



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 20, 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, FEBRUARY 21, 2024
 - a. **ACTION ITEM: APPROVE** minutes of FEBRUARY 21, 2024 Meeting
4. MONTHLY BILLS FOR FEBRUARY 2024, **BILLS \$50,775, PERSONNEL \$39,181, Donations Expenditures \$1,533**
 - a. **ACTION ITEM: APPROVE** FEBRUARY 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. **PRESENTATION:** Of 2023 annual report, highlighting the new and exciting from the recently concluded year.

11. ANNOUNCEMENTS & CORRESPONDENCE

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

12. ADJOURNMENT

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

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

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



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY February 21, 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, John Turner, Julie Eiden, Mary Zimmermann, and Cory Nagel were present. No one was 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 J. Miller, SECOND by J. Turner, to approve the agenda. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from January 17, 2024 Board Meeting.

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

Monthly bills for January 2023, BILLS \$102,307, PERSONNEL \$99,612, DONATIONS EXPENDITURES \$2,045.

MOTION by J. Turner, SECOND by C. Nagel to approve the January 2024 bills with personnel costs and donation expenditures. 9 ayes, 0 nays, 0 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 **\$580.46**; Meeting Room Income **\$73.00**

Volunteer Hours **17.75**; Reference Transactions **1,063** Library Visits **6,417**; Internet Use: **627** wireless, **429** stations; Curbside service **23**; Total Library Programs **16**, Total Program Attendance **477**; Study Room Use **68**; Passport Applications **10**

Interloan Chart: **3,241** items loaned, **3,065** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,071**

Consortium Circulation Chart was presented.

Department Reports

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

Committee Reports

Finance Committee did not meet.

Planning Committee did not meet.

Library Policy Committee did not meet.

A meeting is scheduled for March 20, time to be determined.

Personnel Committee did not meet.

Old Business – None

New Business

There were several incidents reported

Annual Report numbers were presented for submission to State. Presentation will happen at March 20 Meeting. Presentation to the City will happen at their April 16 meeting.

MOTION by J. Eiden, SECOND by H. Olsen to approve submission to the State. 9 ayes, 0 nays, 0 absent.

Announcements & Correspondence

OWLS Meeting: An OWLS meeting occurred, minutes were not included in the packet.

Next meeting will be Wednesday, March 20, 2024, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 5:07 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>	Actual	Actual	2/29/2024	2/29/2024	Budget	% Expended	% Unexpended
		12/31/2023		CURRENT YTD	YTD	12/31/2024		
<u>REVENUES</u>		Prior Year	Feb-24	Actual	Estimated	Amended		
		2023				2024		
INTERGOVERNMENTAL								
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	-	-	-	-	-	0.00%	0.00%
	INTERGOVERNMENTAL	424,712	-	-	408,916	408,916	0.00%	100.00%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,069	487	1,123	6,738.42	6,000	16.67%	83.33%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	-	-	-	0.00%	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	277	-	-	-	-	0.00%	0.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	284	59	88	528.30	100	16.67%	83.33%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,572	95	524	3,141.06	3,000	16.67%	83.33%
251-46740-000-000	FEES: PASSPORT	175	770	1,155	6,930	5,000	16.67%	83.33%
	PUBLIC CHARGES FOR SERVICE	9,202	1,411	2,890	17,338	14,100	16.67%	83.33%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	2,782	135	208	2,582	1,500	8.06%	91.94%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	62	20	20	105	100	19.05%	80.95%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-	0.00%	0.00%
251-48550-000-000	DONATIONS: LIBRARY	81,968	334	519	68,981	61,500	0.75%	99.25%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	-	346,554	367,522	0.00%	100.00%
	MISCELLANEOUS	431,366	489	747	418,222	430,622	0.18%	99.82%
	TOTAL REVENUES	865,280	1,900	3,637	833,392	847,656	0.44%	99.56%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	388,829	23,616	101,601	406,497	406,497	24.99%	75.01%
251-55111-103-000	LIBRARY: OVERTIME	136	-	7	481	-	1.36%	98.64%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	30,417	1,779	4,846	25,748	25,748	18.82%	81.18%
251-55111-119-000	LIBRARY: RETIREMENT (R)	29,598	1,750	4,092	22,970	22,970	17.82%	82.18%
251-55111-121-000	LIBRARY: GRP HLTH INS	74,368	2,953	9,069	86,199	86,199	10.52%	89.48%
251-55111-122-000	LIBRARY: LIFE INS	1,656	54	160	1,400	1,400	11.41%	88.59%
251-55111-123-000	LIBRARY: INC PROTECT	1,290	-	-	1,903	1,903	0.00%	100.00%
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	-	-	-	-	-	0.00%	0.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	277	-	-	316	316	0.00%	100.00%

2022 BUDGET WORKSHEET
LIBRARY FUND

Acct No	Account Description	Actual		2/29/2024	2/29/2024	Budget			
		12/31/2023		CURRENT YTD		12/31/2024			
		Prior Year	Actual			Amended			
		<u>2023</u>	<u>Feb-24</u>	<u>Actual</u>	<u>Estimated</u>	<u>2024</u>	% Expended	% Unexpended	
	LIBRARY FULL-TIME	528,920	30,152	119,775	552,864	552,383	21.66%	78.34%	

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			2/29/2024	Budget	% Expended	% Unexpended
		12/31/2023		2/29/2024		12/31/2024		
		Prior Year	Actual	CURRENT YTD	YTD	Amended		
		2023	Feb-24	Actual	Estimated	2024		
251-55112-104-000	LIBRARY: PT WAGES	102,107	8,278	17,352	121,788	121,788	14.25%	85.75%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	0.00%	0.00%
251-55112-116-000	LIBRARY: PT RETIRE	2,560	209	463	4,932	4,932	9.39%	90.61%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	6,544	516	1,126	10,362	10,362	10.87%	89.13%
251-55112-122-000	LIBRARY: LIFE INS	685	26	78	812	600	9.57%	90.43%
	LIBRARY: PART-TIME	111,897	9,029	19,019	137,894	137,682	13.79%	86.21%
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	323	624	5,000	5,000	12.47%	87.53%
251-55115-215-000	LIBRARY: MOVIE LICENSE	615	-	125	-	-	0.00%	0.00%
251-55115-216-000	LIBRARY: POSTAGE	1,224	156	297	2,000	2,000	14.83%	85.17%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	573	166	166	1,200	1,200	13.83%	86.17%
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	132	215	11,974	11,974	1.79%	98.21%
251-55115-301-000	LIBRARY: SUPPLIES	8,696	35	1,475	8,000	8,000	18.44%	81.56%
	LIBRARY: OPERATING EXPENSES	64,916	811	2,900	67,885	67,885	4.27%	95.73%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	17,357	1,390	3,129	19,000	19,000	16.47%	83.53%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,367	107	213	1,500	1,500	14.18%	85.82%
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	36	236	18,000	18,000	1.31%	98.69%
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%
	LIBRARY: DONATION EXPENSES	78,987	1,533	3,578	61,500	61,500	5.82%	94.18%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,539	228	228	1,500	1,500	15.19%	84.81%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,033	23	23	3,000	3,000	0.77%	99.23%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,002	8	8	1,000	1,000	0.84%	99.16%
	LIBRARY: PROGRAMS	5,574	259	259	5,500	5,500	4.72%	95.28%

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			2/29/2024	Budget	% Expended	% Unexpended
		12/31/2023		2/29/2024		12/31/2024		
		Prior Year	Actual	CURRENT YTD	YTD	Amended		
		2023	Feb-24	Actual	Estimated	2024		
251-55130-250-115	LIBRARY: BOOKS - ADULT	17,313	485	485	17,000	17,000	2.86%	97.14%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,391	296	296	3,000	3,000	9.86%	90.14%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	16,000	648	648	16,000	16,000	4.05%	95.95%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,535	111	111	3,175	3,175	3.50%	96.50%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,309	3,050	3,050	4,750	4,750	64.22%	35.78%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	-	-	-	22	-	0.00%	100.00%
	LIBRARY: BOOKS	44,548	4,591	4,591	43,947	43,925	10.45%	89.55%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,524	167	167	2,500	2,500	6.67%	93.33%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	479	-	-	-	-	0.00%	0.00%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	668	11	11	750	750	1.47%	98.53%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,628	90	90	1,200	1,200	7.49%	92.51%
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	-	-	-	-	-	0.00%	0.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	215	-	-	-	-	0.00%	0.00%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	(76)	-	-	-	-	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	4,132	4,132	10,235	10,235	40.37%	59.63%
	LIBRARY: A/V	15,560	4,400	4,400	16,439	16,439	26.76%	73.24%
	TOTAL EXPENDITURES	850,401	50,775	154,522	886,028	885,314	17.44%	82.56%
	REVENUES OVER(UNDER) EXPENDITURES							
	BEGINNING FUND BALANCE							
	ENDING FUND BALANCE							

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 386,684.00-	Unearned 386,684.00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 17,429.00-	Unearned 17,429.00	
251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 982.00-	Unearned 982.00	
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 3,821.00-	Unearned 3,821.00	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-46710-000-000 FEES: LIBRARY COPIES					
		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-
CR	1227333	COPIES LIBRARY DEPOSIT - LIBRARY 2/3/24					122.75-		
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/3/24							
CR	1227523	COPIES LIBRARY DEPOSIT - LIBRARY 2/10/24					110.57-		
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/10/24							
CR	1227825	COPIES LIBRARY DEPOSIT - LIBRARY 2/17/2024					123.74-		
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 2/17/2024							
CR	1228065	COPIES LIBRARY DEPOSIT - library 2/24/24					129.95-		
		Description: COPIES LIBRARY DEPOSIT - library 2/24/24							
		02/29/2024 (02/24) Period Totals and Balance				.00 *	487.01- *		1,123.07-
YTD Encumbrance	.00	YTD Actual	1,123.07-	Total	1,123.07-	YTD Budget	6,000.00-	Unearned	4,876.93
251-46715-000-000 FEES: LIBRARY POSTAGE									
		01/01/2024 (00/24) Balance				.00 *	.00 *		.00
		02/29/2024 (02/24) 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
		02/29/2024 (02/24) 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
		02/29/2024 (02/24) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY (continued)					
AP	202	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6117744 **Desc: SENT TO COLLECTIONS - SEPT 2023 **Inv. Date: 10/1/2023	19.70		
AP	28	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6121130 **Desc: PATRON SENT TO COLLECTIONS - DEC 2023 **Inv. Date: 1/1/2024	39.40		
CR	1226441	COLLECTIONS - LIBRARY 12/30/23 Description: COLLECTIONS - LIBRARY 12/30/23		10.00-	
CR	1226673	COLLECTIONS - LIBRARY 1/6/2024 Description: COLLECTIONS - LIBRARY 1/6/2024		10.00-	
CR	1226790	COLLECTION - LIBRARY 1/15/24 Description: COLLECTION - LIBRARY 1/15/24		10.00-	
		01/31/2024 (01/24) Period Totals and Balance	59.10 *	30.00- *	29.10
AP	265	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6122368 **Desc: COLLECTION AGENCY (7) - JANUARY 2024 **Inv. Date: 2/1/2024	68.95		
CR	1227333	COLLECTION - LIBRARY 2/3/24 Description: COLLECTION - LIBRARY 2/3/24		10.00-	
		02/29/2024 (02/24) Period Totals and Balance	68.95 *	10.00- *	88.05
YTD Encumbrance	.00	YTD Actual 88.05 Total 88.05 YTD Budget	100.00- Unearned	188.05	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
CR	1226441	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/30/23 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/30/23		172.31-	
CR	1226673	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/6/2024 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/6/2024		74.95-	
CR	1226790	MATERIAL REPL LIB DEPOSIT - LIBRARY 1/15/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 1/15/24		25.00-	
CR	1227014	MATERIAL REPL LIB DEPOSIT - LIBRARY 01/20/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 01/20/24		43.00-	
CR	1227135	MATERIAL REPL LIB DEPOSIT - Description: MATERIAL REPL LIB DEPOSIT -		113.93-	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	429.19- *	429.19-
AP	44	APPLETON PUBLIC LIBRARY **VendorNo: 102 **Inv. No: OWWAU121320230000002 **Desc: PARTIAL PAYMENT ON #1750001216705 **Inv. Date: 12/13/2023	10.00		
AP	45	APPLETON PUBLIC LIBRARY **VendorNo: 102 **Inv. No: OWWAU121320230000001 **Desc: COLLECTION FEE #1750001216707 **Inv. Date: 12/13/2023	10.00		
AP	139	WEYAUWEGA PUBLIC LIBRARY **VendorNo: 2137 **Inv. No: OWWAU020220240000001 **Desc: LOST BOOKS AND COLLECTION FEE **Inv. Date: 2/5/2024	77.00		
AP	331	BURLINGTON PUBLIC LIBRARY	19.00		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued)					
		**VendorNo: 2732 **Inv. No: OWWAU020120240000002 **Desc: REFUND FOR FOUND ILL BOOK 31389021700539 **Inv. Date: 2/12/2024			
AP	313	WEYAUWEGA PUBLIC LIBRARY	14.00		
		**VendorNo: 2137 **Inv. No: AWWAU021420240000001 **Desc: LOST BOOK 31389024167777 **Inv. Date: 2/15/2024			
AP	346	NEW LONDON PUBLIC LIBRARY	16.99		
		**VendorNo: 1362 **Inv. No: OWWAU022820240000001 **Desc: LOST BOOK: 31389025747015 **Inv. Date: 2/29/2024			
CR	1227333	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/3/24		94.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/3/24			
CR	1227523	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/10/24		8.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/10/24			
CR	1227825	MATERIAL REPL LIB DEPOSIT - LIBRARY 2/17/2024		33.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 2/17/2024			
CR	1228065	MATERIAL REPL LIB DEPOSIT - library 2/24/24		106.31-	
		Description: MATERIAL REPL LIB DEPOSIT - library 2/24/24			
		02/29/2024 (02/24) Period Totals and Balance	146.99 *	241.31- *	523.51-
YTD Encumbrance	.00	YTD Actual	523.51- Total	523.51- YTD Budget	5,000.00- Unearned
					4,476.49

251-46740-000-000 FEES: LIBRARY PASSPORT

		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
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 -			
		01/31/2024 (01/24) Period Totals and Balance	.00 *	385.00- *	385.00-
CR	1227333	PASSPORT - LIBRARY 2/3/24		35.00-	
		Description: PASSPORT - LIBRARY 2/3/24			
CR	1227523	PASSPORT - LIBRARY 2/10/24		105.00-	
		Description: PASSPORT - LIBRARY 2/10/24			
CR	1227825	PASSPORTS - LIBRARY 2/17/2024		385.00-	
		Description: PASSPORTS - LIBRARY 2/17/2024			
CR	1228065	PASSPORT - library 2/24/24		245.00-	
		Description: PASSPORT - library 2/24/24			
		02/29/2024 (02/24) Period Totals and Balance	.00 *	770.00- *	1,155.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46740-000-000 FEES: LIBRARY PASSPORT (continued)					
YTD Encumbrance	.00	YTD Actual	1,155.00- Total	1,155.00- YTD Budget	3,000.00- Unearned 1,845.00
251-48215-000-000 RENT: MEETING ROOMS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
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-	
		01/31/2024 (01/24) Period Totals and Balance	.00 *	73.00- *	73.00-
CR	1227825	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/17/2024 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 2/17/2024		45.00-	
CR	1228065	ROOM RENTAL LIBRARY DEPOSIT - library 2/24/24 Description: ROOM RENTAL LIBRARY DEPOSIT - library 2/24/24		90.00-	
		02/29/2024 (02/24) Period Totals and Balance	.00 *	135.00- *	208.00-
YTD Encumbrance	.00	YTD Actual	208.00- Total	208.00- YTD Budget	1,500.00- Unearned 1,292.00
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
CR	1227825	LOOK UP ACCOUNT - LIBRARY 2/17/2024 Description: LOOK UP ACCOUNT - LIBRARY 2/17/2024		20.00-	
		02/29/2024 (02/24) Period Totals and Balance	.00 *	20.00- *	20.00-
YTD Encumbrance	.00	YTD Actual	20.00- Total	20.00- YTD Budget	100.00- Unearned 80.00
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
251-48510-000-000 MISC REV: REBATES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48550-000-000 DONATIONS: LIBRARY					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
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- - Description: DONATION- -		20.00-	
CR	1227135	DONATION- - Description: DONATION- -		20.00-	
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-
CR	1227333	DONATION- - LIBRARY 2/3/24 Description: DONATION- - LIBRARY 2/3/24		263.62-	
CR	1227523	DONATION- - LIBRARY 2/10/24 Description: DONATION- - LIBRARY 2/10/24		1.00-	
CR	1227825	DONATION- - LIBRARY 2/17/2024 Description: DONATION- - LIBRARY 2/17/2024		55.00-	
CR	1228065	DONATION- - library 2/24/24 Description: DONATION- - library 2/24/24		15.00-	
		02/29/2024 (02/24) Period Totals and Balance	.00 *	334.62- *	519.27-
YTD Encumbrance .00 YTD Actual 519.27- Total 519.27- YTD Budget 61,500.00- Unearned 60,980.73					
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) 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
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-49210-000-000 TRANSFER FROM GENERAL FUND (continued)					
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
	02/29/2024 (02/24)	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
	02/29/2024 (02/24)	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		
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-	
	01/31/2024 (01/24)	Period Totals and Balance	78,000.97 *	16.00- *	77,984.97
CR	1227911	REPAYMENT OF 2024 WAGES GIVEN BY ERROR (PAYROLL CHEC		1,333.55-	
		Description: REPAYMENT OF 2024 WAGES GIVEN BY ERROR (PAYROLL CHECK = VOIDED) - SERVEY, PATSY			
PC	90	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	13,603.20		
PC	183	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	13,141.55		
PC	184	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD		1,795.20-	
	02/29/2024 (02/24)	Period Totals and Balance	26,744.75 *	3,128.75- *	101,600.97
YTD Encumbrance	.00	YTD Actual	101,600.97	Total	101,600.97
YTD Budget	406,497.00	Unexpended	304,896.03		
251-55111-103-000 LIBRARY: OVERTIME					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
PC	97	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	6.54		
	01/31/2024 (01/24)	Period Totals and Balance	6.54 *	.00 *	6.54
	02/29/2024 (02/24)	Period Totals and Balance	.00 *	.00 *	6.54

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-103-000 LIBRARY: OVERTIME (continued)					
YTD Encumbrance	.00	YTD Actual 6.54 Total 6.54	YTD Budget .00	Unexpended 6.54-	
251-55111-105-000 LIBRARY: CALL-IN PAY					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	02/29/2024 (02/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-106-000 LIBRARY: HOLIDAY PAY					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	02/29/2024 (02/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-107-000 LIBRARY: SICK PAY					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	02/29/2024 (02/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-108-000 LIBRARY: VACATION PAY					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	02/29/2024 (02/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
	02/29/2024 (02/24)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
	01/01/2024 (00/24)	Balance	.00 *	.00 *	.00
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		
	01/31/2024 (01/24)	Period Totals and Balance	3,066.89 *	.00 *	3,066.89

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-118-000 LIBRARY: SOCIAL SECURITY (continued)					
PB	136	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	1,013.45		
PB	300	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	903.31		
PB	301	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD		137.33-	
		02/29/2024 (02/24) Period Totals and Balance	1,916.76 *	137.33- *	4,846.32
YTD Encumbrance	.00	YTD Actual	4,846.32	Total	4,846.32
		YTD Budget	25,748.00	Unexpended	20,901.68
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
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		
		01/31/2024 (01/24) Period Totals and Balance	2,341.86 *	.00 *	2,341.86
PB	135	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	1,011.83		
PB	298	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	862.40		
PB	299	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD		123.87-	
		02/29/2024 (02/24) Period Totals and Balance	1,874.23 *	123.87- *	4,092.22
YTD Encumbrance	.00	YTD Actual	4,092.22	Total	4,092.22
		YTD Budget	22,970.00	Unexpended	18,877.78
251-55111-121-000 LIBRARY: GRP HLTH INS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
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		
		01/31/2024 (01/24) Period Totals and Balance	6,115.62 *	.00 *	6,115.62
PB	133	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	2,745.30		
PC	91	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	208.34		
		02/29/2024 (02/24) Period Totals and Balance	2,953.64 *	.00 *	9,069.26
YTD Encumbrance	.00	YTD Actual	9,069.26	Total	9,069.26
		YTD Budget	86,199.00	Unexpended	77,129.74
251-55111-122-000 LIBRARY: LIFE INS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
PB	157	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	53.23		
PB	383	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	53.23		
		01/31/2024 (01/24) Period Totals and Balance	106.46 *	.00 *	106.46

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-122-000 LIBRARY: LIFE INS (continued)					
PB	134	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	53.23		
		02/29/2024 (02/24) Period Totals and Balance	53.23 *	.00 *	159.69
YTD Encumbrance	.00	YTD Actual	159.69	Total	159.69
		YTD Budget	1,400.00	Unexpended	1,240.31
251-55111-123-000 LIBRARY: INC PROTECT					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,903.00	Unexpended	1,903.00
251-55111-124-000 LIBRARY: WORK COMP					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,350.00	Unexpended	1,350.00
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	6,000.00	Unexpended	6,000.00
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-129-000 LIBRARY: UNEMPLOYMENT					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	316.00	Unexpended	316.00		
251-55112-104-000 LIBRARY: PT WAGES					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
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		
PC	153	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	4,371.34		
	01/31/2024 (01/24) Period Totals and Balance		9,074.16 *	.00 *	9,074.16
PC	20	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	4,347.40		
PC	136	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	3,930.27		
	02/29/2024 (02/24) Period Totals and Balance		8,277.67 *	.00 *	17,351.83
YTD Encumbrance	.00	YTD Actual	17,351.83	Total	17,351.83
YTD Budget	134,285.26	Unexpended	116,933.43		
251-55112-110-000 LIBRARY: PTO					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
	02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
251-55112-116-000 LIBRARY: PT RETIRE					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
PB	160	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	145.58		
PB	389	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	108.31		
	01/31/2024 (01/24) Period Totals and Balance		253.89 *	.00 *	253.89
PB	139	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	103.95		
PB	303	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	105.48		
	02/29/2024 (02/24) Period Totals and Balance		209.43 *	.00 *	463.32
YTD Encumbrance	.00	YTD Actual	463.32	Total	463.32
YTD Budget	5,279.08	Unexpended	4,815.76		
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
PB	22	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	392.90		
PB	255	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	323.49		
	01/31/2024 (01/24) Period Totals and Balance		716.39 *	.00 *	716.39
PB	21	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	321.69		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-118-000 LIBRARY: SOCIAL SECURITY (continued)					
PB	227	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	300.67		
		02/29/2024 (02/24) Period Totals and Balance	622.36 *	.00 *	1,338.75
YTD Encumbrance	.00	YTD Actual 1,338.75 Total 1,338.75	YTD Budget 10,272.82	Unexpended 8,934.07	
251-55112-122-000 LIBRARY: LIFE INS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
PB	159	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	25.90		
PB	388	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	25.90		
		01/31/2024 (01/24) Period Totals and Balance	51.80 *	.00 *	51.80
PB	138	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	25.90		
		02/29/2024 (02/24) Period Totals and Balance	25.90 *	.00 *	77.70
YTD Encumbrance	.00	YTD Actual 77.70 Total 77.70	YTD Budget 700.00	Unexpended 622.30	
251-55112-123-000 LIBRARY: INC PROTECT					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-201-000 LIBRARY: TRAVEL					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 4,000.00	Unexpended 4,000.00	
251-55115-206-000 LIBRARY: TELEPHONE					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55115-207-000 LIBRARY: MAINT OF EQUIP					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,413.00	Unexpended 6,413.00	
251-55115-209-000 LIBRARY: INS & BONDING					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-209-000 LIBRARY: INS & BONDING (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		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
AP	306	OFFICE TECHNOLOGY GROUP	208.58		
		**VendorNo: 1406 **Inv. No: 5028444741 **Desc: OFFICE COPIER LEASE AGRMT - LIBRARY **Inv. Date: 1/27/2024			
AP	302	OFFICE TECHNOLOGY GROUP	113.90		
		**VendorNo: 1406 **Inv. No: 298355 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 2/16/2024			
		02/29/2024 (02/24) Period Totals and Balance	322.48 *	.00 *	623.61
YTD Encumbrance	.00	YTD Actual 623.61 Total 623.61	YTD Budget 5,000.00	Unexpended 4,376.39	
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
AP	9	MOTION PICTURE LICENSING C	124.66		
		**VendorNo: 1295 **Inv. No: 504432527 **Desc: MPLC LICENSE RENEWAL 2024 **Inv. Date: 1/1/2024			
		01/31/2024 (01/24) Period Totals and Balance	124.66 *	.00 *	124.66
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	124.66
YTD Encumbrance	.00	YTD Actual 124.66 Total 124.66	YTD Budget .00	Unexpended 124.66	
251-55115-216-000 LIBRARY: POSTAGE					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
JE	15	LIBRARY	141.12		
		01/31/2024 (01/24) Period Totals and Balance	141.12 *	.00 *	141.12
JE	8	LIBRARY	122.40		
		02/29/2024 (02/24) Period Totals and Balance	122.40 *	.00 *	263.52
YTD Encumbrance	.00	YTD Actual 263.52 Total 263.52	YTD Budget 2,000.00	Unexpended 1,736.48	
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	1,200.00 Unexpended	1,200.00	
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	27,648.00 Unexpended	27,648.00	
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	650.00 Unexpended	650.00	
251-55115-282-000 LIBRARY: TECHNOLOGY					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
AP	106	OUTAGAMIE WAUPACA LIBRARY	83.22		
		**VendorNo: 1427 **Inv. No: 4311 **Desc: RECEIPT PAPER - 1 CASE **Inv. Date: 1/10/2024			
		01/31/2024 (01/24) Period Totals and Balance	83.22 *	.00 *	83.22
AP	10	OUTAGAMIE WAUPACA LIBRARY	12.00		
		**VendorNo: 1427 **Inv. No: 4326-2 **Desc: OFFICE 365 LICENSES THROUGH JUNE 2024 **Inv. Date: 1/25/2024			
		02/29/2024 (02/24) Period Totals and Balance	12.00 *	.00 *	95.22
YTD Encumbrance	.00	YTD Actual 95.22 Total 95.22 YTD Budget	11,974.00 Unexpended	11,878.78	
251-55115-301-000 LIBRARY: SUPPLIES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
AP	62	OFFICE OUTFITTERS	34.56		
		**VendorNo: 1405 **Inv. No: 498149 **Desc: YELLOW BILL PAPER **Inv. Date: 2/2/2024			
		02/29/2024 (02/24) Period Totals and Balance	34.56 *	.00 *	34.56
YTD Encumbrance	.00	YTD Actual 34.56 Total 34.56 YTD Budget	8,000.00 Unexpended	7,965.44	
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-320-000 LIBRARY: BUILDING EXPENSES (continued)					
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
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		
	01/31/2024 (01/24) Period Totals and Balance		1,738.50 *	.00 *	1,738.50
PC	92	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	695.40		
PC	185	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	695.40		
	02/29/2024 (02/24) Period Totals and Balance		1,390.80 *	.00 *	3,129.30
YTD Encumbrance	.00	YTD Actual	3,129.30	Total	3,129.30
YTD Budget	19,000.00	Unexpended	15,870.70		
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
PB	158	PAYROLL TRANS FOR 1/14/2024 PAY PERIOD	53.19		
PB	387	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD	53.19		
	01/31/2024 (01/24) Period Totals and Balance		106.38 *	.00 *	106.38
PB	137	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD	53.19		
PB	302	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD	53.19		
	02/29/2024 (02/24) Period Totals and Balance		106.38 *	.00 *	212.76
YTD Encumbrance	.00	YTD Actual	212.76	Total	212.76
YTD Budget	1,500.00	Unexpended	1,287.24		
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
	02/29/2024 (02/24) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	8,000.00	Unexpended	8,000.00		
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
	01/01/2024 (00/24) Balance		.00 *	.00 *	.00
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		
	**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-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued)					
		01/31/2024 (01/24) Period Totals and Balance	17,295.00 *	17,095.00- *	200.00
AP	49 BOOKCELLAR		36.00		
		**VendorNo: 242 **Inv. No: 349974 **Desc: MOVIES FOR JACK RHODES DOUBLE FEATURE **Inv. Date: 1/30/2024			
		02/29/2024 (02/24) Period Totals and Balance	36.00 *	.00 *	236.00
YTD Encumbrance	.00	YTD Actual 236.00 Total 236.00	YTD Budget 18,000.00	Unexpended 17,764.00	
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 5,000.00	Unexpended 5,000.00	
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,000.00	Unexpended 2,000.00	
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 8,000.00	Unexpended 8,000.00	
251-55125-255-000 LIBRARY: PROGRAMS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55125-255-110 LIBRARY: PROGRAMS - ADULT					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,500.00	Unexpended 1,500.00	
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	3,000.00 Unexpended	3,000.00	
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	1,000.00 Unexpended	1,000.00	
251-55130-250-000 LIBRARY: BOOKS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00	
251-55130-250-115 LIBRARY: BOOKS - ADULT					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	17,000.00 Unexpended	17,000.00	
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	3,000.00 Unexpended	3,000.00	
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	16,000.00 Unexpended	16,000.00	
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	3,175.00 Unexpended	3,175.00	
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 4,750.00	Unexpended 4,750.00	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-000 LIBRARY: AUDIO/VISUAL					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 2,500.00	Unexpended 2,500.00	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 750.00	Unexpended 750.00	
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,200.00	Unexpended 1,200.00	
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS (continued)					
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	854.00 Unexpended	854.00	
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00	
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00	
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	.00 Unexpended	.00	
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
		02/29/2024 (02/24) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget	900.00 Unexpended	900.00	
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00
AP	9	OUTAGAMIE WAUPACA LIBRARY	4,132.17		
		**VendorNo: 1427 **Inv. No: 4326-1 **Desc: DIGITAL BUYING POOL SHARES FOR OWLS LIBRARIES **Inv. Date: 1/25/2024			
		02/29/2024 (02/24) Period Totals and Balance	4,132.17 *	.00 *	4,132.17
YTD Encumbrance	.00	YTD Actual 4,132.17 Total 4,132.17 YTD Budget	10,235.00 Unexpended	6,102.83	
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		01/01/2024 (00/24) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL (continued)					
02/29/2024 (02/24) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 129 Number of accounts: 88			Debit	Credit	Proof
Grand Totals:			193,103.57	48,705.97-	144,397.60

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda March 2024

My city credit card unfortunately had fraudulent activity (quickly taken care of) but delayed getting Chamber gift certificates in time for the Youth Art Month awards reception. I will get these to the art teachers to distribute to their students. Thank you to the Library Foundation for sponsoring these awards; we give (1) \$25 to Best in Show, (3) \$20 for 1st place, (3) \$15 to 2nd place, and (3) \$10 to 3rd place for a total of \$160.

EXHIBIT ROOM REMODEL: Please **MARK YOUR CALENDARS**, a reception (open to the public) will be held on March 25, 6-7.30p, to celebrate this great project and recognize the Vergauwen family for their generosity.

A new plaque was created by Sunset Woodworking to recognize the generosity of the Verguawen and Klismet families. Owner, Josh Pauling, a wonderful library advocate, donated the plaque to the Exhibit Room.

AMERICANS & THE HOLOCAUST EXHIBIT: We received FANTASTIC news from the American Library Association (ALA) that we are one of fifty libraries that will host the exhibit for its 2024-26 tour. This was a very competitive process, and I am thankful to our partners at the School District of Waupaca, Winchester Academy, and Waupaca Historical Society who strengthened and supported our application. I'm so excited that we can bring this high quality, relevant, and educational exhibit to our community. I will travel to Washington DC for 2 days of training in mid May, and the exhibit will be in Waupaca November 7-December 19, 2024. This exhibit has a short run, but we will have to make some adjustments to our current schedule.

PAST EXHIBIT:

Franklin

All close-out tasks have been completed as required by the Charles Schulz Museum, sharing images, promotional materials and completing their survey. Their staff were very pleased with visit numbers and layout for the *Franklin*. The museum required that all items must be destroyed after the exhibit closed due to copyright policies; I asked if they had any use for the panels we produced and they connected us with the staff at Northeast Wisconsin Technical College, who is hosting the exhibit this fall. They are excited to reuse our panels and prints at their campus.

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 was held on February 20, 6-7p (awards at 6.30p). The Exhibit Room was PACKED, with approximately 300 people attending the reception. Here are the winners for Youth Art Month:

High school

Best in Show: Lily Swendrzynski

1st Place: Cooper Roberts

2nd Place: Ula Rozanska

3rd Place: Lalita Renteria

Honorable Mentions: Sarah McCourt, Jenna Olson, Claire Hemmila, Stephanie Nickerson, Kevin Crawford, Brooke W., Tustin Phillips

Middle School

1st Place: Jordan Cockrell

2nd Place: Christine Packingham

3rd Place: Luka Adkinson

Honorable Mentions: Kendall Rice, Aiden Folz, Garrett Bohringer, Bailey Nelson

Elementary

1st Place: Silas Hackett

2nd Place: Lisette Heinsohn

3rd Place: Evelyn Fritz

Honorable Mentions: Cass Garrison, Liam Wohlrabe, Theodore Doscher, Emma Storck, Zachary Doscher, Grace Washburn, Jaqueline Johnson



We have many additional programs to complement this exhibit. February 19 was a day off of school for local students, so we collaborated with the Arts Hub for a 'Maker Morning' where kids and caregivers could create Dr. Seuss origami bookmarks, and explore watercolor and chalk pastel art. This was a busy morning with over 50 people stopping by to enjoy hands-on activities and interactions. The Arts Hub is also organizing Wednesday morning arts programming following story time; 9 people attended the first one on February 21. More Arts Hub programs are scheduled for March 13 and 20. We hosted a cross-department collaboration canvas painting program February 29. Programming and Outreach Coordinator, Molly Reinke, did a great job marketing this program, which quickly filled and had a waiting list. We had a fun evening helping participants create artwork for their spaces. We are working on another cross-department collaboration with the Children's Department on Saturday, March 23 to dye Easter eggs in the Exhibit Room and have a scavenger hunt throughout the lower level of the library. Additionally, the Waupaca Learning Center 4th grade classes will again use our space for their Wax Museum night on March 19.

In total, 1568 people attended the Youth Art Month exhibit in February.



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>



Adventure Begins at Your Library

PLEASE HELP SPREAD THE WORD! Adventure Begins at Your Library is the theme for our Summer Learning Program, and we are hosting a community photo submission exhibit.

Participants can submit photo(s) to us with a short description of their favorite adventure. We will print and display them in our lower level Exhibit Room. (Participants are also welcome to print their own artwork. Physical copies of the entry form are available at the library service desks.)

You **DO NOT** need to be a professional photographer, and no adventure is too big or too small, too close or too far from home. We are excited to showcase where our community members have traveled, and places that fill their hearts. This is open to **EVERYONE** in our community, including **BOARD MEMBERS**!

Prizes will be awarded for 1st, 2nd, and 3rd place in a Youth and Adult division. <https://waupacalibrary.org/exhibit-room/>

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
- *Americans & the Holocaust (ALA Traveling Exhibit)* November 7-December 19
- *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	125
02/18/2023	Sunday	closed
02/19/2023	Monday	291
02/20/2023	Tuesday	381
02/21/2023	Wednesday	179
02/22/2023	Thursday	84
02/23/2023	Friday	106
02/24/2023	Saturday	100
02/25/2023	Sunday	closed
02/26/2023	Monday	98
02/27/2023	Tuesday	49
02/28/2023	Wednesday	90
2/29/2023	Thursday	65

TOTAL 2134

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.

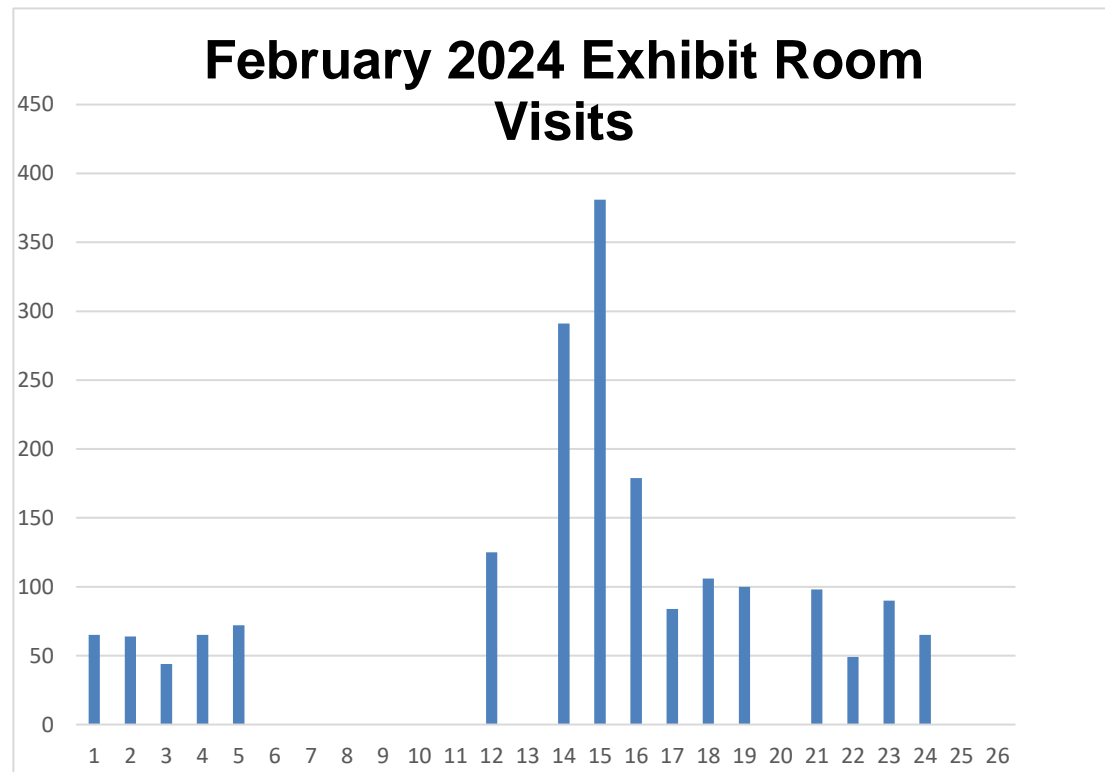
Franklin (December) = 615

Franklin (January) = 1258

Franklin (February) = 566

FRANKLIN TOTAL = 2439

Youth Art Month (February) = 1568



2024 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00											\$0.00
2024 Running Total												
\$0.00	\$0.00											
\$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	\$484.37											\$1,064.83
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	\$235.00											\$308.00
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	\$254.82											\$532.70
\$0.00	-\$130.00											-\$130.00
\$277.88	\$124.82											\$662.70
2023 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$257.90	\$480.71	\$314.06	\$176.99	\$346.21	\$147.03	\$132.00	\$504.10	\$441.49	\$320.78	\$162.90	\$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	\$137.98											\$376.60
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	\$910.00											\$1,260.00
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	\$98.09											\$161.09
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	919											1,982
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	7,562											13,979
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	689											1,316
2024 stations	429	407											836
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	44											67
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	23.5											41
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											16
2024 attendance	106	73											179
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	11											18
2024 attendance	324	400											724
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	3											4
2024 attendance	47	143											190
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	5											5
2024 attendance	0	29											29
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	92											160
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	24											34
2023							0	0	0	0	3	4	7

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024	5	6											11
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	3,711											6,137
2023		174	198	569	566	824	974	2,107	2,402	4,142	3,809	2,770	18,535

Feb 2024 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,227	1,508	(281)	0.81	2,559	2,867	(308)	0.89
Appleton	OOAPL	8,456	9,158	(702)	0.92	15,200	16,231	(1,031)	0.94
Baileys Harbor	NDBAI	511	503	8	1.02	1,080	1,075	5	1.00
Birnamwood	NSBIR	467	233	234	2.00	952	492	460	1.93
Black Creek	OOBCL	1,832	945	887	1.94	3,877	2,212	1,665	1.75
Bonduel	NSBON	306	865	(559)	0.35	665	1,799	(1,134)	0.37
Clintonville	OWCPL	2,189	1,034	1,155	2.12	4,544	2,101	2,443	2.16
Coleman	NMCOL	480	909	(429)	0.53	962	1,821	(859)	0.53
Crivitz	NMCRI	626	1,334	(708)	0.47	1,277	2,811	(1,534)	0.45
Egg Harbor	NDEGG	483	509	(26)	0.95	1,036	1,042	(6)	0.99
Ephraim	NDEPH	314	110	204	2.85	690	236	454	2.92
Fish Creek	NDFIS	294	199	95	1.48	615	451	164	1.36
Florence	NFFLO	423	451	(28)	0.94	870	960	(90)	0.91
Forestville	NDFOR	475	362	113	1.31	1,072	695	377	1.54
Fremont	OWFPL	586	811	(225)	0.72	1,233	1,482	(249)	0.83
Gillett	NOGIL	534	240	294	2.23	1,162	522	640	2.23
Goodman	NMGOO	96	218	(122)	0.44	208	530	(322)	0.39
Green Earth	NBON2	132	11	121	12.00	260	25	235	10.40
Hortonville	OOHPL	1,415	2,512	(1,097)	0.56	2,908	5,009	(2,101)	0.58
Iola	OWIVL	1,045	916	129	1.14	2,147	1,988	159	1.08
Kaukauna	OOKAU	2,828	3,220	(392)	0.88	5,722	7,194	(1,472)	0.80
Kewaunee	NKKEW	1,610	1,237	373	1.30	3,312	2,390	922	1.39
Kimberly	OOKIM	2,651	3,701	(1,050)	0.72	5,547	8,724	(3,177)	0.64
Lakewood	NOLAK	826	750	76	1.10	1,642	1,646	(4)	1.00
Lena	NOLEN	500	177	323	2.82	1,055	363	692	2.91
Little Chute	OOLIT	2,490	4,320	(1,830)	0.58	5,143	9,533	(4,390)	0.54
Manawa	OWMAN	1,013	754	259	1.34	2,069	1,754	315	1.18
Marinette	NMMRT	1,575	1,652	(77)	0.95	3,271	3,445	(174)	0.95
Marion	OWMAR	1,079	699	380	1.54	2,353	1,591	762	1.48
Mattoon	NSMAT	98	87	11	1.13	210	216	(6)	0.97
New London	OWNLP	2,059	1,399	660	1.47	4,169	3,001	1,168	1.39
NFLS	NFLS	-	10	(10)	0.00	-	16	(16)	0.00
Niagara	NMNIA	341	374	(33)	0.91	719	956	(237)	0.75
Oconto	NOOCO	1,028	1,017	11	1.01	2,055	1,871	184	1.10
Oconto Falls	NOOCF	1,516	726	790	2.09	3,146	1,492	1,654	2.11
Oneida	NBONE	679	150	529	4.53	1,459	287	1,172	5.08
OWLS	OWLS	-	1	(1)	0.00	7	6	1	1.17
Peshtigo	NMPES	344	486	(142)	0.71	698	1,029	(331)	0.68
Scandinavia	OWSCA	488	359	129	1.36	1,044	784	260	1.33
Seymour	OOSEY	1,822	1,319	503	1.38	3,821	2,812	1,009	1.36
Shawano	NSSHA	2,496	2,226	270	1.12	5,429	4,593	836	1.18
Shiocton	OOSHI	645	363	282	1.78	1,301	759	542	1.71
Sister Bay	NDSIS	1,039	1,108	(69)	0.94	2,281	2,268	13	1.01
Sturgeon Bay	NDSTR	2,616	2,636	(20)	0.99	5,571	5,421	150	1.03
Suring	NOSUR	725	664	61	1.09	1,588	1,259	329	1.26
Tigerton	NSTIG	286	296	(10)	0.97	626	594	32	1.05
Washington Island	NDWSH	299	305	(6)	0.98	661	561	100	1.18
Waupaca	OWWAU	2,882	3,238	(356)	0.89	6,123	6,303	(180)	0.97
Wausaukee	NMWAS	450	563	(113)	0.80	957	1,068	(111)	0.90
Weyauwega	OWWEY	1,233	858	375	1.44	2,540	1,538	1,002	1.65
Wittenberg	NSWIT	217	203	14	1.07	457	470	(13)	0.97
TOTAL		57,726	57,726	-	1.00	118,293	118,293	-	1.00

Loaned by	Borrowed by		Total	Borrowed by		Total
	NFLS libraries	OWLS libraries		NFLS libraries	OWLS libraries	
NFLS libraries	12,849	10,164	23,013	26,935	21,610	48,545
OWLS libraries	9,269	25,444	34,713	18,330	51,418	69,748
Total	22,118	35,608	57,726	45,265	73,028	118,293

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	980											2,104
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
2023 Downloads - Audio	1,194	1,120											2,314
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	331											655
2023 Downloads - Magazine	63	62	50	29	35	45	22	50	78	242	294	324	1,294
2024 Downloads - Hoopla	351	358											709
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	2,577											4,908
Checkouts	9,740	9,899											19,639
Total Circulation w/renewals	12,071	12,476	0	0	0	0	0	0	0	0	0	0	24,547
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	February	Total	2024
Dayton	1,535	1,691	3,226	13%
Farmington	1,924	2,092	4,016	16%
Lind	349	489	838	3%
Waupaca (Town)	684	818	1,502	6%
Town Total	4,492	5,090	9,582	39%
Waupaca (City)	4,140	4,080	8,220	33%
Waushara County	506	460	966	4%
Portage County	1,080	1,115	2,195	9%
Other	1,853	1,731	3,584	15%
Total	12,071	12,476	24,547	

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	3,065	734	3,799	6,265	1,310	7,575
Appleton	32,392	12,536	44,928	61,029	24,157	85,186
Black Creek	2,159	811	2,970	4,581	1,770	6,351
Clintonville	3,826	721	4,547	7,938	1,557	9,495
Door Cty - Baileys Harbor	965	257	1,222	2049	548	2,597
Door Cty - Egg Harbor	909	259	1,168	1,983	527	2,510
Door Cty - Ephraim	269	54	323	503	117	620
Door Cty - Fish Creek	333	78	411	757	175	932
Door Cty - Forestville	600	346	946	1276	505	1781
Door Cty - Sister Bay	2,442	605	3,047	5,162	1,288	6,450
Door Cty - Sturgeon Bay	7,108	1,906	9,014	14,512	3,876	18,388
Door Cty - Washington Island	612	88	700	1180	223	1403
Florence	929	140	1,069	1916	287	2203
Fremont	1,238	556	1,794	2,760	1,026	3,786
Gillett	553	79	632	1025	233	1258
Hortonville	4,641	1,445	6,086	9,733	3,012	12,745
Iola	1,623	429	2,052	3,558	991	4,549
Kaukauna	9,190	2,368	11,558	19,340	5,072	24,412
Kewaunee	2,844	809	3,653	5,567	1,617	7,184
Kimberly	9,783	3,221	13,004	21,490	7,242	28,732
Lakewood	2,116	527	2,643	4,393	1,155	5,548
Lena	389	77	466	782	229	1011
Little Chute	8,808	2,690	11,498	18,601	6,275	24,876
Manawa	1,959	376	2,335	4,107	862	4,969
Marinette Cty - Coleman	1,371	550	1,921	3,071	1,058	4,129
Marinette Cty - Crivitz	2,207	664	2,871	4,691	1,330	6,021
Marinette Cty - Goodman	247	59	306	562	112	674
Marinette Cty - Marinette	3,506	997	4,503	7,383	2,082	9,465
Marinette Cty - Niagara	473	174	647	1221	443	1,664
Marinette Cty - Peshtigo	834	333	1,167	1,751	617	2,368
Marinette Cty - Wausaukee	951	288	1,239	2,119	537	2,656
Marion	2,023	418	2,441	3,942	1,162	5,104
New London	3,771	849	4,620	8,169	1,686	9,855
Oconto	2,257	498	2,755	4,240	1,007	5,247
Oconto Falls	2,685	452	3,137	5,447	1,003	6,450
Oneida Tribal - Green Earth	23	10	33	37	18	55
Oneida Tribal - Oneida	311	111	422	566	217	783
Scandinavia	399	229	628	819	418	1237
Seymour	2,383	961	3,344	5,210	2,048	7,258
Shawano Cty - Birnamwood	2,189	194	2,383	4,583	440	5,023
Shawano Cty - Bonduel	1,092	398	1,490	2259	787	3,046
Shawano Cty - Mattoon	99	22	121	274	49	323
Shawano Cty - Shawano	7,059	1,593	8,652	14,765	3,154	17,919
Shawano Cty - Tigerton	552	92	644	1111	227	1338
Shawano Cty - Wittenberg	449	106	555	1096	184	1280
Shiocton	684	131	815	1441	288	1729
Suring	1,289	277	1,566	2,634	574	3,208
Waupaca	9,899	2,577	12,476	19,639	4,908	24,547

Weyauwega	1,617	519	2,136	3,081	1,112	4,193
Total	147,123	43,614	190,737	300,618	89,515	390,133

Posted 03/01/24

March 2024 Director's Report

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. This was a Foundation funded purchase.

Lunch, Learn and Drone!

On Wednesday, March 6 Officer Wasrud of the Waupaca Police Department joined us to discuss the departments newly acquired drone. Thirty-eight community members were in attendance for an exciting presentation that culminated with a test flight in the Library parking lot. Lunch and Learn is one of our most successful programs, and is generously sponsored by Synergy.

New Chairs

Four new chairs for the Main Floor have been ordered. These will replace the four most worn chairs in the magazine reading area. The purchase is possible through memorial donations received by the Library Foundation.

Quotes on Meeting Rooms

Facilities Superintendent Jake Waller is working on getting us preliminary numbers for the new medium sized meeting rooms. At the request of the Foundation, which is interested in the possibility of supporting a restroom renovation, I am also working with Jake on obtaining estimates for that project. I hope to have these soon.

Staff In-Service

The Library was closed on March 12 for our annual 1 day staff in-service. Staff traveled to Little Chute Public Library for a day of discussion and continuing education. Topics ranged from Job Center services, new hire onboarding, diversity in picture book collections and more.

Hiring Update

With the interim period proceeding, we closed the posting period for our Head of Adult Services position on March 1. We received seven (7) very solid applications. Interviews have been tentatively set for March 21-22. Once the position is filled, we will update our end of year numbers and see when we can post the Head of Youth Services opening.

Respectfully submitted,

Eric Scott Bailey



Adult Programs Report February 2024

February Programs

- **Thursday Feb 1** Film Double Feature-24
- **Wednesday Feb 7** Lunch and Learn: Laura Colbert-34
- **Thursday Feb 15** Insights with Ivan Love is Not Lost: The Great Gatsby-7
- **Saturday, Feb 17** Everytime I Go Away- 6
- **¿Comó se dice?** Weekly-26 total people over the month
- **Thursday Feb 29** Reverse Stencil Paint Night-20 People
- **Engagement Table**
 - Feb 1-15 Card Making Station
 - Feb 16-29 Brain Games

Lunch and Learn continues to grow, bringing us close to room comfort for a meal program for the first time since we restarted last year. Synergy generously contributed the meal again, and we were lucky to have Laura Colbert present about Parks and Recreation updates and happenings in 2024. Attendees continue to be very engaged with the presented material, and I even found Laura's presentation mentioned in an article in the County Post last week. Synergy's help promoting the program is certainly evident as we continue to get more attendees.

¿Comó se dice? Our Spanish conversation group continues to be popular, and often we gain new attendees! Our newest "regular" is planning a backpacking trip to Spain and wants to refresh her Spanish. We saw another Spanish speaker this month, and are hopeful we will see her again before too long. We also recently found out that a group from the Foundry is planning to use our space to host their own ESL classes, and are planning Thursday to line up with our program so that people can come early to practice their English.

Reverse Stencil Paint Night was a huge success! Liz helped me host the program and we both were on our feet busy the whole time. We were able to showcase our Cricut machine's capabilities once again, and involved the patrons in the weeding process of the cut. I only offered 20 canvases, and this looks to be a good number for the future as patrons needed a fair amount of help with the process and the two of us just barely kept up with their needs. We had attendees from 6 years old to 70+ who all were able to do the project. We will definitely be repeating it in the future with a few small tweaks like removing one tree from the options as it proved too difficult to accomplish in 2 hours of time. I also provided a few snacks so that any kids or adults present didn't get too hungry (it was dinner time!) and had something to do while waiting for the paint to dry.

-Respectfully submitted by Molly Reinke



Children's Department 2/24

A return of Story Times, visits from Tiny Treasures, an outreach to Tomorrow's Children, a Full Moon Hike, and yet another 4K visit marked February in our department.

Marcie, as always, prepared a fun scavenger hunt for visitors. We had approximately 30 participants looking for pieces of a puzzle, when collected, made a snail that children could take home. These scavenger hunts not only have children working co-operatively with other children or a parent, but the hunts encourage creative problem solving skills. If their ideas do not get the results they were hoping for, the children need to rethink their strategies. Sometimes these hunts let little ones become the leaders as they hunt with other children.

On February 9th, I was invited to Tomorrow's Children to share a few stories and an activity with 23 children and adults of various ages. We celebrated the Year of the Dragon in our book choices and art activity.



Carrie Andres visited on the 15th with her 4K students and families. In addition to the 9 new picture books that went home with these families, we provided 20 packets of books and informational fliers to the 4K screening process.

No school on the 19th brought in children to take part in activities in the Exhibit Room with the Art Hub.

Our Full Moon Hike on the 25th brought approximately 100-110 people to the Train Depot to walk the trails, enjoy hot cocoa, make s'mores over a fire pit and create a dragon puppet. We really appreciate our partnerships with the Historical Society, Tracy Behrendt, and the Recreation Department, Laura Colbert.

- 175 items were requested and fulfilled for local teachers.
- 121 materials were provided for preschools and homeschoolers.
- 199 Children and caregivers seen during Babygarten, Story Time and Sunny Day visits.



February 2024 Board Report Teen Department



Teens playing games during the No Hearts, Only Honk Party.

In February, we saw a lot of teens hanging out at the Teen Room. Some of our most popular programs were our No Hearts, Only Honk party on February 14th and our Dragon Eye Craft on February 21st. Teens appreciated having a spot to hang out on Valentine's Day, regardless of if they had someone to spend it with or not! Teens who attended got to play a cooperative game called the Untitled Goose Game on our Switch where they had to work together to solve puzzles. When we created Clay Dragon Eyes, teens had to take a lot of creative risks to make their creations fit what they were envisioning in their minds. One of the coolest parts of this craft was seeing how different everyone's dragon eyes turned out. We also realized that it would make for a great craft for our Renaissance Fair event this summer for multiple ages.

Taylor hosted the Teen Librarians in Wisconsin meeting on February 12th. 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. We decided to change our meeting times in March to reach a wider range of librarians.

We hosted a Teen VR Jam on February 19 and it was a great time. Teens learned how to use our VR technology, and those who weren't ready or weren't old enough to use it yet were able to watch it via a stream on our television in the Teen Room. A cool game available on our headsets is one called Moss where players can engage with a mouse character in-game that communicates with the player using ASL. This was also a great opportunity for patrons to suggest new VR games/apps for us to purchase for our headsets.

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

- February 7th, Teen Volunteer Agents – 1 participant. Led by Taylor. (Participation is slowing down during the school year, and hopefully will bounce back in the summer.)
- February 14th, No Hearts, Only Honk (A goose-themed party)- 8 participants. Led by Taylor.
- February 21st, Clay Dragon Eye Craft – 10 participants. Led by Taylor.
- February 19th, VR Jam – 7 participants. Led by Taylor.
- February 14th and 28th, Teen Dungeons and Dragon- 4 participants and 6 participants. Led by Simon.



Clay Dragon Eye Craft examples



Teens participating in Teen Dungeons and Dragons with Simon B.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

March 14th, 2024

Outagamie Waupaca Library System
Board of Trustees
January 18th, 2024, Meeting Minutes

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

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

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

EXCUSED: Tyler Baeten, Mike Hankins.

Buchholtz moved, seconded by Malvik-Shower, to approve the agenda as presented. Motion carried.

Hartman moved, seconded by Gilbert, to approve the November 16th, 2023, meeting minutes as presented. Motion carried. (New board members abstained.)

Forsythe moved, seconded by Hartman, to accept the November and December 2023 financial reports and file for audit. Motion carried.

Buchholtz moved, seconded by Ver Voort, to approve the November, December 2023 and January 2024 checks numbered 33475 - 33575 inclusive in the amounts of \$75,145.94 and \$134,111.46 respectively, and payroll-related expenditures in the amounts of \$100,339.45 and \$74,720.55 respectively. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Hartman moved, seconded by Fallona, to approve the Director's telecommuting agreement. Motion carried.

Buchholtz moved, seconded by Thompson, to authorize the Director to hire one person to fill two part-time positions, Office Assistant and Circulation Specialist, making the employee eligible for full-time benefits. Motion carried.

Trustees voted to elect 2024 officers as nominated: B Looker as President, Wendy Hartman as Vice President, and Bobbie Buchholtz as Secretary/Treasurer. Motion carried.

President Looker appointed Fallona, Hartman and Ajmera as Personnel Committee members for 2024.

Trustees reviewed OWLS Board meeting schedule for 2024. Trustees agreed to keep the current time and recommended that Trustee Baeten, who must miss five consecutive meetings due to a schedule conflict with work, should stay on the Board, stay engaged, stay in touch with the Director over the four-month absence and be welcomed back in June.

Malvik-Shower moved, seconded by Ver Voort, to approve the revised 2023 budget. Motion carried.

Trustees reviewed the OWLS Board Bylaws. No changes made.

Trustees reviewed Trustee Essentials Introduction and Chapter 1.

Having completed the agenda, the meeting was adjourned by President Frola at: 7:32 pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant