



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, FEBRUARY 21, 2024, 4:30PM

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

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. MINUTES FROM MEETING HELD WEDNESDAY, JANUARY 17, 2024
  - a. **ACTION ITEM: APPROVE** minutes of JANUARY 17, 2024 Meeting
4. MONTHLY BILLS FOR JANUARY 2024, **BILLS \$102,307, PERSONNEL \$99,612, Donations Expenditures \$2,045**
  - a. **ACTION ITEM: APPROVE** JANUARY 2024 bills, personnel costs, and donation expenditures
5. LIBRARY EXHIBIT ROOM
  - A. Exhibit Coordinator's Report
  - B. Chart of Visits
6. LIBRARY STATISTICS
  - A. Copy Income and Meeting Room Income Reports
  - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
  - C. Interloan Chart
  - D. Circulation Charts
    - a. Circulation & Renewals with Municipality Chart
    - b. Consortium Circulation
7. DEPARTMENT REPORTS
  - A. Director's Report
  - B. Adult Services Report
  - C. Youth Services Report
  - D. Teen Services Report

8. COMMITTEE REPORTS

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

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Annual Report for 2024
  - i. **ACTION ITEM: APPROVE** the numbers for submission to the State. Presentation will happen at the March 20 meeting. Presentation to the City will happen at their April 16 meeting.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, March 20, 2024 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

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

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

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



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
WEDNESDAY, January 17, 2024

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

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

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

APPROVAL OF AGENDA

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

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from December 20, 2023 Board Meeting.

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

Cory Nagel entered the Meeting at 4:32 pm.

Monthly bills for December 2023, BILLS \$66,983, PERSONNEL \$57,164, DONATIONS EXPENDITURES \$3,810.

MOTION by J. Miller, SECOND by C. Nagel to approve the December 2023 bills with personnel costs and donation expenditures. 7 ayes, 0 nays, 2 absent. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

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

Library Statistics

Copy Income **\$505.83**; Meeting Room Income **\$95.00**

Volunteer Hours **11.7**; Reference Transactions **836**; Library Visits **6,625**; Internet Use: **650** wireless, **366** stations; Curbside service **120**; Total Library Programs **39**, Total Program Attendance **1558**; Study Room Use **41**; Passport Applications **4**

Interloan Chart: **2,573** items loaned, **2,934** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,150**

Consortium Circulation Chart was presented.

#### Department Reports

Director's Report, Adult Services Report, Youth Services Report, and Teen Services Report were given. Angeline Bouleley Author Visit was discussed.

#### Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

Personnel Committee met on January 10, 2024.

MOTION by H. Olsen, SECOND by J. Turner to approve minutes with corrections from the January 10, 2024 Personnel Committee meeting. 7 ayes, 0 nays, 2 absent. Motion passed unanimously on a voice vote

#### Old Business – None

#### New Business

There were 0 incidents reported

Revised job description for Head of Adult Services Librarian was presented.

MOTION by J. Turner, SECOND by H. Olsen to approve revised job description. 7 ayes, 0 nays, 2 absent.

#### Announcements & Correspondence

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

Next meeting will be Wednesday, February 21, 2024, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

#### Adjournment

MOTION by J. Turner, SECOND by C. Nagel to adjourn. 7 ayes, 0 nays, 2 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:14 pm.

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Molly Reinke

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	<u>Actual 12/31/2023 Prior Year 2023</u>	<u>Actual Jan-24</u>	<u>CURRENT YTD Estimated</u>	<u>Budget 12/31/2024 Amended 2024</u>	<u>% Expended</u>	<u>% Unexpended</u>
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
251-43215-000-000	FEDERAL: LIBRARY GRANTS						
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	408,286	-	386,684	386,684	0.00%	100.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,466	-	17,429	17,429	0.00%	100.00%
	COUNTY AID: LIBRARY WINNEBAGO		-	982	982	0.00%	100.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	1,960	-	3,821	3,821	0.00%	100.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	-	0	-		
	<b>INTERGOVERNMENTAL</b>	<b>424,712</b>	<b>-</b>	<b>408,916</b>	<b>408,916</b>	<b>0.00%</b>	<b>100.00%</b>
<b>PUBLIC CHARGES FOR SERVICE</b>							
251-46710-000-000	FEES: LIBRARY COPIES	6,069	636	7,633	6,000	10.60%	89.40%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	0	-	0.00%	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	277	-	0	-	0.00%	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	284	29	349	100	29.10%	70.90%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,572	429	5,150	3,000	14.31%	85.69%
251-46740-000-000	FEES: PASSPORT		385	4,620	5,000	7.70%	92.30%
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>9,202</b>	<b>1,094</b>	<b>17,752</b>	<b>14,100</b>	<b>7.76%</b>	<b>92.24%</b>
<b>MISCELLANEOUS</b>							
251-48215-000-000	RENT: MEETING ROOMS	2,782	73	876	1,500	4.87%	95.13%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	62	-	100	100	0.00%	100.00%
251-48510-000-000	MISC REV: REBATES	-	-	0	-	0.00%	0.00%
251-48550-000-000	DONATIONS: LIBRARY	81,968	185	61,500	61,500	0.30%	99.70%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	367,522	367,522	0.00%	100.00%
	<b>MISCELLANEOUS</b>	<b>431,366</b>	<b>258</b>	<b>429,998</b>	<b>430,622</b>	<b>0.06%</b>	<b>99.94%</b>
	<b>TOTAL REVENUES</b>	<b>865,280</b>	<b>1,352</b>	<b>856,666</b>	<b>853,638</b>	<b>0.16%</b>	<b>99.84%</b>
<b>EXPENDITURES</b>							
251-55111-102-000	LIBRARY: SALARIES	388,829	77,985	406,497	406,497	19.18%	80.82%
251-55111-103-000	LIBRARY: OVERTIME	136	7	78	-	0.00%	0.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	30,417	3,067	25,748	25,748	11.91%	88.09%
251-55111-119-000	LIBRARY: RETIREMENT (R)	29,598	2,342	22,970	22,970	10.20%	89.80%
251-55111-121-000	LIBRARY: GRP HLTH INS	74,368	6,116	86,199	86,199	7.09%	92.91%
251-55111-122-000	LIBRARY: LIFE INS	1,656	106	1,400	1,400	7.60%	92.40%
251-55111-123-000	LIBRARY: INC PROTECT	1,290	-	1,903	1,903	0.00%	100.00%

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual		CURRENT YTD <u>Estimated</u>	Budget 12/31/2024 Amended <u>2024</u>	<u>% Expended</u>	<u>% Unexpended</u>
		Prior Year <u>2023</u>	Actual <u>Jan-24</u>				
251-55111-124-000	LIBRARY: WORK COMP	2,350	-	1,350	1,350	0.00%	100.00%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	6,000	6,000	0.00%	100.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	0	-	0.00%	0.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	277	-	316	316	0.00%	100.00%
<b>LIBRARY FULL-TIME</b>		<b>528,920</b>	<b>89,622</b>	<b>552,864</b>	<b>552,383</b>	<b>16.22%</b>	<b>83.78%</b>

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual	Actual	CURRENT YTD	Budget	% Expended	% Unexpended
		12/31/2023	Prior Year		12/31/2024		
		2023	Jan-24	Estimated	Amended 2024		
251-55112-104-000	LIBRARY: PT WAGES	102,107	9,074	108,890	121,788	7.45%	92.55%
251-55112-110-000	LIBRARY: PTO	-	-	0	-	0.00%	0.00%
251-55112-116-000	LIBRARY: PT RETIRE	2,560	254	3,047	4,932	5.15%	94.85%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	6,544	610	7,320	10,362	5.89%	94.11%
251-55112-122-000	LIBRARY: LIFE INS	685	52	622	600	8.63%	91.37%
	<b>LIBRARY: PART-TIME</b>	<b>111,897</b>	<b>9,990</b>	<b>119,878</b>	<b>137,682</b>	<b>7.26%</b>	<b>92.74%</b>
251-55115-201-000	LIBRARY: TRAINING	1,800	-	4,000	4,000	0.00%	100.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,413	-	6,413	6,413	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	-	1,000	1,000	0.00%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	4,630	301	5,000	5,000	6.02%	93.98%
251-55115-215-000	LIBRARY: MOVIE LICENSE	615	125	0	-	0.00%	0.00%
251-55115-216-000	LIBRARY: POSTAGE	1,224	141	2,000	2,000	7.06%	92.94%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	573	-	1,200	1,200	0.00%	100.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,591	-	27,648	27,648	0.00%	100.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	300	-	650	650	0.00%	100.00%
251-55115-282-000	LIBRARY: TECHNOLOGY	12,075	83	11,974	11,974	0.70%	99.30%
251-55115-301-000	LIBRARY: SUPPLIES	8,696	-	8,000	8,000	0.00%	100.00%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>64,916</b>	<b>650</b>	<b>67,885</b>	<b>67,885</b>	<b>0.96%</b>	<b>99.04%</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	17,357	1,739	20,862	19,000	9.15%	90.85%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,367	106	1,277	1,500	7.09%	92.91%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	7,344	-	8,000	8,000	0.00%	100.00%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	44,074	200	18,000	18,000	1.11%	98.89%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	900	-	5,000	5,000	0.00%	100.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	83	-	2,000	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	7,863	-	8,000	8,000	0.00%	100.00%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>78,987</b>	<b>2,045</b>	<b>63,139</b>	<b>61,500</b>	<b>3.33%</b>	<b>96.67%</b>
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,539	-	1,500	1,500	0.00%	100.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,033	-	3,000	3,000	0.00%	100.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,002	-	1,000	1,000	0.00%	100.00%
	<b>LIBRARY: PROGRAMS</b>	<b>5,574</b>	<b>-</b>	<b>5,500</b>	<b>5,500</b>	<b>0.00%</b>	<b>100.00%</b>

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual	Actual	CURRENT YTD	Budget	% Expended	% Unexpended
		12/31/2023			12/31/2024		
		Prior Year			Amended		
		2023	Jan-24	Estimated	2024		
251-55130-250-115	LIBRARY: BOOKS - ADULT	17,313	-	17,000	17,000	0.00%	100.00%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,391	-	3,000	3,000	0.00%	100.00%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	16,000	-	16,000	16,000	0.00%	100.00%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,535	-	3,175	3,175	0.00%	100.00%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,309	-	4,750	4,750	0.00%	100.00%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	-	-	22	-	0.00%	0.00%
	<b>LIBRARY: BOOKS</b>	<b>44,548</b>	<b>-</b>	<b>43,947</b>	<b>43,925</b>	<b>0.00%</b>	<b>100.00%</b>
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,524	-	2,500	2,500	0.00%	100.00%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	479	-	0	-	0.00%	0.00%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	668	-	750	750	0.00%	100.00%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,628	-	1,200	1,200	0.00%	100.00%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854	-	854	854	0.00%	100.00%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	0	-	0.00%	0.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	215	-	0	-	0.00%	0.00%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	(76)	-	0	-	0.00%	0.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	764	-	900	900	0.00%	100.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	8,503	-	10,235	10,235	0.00%	100.00%
	<b>LIBRARY: A/V</b>	<b>15,560</b>	<b>-</b>	<b>16,439</b>	<b>16,439</b>	<b>0.00%</b>	<b>100.00%</b>
	<b>TOTAL EXPENDITURES</b>	<b>850,401</b>	<b>102,307</b>	<b>886,028</b>	<b>885,314</b>	<b>11.56%</b>	<b>88.44%</b>
	REVENUES OVER(UNDER) EXPENDITURES						
	BEGINNING FUND BALANCE						
	ENDING FUND BALANCE						



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-43215-000-000 FEDERAL: LIBRARY GRANTS</b>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		01/31/2024 (01/24) 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>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 386,684.00-	Unearned 386,684.00	
<b>251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA</b>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 17,429.00-	Unearned 17,429.00	
<b>251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO</b>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 982.00-	Unearned 982.00	
<b>251-43730-000-000 COUNTY AID: LIBRARY PORTAGE</b>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,821.00-	Unearned 3,821.00	
<b>251-43735-000-000 STATE GRANT: LIBRARY YOUTH</b>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		01/31/2024 (01/24) 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>					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
CR	1226441	COPIES LIBRARY DEPOSIT - LIBRARY 12/30/23		114.55-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/30/23			
CR	1226673	COPIES LIBRARY DEPOSIT - LIBRARY 1/6/2024		104.22-	

Journal	Reference Number	Payee or Description				Debit Amount	Credit Amount	Balance
251-46710-000-000 FEES: LIBRARY COPIES (continued)								
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/6/2024						
CR	1226790	COPIES LIBRARY DEPOSIT - LIBRARY 1/15/24					85.92-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 1/15/24						
CR	1227014	COPIES LIBRARY DEPOSIT - LIBRARY 01/20/24					207.82-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 01/20/24						
CR	1227135	COPIES LIBRARY DEPOSIT -					123.55-	
		Description: COPIES LIBRARY DEPOSIT -						
		01/31/2024 (01/24) Period Totals and Balance				.00 *	636.06- *	636.06-
YTD Encumbrance	.00	YTD Actual	636.06- Total	636.06- YTD Budget	6,000.00- Unearned	5,363.94		
251-46715-000-000 FEES: LIBRARY POSTAGE								
		01/01/2024 (00/24) Balance				.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00		
251-46720-000-000 FEES: LIBRARY PROGRAMS								
		01/01/2024 (00/24) Balance				.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00		
251-46725-000-000 FEES: LIBRARY OVERDUE FEES								
		01/01/2024 (00/24) Balance				.00 *	.00 *	.00
		01/31/2024 (01/24) Period Totals and Balance				.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00		
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY								
		01/01/2024 (00/24) Balance				.00 *	.00 *	.00
AP	202	UNIQUE MANAGEMENT SERVICES, INC.				19.70		
		**VendorNo: 1943 **Inv. No: 6117744 **Desc: SENT TO COLLECTIONS - SEPT 2023 **Inv. Date: 10/1/2023						
AP	28	UNIQUE MANAGEMENT SERVICES, INC.				39.40		
		**VendorNo: 1943 **Inv. No: 6121130 **Desc: PATRON SENT TO COLLECTIONS - DEC 2023 **Inv. Date: 1/1/2024						
CR	1226441	COLLECTIONS - LIBRARY 12/30/23					10.00-	
		Description: COLLECTIONS - LIBRARY 12/30/23						
CR	1226673	COLLECTIONS - LIBRARY 1/6/2024					10.00-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46730-000-000 FEES: LIBRARY COLLECTION AGCY (continued)</b>					
		Description: COLLECTIONS - LIBRARY 1/6/2024			
CR	1226790	COLLECTION - LIBRARY 1/15/24		10.00-	
		Description: COLLECTION - LIBRARY 1/15/24			
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>59.10 *</b>	<b>30.00- *</b>	<b>29.10</b>
YTD Encumbrance	.00	YTD Actual	29.10	Total	29.10
		YTD Budget	100.00-	Unearned	129.10
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1226441	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/30/23		172.31-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/30/23			
CR	1226673	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/6/2024		74.95-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/6/2024			
CR	1226790	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/15/24		25.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/15/24			
CR	1227014	MATERIAL REPL LIB DEPOSIT - LIBRARY 01/20/24		43.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 01/20/24			
CR	1227135	MATERIAL REPL LIB DEPOSIT -		113.93-	
		Description: MATERIAL REPL LIB DEPOSIT -			
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>429.19- *</b>	<b>429.19-</b>
YTD Encumbrance	.00	YTD Actual	429.19-	Total	429.19-
		YTD Budget	5,000.00-	Unearned	4,570.81
<b>251-46740-000-000 FEES: LIBRARY PASSPORT</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1226441	PASSPORT - LIBRARY 12/30/23		70.00-	
		Description: PASSPORT - LIBRARY 12/30/23			
CR	1226673	PASSPORT - LIBRARY 1/6/2024		105.00-	
		Description: PASSPORT - LIBRARY 1/6/2024			
CR	1226790	PASSPORT - LIBRARY 1/15/24		70.00-	
		Description: PASSPORT - LIBRARY 1/15/24			
CR	1227014	PASSPORT - LIBRARY 01/20/24		70.00-	
		Description: PASSPORT - LIBRARY 01/20/24			
CR	1227135	PASSPORT -		70.00-	
		Description: PASSPORT -			
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>385.00- *</b>	<b>385.00-</b>
YTD Encumbrance	.00	YTD Actual	385.00-	Total	385.00-
		YTD Budget	3,000.00-	Unearned	2,615.00
<b>251-48215-000-000 RENT: MEETING ROOMS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48215-000-000 RENT: MEETING ROOMS (continued)</b>					
CR	1227014	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 01/20/24 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 01/20/24		3.00-	
CR	1227135	ROOM RENTAL LIBRARY DEPOSIT - Description: ROOM RENTAL LIBRARY DEPOSIT -		70.00-	
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>73.00- *</b>	<b>73.00-</b>
YTD Encumbrance	.00	YTD Actual 73.00- Total 73.00- YTD Budget	1,500.00- Unearned	1,427.00	
<b>251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1226441	DONATION- - LIBRARY 12/30/23 Description: DONATION- - LIBRARY 12/30/23		74.65-	
CR	1226673	DONATION- - LIBRARY 1/6/2024 Description: DONATION- - LIBRARY 1/6/2024		20.00-	
CR	1226790	DONATION- - LIBRARY 1/15/24 Description: DONATION- - LIBRARY 1/15/24		1,014.86-	
CR	1226790	DONATION- - LIBRARY 1/15/24 Description: DONATION- - LIBRARY 1/15/24		50.00-	
CR	1227014	DONATION- - LIBRARY 01/20/24 Description: DONATION- - LIBRARY 01/20/24		23,454.32-	
CR	1227135	DONATION- -		20.00-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-48550-000-000 DONATIONS: LIBRARY (continued)						
		Description: DONATION- -				
CR	1227135	DONATION- -		20.00-		
		Description: DONATION- -				
JE	12	REALLOCATE DONATION REVENUE TO 2023	1,014.86			
JE	13	REALLOCATE DONATION REVENUE TO 2023	23,454.32			
		01/31/2024 (01/24) Period Totals and Balance	24,469.18 *	24,653.83- *	184.65-	
YTD Encumbrance	.00	YTD Actual	184.65- Total	184.65- YTD Budget	61,500.00- Unearned	61,315.35
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS						
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-49210-000-000 TRANSFER FROM GENERAL FUND						
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	367,522.00- Unearned	367,522.00
251-49300-000-000 FUND BALANCES APPLIED						
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-55111-101-000 LIBRARY: SALARIES						
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
251-55111-102-000 LIBRARY: WAGES						
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00	
CD	9	RETIREE SICK BANK PAYOUT TO NORTH SHORE (ABRAHAMSON,	30,863.96			
JE	6	PAYROLL ACCRUAL TRANS FOR 12/31/2023 PAY PERIOD	11,926.98			
PB	386	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	100.00			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-102-000 LIBRARY: WAGES (continued)</b>					
PC	94	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	23,121.71		
PC	219	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	11,988.32		
PC	220	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD		16.00-	
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>78,000.97 *</b>	<b>16.00- *</b>	<b>77,984.97</b>
YTD Encumbrance	.00	YTD Actual	77,984.97	Total	77,984.97
		YTD Budget	406,497.00	Unexpended	328,512.03
<b>251-55111-103-000 LIBRARY: OVERTIME</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PC	97	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	6.54		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>6.54 *</b>	<b>.00 *</b>	<b>6.54</b>
YTD Encumbrance	.00	YTD Actual	6.54	Total	6.54
		YTD Budget	.00	Unexpended	6.54-
<b>251-55111-105-000 LIBRARY: CALL-IN PAY</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE (continued)</b>					
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	155	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	2,178.20		
PB	385	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	888.69		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>3,066.89 *</b>	<b>.00 *</b>	<b>3,066.89</b>
YTD Encumbrance	.00	YTD Actual 3,066.89 Total 3,066.89	YTD Budget 25,748.00	Unexpended 22,681.11	
<b>251-55111-119-000 LIBRARY: RETIREMENT (R)</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	154	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	1,455.06		
PB	384	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	886.80		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>2,341.86 *</b>	<b>.00 *</b>	<b>2,341.86</b>
YTD Encumbrance	.00	YTD Actual 2,341.86 Total 2,341.86	YTD Budget 22,970.00	Unexpended 20,628.14	
<b>251-55111-121-000 LIBRARY: GRP HLTH INS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
JE	6	PAYROLL ACCRUAL TRANS FOR 12/31/2023 PAY PERIOD	208.34		
PB	156	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	2,745.30		
PB	382	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	2,745.30		
PC	95	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	208.34		
PC	221	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	208.34		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>6,115.62 *</b>	<b>.00 *</b>	<b>6,115.62</b>
YTD Encumbrance	.00	YTD Actual 6,115.62 Total 6,115.62	YTD Budget 86,199.00	Unexpended 80,083.38	
<b>251-55111-122-000 LIBRARY: LIFE INS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	157	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	53.23		
PB	383	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	53.23		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>106.46 *</b>	<b>.00 *</b>	<b>106.46</b>
YTD Encumbrance	.00	YTD Actual 106.46 Total 106.46	YTD Budget 1,400.00	Unexpended 1,293.54	
<b>251-55111-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-123-000 LIBRARY: INC PROTECT (continued)</b>					
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	1,903.00	Unexpended 1,903.00	
<b>251-55111-124-000 LIBRARY: WORK COMP</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	1,350.00	Unexpended 1,350.00	
<b>251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	6,000.00	Unexpended 6,000.00	
<b>251-55111-126-000 LIBRARY: DEF COMP HLTH</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	316.00	Unexpended 316.00	
<b>251-55112-104-000 LIBRARY: PT WAGES</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
JE		6 PAYROLL ACCRUAL TRANS FOR 12/31/2023 PAY PERIOD	1,524.32		
PC		22 PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	3,178.50		



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-104-000 LIBRARY: PT WAGES (continued)</b>					
PC	153	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	4,371.34		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>9,074.16 *</b>	<b>.00 *</b>	<b>9,074.16</b>
YTD Encumbrance	.00	YTD Actual 9,074.16 Total 9,074.16	YTD Budget 134,285.26	Unexpended 125,211.10	
<b>251-55112-110-000 LIBRARY: PTO</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	160	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	145.58		
PB	389	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	108.31		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>253.89 *</b>	<b>.00 *</b>	<b>253.89</b>
YTD Encumbrance	.00	YTD Actual 253.89 Total 253.89	YTD Budget 5,279.08	Unexpended 5,025.19	
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	22	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	392.90		
PB	255	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	323.49		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>716.39 *</b>	<b>.00 *</b>	<b>716.39</b>
YTD Encumbrance	.00	YTD Actual 716.39 Total 716.39	YTD Budget 10,272.82	Unexpended 9,556.43	
<b>251-55112-122-000 LIBRARY: LIFE INS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB	159	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	25.90		
PB	388	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	25.90		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>51.80 *</b>	<b>.00 *</b>	<b>51.80</b>
YTD Encumbrance	.00	YTD Actual 51.80 Total 51.80	YTD Budget 700.00	Unexpended 648.20	
<b>251-55112-123-000 LIBRARY: INC PROTECT</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-123-000 LIBRARY: INC PROTECT (continued)</b>					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55115-201-000 LIBRARY: TRAVEL</b>					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	01/31/2024 (01/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	4,000.00	Unexpended	4,000.00
<b>251-55115-206-000 LIBRARY: TELEPHONE</b>					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	01/31/2024 (01/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55115-207-000 LIBRARY: MAINT OF EQUIP</b>					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	01/31/2024 (01/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	6,413.00	Unexpended	6,413.00
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING</b>					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	01/31/2024 (01/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,000.00	Unexpended	1,000.00
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES</b>					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
AP	14	OFFICE TECHNOLOGY GROUP	208.58		
	**VendorNo: 1406 **Inv. No: 5028065293 **Desc: OFFICE COPIER LEASE AGRMT - LIBRARY **Inv. Date: 12/28/2023				
AP	198	OFFICE TECHNOLOGY GROUP	92.55		
	**VendorNo: 1406 **Inv. No: 297028 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 1/18/2024				
	01/31/2024 (01/24)	Period Totals and Balance	301.13 *	.00 *	301.13
YTD Encumbrance	.00	YTD Actual	301.13	Total	301.13
		YTD Budget	5,000.00	Unexpended	4,698.87
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE</b>					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE (continued)</b>					
AP	9	MOTION PICTURE LICENSING C	124.66		
		**VendorNo: 1295 **Inv. No: 504432527 **Desc: MPLC LICENSE RENEWAL 2024 **Inv. Date: 1/1/2024			
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>124.66 *</b>	<b>.00 *</b>	<b>124.66</b>
YTD Encumbrance	.00	YTD Actual 124.66 Total 124.66 YTD Budget	.00 Unexpended	124.66-	
<b>251-55115-216-000 LIBRARY: POSTAGE</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
JE	15	LIBRARY	141.12		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>141.12 *</b>	<b>.00 *</b>	<b>141.12</b>
YTD Encumbrance	.00	YTD Actual 141.12 Total 141.12 YTD Budget	2,000.00 Unexpended	1,858.88	
<b>251-55115-217-000 LIBRARY: MEMBERSHIP &amp; DUES</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	27,648.00 Unexpended	27,648.00	
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	650.00 Unexpended	650.00	
<b>251-55115-282-000 LIBRARY: TECHNOLOGY</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP	106	OUTAGAMIE WAUPACA LIBRARY	83.22		
		**VendorNo: 1427 **Inv. No: 4311 **Desc: RECEIPT PAPER - 1 CASE **Inv. Date: 1/10/2024			
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>83.22 *</b>	<b>.00 *</b>	<b>83.22</b>
YTD Encumbrance	.00	YTD Actual 83.22 Total 83.22 YTD Budget	11,974.00 Unexpended	11,890.78	
<b>251-55115-301-000 LIBRARY: SUPPLIES</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-301-000 LIBRARY: SUPPLIES (continued)</b>					
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 8,000.00	Unexpended 8,000.00	
<b>251-55115-320-000 LIBRARY: BUILDING EXPENSES</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
JE		6 PAYROLL ACCRUAL TRANS FOR 12/31/2023 PAY PERIOD	347.70		
PC		96 PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	695.40		
PC		222 PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	695.40		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>1,738.50 *</b>	<b>.00 *</b>	<b>1,738.50</b>
YTD Encumbrance	.00	YTD Actual 1,738.50 Total 1,738.50	YTD Budget 19,000.00	Unexpended 17,261.50	
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
PB		158 PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	53.19		
PB		387 PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	53.19		
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>106.38 *</b>	<b>.00 *</b>	<b>106.38</b>
YTD Encumbrance	.00	YTD Actual 106.38 Total 106.38	YTD Budget 1,500.00	Unexpended 1,393.62	
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 8,000.00	Unexpended 8,000.00	
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
AP		172 HO-CHUNK NATION MUSEUM & CULTURAL CENTER	200.00		
		**VendorNo: 2720 **Inv. No: 0002 **Desc: HO-CHUNK BANNER DISPLAY - WAUPACA 101 EXHIBIT **Inv. Date: 12/15/2023			
AP		168 CHAIN O'LAKES CABINETRY & COUNTERTOPS	17,095.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued)</b>					
**VendorNo: 2493 **Inv. No: 1.4.24 **Desc: EXHIBIT ROOM BUILT-IN DISPLAY CASE & DISPLAY BASES **Inv. Date: 1/4/2024					
JE	14	REALLOCATE LIBRARY EXPENSE TO 2023		17,095.00-	
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>17,295.00 *</b>	<b>17,095.00- *</b>	<b>200.00</b>
YTD Encumbrance	.00	YTD Actual 200.00 Total 200.00 YTD Budget 18,000.00 Unexpended 17,800.00			
<b>251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 8,000.00 Unexpended 8,000.00			
<b>251-55125-255-000 LIBRARY: PROGRAMS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S (continued)</b>					
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 17,000.00	Unexpended 17,000.00	
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>251-55130-250-215 LIBRARY: BOOKS - CHILDRENS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-410 LIBRARY: BOOKS - MAG &amp; NEWSPAP (continued)</b>					
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 4,750.00	Unexpended 4,750.00	
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 750.00	Unexpended 750.00	
<b>251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS (continued)</b>					
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	854.00 Unexpended	854.00	
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	900.00 Unexpended	900.00	
<b>251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	10,235.00 Unexpended	10,235.00	
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL</b>					
		<b>01/01/2024 (00/24) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>01/31/2024 (01/24) 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: 71    Number of accounts: 88</b>			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
<b>Grand Totals:</b>			<u>144,052.87</u>	<u>43,318.08-</u>	<u>100,734.79</u>



## Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

### Exhibit Room Agenda February 2024

We had our February Exhibit Room Committee meeting on February 12 and discussed programming for Youth Art Month, as well as our exhibit schedule through the summer.

We had a light that wasn't working in the corner of the Exhibit Room closest to the built in display case. City maintenance was not able to fix it, but had an electrician repair it.

Mary Burns is the coordinator for our Little Free Pantry (LFP) and was asked to present at Waupaca Women Who Care. I also got Mary on the schedule at Rotary to help spread the word on the LFP. I put together a presentation for Mary, worked with her to refine it, and am happy to report that she was the quarterly recipient for Waupaca Women Who Care. Over \$3,500 has come in for the LFP, and we are in the process of issuing thank you notes/tax receipts through the Library Foundation for all donors. Food insecurity is such an important initiative for our library and community, and it was a pleasure to work with Mary to bring greater attention to the issue.

I continue to meet with groups for our upcoming Shine, Hunger and Typewriter exhibits to make sure they keep moving ahead. We have been very fortunate to have patrons and community groups willing to collaborate to continue bringing diverse, high quality exhibits to our space.

Winchester Academy is always a willing partner to coordinate speakers with our exhibits, and help generate exhibit ideas. I attended their monthly meeting in January to discuss our 2024-25 schedule and learn about their potential speakers. They will have some great speakers that will complement a number of our exhibits this year.

### EXHIBIT ROOM REMODEL:

Almost all of the trim is installed above the rail system-we were one piece short, and now just waiting for the maintenance staff to install it. Once this is in place, I will fill holes, touch up paint, and finally have the project completed!

We are having a reception (open to the public) on March 25 to celebrate this great project and recognize the Vergauwen family for their generosity.

### PAST EXHIBIT:

#### Franklin

*Franklin* was a wonderful exhibit to host at the library. We had many passive activities available for patrons, including a station to trace *Peanuts* characters and a station to draw your own comic strip. Items had to be restocked a number of times as patrons participated in these activities. Almost all of our books on Charles Schulz, the *Peanuts*, and comics were checked out over the course of *Franklin*.

We hosted a program for kids and caregivers on Martin Luther King Day (January 18, no school), which happened to be one of the coldest days this winter. Even with the frigid weather, we had 15 kids and their caregivers stop in for the program.



Feedback for *Franklin* was fantastic. We had many visitors from Waupaca, but also had people from South Carolina, Illinois, California, Texas, Wyoming, Michigan, and Minnesota. This shows the quality of our library when visitors choose us as a stop during their time in Waupaca. A few of their comments included:

'Great place to spend time with family'  
 'I continue to be amazed at the superb quality of all the displays here'  
 'Great exhibit. Quite informative in its simplicity, just like the strip'  
 And many thank yous, loved it, amazings, and terrifics.

*Franklin* closed on February 10, with 2439 people visiting the exhibit. Our Exhibit Room Committee did a great job taking everything down and clearing the room for Youth Art Month.

#### ON EXHIBIT:

##### Youth Art Month

Youth Art Month is open! The School District of Waupaca art teachers installed this fun, community exhibit that we look forward to every year. The reception to celebrate student artwork is on February 20, 6-7p (awards at 6.30p). We will have two other programs to complement this exhibit, another collaboration with the Arts Hub (February 19, no school) and a cross-department collaboration canvas painting program (February 29). Additionally, the Waupaca Learning Center 4th grade classes will again use our space for their Wax Museum night on March 19.



#### UPCOMING EXHIBIT:

##### Shine

Shine is a collaboration with the Waupaca Community Arts Board (WCAB) to showcase and explain the process for their next community art installation. We will also 'Shine' a light on local artists, Maneul Munoz and Paulina Schilling. WCAB has a committee working on the exhibit, and we have met a few times to discuss logistics for displaying these beautiful, fragile pieces of stained glass. We are always delighted to highlight these projects that make our community a richer place to live.

<https://www.waupacaarts.org/shine-fused-glass-gallery>



#### **2024 Schedule**

- *Franklin: Celebrating Black History*: December 16-February 10
- *Youth Art Month*: February 17-April 6
- *Shine: Ecuadorian Art (Manuel & Paulina)/Shine Project (WCAB)*: April 13-June 1
- *Waupaca: Show Us Your Adventure (Summer Learning Program: Adventure Begins at Your Library)*: June 8-August 3
- *Hunger*: August 10-October 5
- *Typewriters*: October 12-November 30
- *Quilts*: December 7 - February 1

#### **2025 Schedule**

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

#### **2026 Schedule**

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

#### **2027 Schedule**

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

## FEBRUARY 2024 EXHIBIT ROOM VISITS

02/1/2023	Thursday	58
02/2/2023	Friday	68
02/3/2023	Saturday	78
02/4/2023	Sunday	closed
02/5/2023	Monday	52
02/6/2023	Tuesday	65
02/7/2023	Wednesday	64
02/8/2023	Thursday	44
02/9/2023	Friday	65
02/10/2023	Saturday	72
02/11/2023	Sunday	closed
02/12/2023	Monday	install
02/13/2023	Tuesday	install
02/14/2023	Wednesday	install
02/15/2023	Thursday	install
02/16/2023	Friday	install
02/17/2023	Saturday	
02/18/2023	Sunday	
02/19/2023	Monday	
02/20/2023	Tuesday	
02/21/2023	Wednesday	
02/22/2023	Thursday	
02/23/2023	Friday	
02/24/2023	Saturday	
02/25/2023	Sunday	
02/26/2023	Monday	
02/27/2023	Tuesday	
02/28/2023	Wednesday	
2/29/2023	Thursday	

TOTAL 566

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.

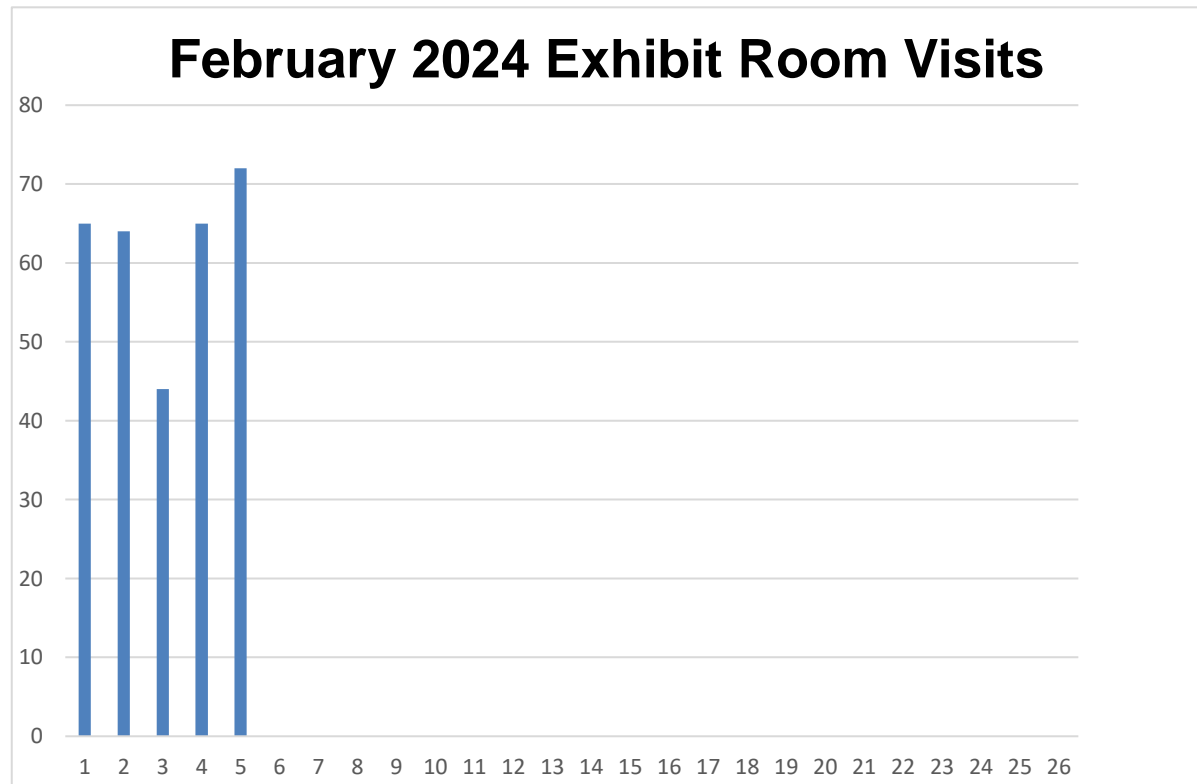
Franklin (December) = 615

Franklin (January) = 1258

Franklin (February) = 566

FRANKLIN TOTAL = 2439

Youth Art Month (February) = 615



2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
2024 Running Total												
\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96	\$31.96	\$31.96	\$35.01	\$35.01	\$35.97	\$35.97	\$35.97
2022 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2024 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$580.46												\$580.46
2023 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.13	\$522.63	\$583.04	\$594.54	\$612.03	\$458.34	\$594.92	\$566.99	\$569.08	\$436.24	\$391.21	\$505.83	\$6,245.98
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09
2024 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$73.00												\$73.00
2023 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$110.00	\$140.00	\$255.00	\$50.00	\$175.00	\$116.05	\$435.00	\$440.00	\$80.00	\$125.00	\$81.00	\$95.00	\$2,102.05
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70
2024 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$277.88												\$277.88
\$0.00												\$0.00
\$277.88												\$277.88
2023 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$257.90	\$480.71	\$314.06	\$176.99	\$346.21	\$147.03	\$132.00	\$504.10	\$441.49	\$320.78	\$162.90	\$250.31	\$3,534.48
-\$56.45	-\$71.00	-\$41.99	-\$104.99	-\$83.99	-\$52.98	-\$6.99	-\$88.95	-\$113.26	-\$80.00	-\$73.95	\$0.00	-\$774.55
\$201.45	\$409.71	\$272.07	\$72.00	\$262.22	\$94.05	\$125.01	\$415.15	\$328.23	\$240.78	\$88.95	\$250.31	\$2,759.93
2022 Material Replacement												

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$111.12	\$2,328.52
2024 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$238.62												\$238.62
2023 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$93.53	\$111.22	\$51.12	\$67.90	\$48.72	\$113.23	\$77.80	\$113.17	\$58.46	\$91.67	\$189.60	\$74.65	\$1,091.07
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51
2024 Passports												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$350.00												\$350.00
2023 Passports												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$140.00	\$245.00
2024 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$63.00												\$63.00
2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70	\$ 21.05	\$ 9.20	\$ 25.20	\$ 51.90	\$ 120.15	\$ 12.55	\$1,006.40
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$ 3,709.30	\$ 2,089.40	\$ 53.15	\$ 75.22	\$ 464.30	\$ 53.50	\$ 65.40	\$ 52.65	\$ 264.60	\$ 14.60	\$ 6.40	\$7,041.17

## Library Usage 2024

### Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	1,063												1,063
2023	888	688	804	609	800	764	1,053	874	887	1,039	766	836	10,008
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
2024	6,417												6,417
2023	6,152	6,111	8,152	6,326	7,479	8,152	8,550	9,012	6,784	8,342	6,838	6,625	88,523
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
2024 wireless	627												627
2024 stations	429												429
2023 wireless	585	636	783	728	822	943	1,010	1,059	719	1,005	717	650	9,657
2023 stations	488	422	584	506	504	586	494	563	474	469	404	366	5,860
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
2024	23												23
2023	60	40	44	25	40	44	27	28	27	24	17	20	396
2022	174	128	105	82	54	61	53	57	56	39	48	46	903

### Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	17.75												18
2023	4.5	2	2.5	14.25	12.25	20	21	18.25	20.45	21.5	13.75	11.7	163
2022	11	14	25	25	26	26	19	28	18	13.5	11.5	6	223

### Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	8												8
2024 attendance	106												106
2023 programs	3	2	2	4	3	4	4	2	3	10	6	8	51
2023 attendance	17	8	14	52	58	37	75	8	19	117	38	64	507

### Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	7												7
2024 attendance	324												324
2023 programs	16	13	13	13	20	16	20	18	16	24	17	11	197
2023 attendance	578	385	489	433	1,603	526	628	542	383	1,449	559	233	7,808

### General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	1												1
2024 attendance	47												47
2023 programs	1	4	4	3	8	21	8	18	7	5	2	9	90
2023 attendance	30	463	84	235	267	950	579	485	205	345	21	495	4,159

### Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 programs	0												0
2024 attendance	0												0
2023 programs	7	5	6	0	6	6	15	11	3	4	2	11	76
2023 attendance	146	31	36	0	400	23	88	38	22	27	2	766	1,579

### Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	68												68
2023			120	71	88	96	100	122	65	93	59	41	855

### Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	10												10
2023							0	0	0	0	3	4	7

### Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	5												5
2023							6	3	2	3	5	6	25

### Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	2,426												2,426
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535



Jan 2024 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,332	1,359	(27)	0.98	1,332	1,359	(27)	0.98
Appleton	OOAPL	6,744	7,073	(329)	0.95	6,744	7,073	(329)	0.95
Baileys Harbor	NDBAI	569	572	(3)	0.99	569	572	(3)	0.99
Birnamwood	NSBIR	485	259	226	1.87	485	259	226	1.87
Black Creek	OOBCL	2,045	1,267	778	1.61	2,045	1,267	778	1.61
Bonduel	NSBON	359	934	(575)	0.38	359	934	(575)	0.38
Clintonville	OWCPL	2,355	1,067	1,288	2.21	2,355	1,067	1,288	2.21
Coleman	NMCOL	482	912	(430)	0.53	482	912	(430)	0.53
Crivitz	NMCRI	651	1,477	(826)	0.44	651	1,477	(826)	0.44
Egg Harbor	NDEGG	553	533	20	1.04	553	533	20	1.04
Ephraim	NDEPH	376	126	250	2.98	376	126	250	2.98
Fish Creek	NDFIS	321	252	69	1.27	321	252	69	1.27
Florence	NFFLO	447	509	(62)	0.88	447	509	(62)	0.88
Forestville	NDFOR	597	333	264	1.79	597	333	264	1.79
Fremont	OWFPL	647	671	(24)	0.96	647	671	(24)	0.96
Gillett	NOGIL	628	282	346	2.23	628	282	346	2.23
Goodman	NMGOO	112	312	(200)	0.36	112	312	(200)	0.36
Green Earth	NBON2	128	14	114	9.14	128	14	114	9.14
Hortonville	OOHPL	1,493	2,497	(1,004)	0.60	1,493	2,497	(1,004)	0.60
Iola	OWIVL	1,102	1,072	30	1.03	1,102	1,072	30	1.03
Kaukauna	OOKAU	2,894	3,974	(1,080)	0.73	2,894	3,974	(1,080)	0.73
Kewaunee	NKKEW	1,702	1,153	549	1.48	1,702	1,153	549	1.48
Kimberly	OOKIM	2,896	5,023	(2,127)	0.58	2,896	5,023	(2,127)	0.58
Lakewood	NOLAK	816	896	(80)	0.91	816	896	(80)	0.91
Lena	NOLEN	555	186	369	2.98	555	186	369	2.98
Little Chute	OOLIT	2,653	5,213	(2,560)	0.51	2,653	5,213	(2,560)	0.51
Manawa	OWMAN	1,056	1,000	56	1.06	1,056	1,000	56	1.06
Marinette	NMMRT	1,696	1,793	(97)	0.95	1,696	1,793	(97)	0.95
Marion	OWMAR	1,274	892	382	1.43	1,274	892	382	1.43
Mattoon	NSMAT	112	129	(17)	0.87	112	129	(17)	0.87
New London	OWNLP	2,110	1,602	508	1.32	2,110	1,602	508	1.32
NFLS	NFLS	-	6	(6)	-	-	6	(6)	-
Niagara	NMNIA	378	582	(204)	0.65	378	582	(204)	0.65
Oconto	NOOCO	1,027	854	173	1.20	1,027	854	173	1.20
Oconto Falls	NOOCF	1,630	766	864	2.13	1,630	766	864	2.13
Oneida	NBONE	780	137	643	5.69	780	137	643	5.69
OWLS	OWLS	7	5	2	1.40	7	5	2	1.40
Peshtigo	NMPES	354	543	(189)	0.65	354	543	(189)	0.65
Scandinavia	OWSCA	556	425	131	1.31	556	425	131	1.31
Seymour	OOSEY	1,999	1,493	506	1.34	1,999	1,493	506	1.34
Shawano	NSSHA	2,933	2,367	566	1.24	2,933	2,367	566	1.24
Shiocton	OOSHI	656	396	260	1.66	656	396	260	1.66
Sister Bay	NDSIS	1,242	1,160	82	1.07	1,242	1,160	82	1.07
Sturgeon Bay	NDSTR	2,955	2,785	170	1.06	2,955	2,785	170	1.06
Suring	NOSUR	863	595	268	1.45	863	595	268	1.45
Tigerton	NSTIG	340	298	42	1.14	340	298	42	1.14
Washington Island	NDWSH	362	256	106	1.41	362	256	106	1.41
Waupaca	OWWAU	3,241	3,065	176	1.06	3,241	3,065	176	1.06
Wausaukee	NMWAS	507	505	2	1.00	507	505	2	1.00
Weyauwega	OWWEY	1,307	680	627	1.92	1,307	680	627	1.92
Wittenberg	NSWIT	240	267	(27)	0.90	240	267	(27)	0.90
TOTAL		60,567	60,567	-	1.00	60,567	60,567	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	14,086	11,446	25,532	14,086	11,446	25,532
OWLS libraries	9,061	25,974	35,035	9,061	25,974	35,035
Total	23,147	37,420	60,567	23,147	37,420	60,567

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

### Circulation Statistics 2024

Circulation Statistics 2024														
Waupaca 2024 Circulation		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2024 Downloads - ebooks		1,124												1,124
2023 Downloads - ebooks		1,087	1,074	1,089	1,060	1,009	1,011	1,078	1,088	945	1,059	969	991	12,460
2024 Downloads - Audio		1,194												1,194
2023 Downloads - Audio		1,126	1,077	1,199	1,128	1,130	1,048	1,072	1,211	1,118	1,172	1,100	1,069	13,450
2024 Downloads - Magazine		324												324
2023 Downloads - Magazine		63	62	50	29	35	45	22	50	78	242	294	324	1,294
2024 Downloads - Hoopla		351												351
2023 Downloads - Hoopla		259	246	278	249	276	287	281	330	322	306	342	316	3,492
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		2,331												2,331
Checkouts		9,740												9,740
Total Circulation w/renewals		12,071	0	0	0	0	0	0	0	0	0	0	0	12,071
2023 Totals		12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
2022 Totals		12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	10,391	146,290
2021 Totals		9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788
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	2024
Dayton		1,535	13%
Farmington		1,924	16%
Lind		349	3%
Waupaca (Town)		684	6%
Town Total		4,492	37%
Waupaca (City)		4,140	34%
Waushara County		506	4%
Portage County		1,080	9%
Other		1,853	15%
Total		12,071	

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	3,200	576	3,776	3,200	576	3,776
Appleton	28,637	11,621	40,258	28,637	11,621	40,258
Black Creek	2,422	959	3,381	2,422	959	3,381
Clintonville	4,112	836	4,948	4,112	836	4,948
Door Cty - Baileys Harbor	1,084	291	1,375	1,084	291	1,375
Door Cty - Egg Harbor	1,074	268	1,342	1,074	268	1,342
Door Cty - Ephraim	234	63	297	234	63	297
Door Cty - Fish Creek	424	97	521	424	97	521
Door Cty - Forestville	676	159	835	676	159	835
Door Cty - Sister Bay	2,720	683	3,403	2,720	683	3,403
Door Cty - Sturgeon Bay	7,404	1,970	9,374	7,404	1,970	9,374
Door Cty - Washington Island	568	135	703	568	135	703
Florence	987	147	1,134	987	147	1,134
Fremont	1,522	470	1,992	1,522	470	1,992
Gillett	472	154	626	472	154	626
Hortonville	5,092	1,567	6,659	5,092	1,567	6,659
Iola	1,935	562	2,497	1,935	562	2,497
Kaukauna	10,150	2,704	12,854	10,150	2,704	12,854
Kewaunee	2,723	808	3,531	2,723	808	3,531
Kimberly	11,707	4,021	15,728	11,707	4,021	15,728
Lakewood	2,277	628	2,905	2,277	628	2,905
Lena	393	152	545	393	152	545
Little Chute	9,793	3,585	13,378	9,793	3,585	13,378
Manawa	2,148	486	2,634	2,148	486	2,634
Marinette Cty - Coleman	1,700	508	2,208	1,700	508	2,208
Marinette Cty - Crivitz	2,484	666	3,150	2,484	666	3,150
Marinette Cty - Goodman	315	53	368	315	53	368
Marinette Cty - Marinette	3,877	1,085	4,962	3,877	1,085	4,962
Marinette Cty - Niagara	748	269	1,017	748	269	1,017
Marinette Cty - Peshtigo	917	284	1,201	917	284	1,201
Marinette Cty - Wausaukee	1,168	249	1,417	1,168	249	1,417
Marion	1,919	744	2,663	1,919	744	2,663
New London	4,398	837	5,235	4,398	837	5,235
Oconto	1,983	509	2,492	1,983	509	2,492
Oconto Falls	2,762	551	3,313	2,762	551	3,313
Oneida Tribal - Green Earth	14	8	22	14	8	22
Oneida Tribal - Oneida	255	106	361	255	106	361
Scandinavia	420	189	609	420	189	609
Seymour	2,827	1,087	3,914	2,827	1,087	3,914
Shawano Cty - Birnamwood	2,394	246	2,640	2,394	246	2,640
Shawano Cty - Bonduel	1,167	389	1,556	1,167	389	1,556
Shawano Cty - Mattoon	175	27	202	175	27	202
Shawano Cty - Shawano	7,706	1,561	9,267	7,706	1,561	9,267
Shawano Cty - Tigerton	559	135	694	559	135	694
Shawano Cty - Wittenberg	647	78	725	647	78	725
Shiocton	757	157	914	757	157	914
Suring	1,345	297	1,642	1,345	297	1,642
Waupaca	9,740	2,331	12,071	9,740	2,331	12,071
Weyauwega	1,464	593	2,057	1,464	593	2,057
<b>Total</b>	<b>153,495</b>	<b>45,901</b>	<b>199,396</b>	<b>153,495</b>	<b>45,901</b>	<b>199,396</b>

Posted 02/01/24

## Director's Report February 2024

### Hiring Update

The Head of Adult Services position was posted internally on January 29, with the external posting made on February 7. The posting is scheduled to close on March 1 with a week (or more if needed) for the hiring team to review apps and discuss candidates.

Reviewing the end of year finances, it looks like we were successful in adding to the general fund balance. This is still subject to change and adjustment by the auditors, but it has the potential to shorten the time until we can hire a Head of Youth Services by a month or two if it holds.

### Interim Update

The schedule and coverage worked out for our interim period continues to work well. We are working short-handed in the short-term, and everyone has done a great job of pitching in and picking up responsibilities.

### Job Center in Place

If you have not checked it out, our job center turned out amazing. The desktop, table and chairs are all repurposed from elsewhere in the building. The slat wall was purchased with a donation from the Friends of the Library. Laura Jandacek has done a fantastic job as the point person for job services with many other staff members stepping in at times to assist patrons as well.



### Library Legislative Day

Every year the Wisconsin Library Association organizes Library Legislative Day, and invites library staff, advocates and trustees to visit the capitol for a day of meeting with lawmakers. I attended this year on February 7 to represent Waupaca and met with Senator Joan Ballweg and Representative Kevin Petersen. The focus this year was on thanking legislators for the increase in funding for library systems in 2024 and raising awareness for ongoing financial challenges at the local level. I was the only representative from Waupaca County.

### Passport Update

Passport services continue to gain traction. We submitted 10 applications in January and have thus far submitted 15 in February. This represents \$875 in revenue in 2024 and puts us on course for \$5,275 at years end. Including the 7 applications received in 2023, our passport program has

handled 32 applications for \$1,120 in new revenue. As we add additional agents and make more hours available I anticipate we will continue to see more use of the service. We are off to a good start to meet our goal of \$5K revenue with a chance to meaningfully exceed it.

### New VR Equipment

Staff are currently working on getting our new VR equipment ready for the public. Staff member Simon Baumgart has taken the lead on setup and support with the equipment. He is pictured here working with staff member Laura Jandacek on a test run VR visit to the International Space Station.

Respectfully submitted,

Eric Scott Bailey





## Adult Programs Report January 2024

### December Programs

- **Wednesday Jan. 2** Lunch and Learn: PodPaca-Joe Drake-15
- **Insights with Ivan** Dystopian Novels-6
- **Saturday, Jan 20** Book Discussion Brilliant Life of Eudora Honeysett- 3
- **¿Cómo se dice?** Weekly-15 total people over the month
- **Friday Jan. 26** Lego Night - 30 people
- **Engagement Table**
  - Jan 2-20 New Year Journals 40 created
  - Jan 21-31 Peanuts puzzle

Our first day back in the library for 2024 we hosted our Lunch and Learn, this time with PodPaca host Joe Drake while he was home from college. Despite the proximity to the holidays, we had 15 people attend. Many were new to podcasts in general, while some were interested in how to hold a Podcast. Our partners at Synergy have started doing reminder calls and emails a few days ahead of the program in hopes of getting our no-show registrants to attend. Synergy continues to be an excellent partner, especially Jessica Miller who does the bulk of planning on their side. She has started to distribute flyers around town to promote the program which helped our attendance more than double in February. Friends of Waupaca Library continues to pay for the cost of the food (offset mostly by the donations we receive each month at the program) but in February and March, Synergy has volunteered to donate the food.

Lego Night was held for a second time on January 26th. This time we hosted at Java Jive to try having the program in a non-bar environment. It was a HUGE success, 30 people came to the program with so many creative structures built. Our theme was to build something from a carnival or fair. The winning team had a structure that resembled a circus with many different attractions. I think most of the success comes from being the second time we held the event, though a different location may have played a part as well. I'm trying to think of other area businesses where we could hold future contests, though finding a place that can hold 30+ extra people and our Lego bricks may be difficult! Maybe we'll do the July event at Hinder and the January one at Java Jive each year.



Summer Planning is getting underway. We already have a movie night planned at Swan Park during a baseball tournament weekend. We also have nailed down the return of our Library Renaissance Faire, to be held on the front lawn Saturday August 10th this year. In addition, we are trying to choose our community read title. Currently, Where the Deer and the Antelope Play by Nick Offerman is at the front of the list. We have about \$1500 in funds left from the Angeline Boulley visit that we were given permission to use towards our community read, so that is already funded!

-Respectfully submitted by Molly Reinke

## Children's Report

January gave us time to get used to our new duties, shifting priorities, meeting with book sales people, listening to webinars that aid in a balanced collection in the department. While we did not have Story Time during January, we did still have Story Time and Babygarten at Sunny Day every week, along with our popular Babygarten on Fridays at the library. In fact, we had over 40 participants on one Friday morning program. Some of these families were new to Waupaca and first time visitors to the library. They now feel comfortable coming and taking part in our programs or just sitting and getting to know other parents while their children take advantage of the play area or our program room which, by the way, was transformed into a pretend store. Lots of Play and learning going on in there.

We're shelf reading. What a mess. Enough said.

On January 15<sup>th</sup> and 22<sup>nd</sup>, no school days, we had coding games and basic circuitry games out for exploration. (Wish I had remembered to take pictures.)

Tiny Treasures had to cancel their usual monthly visit due to weather, but they are back and enjoying the books that their teacher checks out.

We're scheduling more "Meet Me At The Library" visits with 4K and a private preschool.

- 157 items from Waupaca and 39 items from other OWLS libraries filled requests from local teachers.
- While we did not have Story Time during January, we still had 8 programs that saw 412 participants.
- 84 books were delivered to preschools and homeschools.

Respectfully Submitted,  
Jan Rademacher



## **January 2024 Board Report Teen Department**

Teen Volunteer Agents met on January 3<sup>rd</sup> to discuss upcoming projects. We had 5 teens attend and discuss who would be able to help out at Winter Rec Fest. Unfortunately, due to the muddy weather, this opportunity was later cancelled. TVA will meet again on February 7<sup>th</sup>.

Taylor attended the Community Health Action Team (CHAT) Orientation and their first meeting of the year in January. She will continue to meet with them during the interim. At the meeting, they debriefed on their "Teens Mental Health and Social Media" Plunge that happened in October, and the next steps to addressing the actions they wanted to take after hearing from Waupaca community members. One option was providing curriculum for the community so that everyone is more informed about Social Media and Mental Health. The meeting concluded with everyone taking on a resource that was listed during the presentation to delve into more deeply so that they could report back on it during the next meeting. Taylor volunteered to learn more about and present the Trevor Project to the rest of the group as she'd like to learn more about it herself.

On January 26<sup>th</sup>, the North-Eastern Wisconsin Children's Librarian group (CHLibs for short) met at the New London Public Library. At this meeting, resources were shared for adding more native representation in the books we add to our collections at the library. One of these resources was the American Indians in Literature Blog by Dr. Debbie Reese, where she provides critical analysis of Indigenous peoples in children's and young adult literature. Additional items such as preparing for summer programming, the annual report, and swapping program ideas happened during the meeting.

Taylor hosted the Teen Librarians in Wisconsin meeting on January 8<sup>th</sup>. These meetings are a chance to network between other Teen Librarians in Wisconsin, ask other professionals in the field questions and for advice, and much more.

Tyler is being asked to help host a Teen Minecraft Club starting in February, and we'll be hosting our first official Teen VR Program on February 19<sup>th</sup>. Teens can come to the library and explore our VR Headsets and what's available on them.

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

- January 3<sup>rd</sup>, Teen Volunteer Agents – 5 participants. Led by Taylor.
- January 3<sup>rd</sup>, Cookie Decorating – 7 participants. Led by Taylor.
- January 10<sup>th</sup> & 24<sup>th</sup>, Teen Dungeons and Dragons – 2 participants and 9 participants. Led by Simon.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

February 15<sup>th</sup>, 2024



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 01-24)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2023**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

### I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

### HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

II. LIBRARY COLLECTION									
						a. Number Owned / Leased	b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>									
2. Electronic Books <i>E-books</i>									
3. Audio Materials									
4. Electronic Audio Materials <i>Downloadable</i>									
5. Video Materials									
6. Electronic Video Materials <i>Downloadable</i>									
7. Other Materials Owned <i>Describe</i>									
8a. Electronic Collections <i>Locally Owned or Leased</i>									
8b. Electronic Collections <i>Purchased by library system or consortia</i>									
8c. Electronic Collections <i>Provided through BadgerLink</i>									
9. Total Electronic Collections <i>Local, regional, and state</i>									
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>									
III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans				
a. Total Circulation		b. Children's Materials			a. Items Loaned <i>Provided to</i>			b. Items Received <i>Received from</i>	
					Method for Counting ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)									
WISCAT									
Other (includes OCLC, manual tracking or other methods)									
3. Number of Registered Users		d. Overdue Fines		4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count		
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet					
a. Number of Public Use Computers		b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method		b. Annual Count	
8. Website Visits		9. Electronic Collection Retrieval							
		a. Local	b. Other	c. Statewide	d. Total				
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books		b. E-Audio		c. E-Video		d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,  
Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

**In-Person Programs and Program Attendance Annual Count**

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

#### IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

	First Name	Last Name	Street Address	City	ZIP+4	Email Address
1.	<b>PRESIDENT</b>					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
No. of Library Board Members Include vacancies in this count						

V. LIBRARY OPERATING REVENUE			
Report operating revenue only. Do not report capital receipts here.			
1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here			
Municipality Type	Name	Amount	
Subtotal 1			
2. County			
a. Home County Appropriation for Library Services			Subtotal 2a
b. Other County Payments for Library Services			
County Name	Amount	County Name	Amount
Subtotal 2b			
3. State Funds			
a. Public Library System State Funds			
Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			
4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title			
Program or Project			Amount
Subtotal 4			
5. Contract Income From other governmental units, libraries, agencies, library systems, etc.			
Name	Amount	Name	Amount
Subtotal 5			
6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.			
7. All Other Operating Income			
8. Total Operating Income Add 1 through 7			
9. What is the current year annual appropriation provided by governing body(ies) for the public library?			
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)			

<b>VI. LIBRARY OPERATING EXPENDITURES</b> Report operating expenditures from all sources. Do not report capital expenditures here.				
1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider	Description	Type	Amount	
			Subtotal 4	
5. Other Operating Expenditures				
6. Total Operating Expenditures Add 1 through 5				
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				
<b>VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT</b>				
1. Capital Income and Expenditures by Source of Income <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal				
b. State				
c. Municipal				
d. County				
e. Other				
2. Debt Retirement	3. Rent Paid to Municipality/County		Total Revenue	Total Expenditure
<b>VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD</b>				
All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>				
1. Total Amount of Other Funds at End of Year				
<b>IX. TRUST FUNDS</b>				
1. Total Amount of Trust Funds Held by the Library Board at End of Year				

## X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian				

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)



XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS			
1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
XII. TECHNOLOGY			

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS			
1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH  
SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

*A check (X) or a mark in the checkbox indicates compliance with the requirement.*

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee  ➤	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature  ➤	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The \_\_\_\_\_ Board of Trustees hereby states that in 2023 the \_\_\_\_\_  
*Name of Public Library* *Name of Public Library System / Service*

- ☐ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

XV. CERTIFICATION		
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



	<b>COMMENTS</b>	
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