



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, FEBRUARY 18, 2026, 4:30PM

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

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. PUBLIC INPUT
  - a. Three minutes per speaker on non-agenda items.
4. MINUTES FROM MEETING HELD WEDNESDAY, JANUARY 21, 2026 Meeting
  - a. **ACTION ITEM: APPROVE** minutes of JANUARY 21, 2026 Meeting
5. MONTHLY BILLS FOR JANUARY 2026, **BILLS \$72,252, PERSONNEL \$53,256, Donations Expenditures \$3,418**
  - a. **ACTION ITEM: APPROVE** JANUARY 2026 bills, personnel costs, and donation expenditures
6. LIBRARY EXHIBIT ROOM
  - A. Exhibit Coordinator's Report
  - B. Chart of Visits
7. LIBRARY STATISTICS
  - A. Copy Income and Meeting Room Income Reports
  - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
  - C. Interloan Chart
  - D. Circulation Charts
    - a. Circulation & Renewals with Municipality Chart
    - b. Consortium Circulation
8. DEPARTMENT REPORTS
  - A. Director's Report

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

## 9. COMMITTEE REPORTS

- A. Finance Committee
  - a. No Meeting
- B. Planning Committee
  - a. NO MEETING: January 28, 2026 (No Quorum)
- C. Policy Committee
  - a. No Meeting
- D. Personnel Committee
  - a. January 21, 2026
    - i. **ACTION ITEM: APPROVE** minutes of January 21, 2026 Personnel Committee Meeting.
  - b. February 11, 2026
    - i. **ACTION ITEM: APPROVE** minutes of February 11, 2026 Personnel Committee Meeting.

## 10. OLD BUSINESS

- a. None

## 11. NEW BUSINESS

- a. Incident Reports
- b. **ACTION ITEM: APPROVE** the 2025 report for delivery to the State. Presentation to the Library Board will happen on March 18, 2026. (Report available at meeting)

## 12. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, March 18, 2026 at 4:30 pm in-person in the Council Chambers

## 13. ADJOURNMENT

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

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

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

WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY JANUARY 21, 2026, 4:30PM

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

Meeting was called to order by Melanie Peterson at 4:30 pm.

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

#### APPROVAL OF AGENDA

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

The Open Meeting Law Statement was read by Melanie Peterson.

Public Input: Collin Dykstra appreciates the Passport services provided by the library. Alisa Forseth enjoys the Library Staff Pick display and highly recommends everyone to check them out.

Minutes from Wednesday DECEMBER 17, 2025 Board Meeting.

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

Monthly bills for December 2025, BILLS \$69,822, PERSONNEL \$46,543, DONATIONS EXPENDITURES \$9,787.

MOTION by J. Turner, SECOND by S. Hanneman to approve the December 2025 Bill, Personnel, and donations expenditures.

8 ayes, 0 nays, 1 absent. Motion passed unanimously by Roll Call vote.

#### Library Statistics

Copy Income **\$622.89**; Meeting Room Income **\$51.20**

Volunteer Hours **137.5**; Reference Transactions **821** Library Visits **7,100**; Internet Use: **734** wireless, **477** stations; Curbside service **6**; Total Library Programs **23**, Total Program Attendance **885**; Study Room Use 63; Passport Applications **8**

Interloan Chart: **2,817** items loaned, **2,911** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **10,366**.

Consortium Circulation Chart was presented.

#### Library Exhibit Room Report

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

Committed to offering  
opportunities for  
connections, innovations,  
and engaged learning.



## Department Reports

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

## Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee did not meet.

Old Business – no old business.

## New Business

### a. Incident Reports

- a. Hit & Run in parking lot. Person backed into a staff car and drove off. Camera's caught them circling around and getting out to look at the damage done to the staff vehicle and then leaving.

### b. Compensation for Library Director in 2026

- a. ACTION: Adjust the Library Director Salary to reflect the cost of living.

MOTION made by J. Eiden, SECOND by J. Turner to increase the Library Director's salary by 2% in January and 2% in July to reflect the cost of living. Motion passed unanimously by ROLL Call vote. 8 Ayes, 0 Nays, 1 Absent.

## Announcements & Correspondence

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

Next meeting will be Wednesday, February 18, 2026, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

## Adjournment

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

Meeting adjourned at 5:07 pm.

Chaired by Melanie Peterson, Library Board President

Minutes taken and compiled by Jan Popple

**2026 BUDGET WORKSHEET  
LIBRARY FUND**

Acct No	Account Description	Actual	Jan-26	1/31/2026	12/31/2025	Budget	% Expended	% Unexpended
		12/31/2025			YTD	Request		
REVENUES		Prior Year	Actual	CURRENT YTD	Estimated	2026		
		ACTUAL						
INTERGOVERNMENTAL								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	402,774	-	-	396,201	396,201	0.00%	100.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	17,869	-	-	18,133	18,133	0.00%	100.00%
251-43727-000-000	COUNTY AID: LIBRARY WINNEBAGO	1,006	-	-	885	885	0.00%	100.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	4,906	-	-	5,452	5,452	0.00%	100.00%
	INTERGOVERNMENTAL	426,555	-	-	420,671	420,671	0.00%	100.00%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	8,459	642	642	7,698.48	7,500	8.55%	91.45%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	282	4	4	46.80	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	(285)	(59)	(59)	(276)	100	-58.95%	158.95%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	3,442	234	234	2,805	2,500	9.35%	90.65%
251-46740-000-000	FEES: PASSPORT	6,141	210	210	2,520	7,000	3.00%	97.00%
	PUBLIC CHARGES FOR SERVICE	18,039	1,030	1,030	12,794	17,100	6.02%	93.98%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,888	30	30	1,500	1,500	2.00%	98.00%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	115	-	-	100	100	0.00%	100.00%
251-48550-000-000	DONATIONS: LIBRARY	36,246	13,509	13,509	61,500	61,500	21.97%	78.03%
251-49210-000-000	TRANSFER FROM GENERAL FUND	373,035	-	-	388,706	388,706	0.00%	100.00%
	MISCELLANEOUS	411,284	13,539	13,539	451,806	451,806	3.00%	97.00%
	TOTAL REVENUES	855,877	14,569	14,569	885,272	889,577	1.64%	98.36%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	416,577	27,894	27,894	362,623	366,978	7.60%	92.40%
251-55111-103-000	LIBRARY: OVERTIME	1,391	60	60	723.48			
251-55111-118-000	LIBRARY: SOCIAL SECURITY	29,854	2,438	2,438	26,849	26,787	9.10%	90.90%
251-55111-119-000	LIBRARY: RETIREMENT (R)	31,151	2,767	2,767	30,681	25,321	10.93%	89.07%
251-55111-121-000	LIBRARY: GRP HLTH INS	87,553	8,495	8,495	101,949	89,893	9.45%	90.55%
251-55111-122-000	LIBRARY: LIFE INS	1,314	124	124	1,489	1,500	8.27%	91.73%
251-55111-123-000	LIBRARY: INC PROTECT	-	-	-	2,000	2,000	0.00%	100.00%
251-55111-124-000	LIBRARY: WORK COMP	3,459	-	-	3,500	3,500	0.00%	100.00%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	-	4,500	4,500	0.00%	100.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-			
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	240	-	-	320	320	0.00%	100.00%
	LIBRARY FULL-TIME	571,538	41,779	41,779	534,635	520,799	8.02%	91.98%

# 2026 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual			12/31/2025	Budget	% Expended	% Unexpended
		12/31/2025	1/31/2026					
		Prior Year	Jan-26	CURRENT YTD	YTD	Request		
		ACTUAL	Actual		Estimated	2026		
251-55112-104-000	LIBRARY: PT WAGES	122,406	10,216	10,216	141,157	150,166	6.80%	93.20%
251-55112-116-000	LIBRARY: PT RETIRE	2,731	259	259	2,647	7,238	3.57%	96.43%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,504	940	940	10,820	11,452	8.21%	91.79%
251-55112-122-000	LIBRARY: LIFE INS	665	62	62	804.18	550	11.25%	88.75%
	<b>LIBRARY: PART-TIME</b>	<b>135,306</b>	<b>11,477</b>	<b>11,477</b>	<b>155,428</b>	<b>169,406</b>	<b>6.77%</b>	<b>93.23%</b>
251-55115-201-000	LIBRARY: TRAINING	2,703	-	-	2,000	2,000	0.00%	100.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	7,014	-	-	7,014	7,104	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	2,220	-	-	2,220	2,220	0.00%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	5,569	945	945	5,670	5,500	17.18%	82.82%
251-55115-215-000	LIBRARY: MOVIE LICENSE	455	155	155	455	500	30.93%	69.07%
251-55115-216-000	LIBRARY: POSTAGE	1,747	-	-	2,300	2,300	0.00%	100.00%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	580	-	-	1,200	1,200	0.00%	100.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,783	-	-	28,471	28,471	0.00%	100.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	739	-	-	1,000	1,000	0.00%	100.00%
251-55115-282-000	LIBRARY: TECHNOLOGY	6,249	12	12	8,900	8,900	0.13%	99.87%
251-55115-301-000	LIBRARY: SUPPLIES	7,541	-	-	9,000	9,000	0.00%	100.00%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>62,598</b>	<b>1,112</b>	<b>1,112</b>	<b>68,230</b>	<b>68,195</b>	<b>1.63%</b>	<b>98.37%</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	19,868	1,559	1,559	19,000	19,000	8.21%	91.79%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,520	119	119	1,500	1,500	7.95%	92.05%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	3,854	535	535	8,000	8,000	6.69%	93.31%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	10,489	1,205	1,205	18,000	18,000	6.69%	93.31%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	3,495	-	-	5,000	5,000	0.00%	100.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	90	-	-	2,000	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	8,645	-	-	8,000	8,000	0.00%	100.00%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>47,961</b>	<b>3,418</b>	<b>3,418</b>	<b>61,500</b>	<b>61,500</b>	<b>5.56%</b>	<b>94.44%</b>
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,408	-	-	1,500	1,500	0.00%	100.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	2,770	-	-	3,000	3,000	0.00%	100.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	936	-	-	1,000	1,000	0.00%	100.00%
	<b>LIBRARY: PROGRAMS</b>	<b>5,114</b>	<b>-</b>	<b>-</b>	<b>5,500</b>	<b>5,500</b>	<b>0.00%</b>	<b>100.00%</b>

**2026 BUDGET WORKSHEET  
LIBRARY FUND**

Acct No	Account Description	Actual	Jan-26 Actual	1/31/2026	12/31/2025	Budget	% Expended	% Unexpended
		12/31/2025		CURRENT YTD	YTD	Request		
		Prior Year		Estimated	2026			
251-55130-250-115	LIBRARY: BOOKS - ADULT	13,361	-	-	16,000	16,000	0.00%	100.00%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,043	-	-	3,000	3,000	0.00%	100.00%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	16,036	-	-	16,000	16,000	0.00%	100.00%
251-55130-250-315	LIBRARY: BOOKS - TEEN	2,607	-	-	3,175	3,175	0.00%	100.00%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,543	-	-	4,300	4,300	0.00%	100.00%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	-	-	-				
	LIBRARY: BOOKS	39,592	-	-	42,475	42,475	0.00%	100.00%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	1,983	-	-	2,500	2,500	0.00%	100.00%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	1,054	-	-	1,000	1,000	0.00%	100.00%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	379	-	-	700	700	0.00%	100.00%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,086	-	-	1,000	1,000	0.00%	100.00%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	186	186	1,000	1,000	18.60%	81.40%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	-	-	-	-	-		
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	-	-	-	-	-		
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	894	-	-	1,000	1,000	0.00%	100.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	13,235	14,280	14,280	14,502	14,502	98.47%	1.53%
	LIBRARY: A/V	19,485	14,466	14,466	21,702	21,702	66.66%	33.34%
	TOTAL EXPENDITURES	881,594	72,252	72,252	889,471	889,577	8.12%	91.88%
	REVENUES OVER(UNDER) EXPENDITURES				(4,199)	1		
	BEGINNING FUND BALANCE				64,246	60,047		
	ENDING FUND BALANCE				60,047	60,046		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-43215-000-000 FEDERAL: LIBRARY GRANTS</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	396,201.00-	Unearned	396,201.00
<b>251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	18,133.00-	Unearned	18,133.00
<b>251-43726-000-000 COUNTY AID: LIBRARY WINNEBAGO</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	885.00-	Unearned	885.00
<b>251-43730-000-000 COUNTY AID: LIBRARY PORTAGE</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	5,452.00-	Unearned	5,452.00
<b>251-43735-000-000 STATE GRANT: LIBRARY YOUTH</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>251-46710-000-000 FEES: LIBRARY COPIES</b>					
		01/01/2026 (00/26) Balance	.00 *	.00 *	.00



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46710-000-000 FEES: LIBRARY COPIES (continued)</b>					
CR	1000024658	COPIES LIBRARY DEPOSIT - LIBRARY 1/03/26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/03/26		155.51-	
CR	1000024680	COPIES LIBRARY DEPOSIT - LIBRARY 1.10.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1.10.26		147.96-	
CR	1000024712	COPIES LIBRARY DEPOSIT - LIBRARY 1.17.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1.17.26		218.12-	
CR	1000024722	COPIES LIBRARY DEPOSIT - LIBRARY 1.24.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1.24.26		119.95-	
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>641.54- *</b>	<b>641.54-</b>
CR	1000024734	COPIES LIBRARY DEPOSIT - LIBRARY 1.31.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 1.31.26		194.57-	
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>194.57- *</b>	<b>836.11-</b>
YTD Encumbrance	.00	YTD Actual 836.11- Total 836.11- YTD Budget 7,500.00- Unearned 6,663.89			
<b>251-46715-000-000 FEES: LIBRARY POSTAGE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
<b>251-46720-000-000 FEES: LIBRARY PROGRAMS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unearned .00			
<b>251-46725-000-000 FEES: LIBRARY OVERDUE FEES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1000024712	FINES LIBRARY DEPOSIT - LIBRARY 1.17.26 Description: FINES LIBRARY DEPOSIT - LIBRARY 1.17.26		3.90-	
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>3.90- *</b>	<b>3.90-</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3.90-</b>
YTD Encumbrance	.00	YTD Actual 3.90- Total 3.90- YTD Budget .00 Unearned 3.90-			
<b>251-46730-000-000 FEES: LIBRARY COLLECTION AGCY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46730-000-000 FEES: LIBRARY COLLECTION AGCY (continued)</b>					
AP	31	UNIQUE MANAGEMENT SERVICES, INC.	68.95		
		**VendorNo: 1943 **Inv. No: 6149528 **Desc: PATRON SENT TO COLLECTIONS - DEC 2025 **Inv. Date: 01/01/26			
CR	1000024712	COLLECTIONS - LIBRARY 1.17.26		10.00-	
		Description: COLLECTIONS - LIBRARY 1.17.26			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>68.95 *</b>	<b>10.00- *</b>	<b>58.95</b>
CR	1000024734	COLLECTIONS - LIBRARY 1.31.26		9.70-	
		Description: COLLECTIONS - LIBRARY 1.31.26			
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>9.70- *</b>	<b>49.25</b>
YTD Encumbrance	.00	YTD Actual 49.25 Total 49.25 YTD Budget 100.00- Unearned 149.25			
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	36	CLINTONVILLE PUBLIC LIBRARY	14.95		
		**VendorNo: 391 **Inv. No: OWWAU01082026000001 **Desc: LOST ITEM 31389019104660 **Inv. Date: 01/09/26			
AP	39	KAUKAUNA PUBLIC LIBRARY	5.00		
		**VendorNo: 1002 **Inv. No: OWWAU01132026000003 **Desc: LOST ITEM 31389022137590 **Inv. Date: 01/14/26			
AP	126	WEYAUWEGA PUBLIC LIBRARY	14.00		
		**VendorNo: 2137 **Inv. No: OWWAU01212026000001 **Desc: LOST BOOK 31389025265455 **Inv. Date: 01/21/26			
AP	116	APPLETON PUBLIC LIBRARY	28.00		
		**VendorNo: 102 **Inv. No: OWWAU01262026000002 **Desc: #31110006040240 BILL PAID IN WAUPACA **Inv. Date: 01/26/26			
CR	1000024658	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/03/26		53.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/03/26			
CR	1000024680	MATERIAL REPL LIB DEPOSIT - LIBRARY 1.10.26		25.95-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1.10.26			
CR	1000024712	MATERIAL REPL LIB DEPOSIT - LIBRARY 1.17.26		118.76-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1.17.26			
CR	1000024722	MATERIAL REPL LIB DEPOSIT - LIBRARY 1.24.26		97.95-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1.24.26			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>61.95 *</b>	<b>295.66- *</b>	<b>233.71-</b>
CR	1000024734	MATERIAL REPL LIB DEPOSIT - LIBRARY 1.31.26		107.91-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1.31.26			
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>107.91- *</b>	<b>341.62-</b>
YTD Encumbrance	.00	YTD Actual 341.62- Total 341.62- YTD Budget 2,500.00- Unearned 2,158.38			
<b>251-46740-000-000 FEES: LIBRARY PASSPORT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46740-000-000 FEES: LIBRARY PASSPORT (continued)</b>					
CR	1000024680	PASSPORT - LIBRARY 1.10.26 Description: PASSPORT - LIBRARY 1.10.26		35.00-	
CR	1000024712	PASSPORT - LIBRARY 1.17.26 Description: PASSPORT - LIBRARY 1.17.26		140.00-	
CR	1000024722	PASSPORT - LIBRARY 1.24.26 Description: PASSPORT - LIBRARY 1.24.26		35.00-	
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>210.00- *</b>	<b>210.00-</b>
CR	1000024734	PASSPORT - LIBRARY 1.31.26 Description: PASSPORT - LIBRARY 1.31.26		172.88-	
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>172.88- *</b>	<b>382.88-</b>
YTD Encumbrance	.00	YTD Actual 382.88- Total 382.88- YTD Budget	7,000.00- Unearned	6,617.12	
<b>251-48215-000-000 RENT: MEETING ROOMS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1000024680	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1.10.26 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1.10.26		30.00-	
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>30.00- *</b>	<b>30.00-</b>
CR	1000024734	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1.31.26 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 1.31.26		75.00-	
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>75.00- *</b>	<b>105.00-</b>
YTD Encumbrance	.00	YTD Actual 105.00- Total 105.00- YTD Budget	1,500.00- Unearned	1,395.00	
<b>251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	100.00- Unearned	100.00	
<b>251-48451-000-000 INSURANCE CLAIMS LIBRARY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unearned	.00	
<b>251-48510-000-000 MISC REV: REBATES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48510-000-000 MISC REV: REBATES (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-48550-000-000 DONATIONS: LIBRARY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1000024658	DONATION- - LIBRARY 1/03/26 Description: DONATION- - LIBRARY 1/03/26		106.15-	
CR	1000024680	DONATION- - LIBRARY 1.10.26 Description: DONATION- - LIBRARY 1.10.26		13,117.81-	
CR	1000024695	EOY DONATIONS 2025 - LIBRARY ASSOCIATES OF WAUPACA Description: EOY DONATIONS 2025 - LIBRARY ASSOCIATES OF WAUPACA		1,644.28-	
CR	1000024712	DONATION- - LIBRARY 1.17.26 Description: DONATION- - LIBRARY 1.17.26		240.00-	
CR	1000024722	DONATION- - LIBRARY 1.24.26 Description: DONATION- - LIBRARY 1.24.26		45.00-	
JE	1	MOVE FRIENDS OF LIBRARY DONATION TO REV 2025	1,644.28		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>1,644.28 *</b>	<b>15,153.24- *</b>	<b>13,508.96-</b>
CR	1000024734	DONATION- - LIBRARY 1.31.26 Description: DONATION- - LIBRARY 1.31.26		141.51-	
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>141.51- *</b>	<b>13,650.47-</b>
YTD Encumbrance	.00	YTD Actual 13,650.47- Total 13,650.47-	YTD Budget 61,500.00-	Unearned 47,849.53	
<b>251-48900-000-000 OTHER: REVENUE MISCELLANEOUS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-49210-000-000 TRANSFER FROM GENERAL FUND</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 388,706.00-	Unearned 388,706.00	
<b>251-49300-000-000 FUND BALANCES APPLIED</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-49300-000-000 FUND BALANCES APPLIED (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-55111-101-000 LIBRARY: SALARIES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-102-000 LIBRARY: WAGES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PC	20	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	13,915.55		
PC	129	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	13,978.49		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>27,894.04 *</b>	<b>.00 *</b>	<b>27,894.04</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>27,894.04</b>
YTD Encumbrance	.00	YTD Actual 27,894.04 Total 27,894.04	YTD Budget 366,978.00	Unexpended 339,083.96	
<b>251-55111-103-000 LIBRARY: OVERTIME</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PC	198	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	60.29		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>60.29 *</b>	<b>.00 *</b>	<b>60.29</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>60.29</b>
YTD Encumbrance	.00	YTD Actual 60.29 Total 60.29	YTD Budget .00	Unexpended 60.29-	
<b>251-55111-105-000 LIBRARY: CALL-IN PAY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-106-000 LIBRARY: HOLIDAY PAY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-107-000 LIBRARY: SICK PAY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-107-000 LIBRARY: SICK PAY (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-108-000 LIBRARY: VACATION PAY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB		23 PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	1,420.82		
PB		248 PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	1,017.14		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>2,437.96 *</b>	<b>.00 *</b>	<b>2,437.96</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,437.96</b>
YTD Encumbrance	.00	YTD Actual 2,437.96 Total 2,437.96	YTD Budget 26,787.00	Unexpended 24,349.04	
<b>251-55111-119-000 LIBRARY: RETIREMENT (R)</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB		22 PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	1,604.22		
PB		247 PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	1,163.09		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>2,767.31 *</b>	<b>.00 *</b>	<b>2,767.31</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,767.31</b>
YTD Encumbrance	.00	YTD Actual 2,767.31 Total 2,767.31	YTD Budget 25,321.00	Unexpended 22,553.69	
<b>251-55111-121-000 LIBRARY: GRP HLTH INS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB		21 PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	4,039.14		
PB		246 PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	4,039.14		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-121-000 LIBRARY: GRP HLTH INS (continued)</b>					
PC	75	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	208.34		
PC	196	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	208.34		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>8,494.96 *</b>	<b>.00 *</b>	<b>8,494.96</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>8,494.96</b>
YTD Encumbrance	.00	YTD Actual	8,494.96	Total	8,494.96
		YTD Budget	89,892.75	Unexpended	81,397.79
<b>251-55111-122-000 LIBRARY: LIFE INS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	138	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	62.05		
PB	362	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	62.05		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>124.10 *</b>	<b>.00 *</b>	<b>124.10</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>124.10</b>
YTD Encumbrance	.00	YTD Actual	124.10	Total	124.10
		YTD Budget	1,500.00	Unexpended	1,375.90
<b>251-55111-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	2,000.00	Unexpended	2,000.00
<b>251-55111-124-000 LIBRARY: WORK COMP</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,500.00	Unexpended	3,500.00
<b>251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	4,500.00	Unexpended	4,500.00
<b>251-55111-126-000 LIBRARY: DEF COMP HLTH</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
<b>251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 320.00	Unexpended 320.00		
<b>251-55112-104-000 LIBRARY: PT WAGES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PC	74	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	4,760.20		
PC	195	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	5,455.87		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>10,216.07 *</b>	<b>.00 *</b>	<b>10,216.07</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>10,216.07</b>
YTD Encumbrance	.00	YTD Actual 10,216.07 Total 10,216.07 YTD Budget 150,166.00	Unexpended 139,949.93		
<b>251-55112-110-000 LIBRARY: PTO</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
<b>251-55112-116-000 LIBRARY: PT RETIRE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	142	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	159.17		
PB	366	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	99.53		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>258.70 *</b>	<b>.00 *</b>	<b>258.70</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>258.70</b>
YTD Encumbrance	.00	YTD Actual 258.70 Total 258.70 YTD Budget 7,238.00	Unexpended 6,979.30		
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	139	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	528.62		
PB	363	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	411.65		



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY (continued)</b>					
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>940.27 *</b>	<b>.00 *</b>	<b>940.27</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>940.27</b>
YTD Encumbrance	.00	YTD Actual 940.27 Total 940.27	YTD Budget 11,452.00	Unexpended 10,511.73	
<b>251-55112-122-000 LIBRARY: LIFE INS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	141	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	30.93		
PB	365	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	30.93		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>61.86 *</b>	<b>.00 *</b>	<b>61.86</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>61.86</b>
YTD Encumbrance	.00	YTD Actual 61.86 Total 61.86	YTD Budget 550.00	Unexpended 488.14	
<b>251-55112-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55115-201-000 LIBRARY: TRAVEL</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
<b>251-55115-206-000 LIBRARY: TELEPHONE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55115-207-000 LIBRARY: MAINT OF EQUIP</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 7,104.00	Unexpended 7,104.00	
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,220.00	Unexpended 2,220.00	
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	44	OFFICE TECHNOLOGY GROUP	95.53		
		**VendorNo: 1406 **Inv. No: 327215 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 12/18/25			
AP	143	WISCONSIN LIBRARY SERVICES INC	945.00		
		**VendorNo: 2963 **Inv. No: 504929 **Desc: 2025-26 STRATEGIC PLANNING COHORT SURVEY **Inv. Date: 01/23/26			
JE	10	MOVE EXPENSE TO 2025 - COPIER MAINTENANCE (OTG)		95.53-	
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>1,040.53 *</b>	<b>95.53- *</b>	<b>945.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>945.00</b>
YTD Encumbrance	.00	YTD Actual 945.00 Total 945.00	YTD Budget 5,500.00	Unexpended 4,555.00	
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	26	MOTION PICTURE LICENSING C	154.67		
		**VendorNo: 1295 **Inv. No: 504469969 **Desc: MPLC LICENSE RENEWAL 2026 **Inv. Date: 12/30/25			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>154.67 *</b>	<b>.00 *</b>	<b>154.67</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>154.67</b>
YTD Encumbrance	.00	YTD Actual 154.67 Total 154.67	YTD Budget 500.00	Unexpended 345.33	
<b>251-55115-216-000 LIBRARY: POSTAGE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,300.00	Unexpended 2,300.00	
<b>251-55115-217-000 LIBRARY: MEMBERSHIP &amp; DUES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,200.00	Unexpended 1,200.00	
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	28,471.00 Unexpended	28,471.00	
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	1,000.00 Unexpended	1,000.00	
<b>251-55115-282-000 LIBRARY: TECHNOLOGY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	29	OUTAGAMIE WAUPACA LIBRARY	12.00		
		**VendorNo: 1427 **Inv. No: 4756 **Desc: DIGITAL BUYING POOL - OFFICE 365 LICENSES **Inv. Date: 01/07/26			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>12.00 *</b>	<b>.00 *</b>	<b>12.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>12.00</b>
YTD Encumbrance	.00	YTD Actual 12.00 Total 12.00 YTD Budget	8,900.00 Unexpended	8,888.00	
<b>251-55115-301-000 LIBRARY: SUPPLIES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	9,000.00 Unexpended	9,000.00	
<b>251-55115-320-000 LIBRARY: BUILDING EXPENSES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00	
<b>251-55120-104-000 LIBRARY: DONATIONS PT WAGES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PC	76	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	779.52		
PC	197	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	779.52		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>1,559.04 *</b>	<b>.00 *</b>	<b>1,559.04</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,559.04</b>
YTD Encumbrance	.00	YTD Actual 1,559.04 Total 1,559.04 YTD Budget	19,000.00 Unexpended	17,440.96	
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC (continued)</b>					
PB	140	PAYROLL TRANS FOR 1/11/2026 PAY PERIOD	59.63		
PB	364	PAYROLL TRANS FOR 1/25/2026 PAY PERIOD	59.63		
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>119.26 *</b>	<b>.00 *</b>	<b>119.26</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>119.26</b>
YTD Encumbrance	.00	YTD Actual 119.26 Total 119.26 YTD Budget	1,500.00	Unexpended 1,380.74	
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	83	PLAYAWAY PRODUCTS LLC	534.97		
		**VendorNo: 2959 **Inv. No: 521842 **Desc: LAUNCHPADS CHILDREN DEPT (3) **Inv. Date: 01/12/25			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>534.97 *</b>	<b>.00 *</b>	<b>534.97</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>534.97</b>
YTD Encumbrance	.00	YTD Actual 534.97 Total 534.97 YTD Budget	8,000.00	Unexpended 7,465.03	
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	34	PERKET, MARY	24.85		
		**VendorNo: 2869 **Inv. No: 768473 **Desc: REIMBURSE L&L FOOD **Inv. Date: 01/07/26			
AP	76	VENESA DRAVES - GP	300.00		
		**VendorNo: 2803 **Inv. No: MR013126GP **Desc: DEMONSTRATION - RENAISSANCE REENACTMENT TROUPE **Inv. Date: 01/16/26			
AP	145	GOUDA LIFE LLC	380.00		
		**VendorNo: 2965 **Inv. No: #000002 **Desc: SNACK & LEARN **Inv. Date: 01/21/26			
AP	144	BIEBERS UNDERWATER RECOVERY	500.00		
		**VendorNo: 2964 **Inv. No: MR052226 **Desc: ED THE DIVER - DONUTS & DIVES **Inv. Date: 01/23/26			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>1,204.85 *</b>	<b>.00 *</b>	<b>1,204.85</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,204.85</b>
YTD Encumbrance	.00	YTD Actual 1,204.85 Total 1,204.85 YTD Budget	18,000.00	Unexpended 16,795.15	
<b>251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	5,000.00	Unexpended 5,000.00	
<b>251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
<b>251-55120-301-000 LIBRARY: DONATIONS SUPPLIES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	29 HJ MARTIN & SONS INC		10,460.00		
	**VendorNo: 2969 **Inv. No: 236637 **Desc: OPERABLE PARTITION REPLACEMENT **Inv. Date: 02/02/26				
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>10,460.00 *</b>	<b>.00 *</b>	<b>10,460.00</b>
YTD Encumbrance	.00	YTD Actual 10,460.00 Total 10,460.00	YTD Budget 8,000.00	Unexpended 2,460.00-	
<b>251-55125-255-000 LIBRARY: PROGRAMS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55125-255-110 LIBRARY: PROGRAMS - ADULT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,500.00	Unexpended 1,500.00	
<b>251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,000.00	Unexpended 3,000.00	
<b>251-55125-255-310 LIBRARY: PROGRAMS - TEEN</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
<b>251-55130-250-000 LIBRARY: BOOKS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-000 LIBRARY: BOOKS (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
<b>251-55130-250-115 LIBRARY: BOOKS - ADULT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 16,000.00	Unexpended 16,000.00		
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	35	GALE CENGAGE LEARNING	59.98		
		**VendorNo: 683 **Inv. No: 999101915561 **Desc: LARGE PRINT **Inv. Date: 01/13/26			
AP	36	GALE CENGAGE LEARNING	30.39		
		**VendorNo: 683 **Inv. No: 999102072875 **Desc: LARGE PRINT **Inv. Date: 01/22/26			
AP	37	GALE CENGAGE LEARNING	96.79		
		**VendorNo: 683 **Inv. No: 999102139507 **Desc: LARGE PRINT **Inv. Date: 01/26/26			
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>187.16 *</b>	<b>.00 *</b>	<b>187.16</b>
YTD Encumbrance	.00	YTD Actual 187.16 Total 187.16 YTD Budget 3,000.00	Unexpended 2,812.84		
<b>251-55130-250-215 LIBRARY: BOOKS - CHILDRENS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 16,000.00	Unexpended 16,000.00		
<b>251-55130-250-315 LIBRARY: BOOKS - TEEN</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 3,175.00	Unexpended 3,175.00		
<b>251-55130-250-410 LIBRARY: BOOKS - MAG &amp; NEWSPAP</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 4,300.00	Unexpended 4,300.00		
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
<b>251-55135-290-000 LIBRARY: AUDIO/VISUAL</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00	Unexpended .00		
<b>251-55135-290-125 LIBRARY: A/V - ADULT MOVIES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 2,500.00	Unexpended 2,500.00		
<b>251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 1,000.00	Unexpended 1,000.00		
<b>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 700.00	Unexpended 700.00		
<b>251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 1,000.00	Unexpended 1,000.00		
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	35 CAVENDISH SQUARE		186.03		
	**VendorNo: 324 **Inv. No: CAL352979I **Desc: STANDING ORDER **Inv. Date: 10/01/25				
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>186.03 *</b>	<b>.00 *</b>	<b>186.03</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS (continued)</b>					
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>186.03</b>
YTD Encumbrance	.00	YTD Actual 186.03 Total 186.03	YTD Budget 1,000.00	Unexpended 813.97	
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-320 LIBRARY: A/V - TEEN MOVIES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-420 LIBRARY: A/V - VIDEO GAMES</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
<b>251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	25	MIDWEST TAPE LLC	10,000.00		
		**VendorNo: 1263 **Inv. No: 2000020367(1.2.26) **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 01/02/26			
AP	28	OUTAGAMIE WAUPACA LIBRARY	4,280.30		
		**VendorNo: 1427 **Inv. No: 4756 **Desc: DIGITAL BUYING POOL - OFFICE 365 LICENSES **Inv. Date: 01/07/26			
		<b>01/31/2026 (01/26) Period Totals and Balance</b>	<b>14,280.30 *</b>	<b>.00 *</b>	<b>14,280.30</b>
		<b>02/28/2026 (02/26) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>14,280.30</b>
YTD Encumbrance	.00	YTD Actual 14,280.30 Total 14,280.30	YTD Budget 14,502.00	Unexpended 221.70	
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL</b>					
		<b>01/01/2026 (00/26) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL (continued)</b>					
<b>02/28/2026 (02/26) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>Number of transactions: 73    Number of accounts: 89</b>			Debit	Credit	Proof
<b>Grand Totals:</b>			84,769.55	17,141.44-	67,628.11

## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda January 2026

The application is coming together well for the next American Library Association traveling exhibit, in partnership with Pulitzer Prizes. Only 20 libraries across the country will be selected, but we have developed some amazing ideas for programs and collaborations with the School District of Waupaca, City of Waupaca, Winchester Academy of Waupaca, Waupaca Historical Society and our own internal departments. The application is due at the end of March.

Our Exhibit Room committee met on February 2 after we took down Second Life Alchemy. They had great ideas for content and programs for our upcoming exhibits, and ideas for future exhibits.

I sat down with Eric and went over my SMART goal for this year. I'm planning to incorporate additional interactive stations for kids and families during our exhibits that coincide with the Summer Learning Program to provide easy ways for our younger patrons to engage with the exhibits.

Our marketing team meets the last week of the month, and we are working hard to find new ways to engage with our patrons on social media. We're encouraging people to sign up for department newsletters, and creating relevant content to drive additional social media traffic. We're also working to reach people through traditional media, so Mary Perkett and I went on WDUX to talk about Youth Art Month and other upcoming programs at the library to reach an expanded audience.

### **PAST EXHIBIT:**

#### Second Life Alchemy (December 13-February 1)

Second Life Alchemy had a wonderful run at the library, with 2552 people visiting the exhibit. Cayla Paukstat, was a pleasure to work with, and she generously donated one of her paintings as a scavenger hunt prize.

### **ON EXHIBIT:**

#### Youth Art Month

Youth Art Month is off to a great start and we are so thankful for our School District of Waupaca art teachers that partner with us for this vibrant exhibit:

Mackenzie Burns - WLC and CEC

Mathew Lawniczak- WLC

Art Schulz - Middle School

Tricia Price- High School

Youth Art Month brings in lots of new faces, creating opportunities to connect with families in our community. The reception/awards night was on Monday, February 9 at 6pm, with about 250 visiting the exhibit. The Library Foundation sponsors the Chamber gift certificates that are awarded to students for Best in Show (\$25), and 1st (\$20), 2nd (\$15) and 3rd (\$10) place for each division, totaling \$160. Awards were given for Elementary School (K-4 grades), Middle School (5-8 grades) and High School (9-12 grades). Best in Show is awarded to the high school student with an outstanding portfolio of work.

#### Elementary School:

1st Place: Laikyn Mata

2nd Place: Emma Feldt

3rd Place: Evelyn Suhs

Honorable Mention: Olivia Lunde

Honorable Mention: AvriLynn Urban

Honorable Mention: Isla Watson

#### Middle School:

1st Place: Harper Mannel

2nd Place: Alexandria Schmidt

3rd Place: Alexander Adamczak

Honorable Mention: Liam Whitman

Honorable Mention: Ruby Kosobucki

Honorable Mention: Brooklyn Hildebrandt



### High School:

Best in Show : Kendra Hotvedt

1st Place: Lucy Rogers

2nd Place: Alaina Gabrielson

3rd Place: Tustin Phillips

Honorable Mention: Adam Melk

Honorable Mention: Madison Brotzman

Honorable Mention: Sophia Wennesberg

Honorable Mention: Katie Johnson

Honorable Mention: Elyse Janssen



### **UPCOMING EXHIBIT:**

#### Farms & Local Agriculture

This exhibit will highlight our local farmers, implements, the Waupaca Historical Society's barn project, information on pollinators, a seed exchange, and more!

If you know a farm interested in participating in the exhibit, please have them use [this link](#) to submit their information!

### **MONTHLY ATTENDANCE REPORT:**

The attendance chart for January is included with this report.

#### **2026 Schedule**

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

#### **2027 Schedule**

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

#### **2028 Schedule**

- *The History of the Bible*: December 11-January 29
- *Youth Art Month*: February 5-March 25/April 1
- *Waupaca Wood Carvers*: April 8-May 27
- *Summer Olympics (Summer Learning Program: Libraries Are Legendary/Mythical Creatures)*: June 3-July 29
- *TBD*: August 5-September 30
- *TBD*: October 7-December 2
- *TBD*: December 9-January 27

## JANUARY 2026 EXHIBIT ROOM VISITS

01/1/2026	Thursday	closed
01/2/2026	Friday	140
01/3/2026	Saturday	53
01/4/2026	Sunday	closed
01/5/2026	Monday	53
01/6/2026	Tuesday	66
01/7/2026	Wednesday	58
01/8/2026	Thursday	57
01/9/2026	Friday	50
01/10/2026	Saturday	44
01/11/2026	Sunday	closed
01/12/2026	Monday	72
01/13/2026	Tuesday	58
01/14/2026	Wednesday	81
01/15/2026	Thursday	51
01/16/2026	Friday	62
01/17/2026	Saturday	59
01/18/2026	Sunday	closed
01/19/2026	Monday	130
01/20/2026	Tuesday	48
01/21/2026	Wednesday	154
01/22/2026	Thursday	42
01/23/2026	Friday	76
01/24/2026	Saturday	27
01/25/2026	Sunday	closed
01/26/2026	Monday	37
01/27/2026	Tuesday	62
01/28/2026	Wednesday	121
01/29/2026	Thursday	43
01/30/2026	Friday	94
01/31/2026	Saturday	87

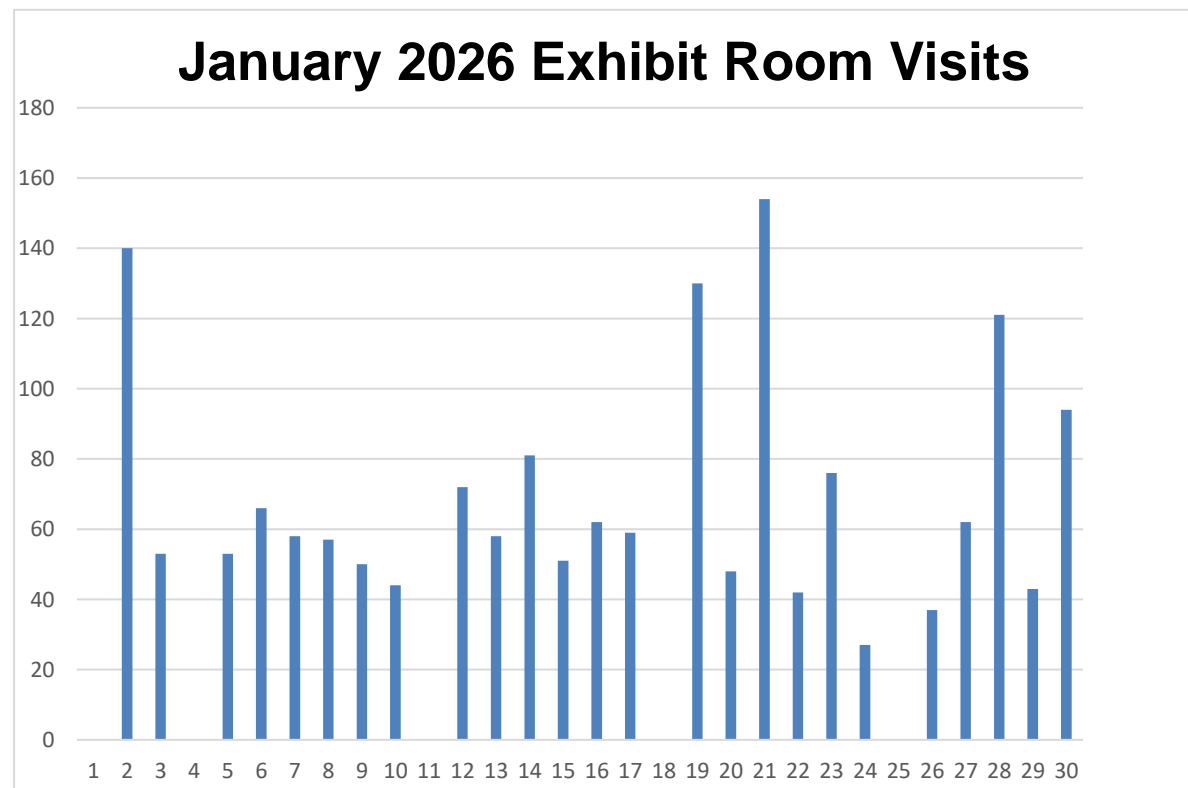
TOTAL 1825

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.

Second Life Alchemy (December) = 727

Second Life Alchemy (January) = 1825

Second Life Alchemy TOTAL = 2552



2026 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$3.90												\$3.90
2026 Running Total												
\$3.90												
2025 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.40	\$0.00	\$0.00	\$7.46	\$0.00	\$0.00	\$0.00	\$0.00	\$7.35	\$0.00	\$0.00	\$0.00	\$15.21
2025 Running Total												
\$0.40	\$0.40	\$0.40	\$7.86	\$7.86	\$7.86	\$7.86	\$7.86	\$15.21	\$15.21	\$15.21	\$15.21	
2024 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$8.20	\$0.00	\$0.00	\$8.50
2024 Running Total												
\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.30	\$0.30	\$0.30	\$8.50	\$8.50	\$8.50	
	\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00
												\$35.97
2026 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$805.64												\$805.64
2025 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$847.20	\$539.66	\$795.94	\$618.07	\$774.17	\$886.32	\$696.25	\$598.52	\$745.87	\$709.71	\$633.34	\$622.89	\$8,467.94
2024 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$580.46	\$484.37	\$580.97	\$590.98	\$589.02	\$466.69	\$582.83	\$773.13	\$546.49	\$690.51	\$514.64	\$574.91	\$6,975.00
2026 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$105.00												\$105.00
2025 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$100.00	\$410.00	\$135.00	\$205.00	\$195.00	\$84.59	\$88.81	\$160.00	\$80.00	\$189.33	\$189.07	\$51.20	\$1,888.00
2024 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$73.00	\$235.00	\$225.00	\$483.00	\$130.00	\$50.00	\$50.00	\$102.50	\$135.00	\$267.50	\$140.00	\$205.00	\$2,096.00
2026 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$372.57												\$372.57
-\$61.95												-\$61.95
\$310.62												\$310.62
2025 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total

\$279.90	\$183.94	\$330.40	\$265.99	\$329.21	\$454.05	\$593.35	\$132.35	\$526.25	\$611.84	\$313.60	\$200.92	\$4,221.80
-\$36.99	-\$19.99	-\$63.99	-\$44.95	-\$43.95	-\$178.95	-\$115.00	-\$37.99	-\$33.99	-\$98.95	-\$60.73	-\$26.00	-\$761.48
\$242.91	\$163.95	\$266.41	\$221.04	\$285.26	\$275.10	\$478.35	\$94.36	\$492.26	\$512.89	\$252.87	\$174.92	\$3,460.32
<b>2024 Material Replacement</b>												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$277.88	\$254.82	\$223.98	\$200.37	\$209.51	\$109.00	\$358.03	\$241.89	\$300.65	\$302.08	\$110.99	\$348.87	\$2,938.07
\$0.00	-\$130.00	-\$16.99	-\$33.00	-\$24.00	-\$95.00	-\$20.00	-\$52.99	-\$18.98	-\$22.99	-\$15.99	-\$24.99	-\$454.93
\$277.88	\$124.82	\$206.99	\$167.37	\$185.51	\$14.00	\$338.03	\$188.90	\$281.67	\$279.09	\$95.00	\$323.88	\$2,483.14
<b>2026 Donation Box</b>												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$136.51												\$136.51
<b>2025 Donation Box</b>												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$162.02	\$141.29	\$113.00	\$56.16	\$99.10	\$78.17	\$143.22	\$66.08	\$80.30	\$94.64	\$122.17	\$106.15	\$1,262.30
<b>2024 Donation Box</b>												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$238.62	\$137.98	\$98.69	\$165.32	\$89.17	\$55.49	\$77.39	\$281.20	\$78.77	\$95.88	\$147.17	\$113.79	\$1,579.47
<b>2026 Passports</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$382.88												\$382.88
<b>2025 Passports</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$840.00	\$1,295.00	\$315.00	\$455.00	\$452.88	\$516.14	\$485.91	\$313.94	\$348.94	\$521.82	\$208.94	\$280.00	\$6,033.57
<b>2024 Passports</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$350.00	\$910.00	\$595.00	\$120.00	\$525.00	\$175.00	\$245.00	\$385.00	\$385.00	\$455.00	\$420.00	\$770.00	\$5,335.00
<b>2023 Passports</b>												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$140.00	\$245.00
<b>2026 Credit Card</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$360.07												\$360.07
-\$21.71												-\$21.71
<b>2025 Credit Card</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$19.18	\$218.90	\$369.14	\$371.05	\$253.99	\$182.99	\$525.30	\$293.50	\$109.25	\$2,343.30
			-\$0.82	-\$7.70	-\$11.52	-\$11.90	-\$7.95	-\$5.36	-\$16.80	\$9.87	\$3.89	-\$48.29
<b>2026 WAIVED</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$22.65												\$22.65
<b>2025 WAIVED</b>												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total

\$37.25	\$3.60	\$52.10	\$125.45	\$177.40	\$88.20	\$18.50	\$78.55	\$5.30	\$87.55	\$39.00	\$89.10	\$802.00
2024 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$63.00	\$98.09	\$565.00	\$95.20	\$6.35	\$32.70	\$9.75	\$10.30	\$228.35	\$9.30	\$6.90	\$19.45	\$1,144.39

## Library Usage 2026

### Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	1,216												1,216
2025	894	892	894	775	1,007	1,286	1,046	997	1,079	1,236	867	821	11,794
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
2026	7,266												7,266
2025	8,075	7,276	8,075	7,981	8,093	10,120	10,076	9,886	7,977	9,175	7,392	7,100	101,226
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
2026 wireless	706												706
2026 stations	524												524
2025 wireless	737	733	879	838	838	1,095	1,081	1,063	820	1,046	782	734	10,646
2025 stations	458	432	534	488	569	688	637	659	485	645	328	477	6,400
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
2026	12												12
2025	7	10	7	14	10	16	12	8	6	7	6	6	109
2023	60	40	44	25	40	44	27	28	27	24	17	20	396

### Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	145.5												146
2025	98.3	129.3	111.0	154.7	165.75	155.75	151.5	148	129	146	139.5	137.5	1,666
2024	17.75	23.5	47	37.5	47.2	69.25	54.25	86.25	81	103.25	76.45	75	718



### Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 programs	4												4
2026 attendance	53												53
2025 programs	10	9	2	9	11	8	7	6	8	9	7	3	89
2025 attendance	94	91	33	128	122	92	63	25	61	75	87	51	922

### Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 programs	13												13
2026 attendance	385												385
2025 programs	10	17	18	12	11	19	17	8	7	12	14	18	163
2025 attendance	362	592	604	357	529	504	477	162	261	389	552	514	5,303

### General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	0												0
2025 attendance	0												0
2025 programs	0	1	5	3	1	4	10	4	0	0	0	2	30
2025 attendance	0	250	506	38	7	197	296	694	0	0	0	320	2,308

### Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 programs	4												
2026 attendance	11												
2025 programs	4	7	5	13	15	8	16	7	7	11	10	0	103
2025 attendance	35	38	23	324	668	85	84	42	33	45	34	0	1,411

### Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	65												65
2025	93	86	93	78	74	88	101	80	68	85	64	63	973
2024	68	92	78	74	68	78	96	91	104	114	54	68	985

### Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	14												14
2025	21	37	9	13	16	14	15	8	10	14	5	8	170
2024	10	24	17	2	15	5	8	11	10	13	11	20	146

### Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	13												13
2025	3	2	2	4	7	3	18	13	7	9	4	11	83
2024	5	6	8	9	7	5	2	4	3	4	6	5	64

### Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	5,007												5,007
2025	4,787	3,752	4,631	4,287	4,935	5,559	4,635	4,724	5,721	5,051	5,509	5,225	58,816
2024	2,426	3,711	3,623	3,610	3,870	4,255	3,346	4,347	5,112	6,185	4,041	3,771	48,297

## Jan 2026 Resource Sharing Lender/Borrower Statistics

Library	Code	YTD				YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,232	1,031	201	1.19	1,232	1,031	201	1.19
Appleton	OOAPL	9,221	12,444	(3,223)	0.74	9,221	12,444	(3,223)	0.74
Baileys Harbor	NDBAI	581	527	54	1.10	581	527	54	1.10
Birnamwood	NSBIR	586	364	222	1.61	586	364	222	1.61
Black Creek	OOBCL	1,505	842	663	1.79	1,505	842	663	1.79
Bonduel	NSBON	342	861	(519)	0.40	342	861	(519)	0.40
Clintonville	OWCPL	2,237	1,087	1,150	2.06	2,237	1,087	1,150	2.06
Coleman	NMCOL	384	778	(394)	0.49	384	778	(394)	0.49
Crivitz	NMCRI	483	1,000	(517)	0.48	483	1,000	(517)	0.48
Egg Harbor	NDEGG	708	522	186	1.36	708	522	186	1.36
Ephraim	NDEPH	482	160	322	3.01	482	160	322	3.01
Fish Creek	NDFIS	487	355	132	1.37	487	355	132	1.37
Florence	NFFLO	405	413	(8)	0.98	405	413	(8)	0.98
Forestville	NDFOR	561	327	234	1.72	561	327	234	1.72
Fremont	OWFPL	682	795	(113)	0.86	682	795	(113)	0.86
Gillett	NOGIL	610	354	256	1.72	610	354	256	1.72
Goodman	NMGOO	61	239	(178)	0.26	61	239	(178)	0.26
Green Earth	NBON2	138	1	137	138.00	138	1	137	138.00
Hortonville	OOHPL	1,716	2,701	(985)	0.64	1,716	2,701	(985)	0.64
Iola	OWIVL	998	905	93	1.10	998	905	93	1.10
Kaukauna	OOKAU	3,569	3,493	76	1.02	3,569	3,493	76	1.02
Kewaunee	NKKEW	1,657	1,352	305	1.23	1,657	1,352	305	1.23
Kimberly	OOKIM	3,097	5,010	(1,913)	0.62	3,097	5,010	(1,913)	0.62
Lakewood	NOLAK	790	856	(66)	0.92	790	856	(66)	0.92
Lena	NOLEN	521	231	290	2.26	521	231	290	2.26
Little Chute	OOLIT	3,480	3,759	(279)	0.93	3,480	3,759	(279)	0.93
Manawa	OWMAN	1,243	723	520	1.72	1,243	723	520	1.72
Marinette	NMMRT	1,575	1,525	50	1.03	1,575	1,525	50	1.03
Marion	OWMAR	1,183	624	559	1.90	1,183	624	559	1.90
Mattoon	NSMAT	123	110	13	1.12	123	110	13	1.12
New London	OWNLP	1,971	1,563	408	1.26	1,971	1,563	408	1.26
NFLS	NFLS	-	22	(22)	-	-	22	(22)	-
Niagara	NMNIA	338	418	(80)	0.81	338	418	(80)	0.81
Oconto	NOOCO	991	1,038	(47)	0.95	991	1,038	(47)	0.95
Oconto Falls	NOOCF	1,661	911	750	1.82	1,661	911	750	1.82
Oneida	NBONE	797	169	628	4.72	797	169	628	4.72
OWLS	OWLS	-	3	(3)	-	-	3	(3)	-
Peshtigo	NMPES	388	326	62	1.19	388	326	62	1.19
Scandinavia	OWSCA	594	365	229	1.63	594	365	229	1.63
Seymour	OOSEY	1,924	1,585	339	1.21	1,924	1,585	339	1.21
Shawano	NSSHA	2,582	2,563	19	1.01	2,582	2,563	19	1.01
Shiocton	OOSHI	814	439	375	1.85	814	439	375	1.85
Sister Bay	NDSIS	1,218	1,048	170	1.16	1,218	1,048	170	1.16
Sturgeon Bay	NDSTR	2,862	3,474	(612)	0.82	2,862	3,474	(612)	0.82
Suring	NOSUR	853	501	352	1.70	853	501	352	1.70
Tigerton	NSTIG	333	362	(29)	0.92	333	362	(29)	0.92
Washington Island	NDWSH	377	357	20	1.06	377	357	20	1.06
Waupaca	OWWAU	3,277	3,217	60	1.02	3,277	3,217	60	1.02
Wausaukee	NMWAS	411	639	(228)	0.64	411	639	(228)	0.64
Weyauwega	OWWEY	1,163	728	435	1.60	1,163	728	435	1.60
Wittenberg	NSWIT	189	283	(94)	0.67	189	283	(94)	0.67
TOTAL		63,400	63,400	-	1.00	63,400	63,400	-	1.00

Loaned by	Borrowed by			Total		Borrowed by			Total
	NFLS libraries	OWLS libraries				NFLS libraries	OWLS libraries		
NFLS libraries	13,403	11,323		24,726		13,403	11,323		24,726
OWLS libraries	9,711	28,963		38,674		9,711	28,963		38,674
Total	23,114	40,286		63,400		23,114	40,286		63,400

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

## Circulation Statistics 2026

Circulation Statistics 2026													
Waupaca 2026 Circulation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2026 Downloads - ebooks	1,029												1,029
2025 Downloads - ebooks	1,087	952	1,012	850	860	863	852	920	832	837	840	857	10,762
2026 Downloads - Audio	1,440												1,440
2025 Downloads - Audio	1,294	1,261	1,294	1,197	1,286	1,216	1,080	1,226	1,174	1,369	1,269	1,237	14,903
2026 Downloads - Magazine	369												369
2025 Downloads - Magazine	376	326	362	356	345	312	311	325	331	322	320	336	4,022
2026 Downloads - Hoopla	448												448
2025 Downloads - Hoopla	462	391	412	377	358	358	416	435	418	431	395	376	4,829
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,241												2,241
Checkouts	9,204												9,204
Total Circulation w/renewals	11,445	0	0	0	0	0	0	0	0	0	0	0	11,445
2025 Totals	13,009	12,049	13,244	12,136	11,964	13,472	14,010	11,616	11,381	11,481	10,620	10,366	145,348
2024 Totals	12,071	12,476	12,848	12,311	11,293	13,634	14,242	13,308	11,513	12,475	12,154	10,700	149,025
2023 Totals	12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality			
Town/City/County	January	Total	2026
Dayton	1,270	1,270	11%
Farmington	2,008	2,008	18%
Lind	527	527	5%
Waupaca (Town)	964	964	8%
Other Towns	577	577	5%
Town Total	5,346	5,346	47%
Waupaca (City)	3,862	3,862	34%
Wausara County	447	447	4%
Winnebago County	2	2	0%
Portage County	1,056	1,056	9%
Other	732	732	6%
Total	11,445	11,445	

## Monthly/YTD Circs and Renewals - January 2026

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,254	707	2,961	2,254	707	2,961
<b>Appleton</b>	<b>42,567</b>	<b>12,761</b>	<b>55,328</b>	<b>42,567</b>	<b>12,761</b>	<b>55,328</b>
Black Creek	1,671	595	2,266	1,671	595	2,266
Clintonville	3,543	878	4,421	3,543	878	4,421
Door Cty - Baileys Harbor	1,054	271	1,325	1,054	271	1,325
Door Cty - Egg Harbor	850	227	1,077	850	227	1,077
Door Cty - Ephraim	331	100	431	331	100	431
Door Cty - Fish Creek	585	98	683	585	98	683
Door Cty - Forestville	560	147	707	560	147	707
Door Cty - Sister Bay	2,379	580	2,959	2,379	580	2,959
<b>Door Cty - Sturgeon Bay</b>	<b>7,953</b>	<b>2,132</b>	<b>10,085</b>	<b>7,953</b>	<b>2,132</b>	<b>10,085</b>
Door Cty - Washington Island	695	127	822	695	127	822
Florence	853	66	919	853	66	919
Fremont	1,242	396	1,638	1,242	396	1,638
Gillett	484	106	590	484	106	590
Hortonville	5,198	1,320	6,518	5,198	1,320	6,518
Iola	1,495	473	1,968	1,495	473	1,968
<b>Kaukauna</b>	<b>8,863</b>	<b>2,107</b>	<b>10,970</b>	<b>8,863</b>	<b>2,107</b>	<b>10,970</b>
Kewaunee	2,898	968	3,866	2,898	968	3,866
<b>Kimberly</b>	<b>11,222</b>	<b>3,255</b>	<b>14,477</b>	<b>11,222</b>	<b>3,255</b>	<b>14,477</b>
Lakewood	2,052	478	2,530	2,052	478	2,530
Lena	480	154	634	480	154	634
<b>Little Chute</b>	<b>8,380</b>	<b>2,482</b>	<b>10,862</b>	<b>8,380</b>	<b>2,482</b>	<b>10,862</b>
Manawa	1,506	412	1,918	1,506	412	1,918
Marinette Cty - Coleman	1,144	226	1,370	1,144	226	1,370
Marinette Cty - Crivitz	2,058	469	2,527	2,058	469	2,527
Marinette Cty - Goodman	222	41	263	222	41	263
Marinette Cty - Marinette	3,334	666	4,000	3,334	666	4,000
Marinette Cty - Niagara	599	228	827	599	228	827
Marinette Cty - Peshtigo	674	177	851	674	177	851
Marinette Cty - Wausaukee	921	250	1,171	921	250	1,171
Marion	1,904	424	2,329	1,904	424	2,329
New London	4,024	969	4,993	4,024	969	4,993
Oconto	1,947	562	2,509	1,947	562	2,509
Oconto Falls	2,544	495	3,039	2,544	495	3,039
Oneida Tribal - Green Earth	4		4	4	-	4
Oneida Tribal - Oneida	223	110	333	223	110	333
Scandinavia	407	158	565	407	158	565
Seymour	2,489	778	3,267	2,489	778	3,267
Shawano Cty - Birnamwood	2,146	293	2,439	2,146	293	2,439
Shawano Cty - Bonduel	1,070	298	1,368	1,070	298	1,368
Shawano Cty - Mattoon	116	47	163	116	47	163
<b>Shawano Cty - Shawano</b>	<b>7,291</b>	<b>1,565</b>	<b>8,856</b>	<b>7,291</b>	<b>1,565</b>	<b>8,856</b>
Shawano Cty - Tigerton	463	67	530	463	67	530
Shawano Cty - Wittenberg	428	180	608	428	180	608
Shiocton	721	127	848	721	127	848
Suring	956	287	1,243	956	287	1,243
<b>Waupaca</b>	<b>9,204</b>	<b>2,241</b>	<b>11,445</b>	<b>9,204</b>	<b>2,241</b>	<b>11,445</b>
Weyauwega	1,482	573	2,055	1,482	573	2,055
<b>Total</b>	<b>155,486</b>	<b>42,071</b>	<b>197,558</b>	<b>155,486</b>	<b>42,071</b>	<b>197,558</b>

Posted 2/3/26

## Director's Report

### Update on Operable Partition

A down payment has been made on the new operable partition with installation tentatively scheduled for March 30 or 31. I am pushing HJ Martin to install on March 31 as this would provide a comfortable cushion with any programming.

### New Cleaning Staff

Long-time Library volunteer Macey Popple has been hired by Public Works as the new regular cleaning person for the Library. Given Macey's existing deep ties to the Library we hope for a strong working relationship.

### Volunteer Initiative

The Waupaca Area Public Library is part of a local volunteering initiative that stems in part from our successful People Fair program last year. With financial support from Rotary, Volunteer Fox Cities is creating a site on their webpage where Waupaca non-profits and those seeking volunteer opportunities can both make profiles and hopefully connect for the benefit of the community. The Library will be hosting an information session the morning of Monday, February 16.

### Long Range Plan Analysis

Our last long range strategic plan was approved in early 2020 to run through the end of 2024. In review, we completed a surprisingly large amount of this plan. I have included the review prepared for the Planning Committee for anyone interested.

### Polaris Update

We continue to be on course for full transition to the Polaris integrated library system this fall. We will be one of the host sites for training this spring. Staff members Jan Popple, Laura Jandacek and Paula Reedy will be attending sessions so that they are able to train the rest of the staff here.

### Community Survey

As part of our long range strategic planning process we are conducting a community survey this spring. The Library Foundation has provided \$200 for purchasing Chamber of Commerce of gift cards as rewards. I have been making an effort to disseminate information about the survey as widely as possible, hoping to reach non-users. If you know of someone with opinions about the Library, please encourage them to submit a response! If you are aware of anywhere we haven't advertised yet, please let me know!

Respectfully submitted,  
Eric Scott Bailey

## January Programs

- **Wednesday, Jan. 7**-Lunch and Learn-CEC Students: 38 people (Mary P & Laura J)
- **Thursday, Jan. 15**-Third Thursday Film-Hannah and her sisters: 7 people (Mary P.)
- **Saturday, January 17**-Book Club: Crying in H Mart 7 people (Diane F. and Linda H.)
- **Saturday, January 24**-Book to Movie: The Scarlet Pimpernel-4 people (Jan)
- **Saturday, January 31**-Snack and Learn: Birds of Prey: 150 People!
- **Jan. 12-Feb.21**-Mini Art Show-Kits handed out: 53 as of 2/10/26
- **Engagement Table**-Coloring Pages

Lunch and Learn went well, Mary P and Laura J worked together with Synergy to make it happen in my absence. Students from the Chain Exploration Center presented Sources of Strength to the audience and the room was packed with interested people as well as many parents of the presenters.

Book Club in January was a little different. I had originally planned to host but had some things come up. Instead we had a patron offer to lead the discussion! Diane Forseith hosted, and Linda Hagen attended as the library staff to run technology. Linda also chose to start the book ahead of attending and enjoyed the book as well, though was grateful for another person hosting as she had not finished yet. Hopefully this inspires other attendees to consider hosting in the future!

Mid January I began handing out Mini Art Kits. Anyone who was interested could pick up a 4x4" canvas and small paint set to create mini art. I am currently still collecting the completed art, though the display went up on February 6th. Library staff will vote on their favorites the last week of February so that we can name a winner in each age category!

On January 31 we had our first Snack and Learn! I launched this program to be a more accessible version of Lunch and Learn to make better use of the large donation that we received. Our first presenter was Bil Draves, the patriarch of Gryphon Poursuivant. (They are the Renaissance Reenactment Troupe that helps with our Renaissance Faire each summer.) Bil brought his peregrine falcon Aldora and presented for an hour about birds of prey and answered questions from the audience. We also served charcuterie from Gouda Life during the program. This was our best attended indoor program in a long time. We actually went above firecode, which I had not planned for as I had envisioned maybe 75 attendees. We are working on a plan for how to handle future programs that exceed the capacity of our meeting rooms.

-Respectfully submitted by Molly Reinke



## Adult Services Report

In January we continued the search for a Program Assistant for Winchester Academy/Library Substitute. We received two applications and conducted interviews. Both candidates were exceptional.

The new Program Assistant for Winchester Academy is Trace Holt. When he is trained and settled in with Winchester we look forward to catching him up with some Library training as a substitute.

Friends of the Library had their first quarterly meeting of the year. There were a few new members in attendance, which was wonderful to see. The new monthly book sale in the lobby on the fourth Saturday of the month has been going very well. They are calling it the "First Look" Book Sale. These are the items that have been donated within the last month. After the sale they will be put in the sale room.

John Grones, from VPI (Vocational Professionals, Inc) is the Community Inclusion manager for those with disabilities in Appleton. He brought two volunteers in for an hour on Monday January 19th. Tom and Steve did a great job helping us with projects that day. John will be bringing volunteers every third Monday.

During the month I also met with staff individually as we went over their future smart goals. They are all set for the new year.

Laura Jandacek and I continue to meet virtually with the rest of the OWLS Training Committee. The goal of the committee has changed with the upcoming shift to a new ILS this year. We are now creating training procedures for "the trainers" of the new ILS. Laura and I have a lot invested in this training committee as we will be two of the three "trainers" for the Waupaca Library staff.

Toward the end of the month the podcast crew recorded with a special guest, Diane Forsythe. As the Waupaca County Representative on the OWLS Board we thought she would provide a wonderful interview for our listeners. We had a nice discussion. Diane shared a lot of information to the listeners about OWLS and what it means to be a Representative on the Board. She is well-spoken and quite knowledgeable and we appreciated her taking the time to visit with us.

-Respectfully submitted by Jan Popple



# Children's Department Report - January 2026

**Babygarten - 86**

**Footprint Scavenger Hunt - 65**

**Sunny Day - 249**

**Wednesday Craft / Fun - 47**

Our month was a well-needed break in programming after a flurry of December programs and the coming spring and summer rush.

Paula has undertaken a push for citizen science initiative for the spring months, which means a healthy load of planning starting now. We've secured our spots for both the 4th grade Eco Park day and the WLC Family Reading Night. Additionally, we've gotten a jump on our summer planning with securing two separate performers in July: Dinosaur Dimensions and J&R Aquatic Animal Rescue Show!

We've planned out a new Sleepyhead Storytime program to start in February. This is following some interest from patrons about evening-time programs. We are hoping to try it out for the month of February and gauge its continuations from there. Additionally, we are planning to launch a LEGO club at the library in March if all goes well. The survey we put out querying our patrons got a surprising amount of responses and enthusiasm, so we hope to put that in motion soon! Tween D&D is still going strong with a small group of eager and dedicated 3rd to 5th graders showing up and generating a good buzz of excitement.



Otherwise we have kept busy pushing out marketing efforts, with our new radio ads and work on our promotional video still underway. Lastly, this month we put in an application for the NEA Big Reads grant. We are hoping to work with a number of our partners around town, at the schools and in the art world to make our programming a success, should we be selected.

*Respectfully Submitted,*  
Simon Baumgart, Head of Youth Services

**January 2026**

## **Teen Department Board Report**

### **Teen Volunteer Agents (TVA)**

We noticed a slight dip in attendance at our January meeting, and after speaking with the teens, found that it had to do with the Winter Break schedule creating a kind of oddity in our otherwise regular meetings. Looking to the future, we would like to find opportunities for TVA Socials to help with programs and interact with other teens to increase interest and possibly add new members to our group. One idea was a “Meet TVA at Back to the Vinyl” day, where teens could meet TVA at the Back to the Vinyl to purchase records for the Teen Room, followed by a scheduled Listening Party where teens could listen to the new records at the library. We’re hoping that by increasing the number of these pop-in style socials we can introduce teens to TVA, and peak their interest.

### **National Endowment for the Arts (NEA) Big Read Grant**

The National Endowment for the Arts (NEA) Big Read Grant is a grant dedicated to bringing communities together through reading and discussing the same book with this year’s theme being America250. We saw this opportunity as a great chance for us to reflect on our community’s rich culture and provide opportunities for learning and conversation. Taylor, the Teen Librarian, thought it was especially important that we read something that is relatable and accessible to all ages, like “The House on Mango Street” by Sandra Cisneros, as well as provide programs where our teen readers can engage with each other.

### **Summer Planning**

This month we’ve been looking ahead to the future and putting together some plans for our Summer Library Program in the Teen Room. We had a great time last summer and are looking forward to working with our local partners this summer to bring back awesome programs this summer like: Mystery Vinyl, and Room for Improv-Ment! We also know that teens have asked us to bring back our annual Dungeons and Dragons program for the summer, so we will be working with staff, and possibly volunteers, to provide plenty of opportunities to play both Dungeons and Dragons and trial other tabletop roleplaying games as well. We’re also collaborating with the Children’s Department on programs with visiting groups, like the J&R Aquatic Animal Rescue, and possibly a visit from Appleton’s History Museum at the Castle and a paleontology program they provide.

*Respectfully submitted by Taylor Wilcox, Teen Services Librarian*

*February 12, 2026*



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
PERSONNEL COMMITTEE MEETING AGENDA  
WEDNESDAY, JANUARY 21, 2026 4:00 PM  
CITY OF WAUPACA COUNCIL CHAMBERS

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

Library Director Eric Bailey called meeting to order at 4:01 pm.

Julie Eiden, Sarah Hanneman, Holly Olsen and Collin Dykstra as alternate for Cory Nagel were present. Melanie Peterson and Cory Nagel were absent. Head of Adult Services, Jan Popple was also present.

APPROVAL of AGENDA

MOTION by J. Eiden, SECOND by H. Olsen to approve the agenda. 4 Ayes, 0 Nays, 1 absent.  
Motion passed unanimously by voice vote.

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

Review of Library Director Smart Goals

1. Efficient staff meetings: new format, with input from staff has been going well, meetings are around 45 minutes.
2. Long Range Planning Committee: pulled in Waupaca City Grant Writer, Greg Grohman and Board Member John Turner. Will continue to work on this until August 2026.
3. Having a higher profile and appearance at library programs.
  - a. Helped at to ECO Park program with nature hike.
  - b. Participated in the Renaissance Fair
  - c. Radio visits to WDUX
  - d. Introduce a few Lunch & Learn presenters

ACTION ITEM: Adjustment of Library Director Salary to reflect the Cost of Living Increase.

MOTION by H. Olsen, SECOND by J. Eiden to increase the Library Director's salary to reflect the cost of living by 2% in January and 2% in July. 4 Ayes, 0 Nays, and 1 Absent. Motion passed unanimously by a ROLL CALL vote.

Next Meeting will be held Wednesday February 11, 2026 at 4:00 pm in-person in the Council Chambers.

Adjournment

MOTION by J. Eiden, SECOND by H. Olsen to adjourn. 4 Ayes, 0 Nays, 1 Absent. Motion passed unanimously by voice vote.

Meeting Adjourned at 4:24 pm.

Chaired by Eric Bailey, Library Director

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





WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES  
PERSONNEL COMMITTEE MEETING AGENDA  
WEDNESDAY, FEBRUARY 11, 2026 4:00 PM  
CITY OF WAUPACA COUNCIL CHAMBERS

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

Library Director Eric Bailey called meeting to order at 3:59 pm.

Julie Eiden, Sarah Hanneman, Holly Olsen, Cory Nagel, and Melanie Peterson were present. Head of Adult Services, Jan Popple was also present.

APPROVAL of AGENDA

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

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

Job Evaluation for Library Director

MOTION by J. Eiden, and SECOND by C. Nagel to continue in CLOSED SESSION to discuss the evaluation of the Library Director. Motion passed by unanimously by roll call vote.

5 Ayes, 0 Nays, 0 Absent

Personnel Committee convened closed session under exemption 19.85 (1)(c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) at 4:01 pm. Head of Adult Services, Jan Popple and Director Eric Bailey left the meeting.

Adjournment

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

Meeting Adjourned at 4:48 pm.

Chaired by Eric Bailey, Library Director

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

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

The meeting was called to order at 6:02 p.m. by President Looker.

PRESENT: Mitesh Ajmera, Bobbie Buchholtz, Cindy Fallona, Diane Forsythe, Michelle Frola, Peter Gilbert, Steve Hart, Wendy Hartman, Bastia Looker, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Bradley Shipps, Melissa Knight, Amanda Lee.

Excused: Tyler Baeten, Mike Hankins, Rob Way.

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

Fallona moved, seconded by Forsythe, to approve the September 18th, 2025, meeting minutes as presented. Motion carried.

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

Forsythe moved, seconded by Woodward, to approve the October and November 2025 automatic payments and checks numbered 34438 – 34503 inclusive, in the total amount of \$78,422.45 and payroll-related expenditures in the amount of \$195,623.13. Motion carried.

**DIRECTOR'S REPORT**

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

The merger feasibility phase one report was distributed for review. It will be on the December 4<sup>th</sup> Executive Committee agenda for recommendation, and the January board meeting agenda for a vote.

Survey results suggest maintaining status quo for the scheduling of OWLS Board meetings in 2026.

**BUSINESS**

Forsythe moved, seconded by Gilbert, to authorize the Director to execute the ILS contract pending an affirmative vote by the Administrative Advisory Committee (AAC) on 11/21/2025. Motion carried.

Gilbert moved, seconded by Fallona, to authorize payment from OWLSnet Reserve Fund for one time ILS migration costs, up to \$156,000.00. Motion carried.

Forsythe moved, seconded by Ver Voort, to rescind the OWLSnet Internet Policy. Motion carried.

Hartman moved, seconded by Thompson, to approve the Network Manager's travel to San Francisco for the RSA Conference. Motion carried.

The Personnel Committee moved approval of the Substitute Library Assistant position description and a starting wage of \$18.00 per hour.

Thompson moved, seconded by Frola, to amend the Substitute Library Assistant job description to swap the positions of the second bullets under "Requirements" and "Desirable Background" and remove reference to a specific ILS vendor. Motion carried.

The Personnel Committee motion carried as amended.

Forsythe moved, seconded by Fallona, to convene into closed session pursuant to section 19.85(1)(c) Stat. for the purpose of considering specific employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried on a unanimous roll call vote at 6:51 p.m.

- Employee compensation.
- Director's performance evaluation.

Knight was excused from the closed session. Shipps was excused from the performance evaluation discussion.

Forsythe moved, seconded by Gilbert, to reconvene in open session. Motion carried at 7:18 p.m.

Fallona moved, seconded by Thompson, to approve the compensation recommendation, as amended, and to approve the director's performance evaluation. Motion carried.

Having completed the agenda, the meeting was adjourned by Looker at 7:21 p.m.

Respectfully submitted,  
Melissa Knight

The intent of this document is to provide a short overview of outcomes for the 2020-2024 Long Range Plan.

1. **Goal:** *Create better ACCESS to Library Services for the community*
  - a. **Objective:** Update facilities to make the library building more accessible by adopting Wisconsin Library Standards, Inclusive Services Initiative and Federal ADA Requirements.
    - i. Four of five activities are incomplete, with only the upcoming installation of signage around the City underway.
    - ii. A big focus of this goal was the Library/City Hall parking lot. This required attention from the City, and the interest is not there.
  - b. **Objective:** Increase hours of operation to better meet the needs of community members
    - i. A single activity attached here, which we did complete.
  - c. **Objective:** Remove Barriers by changing policies and procedures
    - i. All four activities here completed, including Fine Free and review of policies that challenge access.
2. **Goal:** Increase awareness of Library Services through MARKETING
  - a. **Objective:** Use Social Media to inform and gain feedback
    - i. Three of four complete and the fourth partially complete. The Marketing Team is putting in a lot of work right now to double down on sharing Library stories through social media.
  - b. **Objective:** Utilize traditional media sources to inform the public about services and programs
    - i. Two complete, one partly complete and one incomplete. We make use of legacy media and for a time had been sending out welcome letters. We have not been sending out information to local realtors.
  - c. **Objective:** Encourage staff and library champions to use “Word-of-Mouth” marketing to create excitement and awareness of library offerings
    - i. We work hard to keep staff informed, but haven’t done any ‘elevator speech’ programs.
3. **Goal:** Develop programs and services that **utilize community resources** to increase offerings and provide opportunities for **engagement** of all community members
  - a. **Objective:** Provide **outreach services** to organizations off-site
    - i. Three of four activities completed, and one partly completed. Partnership and expansion of programming outside the building have been a big success.
  - b. **Objective:** Increase **social connectedness** by intentionally adapting existing or adding new programs/services that bring community members together
    - i. Two completed, two incomplete and two underway. I’m not sure what was sought for parent networking, and I’m not aware of trauma informed care having taken place.
  - c. **Objective:** Continue to work with area educators to **provide school connectedness**



- i. Two of three complete, improved tech education at the Library. The schools are our most important YS partnership. Gauging changes in programming levels was made a huge challenge by the pandemic.
  - d. **Objective:** Encourage life-long learning by utilizing community spaces and resources to provide programming that helps meet 21st Century needs
    - i. The activities here are incomplete, primarily focused on the Emerging Adult Space that was derailed by the pandemic.
- 4. **Goal:** Create a library environment and accompanying programs that are welcoming to all
  - a. **Objective:** Increase staff awareness of Inclusive Services as outlined by the Department of Public Instruction
    - i. The training and committee work were completed in 2020, and inclusiveness has been a regular focus since. All three activities complete.
  - b. **Objective:** Change the Library Environment to create a culture of belonging for everyone
    - i. One partial and one incomplete, collections have been improved but I'm not aware of any staff trauma informed care training.

SUMMARY: A total of 38 activities were set attached to objectives, with 27 listed as completed. Of the others 5 are partly complete or underway, and 6 are incomplete. Given the pandemic's intervention the mostly positive outcomes here speak very highly of library staff and their commitment to the community.

Respectfully submitted,

Eric Scott Bailey  
 Library Director  
 Waupaca Area Public Library

**Goal:** *Create better ACCESS to Library Services for the community*

**Objective:** Update facilities to make the library building more accessible by adopting Wisconsin Library Standards, Inclusive Services Initiative and Federal ADA Requirements (ERIC)

**Activities:**

1. **Work with other City Departments to make the parking lot safer and easier to use (Peg, Justin Berrens, Aaron Jenson, Russ Montgomery – Q1)**

**INCOMPLETE**

ERIC BAILEY: The parking lot continues to be a source of concern shared by patrons. This has been shared with Public Works and the City. Not possible without their support.

2. **Work with other City Departments to relocate the book drop for ease of use (Peg, Justin Berrens, Aaron Jenson, Russ Montgomery – Q1)**

**INCOMPLETE**

ERIC BAILEY: The book drop continues to be in the same location as in 2020, in a spot that is prohibitive to dropping materials off without leaving the vehicle. Through much discussion, there are few alternatives that would work and funding and City support would be challenging.

3. **Work with other City Departments to adapt existing book drop to meet ADA requirements (Peg, Russ Montgomery, Roger Hansen – Q2)**

**INCOMPLETE**

ERIC BAILEY: This refers to the drop on the side of the building. The exterior drop is still quite high. This could be addressed in future.

4. **Work with other City Departments to make bathroom doors accessible to those with limited mobility (Peg, Russ Montgomery – Q1)**

**INCOMPLETE**

ERIC BAILEY: No handicap button has been added to any bathroom doors.

**5. Investigate additional directional signage for the Library  
(Wayfinding and Branding with the Chamber of Commerce, Aaron  
Jenson, Peg – Q3)**

**UNDERWAY**

ERIC BAILEY: Additional wayfinding signage that includes the Library should be in place around the City in the next 1-2 years. Discussion on additional signage at the Library's location is ongoing; a breakthrough discussion on location/format for a sign has not happened yet.

**Assessment:**

**A. Survey library patrons after changes have been implemented  
(Management Team Q4)**

**UNDERWAY**

ERIC BAILEY: Changes were never implemented, no survey was done.

**B. Compare library visits and circulation to other years (Peg -  
quarterly)**

**UNDERWAY**

ERIC BAILEY: With the pandemic happening, this was no longer a useful measure. The information is regularly tracked and compared.

**C. Compare book drop use before and after changes (Jan Popple  
February as a baseline, After changes)**

**INCOMPLETE**

ERIC BAILEY: With the pandemic, usage patterns for book drops were wildly different.

**D. Additional signs have been added to city streets (Q4)**

SUMMARY: With the pandemic in swing shortly after the approval of the plan, facilities improvements took a lower priority. We have only in the last year begun focusing on many of these items again.

**Objective:** Increase hours of operation to better meet the needs of community members (Jan P)

**Activities:**

**6. Work with staff and Library Board to increase hours on Fridays until 6pm.**

**COMPLETE**

ERIC BAILEY: Friday hours are now 9am to 6pm. Extra hour added on Saturdays as well.

**Assessment:**

A. Measure visits during added hours (Patsy – Q1 & Q2)

**COMPLETE**

ERIC BAILEY: Numbers have been run checking on visits during the added hours.

B. Survey patrons on response to added hours (Nancy white board, Patsy tablet survey Q2)

**INCOMPLETE**

ERIC BAILEY: So far as I am aware, no follow up survey was conducted.

SUMMARY: The added hours have been a welcome addition.

**Objective:** Remove Barriers by changing policies and procedures

that restrict use of library services. ( Jan P )

**7. Implement fine free policy (no overdue fees) for Teen and Children's Materials (Q1)**

**COMPLETE**

ERIC BAILEY: The Library went fine free for all materials in March 2022.

**8. Explore the idea of "Clean Slate" for all outstanding overdue fees (Q2)**

## COMPLETE

ERIC BAILEY: The idea has been explored and many previous, though not all, fines have been waived.

### **9. Implement procedures and policy that increase ease of use of study and meeting spaces (Patsy, Info Staff Q1)**

## COMPLETE/UNDERWAY

ERIC BAILEY: Actions have been taken to improve accessibility, such as a review and update of restrictions on use. A comparison of policies on meeting space across departments still needs to be done and sign up could be simplified.

### **10.Designate areas for quiet reading and study – restrict cell phone use in these areas (Patsy March)**

## COMPLETE

ERIC BAILEY: Cell phone use was restricted in the Library for a time, but created more problems than it resolved.

### **Assessment:**

#### **A. Repeat 2019 Survey (Q3)**

## UNDERWAY

ERIC BAILEY: No follow up survey has been done, but the survey accompanying the 2026 plan should meet this requirement.

#### **B. Compile patron responses to changes (Q2)**

## INCOMPLETE

ERIC BAILEY: We haven't collected patron responses to changes, but will have the chance to do so in 2026.

#### **C. Compare number of patrons with blocked accounts (Peg Q1 & Q4)**

## COMPLETE

ERIC BAILEY: This was done as part of the shift to fine free.

D. Compare circulation of physical items, daily visits(Peg - monthly)

**COMPLETE**

ERIC BAILEY: This is a regular responsibility of the Director. Unfortunately the pandemic has been such a momentous change that the impact of most other updates are difficult to spot by comparison.

E. Count the number of new, active patrons (Jan Popple – monthly)

**COMPLETE**

ERIC BAILEY: This is done annually. Again, the impacts of the pandemic make patterns related to other changes hard to spot.

SUMMARY: Most tasks in this objective have been completed, and regular data collection has provided a good picture of the (mostly positive) impacts.

**Goal:** *Increase awareness of Library Services through MARKETING*

**Objective:** Use Social Media to inform and gain feedback (Taylor)

**COMPLETE**

TAYLOR WILCOX: Overall, we have been using Social Media MORE, but not necessarily seeing a huge impact from it. Part of this could be that we are focusing more on promotion graphics as opposed to library stories. Mary Perket has wanted to implement a more story/experience driven Social Media experience as opposed to Graphic-based since WLA. (I.e. posting photos during/after events and encouraging our social media crowd to go to our website for further details on upcoming programs. This gives our page more LIFE and makes it feel less sterile). Other options could be using Tiktok or Instagram Reels to create relatable videos that, again, humanize our library with our patrons. We could promote services at the same time as this.

**1. Continue to use Facebook with weekly stories to promote services and offerings (Marketing Committee - ongoing)**

**COMPLETE**

TAYLOR WILCOX: We are continuing to use FB to promote services. Marketing Team meets monthly to discuss planning.

**2. Investigate new technologies to reach a broader audience (IT Support Taylor – ongoing)**

**COMPLETE**

TAYLOR WILCOX: Not many new technologies have been available that we aren't already using or are unable to use (i.e. Tiktok).

**3. Use Instagram, Twitter, Pinterest, Snapchat to promote programs and services (ongoing)**

**PARTIALLY COMPLETE**

TAYLOR WILCOX: We have been using Instagram, but not Twitter, Pinterest, Tiktok, and Snapchat.

SUMMARY: We have been making good use of social media. Some platforms have not proven suitable, and we have limited time to spend on engagement.

**Objective:** Utilize traditional media sources to inform the public about services and programs (Simon)

**4. Regularly use the local radio stations (City and WDUX) to “get the word out” - create PSAs to be recorded by staff members**

**COMPLETE**

ERIC BAILEY: We are on the City radio at least monthly, and will be on WDUX with interviews and radio spots starting in 2026.

**5. Send welcome letter and offer tours to new library patrons (Q1)**

**COMPLETE**

ERIC BAILEY: Was done briefly but was not continued due to time and cost.

**6. Promote all library events on the Chamber Community Calendar - add Calendar “button” to the Library website. (ongoing)**

**PARTIALLY COMPLETE**

SIMON BAUMGART: We have had a few gaps, but overall we have done well with this goal. There isn't currently a button on the website.

**7. Give Library information to local realtors to pass on to new residents.**

**INCOMPLETE**

SIMON BAUMGART: This was not followed up on.

SUMMARY: Overall, we did really well in meeting the goals in this objective. We have a very solid social media presence that is kept current and useful.

**Objective:** Encourage staff and library champions to use “Word-of-Mouth” marketing to create excitement and awareness of library offerings

**8. Keep the “What’s the Buzz” current in staff areas. (ongoing)**

**COMPLETE**

JAN POPPLE: These have been kept up to date.

**9. Have each staff member work on their elevator speech based on their “why” (Q3)**

**INCOMPLETE**

ERIC BAILEY: This hasn’t been an item formally worked on, though discussions of communication and what the library has to offer are always ongoing.

SUMMARY: This is not something that we have formally emphasized, but we continue to make regular efforts to ensure that staff and library champions are kept informed on happenings, events, and services at the Library with the intent of keeping the community informed.

**Assessment**

A. Survey patrons

**UNDERWAY**

ERIC BAILEY: We have not done this, but will have the chance as part of the new plan in 2026.

B. Track number of new library card holders and use of library services (Patsy, Information Staff)



## COMPLETE

ERIC BAILEY: Numbers for usage and patrons are tracked and compared monthly.

C. Track social media responses (Marketing Committee)

## COMPLETE

ERIC BAILEY: Numbers have been tracked but not analyzed. Analysis will take place in 2025-2026 adjacent to long range planning.

SUMMARY: We do a lot to ensure that accurate information is disseminated by staff and patrons throughout the community.

**Goal:** *Develop programs and services that **utilize community resources** to increase offerings and provide opportunities for **engagement** of all community members*

**Objective:** Provide **outreach services** to organizations off-site

### 1. Investigate intergenerational programs in partnership with:

- a. The Waupaca Senior Center
- b. area nursing homes
- c. daycare centers
- d. businesses
- e. Waupaca Historical Society
- f. Arts Network
- g. Rotary

## COMPLETE / IN PROGRESS

SIMON BAUMGART: We have found great success with intergenerational programs with businesses both in regular programming and promotions. Childcare options have been a changing landscape and so have been lacking beyond Sunny Day programming.

### 2. Investigate ways to provide services to patrons with transportation issues

**COMPLETE**

JAN POPPLE: Walking Books Ongoing

**3. Provide infant and toddler services at daycare sites (ongoing)**

**PARTIALLY COMPLETE**

SIMON BAUMGART: Only sunny day so far, other sites a work in progress.

**4. Work with other organizations on special events (ongoing)**

**COMPLETE**

SIMON BAUMGART: Many events with good success including Ren Faire, Halloween on Main, Winter RecFest. Always looking for new collaboration points.

SUMMARY: We have done quite well in meeting the goals of this objective. We have a strong relationship with community partners in collaborative programs for all ages and meeting the needs of patrons with transportation issues.

**Objective: Increase social connectedness by intentionally adapting existing or adding new programs/services that bring community members together**

**5. Work with Thedacare CHAT to promote connectedness in our community (Patsy, Peg Q1 – Q4)**

**COMPLETE**

ERIC BAILEY: Patsy and then Simon have been our representatives working with CHAT.

**6. Host Community Read with books promoting connectedness (Q4 2019, Q4 2020)**

**COMPLETE**

ERIC BAILEY: We did not host a Community Read in 2025, but had done so prior to that. *Refugee* by Alan Gratz in 2022, *Braiding Sweetgrass* by Robin Wall Kimmerer in 2023 and *Where the Deer and Antelope Play* by Nick Offerman in 2024.

**7. Work with Waupaca County Department of Health and Human Services to provide training on Trauma Informed Care (Peg, Patsy Q1- Q4)**

**INCOMPLETE**

ERIC BAILEY: Director Peg Burington had done work on this but to my knowledge it wasn't implemented as formal training.

**8. Provide programs and space for parents to network (Sue Q1 – Q4)**

**INCOMPLETE**

ERIC BAILEY: I'm not entirely certain what sort of program was envisioned. We have lots of programs with parents, but none of them have networking as their stated intent.

**9. Create Library spaces designed for discussion and engagement (ongoing)**

**ONGOING**

ERIC BAILEY: Furnishings have been reoriented on both floors, and an outdoor seating area was created thanks to a grant from T-Mobile. Additional meeting rooms are being added and furnishings are being updated.

**10. Provide opportunities that bring people together to talk about community issues**

- a. Book clubs (Q1 – Q4)
- b. Discussion series (Q1 – Q4)
- c. Documentary film series (Peg Q3)

**PARTIALLY COMPLETE**

ERIC BAILEY: We regularly hold book clubs. I'm not aware of discussion series or documentary film series having been held.

**Objective: Continue to work with area educators to provide school connectedness**

**11. Add links to library services in teacher/school newsletters (Sue Q3)**

**COMPLETE**

ERIC BAILEY: Links were added.

**12. Reinforce technology education at the Library (Sue, Taylor, IT Support Staff ongoing)**

**COMPLETE**

ERIC BAILEY: I'm uncertain whether this was aimed at staff or patrons. We regularly hold training on technology for staff, such as on resources like the CREATE computer and VR. This allows staff to better help patrons.

**13. Investigate increased programs for elementary age students (Sue Q2)**

**INCOMPLETE**

ERIC BAILEY: The pandemic interrupted this in a major way.

**Objective:** Encourage life-long learning by utilizing community spaces and resources to provide programming that helps meet 21st Century needs

**14. Involve teens who are aging out of the Teen Room to assist with programs and services for others in their age group (Peg & Taylor Q1)**

**INCOMPLETE**

ERIC BAILEY: The pandemic caused this to be tabled and we haven't circled back yet.

**15. Target emerging adults to make library use a habit (Peg, Laura, Taylor 2020)**

**INCOMPLETE**

ERIC BAILEY: The pandemic caused this to be tabled and we haven't circled back yet.

## **Assessment**

A. Utilize outcome surveys to measure engagement

**UNDERWAY**

ERIC BAILEY: Follow up surveys on engagement are now underway.

B. Measure attendance at new programs aimed at engagement

## COMPLETE

ERIC BAILEY: We always track attendance for all our programs, including those aimed at engagement.

C. Gather stories of engagement

## COMPLETE

ERIC BAILEY: Laura Jandacek undertook this as a project in 2024, working with staff and patrons to gather stories from the public.

**Goal:** *Create a library environment and accompanying programs that are welcoming to all*

**Objective:** Increase staff awareness of **Inclusive Services** as outlined by the Department of Public Instruction

**1. Hold Inclusive Services training for all staff (Completed - September 2019)**

## COMPLETE

ERIC BAILEY: Inclusive services training was provided in September 2019, and follow up training at in-services has occurred. Such as information on working with patrons with dementia at our 2025 in-service.

**2. Create a team to identify gaps and generate ideas for future implementation of Inclusive Services (Team formed December 2019)**

## COMPLETE

ERIC BAILEY: A team was formed in December 2019.

**3. Hold team meetings to create plans for implementation (2019Q4 – 2020 Q2)**

## COMPLETE

ERIC BAILEY: Meetings were held during 2019 through 2020, but unfortunately this took a back seat to the pandemic. A number of valuable insights and ideas still resulted.

SUMMARY: Information is regularly shared regarding inclusivity, it is a primary goal of the Library.

**Objective:** Change the Library Environment to create a culture of belonging for everyone

**1. Collect materials that demonstrate diversity (ongoing)**

**UNDERWAY**

ERIC BAILEY: Our collection is pretty diverse, but assessment and progress are unending.

**2. Expose staff to TIC (Trauma Informed Care) initiatives (Q2 – Q3)**

**INCOMPLETE**

ERIC BAILEY: Planned but disrupted by the pandemic.

Assessment:

- A. All staff trained in inclusive services
- B. Committee formed to create inclusive services initiatives and record intended outcomes
- C. Assess initiatives for intended outcomes

SUMMARY

ERIC BAILEY: Like many other items on this list, progress was incomplete due to the disruption of the pandemic. However, meaningful training has definitely occurred.