 62.00- Total 62.00- YTD Budget	100.00- Unearned	38.00	
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
251-48510-000-000 MISC REV: REBATES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
251-48550-000-000 DONATIONS: LIBRARY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	50,730.68-
AP	431	US BANK **VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: DONATIONS FRIENDS REIMB 3069 **Inv. Date: 11/9/2023	19.17		
CR	1225037	DONATION- - library 11/4/23 Description: DONATION- - library 11/4/23		111.67-	
CR	1225236	DONATION- - LIBRARY 11/11/13 Description: DONATION- - LIBRARY 11/11/13		134.32-	
CR	1225591	DONATION- - LIBRARY 11/18/23		149.94-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48550-000-000 DONATIONS: LIBRARY (continued)					
		Description: DONATION- - LIBRARY 11/18/23			
CR	1225644	DONATION- - LIBRARY 11/25/23		2,631.16-	
		Description: DONATION- - LIBRARY 11/25/23			
		11/30/2023 (11/23) Period Totals and Balance	19.17 *	3,027.09- *	53,738.60-
CR	1225800	DONATION- - LIBRARY		344.60-	
		Description: DONATION- - LIBRARY			
CR	1225962	DONATION- - LIBRARY 12/9/23		25.00-	
		Description: DONATION- - LIBRARY 12/9/23			
		12/31/2023 (12/23) Period Totals and Balance	.00 *	369.60- *	54,108.20-
YTD Encumbrance	.00	YTD Actual 54,108.20- Total 54,108.20-	YTD Budget 42,650.00-	Unearned 11,458.20-	
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-49210-000-000 TRANSFER FROM GENERAL FUND					
		10/31/2023 (10/23) Balance	.00 *	.00 *	346,554.00-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	346,554.00-
YTD Encumbrance	.00	YTD Actual 346,554.00- Total 346,554.00-	YTD Budget 346,554.00-	Unearned .00	
251-49300-000-000 FUND BALANCES APPLIED					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-55111-101-000 LIBRARY: SALARIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-102-000 LIBRARY: WAGES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	316,909.83

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-102-000 LIBRARY: WAGES (continued)					
PC	81	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	14,948.00		
PC	216	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	14,948.00		
		11/30/2023 (11/23) Period Totals and Balance	29,896.00 *	.00 *	346,805.83
PB	141	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	100.00		
PC	82	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	14,948.00		
		12/31/2023 (12/23) Period Totals and Balance	15,048.00 *	.00 *	361,853.83
YTD Encumbrance	.00	YTD Actual	361,853.83	Total	361,853.83
		YTD Budget	380,957.00	Unexpended	19,103.17
251-55111-103-000 LIBRARY: OVERTIME					
		10/31/2023 (10/23) Balance	.00 *	.00 *	129.47
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	129.47
YTD Encumbrance	.00	YTD Actual	129.47	Total	129.47
		YTD Budget	.00	Unexpended	129.47-
251-55111-105-000 LIBRARY: CALL-IN PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-106-000 LIBRARY: HOLIDAY PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-107-000 LIBRARY: SICK PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-108-000 LIBRARY: VACATION PAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-109-000 LIBRARY: FUNERAL LEAVE (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	24,102.44
PB	165	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	1,126.35		
PB	434	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	1,126.35		
		11/30/2023 (11/23) Period Totals and Balance	2,252.70 *	.00 *	26,355.14
PB	140	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	1,126.35		
		12/31/2023 (12/23) Period Totals and Balance	1,126.35 *	.00 *	27,481.49
YTD Encumbrance	.00	YTD Actual 27,481.49 Total 27,481.49	YTD Budget 24,823.00	Unexpended 2,658.49-	
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		10/31/2023 (10/23) Balance	.00 *	.00 *	24,179.31
PB	163	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	1,101.23		
PB	433	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	1,109.49		
		11/30/2023 (11/23) Period Totals and Balance	2,210.72 *	.00 *	26,390.03
PB	139	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	1,083.04		
		12/31/2023 (12/23) Period Totals and Balance	1,083.04 *	.00 *	27,473.07
YTD Encumbrance	.00	YTD Actual 27,473.07 Total 27,473.07	YTD Budget 23,337.00	Unexpended 4,136.07-	
251-55111-121-000 LIBRARY: GRP HLTH INS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	59,169.54
PB	161	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	2,664.60		
PB	431	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	2,664.60		
PC	82	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	416.68		
PC	217	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	416.68		
		11/30/2023 (11/23) Period Totals and Balance	6,162.56 *	.00 *	65,332.10
PB	137	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	2,664.60		
PC	83	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	416.68		
		12/31/2023 (12/23) Period Totals and Balance	3,081.28 *	.00 *	68,413.38
YTD Encumbrance	.00	YTD Actual 68,413.38 Total 68,413.38	YTD Budget 70,261.00	Unexpended 1,847.62	
251-55111-122-000 LIBRARY: LIFE INS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,293.73

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-122-000 LIBRARY: LIFE INS (continued)					
PB	162	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	72.39		
PB	432	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	72.39		
		11/30/2023 (11/23) Period Totals and Balance	144.78 *	.00 *	1,438.51
PB	138	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	72.39		
		12/31/2023 (12/23) Period Totals and Balance	72.39 *	.00 *	1,510.90
YTD Encumbrance	.00	YTD Actual 1,510.90 Total 1,510.90	YTD Budget 1,255.40	Unexpended 255.50-	
251-55111-123-000 LIBRARY: INC PROTECT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,228.73
PB	164	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	61.59		
		11/30/2023 (11/23) Period Totals and Balance	61.59 *	.00 *	1,290.32
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,290.32
YTD Encumbrance	.00	YTD Actual 1,290.32 Total 1,290.32	YTD Budget 1,931.00	Unexpended 640.68	
251-55111-124-000 LIBRARY: WORK COMP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,349.51
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,349.51
YTD Encumbrance	.00	YTD Actual 2,349.51 Total 2,349.51	YTD Budget 1,035.86	Unexpended 1,313.65-	
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-129-000 LIBRARY: UNEMPLOYMENT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		10/31/2023 (10/23) Balance	.00 *	.00 *	276.50

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	276.50
YTD Encumbrance	.00	YTD Actual 276.50 Total 276.50	YTD Budget 748.00	Unexpended 471.50	
251-55112-104-000 LIBRARY: PT WAGES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	86,894.63
PC	19	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	3,550.08		
PC	143	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	3,714.63		
		11/30/2023 (11/23) Period Totals and Balance	7,264.71 *	.00 *	94,159.34
PC	21	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	3,133.58		
		12/31/2023 (12/23) Period Totals and Balance	3,133.58 *	.00 *	97,292.92
YTD Encumbrance	.00	YTD Actual 97,292.92 Total 97,292.92	YTD Budget 121,788.00	Unexpended 24,495.08	
251-55112-110-000 LIBRARY: PTO					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55112-116-000 LIBRARY: PT RETIRE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,159.00
PB	168	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	87.11		
PB	437	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	93.83		
		11/30/2023 (11/23) Period Totals and Balance	180.94 *	.00 *	2,339.94
PB	144	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	87.61		
		12/31/2023 (12/23) Period Totals and Balance	87.61 *	.00 *	2,427.55
YTD Encumbrance	.00	YTD Actual 2,427.55 Total 2,427.55	YTD Budget 4,932.00	Unexpended 2,504.45	
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,663.37
PB	21	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	266.21		
PB	309	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	278.78		
		11/30/2023 (11/23) Period Totals and Balance	544.99 *	.00 *	7,208.36
PB	22	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	234.32		
		12/31/2023 (12/23) Period Totals and Balance	234.32 *	.00 *	7,442.68
YTD Encumbrance	.00	YTD Actual 7,442.68 Total 7,442.68	YTD Budget 10,362.00	Unexpended 2,919.32	
251-55112-122-000 LIBRARY: LIFE INS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	553.11

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-122-000 LIBRARY: LIFE INS (continued)					
PB	166	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	26.53		
PB	435	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	26.53		
		11/30/2023 (11/23) Period Totals and Balance	53.06 *	.00 *	606.17
PB	143	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	25.90		
		12/31/2023 (12/23) Period Totals and Balance	25.90 *	.00 *	632.07
YTD Encumbrance	.00	YTD Actual 632.07 Total 632.07 YTD Budget 600.00 Unexpended 32.07-			
251-55112-123-000 LIBRARY: INC PROTECT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55115-201-000 LIBRARY: TRAVEL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,754.59
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,754.59
YTD Encumbrance	.00	YTD Actual 1,754.59 Total 1,754.59 YTD Budget 4,000.00 Unexpended 2,245.41			
251-55115-206-000 LIBRARY: TELEPHONE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55115-207-000 LIBRARY: MAINT OF EQUIP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 6,000.00 Unexpended 6,000.00			
251-55115-209-000 LIBRARY: INS & BONDING					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,000.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,000.00
YTD Encumbrance	.00	YTD Actual 1,000.00 Total 1,000.00 YTD Budget 1,000.00 Unexpended .00			
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,727.12

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-211-000 LIBRARY: CONTRACT SERVICES (continued)					
AP	217	OFFICE TECHNOLOGY GROUP	138.55		
		**VendorNo: 1406 **Inv. No: 294295 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 11/20/2023			
		11/30/2023 (11/23) Period Totals and Balance	138.55 *	.00 *	3,865.67
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	3,865.67
YTD Encumbrance	.00	YTD Actual 3,865.67 Total 3,865.67 YTD Budget 6,500.00 Unexpended 2,634.33			
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	300.00
AP	171	OUTAGAMIE WAUPACA LIBRARY	315.00		
		**VendorNo: 1427 **Inv. No: 4251 **Desc: SWANK MOVIE LICENSE **Inv. Date: 10/4/2023			
		11/30/2023 (11/23) Period Totals and Balance	315.00 *	.00 *	615.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	615.00
YTD Encumbrance	.00	YTD Actual 615.00 Total 615.00 YTD Budget .00 Unexpended 615.00-			
251-55115-216-000 LIBRARY: POSTAGE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	863.46
JE	1	LIBRARY	111.90		
		11/30/2023 (11/23) Period Totals and Balance	111.90 *	.00 *	975.36
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	975.36
YTD Encumbrance	.00	YTD Actual 975.36 Total 975.36 YTD Budget 1,000.00 Unexpended 24.64			
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	572.60
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	572.60
YTD Encumbrance	.00	YTD Actual 572.60 Total 572.60 YTD Budget 1,200.00 Unexpended 627.40			
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	27,591.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	27,591.00
YTD Encumbrance	.00	YTD Actual 27,591.00 Total 27,591.00 YTD Budget 27,591.00 Unexpended .00			
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	242.81

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	242.81
YTD Encumbrance	.00	YTD Actual 242.81 Total 242.81	YTD Budget 650.00	Unexpended 407.19	
251-55115-282-000 LIBRARY: TECHNOLOGY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	8,498.22
AP	438	US BANK	266.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: TECHNOLOGY COPIER PART **Inv. Date: 11/9/2023			
AP	585	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/9/2023			
AP	587	US BANK	21.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/9/2023			
AP	588	US BANK	9.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	310.92 *	.00 *	8,809.14
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	8,809.14
YTD Encumbrance	.00	YTD Actual 8,809.14 Total 8,809.14	YTD Budget 11,974.00	Unexpended 3,164.86	
251-55115-301-000 LIBRARY: SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,919.89
AP	430	US BANK	16.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 3069 **Inv. Date: 11/9/2023			
AP	432	US BANK	30.27		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 7038 **Inv. Date: 11/9/2023			
AP	441	US BANK	14.29		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY SUPPLIES 0663 **Inv. Date: 11/9/2023			
AP	172	OUTAGAMIE WAUPACA LIBRARY	16.75		
		**VendorNo: 1427 **Inv. No: 4270 **Desc: PRINTING - 200 BOOKMARKS **Inv. Date: 11/11/2023			
		11/30/2023 (11/23) Period Totals and Balance	78.29 *	.00 *	6,998.18
AP	22	OFFICE OUTFITTERS	16.99		
		**VendorNo: 1405 **Inv. No: 492736 **Desc: NAMETAG FOR LIBRARY EMPLOYEE **Inv. Date: 10/3/2023			
AP	25	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4285 **Desc: RECEIPT PAPER - 1 CASE **Inv. Date: 11/11/2023			
		12/31/2023 (12/23) Period Totals and Balance	96.99 *	.00 *	7,095.17
YTD Encumbrance	.00	YTD Actual 7,095.17 Total 7,095.17	YTD Budget 7,500.00	Unexpended 404.83	
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-320-000 LIBRARY: BUILDING EXPENSES (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	14,227.35
PC	83	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	695.40		
PC	218	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	695.40		
		11/30/2023 (11/23) Period Totals and Balance	1,390.80 *	.00 *	15,618.15
PC	84	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	695.40		
		12/31/2023 (12/23) Period Totals and Balance	695.40 *	.00 *	16,313.55
YTD Encumbrance	.00	YTD Actual 16,313.55 Total 16,313.55	YTD Budget 8,000.00	Unexpended 8,313.55-	
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,100.97
PB	167	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD	53.19		
PB	436	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD	53.19		
		11/30/2023 (11/23) Period Totals and Balance	106.38 *	.00 *	1,207.35
PB	142	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD	53.19		
		12/31/2023 (12/23) Period Totals and Balance	53.19 *	.00 *	1,260.54
YTD Encumbrance	.00	YTD Actual 1,260.54 Total 1,260.54	YTD Budget 650.00	Unexpended 610.54-	
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	5,255.72
AP	584	US BANK	20.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: LP DONATION NOT REIMBURSED **Inv. Date: 11/9/2023			
AP	589	US BANK	235.93		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: LP DONATION NOT REIMBURSED **Inv. Date: 11/9/2023			
AP	614	US BANK	56.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	617	US BANK	254.64		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	620	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	594.53 *	.00 *	5,850.25
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	5,850.25

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-250-000 LIBRARY: DONATIONS MATERIALS (continued)					
YTD Encumbrance	.00	YTD Actual	5,850.25	Total	5,850.25
		YTD Budget	2,000.00	Unexpended	3,850.25-
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	23,228.62
AP	170	OFFICE OUTFITTERS	29.60		
		**VendorNo: 1405 **Inv. No: 494454 **Desc: LAMINATING KING YULETIDE TRAIL STORY WALK **Inv. Date: 11/9/2023			
AP	186	WEISER GRAPHICS ETC.	265.00		
		**VendorNo: 2128 **Inv. No: 12145 **Desc: STORY WALK SIGNAGE/LIBRARY LOGOS **Inv. Date: 11/9/2023			
AP	401	US BANK	32.87		
		**VendorNo: 1950 **Inv. No: 11/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-SUPPLIES **Inv. Date: 11/9/2023			
AP	402	US BANK	7.10		
		**VendorNo: 1950 **Inv. No: 11/15/23-EKNEER **Desc: FOUNDATION- EXHIBIT-SUPPLIES **Inv. Date: 11/9/2023			
AP	575	US BANK	112.43		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	576	US BANK	37.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	580	US BANK	59.32		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	581	US BANK	59.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 11/9/2023			
AP	605	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	609	US BANK	180.00		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	610	US BANK	30.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	611	US BANK	36.43		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
AP	613	US BANK	34.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	901.57 *	.00 *	24,130.19
AP	97	OFFICE OUTFITTERS	1,286.00		
		**VendorNo: 1405 **Inv. No: 495107 **Desc: WXHIBIT ROOM FRANKLIN PRINTS **Inv. Date: 11/27/2023			
		12/31/2023 (12/23) Period Totals and Balance	1,286.00 *	.00 *	25,416.19
YTD Encumbrance	.00	YTD Actual	25,416.19	Total	25,416.19
		YTD Budget	18,000.00	Unexpended	7,416.19-

251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY

10/31/2023 (10/23) Balance	.00 *	.00 *	600.00
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Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY (continued)					
JE	1	VR GLASSES PURCHASED FROM SENIOR CENTER BY LIBRARY	300.00		
		12/31/2023 (12/23) Period Totals and Balance	300.00 *	.00 *	900.00
YTD Encumbrance	.00	YTD Actual 900.00 Total 900.00 YTD Budget 10,000.00 Unexpended 9,100.00			
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		10/31/2023 (10/23) Balance	.00 *	.00 *	62.79
AP	446	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LUCKY DAY MOVIES 3040 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	19.96 *	.00 *	82.75
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	82.75
YTD Encumbrance	.00	YTD Actual 82.75 Total 82.75 YTD Budget 2,000.00 Unexpended 1,917.25			
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,046.74
AP	390	US BANK	62.70		
		**VendorNo: 1950 **Inv. No: 11/15/23-EBAILEY **Desc: LORI CHESNUT MEMORIAL FLOWERS **Inv. Date: 11/9/2023			
AP	586	US BANK	25.32		
		**VendorNo: 1950 **Inv. No: 11/15/23-PSERVEY **Desc: LP DONATION NOT REIMBURSED **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	88.02 *	.00 *	6,134.76
AP	110	WAUPACA HISTORICAL SOCIETY	750.00		
		**VendorNo: 2078 **Inv. No: 10.2.23 **Desc: SHARED COMMUNITY VISION FUND GRANT **Inv. Date: 10/2/2023			
AP	96	OFFICE OUTFITTERS	358.00		
		**VendorNo: 1405 **Inv. No: 494758 **Desc: LIBRARY FOUNDATION MAILING SUPPLIES **Inv. Date: 11/16/2023			
AP	104	ULINE	392.14		
		**VendorNo: 1937 **Inv. No: 171246157 **Desc: SLAT WALL FOR JOB CENTER **Inv. Date: 11/21/2023			
AP	27	PIGGLY WIGGLY	39.90		
		**VendorNo: 1482 **Inv. No: 26033831209 **Desc: LITTLE FREE PANTRY SUPPLIES **Inv. Date: 12/5/2023			
		12/31/2023 (12/23) Period Totals and Balance	1,540.04 *	.00 *	7,674.80
YTD Encumbrance	.00	YTD Actual 7,674.80 Total 7,674.80 YTD Budget 2,000.00 Unexpended 5,674.80-			
251-55125-255-000 LIBRARY: PROGRAMS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55125-255-110 LIBRARY: PROGRAMS - ADULT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,204.25

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-110 LIBRARY: PROGRAMS - ADULT (continued)					
AP	444	US BANK	44.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: DONATION ADULT PROG ABOLLEY **Inv. Date: 11/9/2023			
AP	577	US BANK	23.12		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	578	US BANK	23.75		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	579	US BANK	29.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	582	US BANK	11.25		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
AP	583	US BANK	20.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	154.05 *	.00 *	1,358.30
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,358.30
YTD Encumbrance	.00	YTD Actual	1,358.30	Total	1,358.30
		YTD Budget	1,500.00	Unexpended	141.70
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,752.99
AP	16	OFFICE OUTFITTERS	78.23		
		**VendorNo: 1405 **Inv. No: 493613 **Desc: CEMETERY HIKE PRINTING & LAMINATING **Inv. Date: 10/23/2023			
AP	604	US BANK	86.00		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	607	US BANK	25.16		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	612	US BANK	29.98		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	616	US BANK	21.17		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
AP	621	US BANK	27.50		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	268.04 *	.00 *	3,021.03
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	3,021.03
YTD Encumbrance	.00	YTD Actual	3,021.03	Total	3,021.03
		YTD Budget	3,000.00	Unexpended	21.03-
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		10/31/2023 (10/23) Balance	.00 *	.00 *	739.25

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-310 LIBRARY: PROGRAMS - TEEN (continued)					
AP	603	US BANK	15.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: TEEN PROGRAMS **Inv. Date: 11/9/2023			
AP	660	US BANK	9.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 11/9/2023			
AP	661	US BANK	6.31		
		**VendorNo: 1950 **Inv. No: 11/15/23-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	32.29 *	.00 *	771.54
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	771.54
YTD Encumbrance	.00	YTD Actual	771.54	Total	771.54
		YTD Budget	1,000.00	Unexpended	228.46
251-55130-250-000 LIBRARY: BOOKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	12,298.87
AP	439	US BANK	29.20		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 3440 **Inv. Date: 11/9/2023			
AP	440	US BANK	6.76		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 5853 **Inv. Date: 11/9/2023			
AP	443	US BANK	397.69		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: LIBRARY ADULT BKS 0692 **Inv. Date: 11/9/2023			
AP	447	US BANK	6.76-		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: REFUND AMAZON RETUN 5853 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	433.65 *	6.76- *	12,725.76
AP	62	WEYAUWEGA AREA HISTORICAL SOCIETY	40.00		
		**VendorNo: 2711 **Inv. No: 113023 **Desc: WEYAUWEGA REMEMBERS BOOK **Inv. Date: 11/30/2023			
		12/31/2023 (12/23) Period Totals and Balance	40.00 *	.00 *	12,765.76
YTD Encumbrance	.00	YTD Actual	12,765.76	Total	12,765.76
		YTD Budget	17,000.00	Unexpended	4,234.24
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,390.65
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	3,390.65
YTD Encumbrance	.00	YTD Actual	3,390.65	Total	3,390.65
		YTD Budget	3,420.00	Unexpended	29.35
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	14,479.02

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS (continued)					
AP	600	US BANK	19.49		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
AP	602	US BANK	44.33		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
AP	615	US BANK	39.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
AP	618	US BANK	581.79		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	685.57 *	.00 *	15,164.59
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	15,164.59
YTD Encumbrance	.00	YTD Actual 15,164.59 Total 15,164.59 YTD Budget 16,000.00 Unexpended 835.41			
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,995.46
AP	662	US BANK	410.71		
		**VendorNo: 1950 **Inv. No: 11/15/23-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	410.71 *	.00 *	2,406.17
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,406.17
YTD Encumbrance	.00	YTD Actual 2,406.17 Total 2,406.17 YTD Budget 3,175.00 Unexpended 768.83			
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		10/31/2023 (10/23) Balance	.00 *	.00 *	4,309.16
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	4,309.16
YTD Encumbrance	.00	YTD Actual 4,309.16 Total 4,309.16 YTD Budget 4,750.00 Unexpended 440.84			
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,796.71
AP	429	US BANK	59.91		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 1034 **Inv. Date: 11/9/2023			
AP	433	US BANK	10.40		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 1478 **Inv. Date: 11/9/2023			
AP	436	US BANK	101.86		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 0269 **Inv. Date: 11/9/2023			
AP	437	US BANK	16.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 3461 **Inv. Date: 11/9/2023			
AP	442	US BANK	44.92		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 3461 **Inv. Date: 11/9/2023			
AP	445	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 3040 **Inv. Date: 11/9/2023			
AP	448	US BANK	39.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MOVIES 9427 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	293.96 *	.00 *	2,090.67
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	2,090.67
YTD Encumbrance	.00	YTD Actual	2,090.67	Total	2,090.67
		YTD Budget	2,500.00	Unexpended	409.33
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	435.32
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	435.32
YTD Encumbrance	.00	YTD Actual	435.32	Total	435.32
		YTD Budget	500.00	Unexpended	64.68
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	497.85
AP	434	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MUSIC 7815 **Inv. Date: 11/9/2023			
AP	435	US BANK	16.77		
		**VendorNo: 1950 **Inv. No: 11/15/23-JPOPPLE **Desc: ADULT MUSIC 2631 **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	28.76 *	.00 *	526.61
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	526.61
YTD Encumbrance	.00	YTD Actual	526.61	Total	526.61
		YTD Budget	750.00	Unexpended	223.39
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,386.55

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE (continued)					
AP	601	US BANK	38.46		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
AP	606	US BANK	7.79		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
AP	608	US BANK	27.48		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
AP	619	US BANK	14.95		
		**VendorNo: 1950 **Inv. No: 11/15/23-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/9/2023			
		11/30/2023 (11/23) Period Totals and Balance	88.68 *	.00 *	1,475.23
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	1,475.23
YTD Encumbrance	.00	YTD Actual	1,475.23	Total	1,475.23
		YTD Budget	1,701.00	Unexpended	225.77
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	854.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	854.00
YTD Encumbrance	.00	YTD Actual	854.00	Total	854.00
		YTD Budget	854.00	Unexpended	.00
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	215.14
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	215.14
YTD Encumbrance	.00	YTD Actual	215.14	Total	215.14
		YTD Budget	468.00	Unexpended	252.86
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	76.20-
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	76.20-
YTD Encumbrance	.00	YTD Actual	76.20-	Total	76.20-
		YTD Budget	.00	Unexpended	76.20
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	535.50

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES (continued)					
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	535.50
YTD Encumbrance	.00	YTD Actual 535.50 Total 535.50 YTD Budget 900.00 Unexpended 364.50			
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	8,503.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	8,503.00
YTD Encumbrance	.00	YTD Actual 8,503.00 Total 8,503.00 YTD Budget 8,503.00 Unexpended .00			
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		12/31/2023 (12/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
Number of transactions: 147 Number of accounts: 87			Debit	Credit	Proof
Grand Totals:			83,299.69	4,496.08-	78,803.61

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda December 2023

We had an Exhibit Room Committee meeting after we installed *Franklin* on December 14. We discussed upcoming programs for *Franklin*, the remodeling project and details for Youth Art Month. I can't express enough how fortunate we are to have amazing community members who volunteer their time to allow our library and Exhibit Room to display high quality installations for our visitors. They make my job easy and are a joy to work with.

The Yuletide Trail was a great success! We had lots of new faces join us for craft projects in the Exhibit Room (in collaboration with the Arts Hub) as well as lots of multigenerational groups attending storytime and music programs throughout the day. We received lots of productive feedback on how to continue improving this event; the committee has a recap meeting on Monday December 18 to share these ideas. Big events like these puts the library front and center as a collaborator, community hub and strengthens ties with area businesses and likeminded nonprofit groups.



The Library Foundation annual campaign went out at the end of November and the donations are rolling in. It's a great type of busy to take care of the administrative pieces for handling the donation end of this Foundation work.

Our new built-in display case was installed by Chain O'Lakes Cabinetry, and measurements were taken to add the sliding glass doors to the front. They also delivered our new display bases; these are all a wonderful upgrade for our space! Our old display cases are moving on to their next life with the School District of Waupaca art teachers and Turner Farms. The last remaining item is to install the trim above our display rail. We will host a reception to celebrate the completion of the project and thank the Vergauwen family for their generosity during Youth Art Month-watch for additional details in the new year.

PAST EXHIBIT:

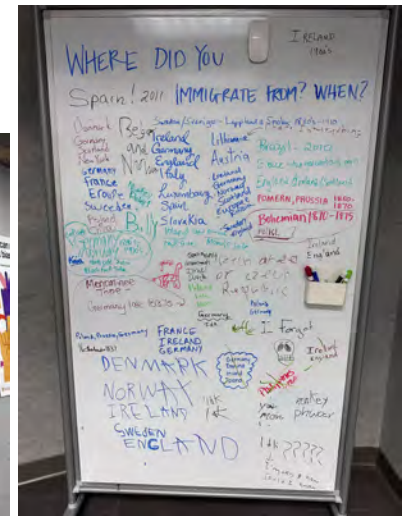
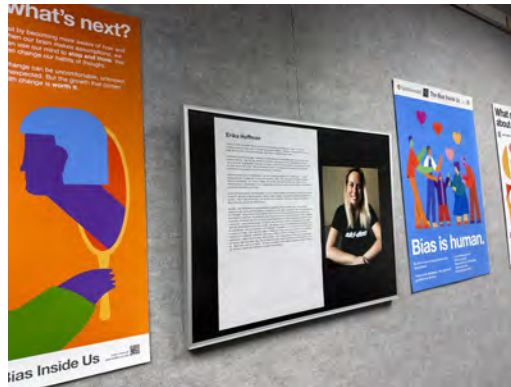
Waupaca History 101: Our Indigenous & Immigrant Story

Waupaca History 101 was an important opportunity to educate our community on our Indigenous history, past and current immigrant stories, and showcase our newly digitized historic newspaper collection.

We worked with many partners to make this exhibit a success, locally and throughout the state. They include Tracy Behrendt from the Waupaca Historical Society (images for our early Waupaca history), the University of Wisconsin Stevens Point (indigenous history panels) the University of Wisconsin Madison Max Kade Institute for German-American Studies (*Neighbors Past & Present* European immigrant history), the Ho Chunk Museum in Tomah (panel exhibit on the Ho Chunk Nation) and the Smithsonian Institution Traveling Exhibition Service (*The Bias Inside Us* exhibit).

We had a fun time hosting all six 4th grade classes from the WLC on November 16! Since Wisconsin history is part of their curriculum, this exhibit was a great field trip for them. Three classes are visited in the morning and three in the afternoon. We had 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.

In total 2244 people visited *Waupaca History 101*. It's always fun to look at our guest registry, and while the majority of our visitors are from the Waupaca area, we had people explore the exhibit from Kansas and North Carolina. Additionally, it was an honor to have author Angeline Bouley visit the exhibit while she was here to present to our community.



ON EXHIBIT:

Franklin

Franklin is installed and open! Chain O'Lake Cabinetry did a fantastic job working around our schedule, and installed the built in display case the week that we were putting up *Franklin*, minimizing closure for the Exhibit Room.

We have lots of passive activities alongside the exhibit, including a station to trace *Peanuts* characters and a station to draw your own comic strip. We have a program planned for kids and caregivers on Martin Luther King Day (January 18, no school). We also have partnered programs with Winchester Academy and the Waupaca Historical Society.

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/>

UPCOMING EXHIBIT:

Youth Art Month

It's hard to believe, but our annual Youth Art Month exhibit is our next exhibit. The School District of Waupaca art teachers confirmed dates for installation, and we will host a reception to celebrate this great exhibit and student artwork on February 20, 6-7p (awards at 6.30p). We will have two other programs to complement this exhibit, another collaboration with the Arts Hub (February 19, no school) and a cross-department collaboration canvas painting program (February 29).

2023 Schedule

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

- *Waupaca History 101: Our Indigenous & Immigrant Story (digitized historic collection)*-October 28-December 9
- *Black History*: December 16-February

2024 Schedule

- *Franklin: Celebrating Black History*: December 16-February 10
- *Youth Art Month*: February 17-April 6
- *Ecuadorian Art (Manuel & Paulina)/Shine Project (WCAB)*: April 13-May 29
- *Waupaca: Choose Your Own Adventure (Summer Learning Program)*: June/July/August
- *Creative Power Collection* (Artists with disabilities/Employment inclusion) or *Banned Books*: August 10-October 5
- *Typewriters*-October 12-November 30
- *Quilts*-December 7 - February 1

2025 Schedule

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

NOVEMBER 2023 EXHIBIT ROOM VISITS

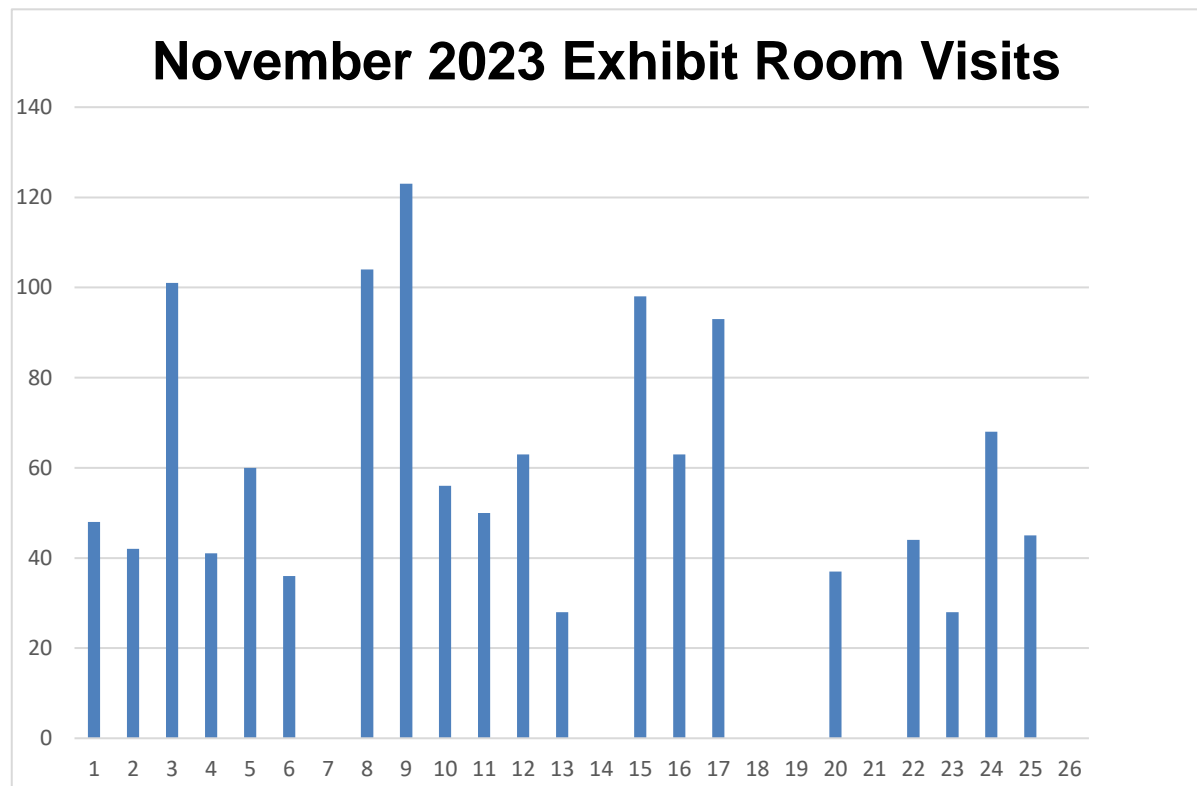
11/1/2023	Wednesday	98
11/2/2023	Thursday	46
11/3/2023	Friday	70
11/4/2023	Saturday	80
11/5/2023	Sunday	closed
11/6/2023	Monday	48
11/7/2023	Tuesday	42
11/8/2023	Wednesday	101
11/9/2023	Thursday	41
11/10/2023	Friday	60
11/11/2023	Saturday	36
11/12/2023	Sunday	closed
11/13/2023	Monday	104
11/14/2023	Tuesday	123
11/15/2023	Wednesday	56
11/16/2023	Thursday	50
11/17/2023	Friday	63
11/18/2023	Saturday	28
11/19/2023	Sunday	closed
11/20/2023	Monday	98
11/21/2023	Tuesday	63
11/22/2023	Wednesday	93
11/23/2023	Thursday	closed
11/24/2023	Friday	closed
11/25/2023	Saturday	37
11/26/2023	Sunday	closed
11/27/2023	Monday	44
11/28/2023	Tuesday	28
11/29/2023	Wednesday	68
11/30/2023	Thursday	45

TOTAL 1522

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

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

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



2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96		\$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
2022 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2023 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.13	\$522.63	\$583.04	\$594.54	\$612.03	\$458.34	\$594.92	\$566.99	\$569.08	\$436.24	\$391.21		\$5,740.15
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09
2023 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$110.00	\$140.00	\$255.00	\$50.00	\$175.00	\$116.05	\$435.00	\$440.00	\$80.00	\$125.00	\$81.00		\$2,007.05
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70
2023 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$257.90	\$480.71	\$314.06	\$176.99	\$346.21	\$147.03	\$132.00	\$504.10	\$441.49	\$320.78	\$162.90		\$3,284.17
\$-56.45	\$-71.00	\$-41.99	\$-104.99	\$-83.99	\$-52.98	\$-6.99	\$-88.95	\$-113.26	\$-80.00	\$-73.95		\$-774.55
\$201.45	\$409.71	\$272.07	\$72.00	\$262.22	\$94.05	\$125.01	\$415.15	\$328.23	\$240.78	\$88.95	\$0.00	\$2,509.62
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$111.12	\$2,328.52
2023 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$93.53	\$111.22	\$51.12	\$67.90	\$48.72	\$113.23	\$77.80	\$113.17	\$58.46	\$91.67	\$189.60		\$1,016.42
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51
2023 Passports												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00		\$105.00
2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90	\$ 120.15		\$993.85
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$ 3,709.30	\$ 2,089.40	\$ 53.15	\$ 75.22	\$ 464.30	\$ 53.50	\$ 65.40	\$ 52.65	\$ 264.60	\$ 14.60	\$ 6.40	\$7,041.17

Library Usage 2023

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	888	688	804	609	800	764	1,053	874	887	1,039	766		9,172
2022	718	712	822	599	593	740	711	844	764	640	611	512	8,266
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	6,152	6,111	8,152	6,326	7,479	8,152	8,550	9,012	6,784	8,342	6,838		81,898
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903	7,312	5,528	6,643	5,727	5,315	68,972
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 wireless	585	636	783	728	822	943	1,010	1,059	719	1,005	717		9,007
2023 stations	488	422	584	506	504	586	494	563	474	469	404		5,494
2022 wireless	441	443	493	516	576	731	813	925	757	1,036	660	565	7,956
2022 stations	350	519	623	508	409	504	484	594	452	500	478	329	5,750
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	60	40	44	25	40	44	27	28	27	24	17		376
2022	174	128	105	82	54	61	53	57	56	39	48	46	903
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75		151
2022	11	14	25	25	26	26	19	28	18	13.5	11.5	6	223
2021					20	32	45	54.75	41.25	0	14	10	217

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	3	2	2	4	3	4	4	2	3	10	6		43
2023 attendance	17	8	14	52	58	37	75	8	19	117	38		443
2022 programs	0	0	0	0	0	0	0	0	0	0	0	0	0
2022 attendance	0	0	0	0	0	0	0	0	0	0	0	0	0

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	16	13	13	13	20	16	20	18	16	24	17		186
2023 attendance	578	385	489	433	1,603	526	628	542	383	1,449	559		7,575
2022 programs	10	7	13	15	16	13	18	12	10	16	16	12	158
2022 attendance	660	627	922	571	1,083	453	532	549	651	1,149	606	205	8,008

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	1	4	4	3	8	21	8	18	7	5	2		81
2023 attendance	30	463	84	235	267	950	579	485	205	345	21		3,664
2022 programs	2	7	9	12	4	6	8	8	7	10	10	4	87
2022 attendance	13	146	425	313	84	40	391	304	187	207	155	163	2,428

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	7	5	6	0	6	6	15	11	3	4	2		65
2023 attendance	146	31	36	0	400	23	88	38	22	27	2		813
2022 programs	10	15	15	0	0	14	14	11	7	3	5	5	99
2022 attendance	37	53	154	0	0	57	66	51	33	15	26	20	512

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023			120	71	88	96	100	122	65	93	59		814

Passport Applications

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

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023							6	3	2	3	5		19

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809		15,765

Nov 2023 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,268	1,161	107	1.09	16,850	12,588	4,262	1.34
Appleton	OOAPL	8,776	7,334	1,442	1.20	99,685	113,503	(13,818)	0.88
Baileys Harbor	NDBAI	575	467	108	1.23	7,711	4,886	2,825	1.58
Birnamwood	NSBIR	395	250	145	1.58	6,712	1,763	4,949	3.81
Black Creek	OOBCL	1,874	1,063	811	1.76	20,429	9,822	10,607	2.08
Bonduel	NSBON	328	869	(541)	0.38	3,950	8,463	(4,513)	0.47
Clintonville	OWCPL	2,104	957	1,147	2.20	27,158	10,337	16,821	2.63
Coleman	NMCOL	476	974	(498)	0.49	5,838	8,935	(3,097)	0.65
Crivitz	NMCRI	577	1,269	(692)	0.45	7,212	15,226	(8,014)	0.47
Egg Harbor	NDEGG	466	453	13	1.03	6,425	5,353	1,072	1.20
Ephraim	NDEPH	399	85	314	4.69	3,654	1,061	2,593	3.44
Fish Creek	NDFIS	279	240	39	1.16	3,541	3,638	(97)	0.97
Florence	NFFLO	415	413	2	1.00	5,074	4,874	200	1.04
Forestville	NDFOR	504	314	190	1.61	5,664	3,532	2,132	1.60
Fremont	OWFPL	572	556	16	1.03	8,009	5,519	2,490	1.45
Gillett	NOGIL	603	191	412	3.16	5,979	3,020	2,959	1.98
Goodman	NMGOO	115	216	(101)	0.53	982	2,433	(1,451)	0.40
Green Earth	NBON2	148	15	133	9.87	1,453	280	1,173	5.19
Hortonville	OOHPL	1,348	2,449	(1,101)	0.55	14,530	25,413	(10,883)	0.57
Iola	OWIVL	1,033	988	45	1.05	12,395	10,389	2,006	1.19
Kaukauna	OOKAU	2,519	3,294	(775)	0.76	26,037	33,166	(7,129)	0.79
Kewaunee	NKKEW	1,500	1,188	312	1.26	17,320	12,523	4,797	1.38
Kimberly	OOKIM	2,567	4,315	(1,748)	0.59	32,205	34,701	(2,496)	0.93
Lakewood	NOLAK	710	884	(174)	0.80	9,309	10,328	(1,019)	0.90
Lena	NOLEN	485	223	262	2.17	4,706	2,999	1,707	1.57
Little Chute	OOLIT	2,417	4,214	(1,797)	0.57	23,804	37,839	(14,035)	0.63
Manawa	OWMAN	959	872	87	1.10	9,687	9,205	482	1.05
Marinette	NMMRT	1,465	1,789	(324)	0.82	15,599	17,255	(1,656)	0.90
Marion	OWMAR	1,130	813	317	1.39	11,966	9,453	2,513	1.27
Mattoon	NSMAT	118	100	18	1.18	1,040	840	200	1.24
New London	OWNLP	1,909	1,588	321	1.20	18,143	16,382	1,761	1.11
NFLS	NFLS	-	12	(12)	-	-	91	(91)	-
Niagara	NMNIA	319	517	(198)	0.62	4,271	5,713	(1,442)	0.75
Oconto	NOOCO	942	648	294	1.45	10,020	7,733	2,287	1.30
Oconto Falls	NOOCF	1,441	757	684	1.90	13,182	7,957	5,225	1.66
Oneida	NBONE	636	195	441	3.26	6,211	1,272	4,939	4.88
OWLS	OWLS	2	16	(14)	0.13	23	51	(28)	0.45
Peshtigo	NMPES	350	618	(268)	0.57	3,578	5,857	(2,279)	0.61
Scandinavia	OWSCA	484	435	49	1.11	5,048	4,526	522	1.12
Seymour	OOSEY	1,778	1,345	433	1.32	17,493	15,473	2,020	1.13
Shawano	NSSHA	2,723	2,044	679	1.33	24,615	24,109	506	1.02
Shiocton	OOSHI	542	495	47	1.09	5,204	4,018	1,186	1.30
Sister Bay	NDSIS	1,039	1,164	(125)	0.89	11,174	12,804	(1,630)	0.87
Sturgeon Bay	NDSTR	2,489	2,898	(409)	0.86	26,593	29,304	(2,711)	0.91
Suring	NOSUR	738	478	260	1.54	5,729	6,385	(656)	0.90
Tigerton	NSTIG	293	354	(61)	0.83	2,753	4,142	(1,389)	0.66
Washington Isla	NDWSH	300	284	16	1.06	3,143	3,135	8	1.00
Waupaca	OWWAU	2,710	3,279	(569)	0.83	30,739	34,649	(3,910)	0.89
Wausaukee	NMWAS	450	551	(101)	0.82	4,562	6,340	(1,778)	0.72
Weyauwega	OWWEY	1,133	670	463	1.69	10,585	7,555	3,030	1.40
Wittenberg	NSWIT	215	314	(99)	0.68	2,157	3,307	(1,150)	0.65
TOTAL		56,618	56,618	-	1.00	620,147	620,147	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	12,675	10,086	22,761	137,751	109,256	247,007
OWLS libraries	9,244	24,613	33,857	100,344	272,796	373,140
Total	21,919	34,699	56,618	238,095	382,052	620,147

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	969		11,469	
2022 Downloads - ebooks	1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934	896	897	12,240	
2023 Downloads - Audio	1,126	1,077	1,199	1,128	1,130	1,048	1,072	1,211	1,118	1,172	1,100		12,381	
2022 Downloads - Audio	947	825	958	925	1,000	938	959	1,016	993	1,018	1,035	995	11,609	
2023 Downloads - Magazine	63	62	50	14	35	45	22	50	78	242	294		955	
2022 Downloads - Magazine	54	66	65	73	46	44	40	51	54	36	56	48	633	
2023 Downloads - Hoopla	259	246	278	249	276	287	281	330	322	306	342		3,176	
2022 Downloads - Hoopla	100	97	97	126	122	140	137	136	161	199	204	191	1,710	
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total	
Renewals	2,277	2,402	2,897	2,804	2,738	2,328	2,538	2,882	2,595	2,841	2,593		28,895	
Checkouts	9,898	9,245	11,439	8,889	9,017	11,319	11,488	12,836	9,746	10,465	9,634		113,976	
Total Circulation w/renewals	12,175	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	0	142,871	
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	June	2023	July	2023	August	2023	September	2023	October	2023	November	2023
Dayton	1,851	14%	2,027	14%	1,977	13%	1,649	13%	1,773	13%	1,796	15%
Farmington	2,101	15%	2,028	14%	2,323	15%	1,799	15%	2,307	17%	1,894	15%
Lind	591	4%	583	4%	502	3%	514	4%	500	4%	470	4%
Waupaca (Town)	949	7%	979	7%	894	6%	969	8%	1,116	8%	690	6%
Town Total	5,492	40%	5,617	39%	5,696	36%	4,931	40%	5,696	43%	4,850	40%
Waupaca (City)	4,299	32%	4,596	32%	5,990	38%	4,164	34%	4,546	34%	4,246	35%
Waushara County	760	6%	847	6%	705	4%	636	5%	653	5%	472	4%
Portage County	1,099	8%	986	7%	1,083	7%	943	8%	863	6%	916	7%
Other	1,997	15%	2,411	17%	2,244	14%	1,667	14%	1,548	12%	1,743	14%
Total	13,647		14,457		15,718		12,341		13,306		12,227	

Monthly/YTD Circs and Renewals - November 2023

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,677	632	3,309	29,947	6,623	36,570
Appleton	32,053	10,019	42,072	443,455	140,275	583,730
Black Creek	2,248	766	3,014	25,961	8,106	34,067
Clintonville	3,662	697	4,359	39,562	7,515	47,077
Door Cty - Baileys Harbor	935	262	1,197	11,864	2,349	14,213
Door Cty - Egg Harbor	1,124	271	1,395	13,798	2,541	16,339
Door Cty - Ephraim	216	59	275	3,398	822	4,220
Door Cty - Fish Creek	399	80	479	6,293	1,236	7,529
Door Cty - Forestville	558	279	837	7,769	2,817	10,586
Door Cty - Sister Bay	2,674	583	3,257	35,018	7,655	42,673
Door Cty - Sturgeon Bay	7,484	2,167	9,651	86,895	20,999	107,894
Door Cty - Washington Island	597	143	740	9,096	1,559	10,655
Florence	806	146	952	9,728	1,599	11,327
Fremont	1,218	296	1,514	13,882	3,793	17,675
Gillett	333	84	417	5,491	1,620	7,111
Hortonville	4,816	1,393	6,209	58,457	17,208	75,665
Iola	1,685	444	2,129	19,327	4,991	24,318
Kaukauna	9,348	2,239	11,587	106,245	24,198	130,443
Kewaunee	2,893	872	3,765	30,979	8,597	39,576
Kimberly	11,373	2,248	13,621	106,817	26,420	133,237
Lakewood	2,183	630	2,813	29,316	6,216	35,532
Lena	423	183	606	6,672	1,645	8,317
Little Chute	9,119	2,538	11,657	96,317	28,314	124,631
Manawa	1,494	587	2,081	20,438	5,178	25,616
Marinette Cty - Coleman	1,579	542	2,121	17,009	4,922	21,931
Marinette Cty - Crivitz	2,200	631	2,831	25,284	6,721	32,005
Marinette Cty - Goodman	260	61	321	2,497	593	3,090
Marinette Cty - Marinette	3,833	1,079	4,912	41,906	10,135	52,041
Marinette Cty - Niagara	645	214	859	8,746	2,881	11,627
Marinette Cty - Peshtigo	723	325	1,048	10,335	3,126	13,461
Marinette Cty - Wausaukee	1,039	234	1,273	13,195	2,925	16,120
Marion	2,195	638	2,833	26,777	6,717	33,494
New London	4,603	884	5,487	49,138	9,233	58,371
Oconto	1,669	636	2,305	24,079	6,404	30,483
Oconto Falls	2,722	514	3,236	30,789	6,282	37,071
Oneida Tribal - Green Earth	30	3	33	441	163	604
Oneida Tribal - Oneida	282	112	394	2,852	864	3,716
Scandinavia	451	246	697	5,523	2,152	7,675
Seymour	2,943	710	3,653	31,775	9,830	41,605
Shawano Cty - Birnamwood	1,986	222	2,208	19,508	1033	20,541
Shawano Cty - Bonduel	984	460	1,444	10,033	3,867	13,900
Shawano Cty - Mattoon	126	36	162	1215	263	1,478
Shawano Cty - Shawano	6,792	1,593	8,385	85,086	17,528	102,614
Shawano Cty - Tigerton	559	162	721	7,329	1,961	9,290
Shawano Cty - Wittenberg	401	199	600	5,544	1,374	6,918
Shiocton	829	198	1,027	8,516	1205	9,721
Suring	1,125	249	1,374	14,767	3,281	18,048
Waupaca	9,634	2,593	12,227	113,967	28,895	142,862
Weyauwega	1,275	586	1,861	17,463	6,613	24,076
Total	149,203	40,745	189,948	1,783,517	467,338	2,250,855

Posted 12/01/23

December 2023 Director's Report

Passport Update

We have thus far processed 5 applications for passports and answered many questions. Any initial hiccups in the system have been worked out and we are working towards more advertising and expanding the number of trained agents.

Angeline Boulley Visit

The details of our start-of-December author visit are provided in department reports, and I won't rehash them here. I do want to highlight what a great job staff did in handling this event. Sue Abrahamson and Patsy Servey helped with planning, as did Taylor Wilcox who helped a great deal during the event. Everyone on staff talked up the event and answered questions. The biggest chunk of in-house praise needs to go to Outreach Coordinator Molly Reinke, who did a fantastic job organizing and planning. The program also highlights how important our community partners, (in this case the School, Ellen Davis at Dragonwings and the Community Foundation in particular) are to the success of events like this.

TV Replacement

The display TV behind the Main Desk died this month. Fortunately, this was well timed to allow us to take advantage of Cyber Monday sales to get a replacement, which is now in place. The City of Waupaca Communications and IT department was key in analyzing the problem with the old one, finding what we needed in a new one and then quickly getting it installed when it arrived.

Game Programming Computers

The Library will be adding two computers with special software for game programming and design. We had the opportunity to acquire these due to some post-approval changes in how the Technology budget was spent. These will be a great addition to our programming.

Virtual Reality

The Library Foundation generously provided funds to acquire virtual reality (VR) headsets and software. These will be used for library programming. Our new IT coordinator, Simon Baumgart, has worked with Molly Reinke and Taylor Wilcox to develop a wide range of potential uses. We were able to acquire the hardware slightly used from the Waupaca Senior Center.

Donation Pledged for Meeting Rooms

This past month a potential major donor reached out to us seeking a project to support at the Library. In discussion with the Library management team the addition of several medium-sized meeting rooms was deemed to be the best fit and the donor has agreed to provide \$25,000 in support of the project. This is a capital project scheduled for 3-5 years from now, which will benefit us to have completed sooner. The rooms would be aimed at groups of 3-5 individuals and

the plan is for them to be along the north wall of the Main Floor next to the Conference Room. I have had some initial conversations with Jake Waller and Justin Berrens in Public Works regarding starting the project.

Yuletide Trail

I had the opportunity to spend a few hours participating in the Yuletide Trail alongside family who drove to Waupaca for the event. They were very impressed with how lively downtown Waupaca is. It was a great event, and the Library contributed to that success as host to Santa performer David Drake, a Friday afternoon movie, the Madrigal singers, the Art's Hub and a cookie stop.

Respectfully submitted,

Eric Scott Bailey

Adult Programs Report November 2023

November Programs

- **Wednesday, Nov. 1** Lunch and Learn: Climate Reality Project-Jeff Steuer-14 people
- **Thursday, Nov. 2** First Thursday Film: Steel Helmet-11 people
- **Thursday, Nov. 16** Insights with Ivan: All Sorted -Harry Potter House Sort
- **Saturday, Nov. 18** Book Discussion: Warrior Girl Unearthed-5 people
- **¿Comó se dice? Weekly** 20 total people over the month
- **Get Your Craft On: Morning Edition** 1st and 3rd Tuesdays-4 people total
- **Engagement Table** Coloring and Puzzle Books entire month

November had a few less programs between library closed days for Thanksgiving and my being gone for several days for vacation. We are using this end of the year time to evaluate the effectiveness of our programs and choosing how to go forward. Some will be discontinued (such as “Get Your Craft On”) while others will be adjusted to take less staff time in relation to their attendance.

¿Comó se Dice? has had continued success and several new members. We are now meeting each week in the Conference Room and usually have 4-7 people in attendance in addition to Simon and myself. Simon has been a huge asset to this program and is always happy to take the lead when I cannot be in attendance myself.

While it technically did not happen until early December, I feel I cannot skip mentioning Angeline Boulley’s visit. It was a wonderful visit with a very personable author. I’ll give a more complete report next month, but some quick numbers and pictures:

Author Reception: 14

Tuesday Night Public Presentation: about 200

Author Student Lunch: 26

Student Presentation: about 700



Respectfully submitted by Molly Reinke

Adult Programs Report November 2023

This month I met with two librarians from the Northern Waters Library System to give a demonstration of our circulation system and answer questions about our likes and dislikes. Northern Waters Libraries are researching whether to move to a new ILS and we were happy to help with this process.

The Library's Little Free Pantry received a donation of 300 reusable shopping bags from 4imprint. Their company makes monthly donations of their logo products to non-profit programs up to a \$500 value. We were also invited to request additional bags whenever needed without having to go through the official request procedure. This has been a huge benefit.

I am happy to report that all Adult Library staff members have fully met their SMART Goals set in February of this year. The cumulation of their work results in extensive job and leadership training, identifying and implementing work efficiencies, hosting new library programs, improving our Spanish book collection and making the Little Free Pantry sustainable. I am so proud of all the hard work our staff members have done this year. They are exemplary as individuals and even more amazing as a team!

Staff member Simon Baumgart has really embraced the IT role here at our library. He has completed the process of quoting out and ordering a new computer with game software writing capabilities to be used for programming around coding for multiple age groups. This is a positive way to use the remaining technology funds. Simon has also been working with the Senior Center to purchase their Meta Quest 2 Virtual Reality headsets. Senior Center members struggle to utilize this technology for various reasons. The headsets were purchased by the Friends of the Waupaca Library for programming use. Dungeons and Dragons teen participants had the opportunity to test out the headsets and showed a lot of interest and excitement about future programming.

This month I have spent the majority of my time on finalizing training and preparation for my departure from the library. On November 15th I reached my work anniversary of 23 years serving the City of Waupaca. I have sincerely enjoyed my time working at the Waupaca Area Public Library. With the guidance and mentorship I have received by this organization's leaders and members of the Library Board of Trustees, this position has been my most rewarding work experience. I will greatly miss my teammates and colleagues across all departments within the City of Waupaca and the OWLS Library System.

I am deeply appreciative of the wealth of memories and connections I have made with you all, with the Library Foundation, Friends of the Library, volunteers, and library patrons. I will remain a lifelong champion for library services and look forward to seeing you out and about in the community.

Respectfully submitted by Patsy Servey

Children's Dept. Report for 12/23

Paula and I continue to meet and train with Sue and Eric about our added responsibilities. Paula is taking on the task of reconciling our finances and making sure any donations are properly allocated. She will represent our department at the Friends of the Library meetings, assist Molly with Beanstack, an online reading challenge, and oversee the flow of the rotating Story Walks. I have been learning how Sue makes her book purchase decisions and orders from various book vendors and sites. I will assume the responsibilities of our youth staffing schedules. I attended the city leadership class on the 15th, in the hopes it will help me in my supervisory skills. I have and will continue to take part in the monthly 4K advisory meetings and school library meetings with Sarah Hanneman and Steve Thomaschefskey to maintain and support the collaborations with the Early Education teachers and the school libraries. I'm also in communication with local preschool and daycares in order to support family literacy.

Paula, Molly, Taylor, Simon and I took part in a training session with Rebecca Millerjohn, Youth Services Madison Library, who is developing a way for libraries to track their programs and demonstrate how these programs fulfill various intentional educational goals. She hopes to use our input to develop an online tool to offer to all libraries across the state. For example, our library has chosen to concentrate on our programs fulfilling the STEAM objectives. Through this tool, we will be able to record our observations and eventually share them with library boards, city councils, and families.

We celebrated the love of dinosaurs during our DiNovember scavenger hunt during the month. Thanks to the planning and work of Marcie Cook, there were 87 visitors to our department who found and learned interesting dinosaur facts.

In November we had 2 successful "Meet Me at the Library" events. On the 13th CEC's 5th&6th grade students, their teachers and families met at the library for a star mapping event. They engaged with Sue in a readers' theater, then went outside, on what turned out to be a crisp and clear night, to use a special app to answer prepared questions from their teachers about constellations and other celestial objects. The evening of fun learning was topped off by a photo op in front of one of the library's backdrop scenes of the night sky. (21 attended)

On the 30th we had another "Meet Me..." session with a 4K class from the CEC. The teacher met with some of her students and their families for a library based scavenger hunt which ended in the best reward, a book supplied by the library. Some of the most rewarding observations from these "Meet Me" sessions have been watching the students share their knowledge of the library and its offerings

with their families. Also the casual conversations the parents have while they watch their children explore the library to play and learn. Two moms discovered they are neighbors and thought the library was a great spot to come and meet with their children. Another loved the visit, because it allowed her to meet some of the students her child had been talking about. Because of these visits, we have seen a few of these families return to the library and take advantage of our tablets, computers, games and programs.

On the 14th fourth graders from the WLC walked to the library to take part in a learning experience provided by the historical information the exhibit room offered through Liz Kneer's extensive work. The students and their teachers, 147 participating, took part in activities provided by librarian, Sue Abrahamson and Tracy Behrendt from the Historical Society.

We continue to fill teachers' requests for materials. This month we had 8 teachers request a total of 60 Waupaca items and 33 books from our system libraries. These requests are reported to Sarah Hanneman so that she may see what teachers' needs are guide the students in their searches for curriculum needs.

We have been the recipient of generous donations from the Cerne Memorial Fund, the Master Gardeners and patron Rebecca Thieme-Baeseman's employer. Sharon Cerne loved teaching children to read, so her donations were used to purchase beginning reader and easy chapter books. The portion of the Master Gardener donation went to purchase picture books that will be used at some of our future Story Times. Rebecca requested purchasing Moomin character books, which we have started to buy.

Finally, November started seeing the families join in the latest Beanstack challenge, which runs through the month of December.

Respectfully submitted by,
Jan Rademacher

November 2023 Board Report Teen Department

Thanks to the Friends of the Library's generous donations, the Teen Room was able to make some big changes to fit the interests of our teen patrons. A new shelving unit was added to the Teen Room so that we can expand upon our manga and graphic novel collections to match their growing popularity in teen audiences. Expanding on these collections will hopefully attract more teen patrons to our library, as well as encourage them to read more throughout the year. Taylor will be purchasing new manga series to add to the Teen Room, and plans to promote this collection through a display and social media once it's ready!

Lacey Moreno, from CAP Services, reached out to Taylor on November 9th asking if there was any way we could collaborate in the future to help at-risk youth in our community. After the CHAT Plunge topic in October surrounding teens and how social media can affect their mental health, as well as hearing about a variety of stories from teens who struggle with mental health and could be considered at-risk this conversation was a no-brainer. Not only this, but teens during the CHAT Plunge definitely let Taylor know that they wanted more resources in regards to these specific topics. Lacey provided the Teen Room with important resources (helplines, packets, etc.) that could be helpful to at-risk youth. In the future, Taylor and Lacey would like to collaborate and develop a possible monthly program series where we invite teens to the library where they can have conversations about Tough Topics (Mental Health, homelessness, etc.) with Lacey in the Teen Room. It could be an opportunity for teens to learn about these subjects based on their own experiences, or add tools to their toolkits to help their friends who are at-risk.

On November 7th, Taylor, Jan, Paula, Simon, Molly, and Sue attended a training that walked them through the assessment tool that is being created by Rebecca Millerjohn, from the Madison Public Library, and her colleagues. This is part of the IMLS Grant that Sue Abrahamson and our library are partnering with. We're hoping that this new assessment tool can be used to collect library stories, and improve our staff's ability to reflect on program effectiveness during a program. This information can then be used to help programmers plan or change programs to be more effective in the future.

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

- November 1st, Teen Volunteer Agents – 1 participant. Led by Taylor.
- November 1st, Teen Book Club – 1 participant. Led by Taylor.
- November 8th and 22nd, Teen Takeover: Teen Dungeons and Dragons – 14 participants led by Simon
- November 15th, Teen Takeover: Game Tournaments - 5 participants led by Tyler
- November 29th, Teen Takeover: Chess Tournaments – 5 participants, led by Adam

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

December 12th, 2023

**Waupaca Area Public Library
Personnel Committee Meeting
Council Chambers
Wednesday, November 29, 2023, 4:30 pm**

Meeting was called to order at 4:34 pm

Julie Eiden, Sarah Hanneman, Mary Zimmerman, Cory Nagel, Holly Olson, John Turner attended. Molly Reinke and Library Director Eric Bailey were also present.

Approval of the agenda. Moved J. Eiden, 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.

Motion to enter executive session. Moved by H. Olson, seconded by M. Zimmerman. Motion passed by a roll call vote: 6 ayes, 0 nays, 0 absent

Eric Bailey and Molly Reinke exited the meeting.

Meeting moved to executive session at 4:36 pm

Topic of Discussion was Evaluation of the Library Director

Motion to end executive session. Moved by M. Zimmerman, seconded by H. Olson..Motion Passed by a roll call vote: 6 ayes, 0 nays, 0 absent

Meeting was moved to open session at 5:51 pm

Moved by M. Zimmerman, seconded by H. Olson to adjourn . Motion Passed by voice vote. 6 ayes, 0 nays, 0 absent

Meeting was adjourned at 5:51pm

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

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

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

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

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

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

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

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

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

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

DIRECTOR'S REPORT

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

BUSINESS

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

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

Trustees discussed expiring board terms. No action taken.

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

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

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

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

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

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant