



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MAY 15, 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, APRIL 17, 2024
 - a. **ACTION ITEM: APPROVE** minutes of APRIL 17, 2024 Meeting
4. MONTHLY BILLS FOR APRIL 2024, **BILLS \$81,737, PERSONNEL \$46,023, Donations Expenditures \$2,684**
 - a. **ACTION ITEM: APPROVE** APRIL 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. Ethics and Fraud Policies
 - i. **ACTION ITEM:** Review the Ethics and Fraud Policies and place them on file.
- c. Library Officer Elections & Committee Assignments
 - i. **ACTION ITEM:** Approve the slate of nominated officers.
- d. Head of Adult Services Job Description
 - i. **ACTION ITEM:** Approve amended version of Head of Adult Services Job Description.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, June 19, 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 APRIL 17, 2024

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

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

Holly Olsen, Sarah Hanneman, Lilliana Liegl, Melanie Peterson, John Miller, Julie Eiden, John Turner, and Cory Nagel were present. Mary Zimmermann was absent. Library Director, Eric Bailey, 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. Eiden, to approve the agenda. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from March 20, 2024 Board Meeting.

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

Monthly bills for March 2024, BILLS \$56,692, PERSONNEL \$43,066, DONATIONS EXPENDITURES \$2,893.

MOTION by J. Eiden, SECOND by M. Peterson to approve the March 2024 bills with personnel costs and donation expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

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

Library Statistics

Copy Income **\$580.97**; Meeting Room Income **\$225.00**

Volunteer Hours **47**; Reference Transactions **1,019** Library Visits **7,835**; Internet Use: **746** wireless, **457** stations; Curbside service **26**; Total Library Programs **27**, Total Program Attendance **1,234**; Study Room Use **78**; Passport Applications **17**

Interloan Chart: **3,019** items loaned, **3,440** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **12,848**

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 met On March 20, 2024

Minutes from March 20, 2024 Library Policy Committee meeting.

MOTION by J. Eiden, SECOND by M. Peterson, to approve the minutes from the policy committee. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Personnel Committee did not meet.

Old Business – None

New Business

New Virtual Reality Policy was presented.

MOTION to approve Virtual Reality Policy by J. Eiden, SECOND by C. Nagel. 8 ayes, 0 nays, 1 absent.

Motion passed unanimously by voice vote.

New Teen Room Policy was presented.

MOTION to approve Teen Room Policy with amendment by J. Turner, SECOND by J. Eiden. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Announcements & Correspondence

OWLS Meeting: An OWLS meeting occurred February 15th, 2024, minutes were included in the packet.

Next meeting will be Wednesday, May 15, 2024, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 5:28 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 | CURRENT YTD | YTD | Budget | <u>% Expended</u> | <u>% Unexpended</u> |
|-----------------------------------|------------------------------------|----------------|----------------|----------------|----------------|----------------|-------------------|---------------------|
| | | 12/31/2023 | 4/30/2024 | Actual | | Estimated | | |
| <u>REVENUES</u> | | Prior Year | | | | Amended | | |
| | | 2023 | 4/30/2024 | Actual | Estimated | 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 | 18,410 | 18,410 | 18,410 | 17,429 | 105.63% | (5.63%) |
| | 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 | 3,821 | 3,821 | 100.00% | 0.00% |
| 251-43735-000-000 | STATE GRANT: LIBRARY YOUTH LIAISON | - | - | - | - | - | 0.00% | 0.00% |
| | INTERGOVERNMENTAL | 424,712 | 22,231 | 22,231 | 409,897 | 407,934 | 5.45% | 94.55% |
| PUBLIC CHARGES FOR SERVICE | | | | | | | | |
| 251-46710-000-000 | FEES: LIBRARY COPIES | 6,069 | 683 | 2,318 | 6,954.60 | 6,000 | 38.64% | 61.36% |
| 251-46725-000-000 | FEES: LIBRARY OVERDUE FEES | 277 | 390 | 396 | 396 | - | 0.00% | 0.00% |
| 251-46730-000-000 | FEES: LIBRARY COLLECTION AGENCY | 284 | 10 | 147 | 441.45 | 100 | 147.15% | (47.15%) |
| 251-46735-000-000 | FEES: LIBRARY MATERIAL REPLACE | 2,572 | 293 | 949 | 2,848.11 | 3,000 | 31.65% | 68.35% |
| 251-46740-000-000 | FEES: PASSPORT | 175 | 225 | 2,045 | 6,135 | 5,000 | 40.90% | 59.10% |
| | PUBLIC CHARGES FOR SERVICE | 9,202 | 1,602 | 5,856 | 16,775 | 9,100 | 64.35% | 35.65% |
| MISCELLANEOUS | | | | | | | | |
| 251-48215-000-000 | RENT: MEETING ROOMS | 2,782 | 108 | 626 | 1,878 | 1,500 | 41.73% | 58.27% |
| 251-48310-000-000 | SALES: SALE OF PROPERTY/EQUIP | 62 | - | 20 | 105 | 100 | 20.00% | 80.00% |
| 251-48550-000-000 | DONATIONS: LIBRARY | 81,968 | 1,983 | 2,528 | 68,981 | 61,500 | 4.11% | 95.89% |
| 251-49210-000-000 | TRANSFER FROM GENERAL FUND | 346,554 | 367,522 | 367,522 | 367,522 | 367,522 | 100.00% | 0.00% |
| | MISCELLANEOUS | 431,366 | 369,613 | 370,696 | 438,486 | 430,622 | 86.08% | 13.92% |
| | TOTAL REVENUES | 865,280 | 393,446 | 398,783 | 865,158 | 847,656 | 47.05% | 52.95% |
| EXPENDITURES | | | | | | | | |
| 251-55111-102-000 | LIBRARY: SALARIES | 388,829 | 23,906 | 149,223 | 406,497 | 406,497 | 36.71% | 63.29% |
| 251-55111-103-000 | LIBRARY: OVERTIME | 136 | - | 7 | 481 | - | 0.00% | 0.00% |
| 251-55111-118-000 | LIBRARY: SOCIAL SECURITY | 30,417 | 1,766 | 8,365 | 25,095.93 | 25,748 | 32.49% | 67.51% |
| 251-55111-119-000 | LIBRARY: RETIREMENT (R) | 29,598 | 1,919 | 7,776 | 23,328.33 | 22,970 | 33.85% | 66.15% |
| 251-55111-121-000 | LIBRARY: GRP HLTH INS | 74,368 | 5,883 | 20,860 | 62,579.88 | 86,199 | 24.20% | 75.80% |
| 251-55111-122-000 | LIBRARY: LIFE INS | 1,656 | 79 | 319 | 958.11 | 1,400 | 22.81% | 77.19% |
| 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 | - | 240 | 316 | 316 | 75.95% | 24.05% |
| | LIBRARY FULL-TIME | 528,920 | 33,553 | 186,790 | 528,509 | 552,383 | 33.82% | 66.18% |

2022 BUDGET WORKSHEET

LIBRARY FUND

| <u>Acct No</u> | <u>Account Description</u> | Actual | | | | Budget | | <u>% Expended</u> | <u>% Unexpended</u> |
|-------------------|------------------------------------|----------------|------------------|---------------|------------------|----------------|---------------|-------------------|---------------------|
| | | 12/31/2023 | Actual | CURRENT YTD | YTD | 12/31/2024 | Amended | | |
| | | Prior Year | Actual | Actual | Estimated | 2024 | 2024 | | |
| | | <u>2023</u> | <u>4/30/2024</u> | <u>Actual</u> | <u>Estimated</u> | <u>2024</u> | | | |
| 251-55112-104-000 | LIBRARY: PT WAGES | 102,107 | 11,455 | 37,580 | 112,739.43 | 121,788 | 30.86% | 69.14% | |
| 251-55112-110-000 | LIBRARY: PTO | - | - | - | - | - | 0.00% | 0.00% | |
| 251-55112-116-000 | LIBRARY: PT RETIRE | 2,560 | 204 | 905 | 2,713.65 | 4,932 | 18.34% | 81.66% | |
| 251-55112-118-000 | LIBRARY: SOCIAL SECURITY | 6,544 | 760 | 2,429 | 7,285.71 | 10,362 | 23.44% | 76.56% | |
| 251-55112-122-000 | LIBRARY: LIFE INS | 685 | 51 | 181 | 543.90 | 600 | 30.22% | 69.78% | |
| | LIBRARY: PART-TIME | 111,897 | 12,469 | 41,094 | 123,283 | 137,682 | 29.85% | 70.15% | |
| 251-55115-201-000 | LIBRARY: TRAINING | 1,800 | 430 | 1,257 | 4,000 | 4,000 | 31.42% | 68.58% | |
| 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 | 796 | 1,538 | 4,614.12 | 5,000 | 30.76% | 69.24% | |
| 251-55115-215-000 | LIBRARY: MOVIE LICENSE | 615 | - | 125 | 125 | - | 0.00% | 0.00% | |
| 251-55115-216-000 | LIBRARY: POSTAGE | 1,224 | 179 | 631 | 1,893.96 | 2,000 | 31.57% | 68.43% | |
| 251-55115-217-000 | LIBRARY: MEMBERSHIP & DUES | 573 | - | 166 | 1,200 | 1,200 | 13.83% | 86.17% | |
| 251-55115-218-000 | LIBRARY: OWLS MEMBERSHIP | 27,591 | 27,648 | 27,648 | 27,648 | 27,648 | 100.00% | 0.00% | |
| 251-55115-253-000 | LIBRARY: PROMOTIONAL MATERIALS | 300 | - | - | 650 | 650 | 0.00% | 100.00% | |
| 251-55115-282-000 | LIBRARY: TECHNOLOGY | 12,075 | - | 215 | 11,974 | 11,974 | 1.79% | 98.21% | |
| 251-55115-301-000 | LIBRARY: SUPPLIES | 8,696 | 433 | 1,953 | 8,000 | 8,000 | 24.41% | 75.59% | |
| | LIBRARY: OPERATING EXPENSES | 64,916 | 29,486 | 33,532 | 67,518 | 67,885 | 49.40% | 50.60% | |
| 251-55120-104-000 | LIBRARY: DONATIONS PT WAGES | 17,357 | 1,391 | 5,911 | 17,732.70 | 19,000 | 31.11% | 68.89% | |
| 251-55120-118-000 | LIBRARY: DONATIONS SOCIAL SECURITY | 1,367 | 107 | 426 | 1,276.56 | 1,500 | 28.37% | 71.63% | |
| 251-55120-250-000 | LIBRARY: DONATIONS MATERIALS | 7,344 | - | 537 | 8,000 | 8,000 | 6.71% | 93.29% | |
| 251-55120-255-000 | LIBRARY: DONATIONS PROGRAMS | 44,074 | 973 | 1,736 | 18,000 | 18,000 | 9.65% | 90.35% | |
| 251-55120-282-000 | LIBRARY: DONATIONS TECHNOLOGY | 900 | (24) | 119 | 5,000 | 5,000 | 2.37% | 97.63% | |
| 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 | 237 | 425 | 8,000 | 8,000 | 5.31% | 94.69% | |
| | LIBRARY: DONATION EXPENSES | 78,987 | 2,684 | 9,154 | 61,500 | 61,500 | 14.88% | 85.12% | |
| 251-55125-255-110 | LIBRARY: PROGRAMS - ADULT | 1,539 | 59 | 333 | 1,500 | 1,500 | 22.20% | 77.80% | |
| 251-55125-255-210 | LIBRARY: PROGRAMS - CHILDREN'S | 3,033 | 169 | 267 | 3,000 | 3,000 | 8.88% | 91.12% | |
| 251-55125-255-310 | LIBRARY: PROGRAMS - TEEN | 1,002 | 32 | 159 | 1,000 | 1,000 | 15.91% | 84.09% | |
| | LIBRARY: PROGRAMS | 5,574 | 260 | 759 | 5,500 | 5,500 | 13.79% | 86.21% | |

2022 BUDGET WORKSHEET

LIBRARY FUND

| <u>Acct No</u> | <u>Account Description</u> | Actual | | | | Budget | | |
|-------------------|-----------------------------------|----------------|------------------|----------------|------------------|----------------|-------------------|---------------------|
| | | 12/31/2023 | Actual | CURRENT YTD | YTD | 12/31/2024 | % Expended | % Unexpended |
| | | Prior Year | 4/30/2024 | Actual | Estimated | Amended | | |
| | | <u>2023</u> | <u>4/30/2024</u> | <u>Actual</u> | <u>Estimated</u> | <u>2024</u> | <u>% Expended</u> | <u>% Unexpended</u> |
| 251-55130-250-115 | LIBRARY: BOOKS - ADULT | 17,313 | 261 | 1,348 | 17,000 | 17,000 | 7.93% | 92.07% |
| 251-55130-250-120 | LIBRARY: BOOKS - ADULT LG PRNT | 3,391 | 169 | 601 | 3,000 | 3,000 | 20.05% | 79.96% |
| 251-55130-250-215 | LIBRARY: BOOKS - CHILDRENS | 16,000 | 2,162 | 5,006 | 16,000 | 16,000 | 31.29% | 68.71% |
| 251-55130-250-315 | LIBRARY: BOOKS - TEEN | 3,535 | 96 | 402 | 3,175 | 3,175 | 12.65% | 87.35% |
| 251-55130-250-410 | LIBRARY: BOOKS - MAG & NEWSPAP | 4,309 | - | 3,050 | 4,750 | 4,750 | 64.22% | 35.78% |
| 251-55130-250-610 | LIBRARY: BOOKS - MATERIAL REPL | - | - | - | 22 | - | 0.00% | 0.00% |
| | LIBRARY: BOOKS | 44,548 | 2,688 | 10,408 | 43,947 | 43,925 | 23.69% | 76.31% |
| 251-55135-290-125 | LIBRARY: A/V - ADULT MOVIES | 2,524 | 131 | 512 | 2,500 | 2,500 | 20.46% | 79.54% |
| 251-55135-290-135 | LIBRARY: A/V - ADULT MUSIC | 668 | - | 50 | 750 | 750 | 6.69% | 93.31% |
| 251-55135-290-220 | LIBRARY: A/V - CHILDRENS MOVIE | 1,628 | 122 | 345 | 1,200 | 1,200 | 28.76% | 71.25% |
| 251-55135-290-225 | LIBRARY: A/V - CHILD AUDIO BKS | 854 | 344 | 344 | 854 | 854 | 40.33% | 59.67% |
| 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 | 10,235 | 100.00% | 0.00% |
| | LIBRARY: A/V | 15,560 | 597 | 11,486 | 16,439 | 16,439 | 69.87% | 30.13% |
| | TOTAL EXPENDITURES | 850,401 | 81,737 | 293,223 | 846,695 | 885,314 | 33.12% | 66.88% |
| | REVENUES OVER(UNDER) EXPENDITURES | | | | 18,463 | | | |
| | BEGINNING FUND BALANCE | | | | 44,531 | | | |
| | ENDING FUND BALANCE | | | | 62,994 | | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|--------------|----------------------|--------------------|
| 251-43215-000-000 FEDERAL: LIBRARY GRANTS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| CR | 1229899 | COUNTY AID WAUPACA - LIBRARY 4/27/24 | | 193,342.00- | |
| | | Description: COUNTY AID WAUPACA - LIBRARY 4/27/24 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | 193,342.00- * | 193,342.00- |
| YTD Encumbrance | .00 | YTD Actual | 193,342.00- | Total | 193,342.00- |
| | | YTD Budget | 386,684.00- | Unearned | 193,342.00 |
| 251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| CR | 1229899 | COUNTY AID WAUSHARA - LIBRARY 4/27/24 | | 17,429.00- | |
| | | Description: COUNTY AID WAUSHARA - LIBRARY 4/27/24 | | | |
| CR | 1229899 | COUNTY AID WINNEBAGO - LIBRARY 4/27/24 | | 981.00- | |
| | | Description: COUNTY AID WINNEBAGO - LIBRARY 4/27/24 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | 18,410.00- * | 18,410.00- |
| YTD Encumbrance | .00 | YTD Actual | 18,410.00- | Total | 18,410.00- |
| | | YTD Budget | 17,429.00- | Unearned | 981.00- |
| 251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| CR | 1229899 | NON RESIDENT CREDIT - LIBRARY 4/27/24 | | 3,821.00- | |
| | | Description: NON RESIDENT CREDIT - LIBRARY 4/27/24 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | 3,821.00- * | 3,821.00- |
| YTD Encumbrance | .00 | YTD Actual | 3,821.00- | Total | 3,821.00- |
| | | YTD Budget | 3,821.00- | Unearned | .00 |
| 251-43735-000-000 STATE GRANT: LIBRARY YOUTH | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|--------------|------------------|------------------|
| 251-43735-000-000 STATE GRANT: LIBRARY YOUTH (continued) | | | | | |
| 04/30/2024 (04/24) 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 | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 1,123.07- |
| CR | 1228224 | COPIES LIBRARY DEPOSIT - LIBRARY 3/2/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/2/24 | | 118.48- | |
| CR | 1228488 | COPIES LIBRARY DEPOSIT - LIBRARY 03/09/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 03/09/24 | | 144.69- | |
| CR | 1228795 | COPIES LIBRARY DEPOSIT - LIBRARY 3/16/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/16/24 | | 138.01- | |
| CR | 1228918 | COPIES LIBRARY DEPOSIT - LIBRARY 3/23/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/23/24 | | 111.09- | |
| 03/31/2024 (03/24) Period Totals and Balance | | | .00 * | 512.27- * | 1,635.34- |
| CR | 1229060 | COPIES LIBRARY DEPOSIT - LIBRARY 3/30/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3/30/24 | | 124.98- | |
| CR | 1229379 | COPIES LIBRARY DEPOSIT - LIBRARY 04/06/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 04/06/24 | | 145.97- | |
| CR | 1229488 | COPIES LIBRARY DEPOSIT - LIBRARY 4/13/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/13/24 | | 149.24- | |
| CR | 1229786 | COPIES LIBRARY DEPOSIT - LIBRARY 4/20/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/20/24 | | 124.27- | |
| CR | 1229899 | COPIES LIBRARY DEPOSIT - LIBRARY 4/27/24 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4/27/24 | | 138.40- | |
| 04/30/2024 (04/24) Period Totals and Balance | | | .00 * | 682.86- * | 2,318.20- |
| YTD Encumbrance | .00 | YTD Actual | 2,318.20- | Total | 2,318.20- |
| | | YTD Budget | 6,000.00- | Unearned | 3,681.80 |
| 251-46715-000-000 FEES: LIBRARY POSTAGE | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | .00 |
| 04/30/2024 (04/24) 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 | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | .00 |
| 04/30/2024 (04/24) Period Totals and Balance | | | .00 * | .00 * | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---------|------------------|----------------------|--------------|---------------|---------|
|---------|------------------|----------------------|--------------|---------------|---------|

251-46720-000-000 FEES: LIBRARY PROGRAMS (continued)

| | | | | | | | | | |
|-----------------|-----|------------|-----|-------|-----|------------|-----|----------|-----|
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 | YTD Budget | .00 | Unearned | .00 |
|-----------------|-----|------------|-----|-------|-----|------------|-----|----------|-----|

251-46725-000-000 FEES: LIBRARY OVERDUE FEES

| | | | | | |
|---|---------|---|--------------|------------------|----------------|
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | .00 |
| CR | 1228918 | FINES LIBRARY DEPOSIT - LIBRARY 3/23/24 Description: FINES LIBRARY DEPOSIT - LIBRARY 3/23/24 | | 6.11- | |
| CR | 1228918 | FINES LIBRARY DEPOSIT - LIBRARY 3/23/24 Description: FINES LIBRARY DEPOSIT - LIBRARY 3/23/24 | | .20- | |
| 03/31/2024 (03/24) Period Totals and Balance | | | .00 * | 6.31- * | 6.31- |
| CR | 1229899 | FINES LIBRARY DEPOSIT - LIBRARY 4/27/24 Description: FINES LIBRARY DEPOSIT - LIBRARY 4/27/24 | | 390.00- | |
| 04/30/2024 (04/24) Period Totals and Balance | | | .00 * | 390.00- * | 396.31- |

| | | | | | | | | | |
|-----------------|-----|------------|---------|-------|---------|------------|-----|----------|---------|
| YTD Encumbrance | .00 | YTD Actual | 396.31- | Total | 396.31- | YTD Budget | .00 | Unearned | 396.31- |
|-----------------|-----|------------|---------|-------|---------|------------|-----|----------|---------|

251-46730-000-000 FEES: LIBRARY COLLECTION AGCY

| | | | | | |
|---|-----|--|----------------|--------------|---------------|
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 88.05 |
| AP | 80 | UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6123447 **Desc: SENT TO COLLECTIONS (6) - FEB 2024 **Inv. Date: 3/1/2024 | 49.25 | | |
| 03/31/2024 (03/24) Period Totals and Balance | | | 49.25 * | .00 * | 137.30 |
| AP | 114 | UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6124557 **Desc: COLLECTION AGENCY (1) - MARCH 2024 **Inv. Date: 4/1/2024 | 9.85 | | |
| 04/30/2024 (04/24) Period Totals and Balance | | | 9.85 * | .00 * | 147.15 |

| | | | | | | | | | |
|-----------------|-----|------------|--------|-------|--------|------------|---------|----------|--------|
| YTD Encumbrance | .00 | YTD Actual | 147.15 | Total | 147.15 | YTD Budget | 100.00- | Unearned | 247.15 |
|-----------------|-----|------------|--------|-------|--------|------------|---------|----------|--------|

251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE

| | | | | | |
|---|---------|---|--------------|------------------|----------------|
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 523.51- |
| CR | 1228224 | MATERIAL REPL LIB DEPOSIT - LIBRARY 3/2/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/2/24 | | 34.51- | |
| CR | 1228488 | MATERIAL REPL LIB DEPOSIT - LIBRARY 03/09/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 03/09/24 | | 3.00- | |
| CR | 1228795 | MATERIAL REPL LIB DEPOSIT - LIBRARY 3/16/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/16/24 | | 61.98- | |
| CR | 1228918 | MATERIAL REPL LIB DEPOSIT - LIBRARY 3/23/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/23/24 | | 33.00- | |
| 03/31/2024 (03/24) Period Totals and Balance | | | .00 * | 132.49- * | 656.00- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|--------------------|--------------------|----------------|
| 251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued) | | | | | |
| AP | 73 | WITTENBERG BRANCH LIBRARY | 33.00 | | |
| | | **VendorNo: 2745 **Inv. No: OWWAU032820240000001 **Desc: DAMAGED BOOK 38008000326040 **Inv. Date: 3/29/2024 | | | |
| CR | 1229060 | MATERIAL REPL LIB DEPOSIT - LIBRARY 3/30/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3/30/24 | | 126.00- | |
| CR | 1229379 | MATERIAL REPL LIB DEPOSIT - LIBRARY 04/06/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 04/06/24 | | 66.00- | |
| CR | 1229786 | MATERIAL REPL LIB DEPOSIT - LIBRARY 4/20/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/20/24 | | 12.00- | |
| CR | 1229899 | MATERIAL REPL LIB DEPOSIT - LIBRARY 4/27/24 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4/27/24 | | 122.37- | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 33.00 * | 326.37- * | 949.37- |
| YTD Encumbrance | .00 | YTD Actual 949.37- Total | 949.37- YTD Budget | 3,000.00- Unearned | 2,050.63 |

| | | | | | |
|---|---------|---|----------------------|--------------------|------------------|
| 251-46740-000-000 FEES: LIBRARY PASSPORT | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 1,155.00- |
| CR | 1228224 | PASSPORTS - LIBRARY 3/2/24 Description: PASSPORTS - LIBRARY 3/2/24 | | 175.00- | |
| CR | 1228488 | PASSPORT - LIBRARY 03/09/24 Description: PASSPORT - LIBRARY 03/09/24 | | 280.00- | |
| CR | 1228795 | PASSPORT - LIBRARY 3/16/24 Description: PASSPORT - LIBRARY 3/16/24 | | 175.00- | |
| CR | 1228918 | PASSPORT - LIBRARY 3/23/24 Description: PASSPORT - LIBRARY 3/23/24 | | 35.00- | |
| | | 03/31/2024 (03/24) Period Totals and Balance | .00 * | 665.00- * | 1,820.00- |
| CR | 1229060 | PASSPORT - LIBRARY 3/30/24 Description: PASSPORT - LIBRARY 3/30/24 | | 105.00- | |
| CR | 1229379 | PASSPORT - LIBRARY 04/06/24 Description: PASSPORT - LIBRARY 04/06/24 | | 35.00- | |
| CR | 1229488 | PASSPORT - LIBRARY 4/13/24 Description: PASSPORT - LIBRARY 4/13/24 | | 85.00- | |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | 225.00- * | 2,045.00- |
| YTD Encumbrance | .00 | YTD Actual 2,045.00- Total | 2,045.00- YTD Budget | 5,000.00- Unearned | 2,955.00 |

| | | | | | |
|--|---------|--|--------------|--------------|----------------|
| 251-48215-000-000 RENT: MEETING ROOMS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 208.00- |
| CR | 1228224 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/2/24 | | 155.00- | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance | |
|--|------------------|---|---------------|--------------------|--------------------|--------|
| 251-48215-000-000 RENT: MEETING ROOMS (continued) | | | | | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/2/24 | | | | |
| CR | 1228488 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 03/09/24 | | 20.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 03/09/24 | | | | |
| CR | 1228795 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/16/24 | | 25.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/16/24 | | | | |
| CR | 1228918 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/23/24 | | 110.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/23/24 | | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | .00 * | 310.00- * | 518.00- | |
| CR | 1229060 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/30/24 | | 15.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3/30/24 | | | | |
| CR | 1229379 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 04/06/24 | | 30.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 04/06/24 | | | | |
| CR | 1229488 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/13/24 | | 33.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/13/24 | | | | |
| CR | 1229786 | ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/20/24 | | 30.00- | | |
| | | Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4/20/24 | | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | 108.00- * | 626.00- | |
| YTD Encumbrance | .00 | YTD Actual | 626.00- Total | 626.00- YTD Budget | 1,500.00- Unearned | 874.00 |
| 251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP | | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 20.00- | |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .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 | | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 | |
| | | 04/30/2024 (04/24) 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 | | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 | |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 52.54- |
| AP | 315 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: REIMBURSED BY FRIENDS SNACKS **Inv. Date: 3/9/2024 | 26.02 | | |
| AP | 319 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: COFFEE SUPPLY FRIENDS REIM7417 **Inv. Date: 3/9/2024 | 23.75 | | |
| AP | 329 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: DONATIONS REIM FRIENDS 7847 **Inv. Date: 3/9/2024 | 22.60 | | |
| CR | 1228224 | DONATION- - LIBRARY 3/2/24 Description: DONATION- - LIBRARY 3/2/24 | | 120.00- | |
| CR | 1228488 | DONATION- - LIBRARY 03/09/24 Description: DONATION- - LIBRARY 03/09/24 | | 294.59- | |
| CR | 1228918 | DONATION- - LIBRARY 3/23/24 Description: DONATION- - LIBRARY 3/23/24 | | 150.00- | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 72.37 * | 564.59- * | 544.76- |
| AP | 437 | US BANK **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: FRIENDS REIMB.DONATIONS4213 **Inv. Date: 4/9/2024 | 19.91 | | |
| CR | 1229060 | DONATION- - LIBRARY 3/30/24 Description: DONATION- - LIBRARY 3/30/24 | | 98.69- | |
| CR | 1229379 | DONATION- - LIBRARY 04/06/24 Description: DONATION- - LIBRARY 04/06/24 | | 32.00- | |
| CR | 1229488 | DONATION- - LIBRARY 4/13/24 Description: DONATION- - LIBRARY 4/13/24 | | 160.37- | |
| CR | 1229899 | DONATION- - LIBRARY 4/27/24 Description: DONATION- - LIBRARY 4/27/24 | | 1,712.00- | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 19.91 * | 2,003.06- * | 2,527.91- |
| YTD Encumbrance | .00 | YTD Actual 2,527.91- Total 2,527.91- | YTD Budget 61,500.00- | Unearned 58,972.09 | |
| 251-48900-000-000 OTHER: REVENUE MISCELLANEOUS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| JE | 15 | 2023 TAX LEVY ALLOCATION - LIBRARY FUND | | 367,522.00- | |
| | | 03/31/2024 (03/24) Period Totals and Balance | .00 * | 367,522.00- * | 367,522.00- |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 367,522.00- |

| 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 | 367,522.00- Total | 367,522.00- YTD Budget | 367,522.00- Unearned .00 |
| 251-49300-000-000 FUND BALANCES APPLIED | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * |
| | | 04/30/2024 (04/24) Period Totals and Balance | | .00 * | .00 * |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned .00 |
| 251-55111-101-000 LIBRARY: SALARIES | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * |
| | | 04/30/2024 (04/24) Period Totals and Balance | | .00 * | .00 * |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended .00 |
| 251-55111-102-000 LIBRARY: WAGES | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * |
| PB | | 154 PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 100.00 | | |
| PC | | 86 PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 11,808.00 | | |
| PC | | 210 PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 11,808.00 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 23,716.00 * | .00 * | 125,316.97 |
| PB | | 159 PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 100.00 | | |
| PC | | 89 PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 11,808.01 | | |
| PC | | 209 PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 11,997.60 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 23,905.61 * | .00 * | 149,222.58 |
| YTD Encumbrance | .00 | YTD Actual | 149,222.58 Total | 149,222.58 YTD Budget | 406,497.00 Unexpended 257,274.42 |
| 251-55111-103-000 LIBRARY: OVERTIME | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * |
| | | 04/30/2024 (04/24) Period Totals and Balance | | .00 * | .00 * |
| YTD Encumbrance | .00 | YTD Actual | 6.54 Total | 6.54 YTD Budget | .00 Unexpended 6.54- |
| 251-55111-105-000 LIBRARY: CALL-IN PAY | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * |
| | | 04/30/2024 (04/24) Period Totals and Balance | | .00 * | .00 * |
| YTD Encumbrance | .00 | YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended .00 |
| 251-55111-106-000 LIBRARY: HOLIDAY PAY | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|---------------------|----------------------|-----------------|
| 251-55111-106-000 LIBRARY: HOLIDAY PAY (continued) | | | | | |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 4,846.32 |
| PB | | 153 PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 876.12 | | |
| PB | | 373 PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 876.12 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 1,752.24 * | .00 * | 6,598.56 |
| PB | | 158 PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 876.13 | | |
| PB | | 376 PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 890.62 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 1,766.75 * | .00 * | 8,365.31 |
| YTD Encumbrance | .00 | YTD Actual 8,365.31 Total 8,365.31 | YTD Budget 8,365.31 | Unexpended 25,748.00 | 17,382.69 |
| 251-55111-119-000 LIBRARY: RETIREMENT (R) | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 4,092.22 |
| PB | | 152 PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 888.22 | | |
| PB | | 372 PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 876.24 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 1,764.46 * | .00 * | 5,856.68 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|----------------------|----------------------|------------------|
| 251-55111-119-000 LIBRARY: RETIREMENT (R) (continued) | | | | | |
| PB | 157 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 895.68 | | |
| PB | 375 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 1,023.75 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 1,919.43 * | .00 * | 7,776.11 |
| YTD Encumbrance | .00 | YTD Actual 7,776.11 Total 7,776.11 | YTD Budget 22,970.00 | Unexpended 15,193.89 | |
| 251-55111-121-000 LIBRARY: GRP HLTH INS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 9,069.26 |
| PB | 150 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 2,745.30 | | |
| PB | 370 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 2,745.30 | | |
| PC | 87 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 208.34 | | |
| PC | 211 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 208.34 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 5,907.28 * | .00 * | 14,976.54 |
| PB | 155 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 2,733.37 | | |
| PB | 373 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 2,733.37 | | |
| PC | 90 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 208.34 | | |
| PC | 210 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 208.34 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 5,883.42 * | .00 * | 20,859.96 |
| YTD Encumbrance | .00 | YTD Actual 20,859.96 Total 20,859.96 | YTD Budget 86,199.00 | Unexpended 65,339.04 | |
| 251-55111-122-000 LIBRARY: LIFE INS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 159.69 |
| PB | 151 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 39.92 | | |
| PB | 371 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 39.92 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 79.84 * | .00 * | 239.53 |
| PB | 156 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 39.92 | | |
| PB | 374 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 39.92 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 79.84 * | .00 * | 319.37 |
| YTD Encumbrance | .00 | YTD Actual 319.37 Total 319.37 | YTD Budget 1,400.00 | Unexpended 1,080.63 | |
| 251-55111-123-000 LIBRARY: INC PROTECT | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|-------------------|---------------------|---------------------|
| 251-55111-124-000 LIBRARY: WORK COMP (continued) | | | | | |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| AP | 462 | US BANK | 240.00 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-KWIETERS **Desc: ANNUAL EAP CONTRACT (LIBRARY) **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 240.00 * | .00 * | 240.00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 240.00 |
| YTD Encumbrance | .00 | YTD Actual 240.00 Total | 240.00 | YTD Budget 316.00 | Unexpended 76.00 |
| 251-55112-104-000 LIBRARY: PT WAGES | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 18,722.46 |
| JE | 9 | CORRECT WAGE ALLOCATION FROM ELECT TO LIB (HAGEN) | 1,125.53 | | |
| PC | 19 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 4,457.49 | | |
| PC | 134 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 4,315.90 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 9,898.92 * | .00 * | 28,621.38 |
| JE | 5 | CORRECT WAGE ALLOCATION FROM ELECT TO LIB (HAGEN) | 477.30 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|-----------------------|----------------------|------------------|
| 251-55112-104-000 LIBRARY: PT WAGES (continued) | | | | | |
| PC | 19 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 3,652.49 | | |
| PC | 134 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 4,828.64 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 8,958.43 * | .00 * | 37,579.81 |
| YTD Encumbrance | .00 | YTD Actual 37,579.81 Total 37,579.81 | YTD Budget 134,285.26 | Unexpended 96,705.45 | |
| 251-55112-110-000 LIBRARY: PTO | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 463.32 |
| PB | 157 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 123.87 | | |
| PB | 376 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 113.77 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 237.64 * | .00 * | 700.96 |
| PB | 162 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 92.28 | | |
| PB | 379 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 111.31 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 203.59 * | .00 * | 904.55 |
| YTD Encumbrance | .00 | YTD Actual 904.55 Total 904.55 | YTD Budget 5,279.08 | Unexpended 4,374.53 | |
| 251-55112-118-000 LIBRARY: SOCIAL SECURITY | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 1,451.04 |
| JE | 10 | CORRECT WAGE ALLOCATION FROM ELECT TO LIB (HAGEN) | 92.41 | | |
| PB | 21 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 330.11 | | |
| PB | 250 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 319.27 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 741.79 * | .00 * | 2,192.83 |
| JE | 6 | CORRECT WAGE ALLOCATION FROM ELECT TO LIB (HAGEN) | 34.24 | | |
| PB | 21 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 268.53 | | |
| PB | 256 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 358.49 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 661.26 * | .00 * | 2,854.09 |
| YTD Encumbrance | .00 | YTD Actual 2,854.09 Total 2,854.09 | YTD Budget 10,272.82 | Unexpended 7,418.73 | |
| 251-55112-122-000 LIBRARY: LIFE INS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 77.70 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|-------------------|-------------------|---------------|
| 251-55112-122-000 LIBRARY: LIFE INS (continued) | | | | | |
| PB | 156 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 25.90 | | |
| PB | 375 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 25.90 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 51.80 * | .00 * | 129.50 |
| PB | 161 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 25.90 | | |
| PB | 378 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 25.90 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 51.80 * | .00 * | 181.30 |
| YTD Encumbrance | .00 | YTD Actual 181.30 Total 181.30 | YTD Budget 700.00 | Unexpended 518.70 | |

| | | | | | |
|---|-----|---|----------------|----------------|------------|
| 251-55112-123-000 LIBRARY: INC PROTECT | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 827.20 |
| AP | 270 | REINKE, MOLLY | 179.56 | | |
| | | **VendorNo: 1559 **Inv. No: 4.5.24 **Desc: TRAVEL EXPENSE - PLA CONFERENCE **Inv. Date: 4/5/2024 | | | |
| AP | 599 | US BANK | 36.00 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 600 | US BANK | 33.81 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 601 | US BANK | 6.79 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 605 | US BANK | 122.94 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 606 | US BANK | 21.82 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 607 | US BANK | 4.38 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 608 | US BANK | 8.98 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| AP | 609 | US BANK | 15.17 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: TRAINING **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 429.45 * | .00 * | 1,256.65 |
| YTD Encumbrance | .00 | YTD Actual 1,256.65 Total 1,256.65 | YTD Budget 4,000.00 | Unexpended 2,743.35 | |

| | | | | | |
|---|--|-----------------------------------|--------------|--------------|------------|
| 251-55115-206-000 LIBRARY: TELEPHONE | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|---------------------|---------------------|-----------------|
| 251-55115-206-000 LIBRARY: TELEPHONE (continued) | | | | | |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 | YTD Budget .00 | Unexpended 6,413.00 | 6,413.00 |
| 251-55115-209-000 LIBRARY: INS & BONDING | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 | YTD Budget .00 | Unexpended 1,000.00 | 1,000.00 |
| 251-55115-211-000 LIBRARY: CONTRACT SERVICES | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 623.61 |
| AP | 177 | OFFICE TECHNOLOGY GROUP | 118.41 | | |
| | | **VendorNo: 1406 **Inv. No: 299634 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 3/18/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 118.41 * | .00 * | 742.02 |
| AP | 259 | JOHNSON BLOCK AND COMPANY INC. | 700.00 | | |
| | | **VendorNo: 939 **Inv. No: 516441 **Desc: PROGRESS BILLINGS FOR 2023 FINANCIAL AUDIT **Inv. Date: 4/8/2024 | | | |
| AP | 312 | OFFICE TECHNOLOGY GROUP | 96.02 | | |
| | | **VendorNo: 1406 **Inv. No: 301001 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 4/18/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 796.02 * | .00 * | 1,538.04 |
| YTD Encumbrance | .00 | YTD Actual 1,538.04 Total 1,538.04 | YTD Budget 1,538.04 | Unexpended 5,000.00 | 3,461.96 |
| 251-55115-215-000 LIBRARY: MOVIE LICENSE | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 124.66 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 124.66 |
| YTD Encumbrance | .00 | YTD Actual 124.66 Total 124.66 | YTD Budget 124.66 | Unexpended .00 | 124.66- |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|-----------------|---------------|---------------|
| 251-55115-216-000 LIBRARY: POSTAGE | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 321.22 |
| AP | 231 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 232 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 234 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 236 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 237 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 238 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 239 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 243 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 250 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| AP | 253 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 3/9/2024 | | | |
| JE | 6 | LIBRARY | 70.45 | | |
| 03/31/2024 (03/24) Period Totals and Balance | | | 155.45 * | .00 * | 476.67 |
| AP | 373 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 374 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 375 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 376 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 377 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 378 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 379 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 380 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 381 | US BANK | 8.50 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|--------------------|---------------|------------------|
| 251-55115-216-000 LIBRARY: POSTAGE (continued) | | | | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| AP | 385 | US BANK | 8.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: POSTAGE - PASSPORT **Inv. Date: 4/9/2024 | | | |
| JE | 4 | LIBRARY | 69.65 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 154.65 * | .00 * | 631.32 |
| YTD Encumbrance | .00 | YTD Actual | 631.32 | Total | 631.32 |
| | | YTD Budget | 2,000.00 | Unexpended | 1,368.68 |
| 251-55115-217-000 LIBRARY: MEMBERSHIP & DUES | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 166.00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 166.00 |
| YTD Encumbrance | .00 | YTD Actual | 166.00 | Total | 166.00 |
| | | YTD Budget | 1,200.00 | Unexpended | 1,034.00 |
| 251-55115-218-000 LIBRARY: OWLS MEMBERSHIP | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| AP | 22 | OUTAGAMIE WAUPACA LIBRARY | 27,648.00 | | |
| | | **VendorNo: 1427 **Inv. No: 4381 **Desc: OWLS MEMBERSHIP **Inv. Date: 4/2/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 27,648.00 * | .00 * | 27,648.00 |
| YTD Encumbrance | .00 | YTD Actual | 27,648.00 | Total | 27,648.00 |
| | | YTD Budget | 27,648.00 | Unexpended | .00 |
| 251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 214.62 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 214.62 |
| YTD Encumbrance | .00 | YTD Actual | 214.62 | Total | 214.62 |
| | | YTD Budget | 11,974.00 | Unexpended | 11,759.38 |
| 251-55115-301-000 LIBRARY: SUPPLIES | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 1,445.61 |
| AP | 73 | OFFICE OUTFITTERS | 29.28 | | |
| | | **VendorNo: 1405 **Inv. No: 499068 **Desc: PAPER 8.5X11 **Inv. Date: 2/12/2024 | | | |
| AP | 326 | US BANK | 34.20 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|-------------------|---------------|-----------------|
| 251-55115-301-000 LIBRARY: SUPPLIES (continued) | | | | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: LIBRARY SUPPLIES 6794656 **Inv. Date: 3/9/2024 | | | |
| AP | 330 | US BANK | 10.56 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: LIBRARY SUPPLIES 7847 **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 74.04 * | .00 * | 1,519.65 |
| AP | 21 | OUTAGAMIE WAUPACA LIBRARY | 200.00 | | |
| | | **VendorNo: 1427 **Inv. No: 4/351 **Desc: SPINE LABELS (3 ROLLS); RECEIPT PAPER (1 CASE) **Inv. Date: 3/28/2024 | | | |
| AP | 20 | OFFICE OUTFITTERS | 177.00 | | |
| | | **VendorNo: 1405 **Inv. No: 500981 **Desc: TEAL PROMO PENS **Inv. Date: 4/1/2024 | | | |
| AP | 436 | US BANK | 21.69 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: LIBRARY SUPPLIES 5171440 **Inv. Date: 4/9/2024 | | | |
| AP | 438 | US BANK | 18.18 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: LIBRARY SUPPLIES 0319441 **Inv. Date: 4/9/2024 | | | |
| AP | 440 | US BANK | 6.89 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: LIBRARY SUPPLIES 2962618 **Inv. Date: 4/9/2024 | | | |
| AP | 442 | US BANK | 9.62 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: LIBRARY SUPPLIES 8035417 **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 433.38 * | .00 * | 1,953.03 |
| YTD Encumbrance | .00 | YTD Actual | 1,953.03 | Total | 1,953.03 |
| | | YTD Budget | 8,000.00 | Unexpended | 6,046.97 |
| 251-55115-320-000 LIBRARY: BUILDING EXPENSES | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual | .00 | Total | .00 |
| | | YTD Budget | .00 | Unexpended | .00 |
| 251-55120-104-000 LIBRARY: DONATIONS PT WAGES | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 3,129.30 |
| PC | 88 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 695.40 | | |
| PC | 212 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 695.40 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 1,390.80 * | .00 * | 4,520.10 |
| PC | 91 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 695.40 | | |
| PC | 211 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 695.40 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 1,390.80 * | .00 * | 5,910.90 |
| YTD Encumbrance | .00 | YTD Actual | 5,910.90 | Total | 5,910.90 |
| | | YTD Budget | 19,000.00 | Unexpended | 13,089.10 |
| 251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 212.76 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|---|-----------------|---------------|---------------|
| 251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC (continued) | | | | | |
| PB | 155 | PAYROLL TRANS FOR 3/10/2024 PAY PERIOD | 53.19 | | |
| PB | 374 | PAYROLL TRANS FOR 3/24/2024 PAY PERIOD | 53.19 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 106.38 * | .00 * | 319.14 |
| PB | 160 | PAYROLL TRANS FOR 4/7/2024 PAY PERIOD | 53.19 | | |
| PB | 377 | PAYROLL TRANS FOR 4/21/2024 PAY PERIOD | 53.19 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 106.38 * | .00 * | 425.52 |
| YTD Encumbrance | .00 | YTD Actual | 425.52 | Total | 425.52 |
| | | YTD Budget | 1,500.00 | Unexpended | 1,074.48 |

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|---|-----|--|----------------|--------------|---------------|
| 251-55120-250-000 LIBRARY: DONATIONS MATERIALS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 512.00 |
| AP | 240 | US BANK | 25.00 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: DONATIONS - NONFICTION **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 25.00 * | .00 * | 537.00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 537.00 |
| YTD Encumbrance | .00 | YTD Actual | 537.00 | Total | 537.00 |
| | | YTD Budget | 8,000.00 | Unexpended | 7,463.00 |

| | | | | | |
|--|-----|---|-----------------|-----------------|---------------|
| 251-55120-255-000 LIBRARY: DONATIONS PROGRAMS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 319.04 |
| AP | 544 | WAUPACA ROTARY CLUB | 311.00 | | |
| | | **VendorNo: 2100 **Inv. No: 2545 **Desc: KNEER - YRLY DUES & ROTARY INTERNATIONAL **Inv. Date: 7/5/2023 | | | |
| AP | 114 | BOOKCELLAR | 23.00 | | |
| | | **VendorNo: 242 **Inv. No: 349983 **Desc: MOVIES FOR FIRST THURSDAY FILMS **Inv. Date: 3/1/2024 | | | |
| AP | 269 | US BANK | 10.00 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EKNEER **Desc: FOUNDATION-EXHIBIT-FRAUDULENT **Inv. Date: 3/9/2024 | | | |
| AP | 270 | US BANK | 15.75 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 3/9/2024 | | | |
| AP | 271 | US BANK | 94.19 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 3/9/2024 | | | |
| AP | 272 | US BANK | | 10.00- | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EKNEER **Desc: FOUNDATION-EXHIBIT-FRAUDULENT **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 453.94 * | 10.00- * | 762.98 |
| AP | 372 | US BANK | 136.61 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: LUNCH AND LEARN **Inv. Date: 4/9/2024 | | | |
| AP | 395 | US BANK | 111.79 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 4/9/2024 | | | |
| AP | 396 | US BANK | 56.43 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|--|-----------------|---------------|-----------------|
| 251-55120-255-000 LIBRARY: DONATIONS PROGRAMS (continued) | | | | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EKNEER **Desc: FOUNDATION-EXHIBIT-PROGRAM **Inv. Date: 4/9/2024 | | | |
| AP | 398 | US BANK | 165.00 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EKNEER **Desc: FOUNDATION-SUPPLIES **Inv. Date: 4/9/2024 | | | |
| AP | 604 | US BANK | 472.80 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: DONATIONS PROGRAM **Inv. Date: 4/9/2024 | | | |
| AP | 647 | US BANK | 6.99 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: DONATIONS-TEENMENTALHEALTH **Inv. Date: 4/9/2024 | | | |
| AP | 649 | US BANK | 23.80 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: DONATIONS-TEENMENTALHEALTH **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 973.42 * | .00 * | 1,736.40 |
| YTD Encumbrance | .00 | YTD Actual | 1,736.40 | Total | 1,736.40 |
| | | YTD Budget | 18,000.00 | Unexpended | 16,263.60 |
| 251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 118.74 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 118.74 |
| YTD Encumbrance | .00 | YTD Actual | 118.74 | Total | 118.74 |
| | | YTD Budget | 5,000.00 | Unexpended | 4,881.26 |
| 251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 137.28 |
| AP | 75 | PIGGLY WIGGLY | 50.82 | | |
| | | **VendorNo: 1482 **Inv. No: 27043521505 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 2/7/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 50.82 * | .00 * | 188.10 |
| AP | 212 | BURNS, MARY | 235.70 | | |
| | | **VendorNo: 2680 **Inv. No: APRIL2024 **Desc: GIFT CARDS & GROCERIES FOR LITTLE FREE PANTRY **Inv. Date: 3/14/2024 | | | |
| AP | 397 | US BANK | 1.36 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EKNEER **Desc: FOUNDATION-SUPPLIES **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 237.06 * | .00 * | 425.16 |
| YTD Encumbrance | .00 | YTD Actual | 425.16 | Total | 425.16 |
| | | YTD Budget | 8,000.00 | Unexpended | 7,574.84 |
| 251-55125-255-000 LIBRARY: PROGRAMS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|-----------------|---------------|---------------|
| 251-55125-255-000 LIBRARY: PROGRAMS (continued) | | | | | |
| 04/30/2024 (04/24) 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 | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 227.92 |
| AP | 316 | US BANK | 28.41 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT PROGRAMS 9517854 **Inv. Date: 3/9/2024 | | | |
| AP | 489 | US BANK | 17.37 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 3/9/2024 | | | |
| 03/31/2024 (03/24) Period Totals and Balance | | | 45.78 * | .00 * | 273.70 |
| AP | 597 | US BANK | 20.37 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 4/9/2024 | | | |
| AP | 598 | US BANK | 9.87 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 4/9/2024 | | | |
| AP | 602 | US BANK | 29.00 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: ADULT PROGRAMS **Inv. Date: 4/9/2024 | | | |
| 04/30/2024 (04/24) Period Totals and Balance | | | 59.24 * | .00 * | 332.94 |
| YTD Encumbrance | .00 | YTD Actual | 332.94 | Total | 332.94 |
| | | YTD Budget | 1,500.00 | Unexpended | 1,167.06 |
| 251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 22.99 |
| AP | 493 | US BANK | 75.29 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-PREEDY-2 **Desc: CHILDRENS PROGRAMS **Inv. Date: 3/9/2024 | | | |
| 03/31/2024 (03/24) Period Totals and Balance | | | 75.29 * | .00 * | 98.28 |
| AP | 603 | US BANK | 120.00 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-MREINKE **Desc: CHILDRENS PROGRAMS **Inv. Date: 4/9/2024 | | | |
| AP | 611 | US BANK | 38.25 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS PROGRAMS **Inv. Date: 4/9/2024 | | | |
| AP | 613 | US BANK | 9.97 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS PROGRAMS **Inv. Date: 4/9/2024 | | | |
| 04/30/2024 (04/24) Period Totals and Balance | | | 168.22 * | .00 * | 266.50 |
| YTD Encumbrance | .00 | YTD Actual | 266.50 | Total | 266.50 |
| | | YTD Budget | 3,000.00 | Unexpended | 2,733.50 |
| 251-55125-255-310 LIBRARY: PROGRAMS - TEEN | | | | | |
| 02/29/2024 (02/24) Balance | | | .00 * | .00 * | 8.43 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|---------------------|-------------------|---------------|
| 251-55125-255-310 LIBRARY: PROGRAMS - TEEN (continued) | | | | | |
| AP | 490 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-PREEDY-2 **Desc: -TEEN PROGRAMS 2024 **Inv. Date: 3/9/2024 | 31.00 | | |
| AP | 537 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-TWILCOX **Desc: TEEN-PROGRAM-2024 **Inv. Date: 3/9/2024 | 18.45 | | |
| AP | 538 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-TWILCOX **Desc: TEEN-PROGRAM-2024 **Inv. Date: 3/9/2024 | 52.74 | | |
| AP | 539 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-TWILCOX **Desc: TEEN-PROGRAM-2024 **Inv. Date: 3/9/2024 | 16.48 | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 118.67 * | .00 * | 127.10 |
| AP | 651 | US BANK **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: TEEN PROGRAM 24 **Inv. Date: 4/9/2024 | 16.98 | | |
| AP | 652 | US BANK **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: PROGRAMS-TEEN **Inv. Date: 4/9/2024 | 14.99 | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 31.97 * | .00 * | 159.07 |
| YTD Encumbrance | .00 | YTD Actual 159.07 Total 159.07 | YTD Budget 1,000.00 | Unexpended 840.93 | |
| 251-55130-250-000 LIBRARY: BOOKS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 485.41 |
| AP | 230 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | 36.28 | | |
| AP | 233 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 3/9/2024 | 27.10 | | |
| AP | 241 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 3/9/2024 | 11.48 | | |
| AP | 242 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | 73.38 | | |
| AP | 244 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS - FICTION **Inv. Date: 3/9/2024 | 10.56 | | |
| AP | 245 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | 35.96 | | |
| AP | 247 | US BANK **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | 9.45 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|-----------------|---------------------------------|-----------------|
| 251-55130-250-115 LIBRARY: BOOKS - ADULT (continued) | | | | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | | | |
| AP | 248 | US BANK | | 9.45- | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | | | |
| AP | 249 | US BANK | 151.29 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 3/9/2024 | | | |
| AP | 251 | US BANK | 15.99 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: ADULT BOOKS - NONFICTION **Inv. Date: 3/9/2024 | | | |
| AP | 331 | US BANK | 240.03 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: LIBRARY ADULT BKS 2038111422 **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 611.52 * | 9.45- * | 1,087.48 |
| AP | 434 | US BANK | 42.01 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: LIBRARY ADULT BKS 7096207 **Inv. Date: 4/9/2024 | | | |
| AP | 439 | US BANK | 218.48 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: LIBRARY ADULT BKS 9016 **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 260.49 * | .00 * | 1,347.97 |
| YTD Encumbrance | .00 | YTD Actual 1,347.97 Total | 1,347.97 | YTD Budget 17,000.00 Unexpended | 15,652.03 |
| 251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 295.68 |
| AP | 235 | US BANK | 63.98 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: LARGE PRINT **Inv. Date: 3/9/2024 | | | |
| AP | 246 | US BANK | 54.38 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: LARGE PRINT **Inv. Date: 3/9/2024 | | | |
| AP | 252 | US BANK | 17.59 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-EBAILEY **Desc: LARGE PRINT **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 135.95 * | .00 * | 431.63 |
| AP | 382 | US BANK | 31.62 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: LARGE PRINT **Inv. Date: 4/9/2024 | | | |
| AP | 383 | US BANK | 112.78 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: LARGE PRINT **Inv. Date: 4/9/2024 | | | |
| AP | 384 | US BANK | 25.32 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-EBAILEY **Desc: LARGE PRINT **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 169.72 * | .00 * | 601.35 |
| YTD Encumbrance | .00 | YTD Actual 601.35 Total | 601.35 | YTD Budget 3,000.00 Unexpended | 2,398.65 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|-------------------|---------------|-----------------|
| 251-55130-250-215 LIBRARY: BOOKS - CHILDRENS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 648.05 |
| AP | 334 | US BANK | 8.00 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 3/9/2024 | | | |
| AP | 335 | US BANK | 4.49 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 3/9/2024 | | | |
| AP | 336 | US BANK | 2,183.09 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 2,195.58 * | .00 * | 2,843.63 |
| AP | 444 | US BANK | 348.33 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 447 | US BANK | 16.88 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 448 | US BANK | 575.35 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 449 | US BANK | 458.78 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 450 | US BANK | 471.27 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 452 | US BANK | 292.17 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS BOOKS **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 2,162.78 * | .00 * | 5,006.41 |
| YTD Encumbrance | .00 | YTD Actual | 5,006.41 | Total | 5,006.41 |
| | | YTD Budget | 16,000.00 | Unexpended | 10,993.59 |

| | | | | | |
|--|-----|--|-----------------|--------------|---------------|
| 251-55130-250-315 LIBRARY: BOOKS - TEEN | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 111.03 |
| AP | 536 | US BANK | 182.28 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 3/9/2024 | | | |
| AP | 540 | US BANK | 12.84 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 195.12 * | .00 * | 306.15 |
| AP | 646 | US BANK | 8.43 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 4/9/2024 | | | |
| AP | 648 | US BANK | 59.99 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 4/9/2024 | | | |
| AP | 650 | US BANK | 13.50 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 4/9/2024 | | | |
| AP | 653 | US BANK | 13.49 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-TWILCOX **Desc: BOOKS-TEEN **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 95.41 * | .00 * | 401.56 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|----------------|---------------------|------------------------------|
| 251-55130-250-315 LIBRARY: BOOKS - TEEN (continued) | | | | | |
| YTD Encumbrance | .00 | YTD Actual | 401.56 Total | 401.56 YTD Budget | 3,175.00 Unexpended 2,773.44 |
| 251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * 3,050.40 |
| | | 04/30/2024 (04/24) Period Totals and Balance | | .00 * | .00 * 3,050.40 |
| YTD Encumbrance | .00 | YTD Actual | 3,050.40 Total | 3,050.40 YTD Budget | 4,750.00 Unexpended 1,699.60 |
| 251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | | .00 * | .00 * 166.67 |
| AP | 317 | US BANK | | 73.56 | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 1698669 **Inv. Date: 3/9/2024 | | | |
| AP | 318 | US BANK | | 14.45 | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 1181024 **Inv. Date: 3/9/2024 | | | |
| AP | 320 | US BANK | | | 7.17- |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: CREDIT ADULT MOVIES 1698669 **Inv. Date: 3/9/2024 | | | |
| AP | 323 | US BANK | | 13.56 | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 2768235 **Inv. Date: 3/9/2024 | | | |
| AP | 324 | US BANK | | 13.84 | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 3197864 **Inv. Date: 3/9/2024 | | | |
| AP | 325 | US BANK | | 25.99 | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 9188211 **Inv. Date: 3/9/2024 | | | |
| AP | 327 | US BANK | | 59.12 | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 3197864 **Inv. Date: 3/9/2024 | | | |
| AP | 328 | US BANK | | 20.98 | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|--|------------------|--|-----------------|----------------|---------------|
| 251-55135-290-125 LIBRARY: A/V - ADULT MOVIES (continued) | | | | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MOVIES 1369038 **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 221.50 * | 7.17- * | 381.00 |
| AP | 433 | US BANK | 99.41 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: ADULT MOVIES 5116250 **Inv. Date: 4/9/2024 | | | |
| AP | 435 | US BANK | 19.96 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: ADULT MOVIES 7651458 **Inv. Date: 4/9/2024 | | | |
| AP | 441 | US BANK | 11.19 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JPOPPLE **Desc: ADULT MOVIES 6556259 **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 130.56 * | .00 * | 511.56 |
| YTD Encumbrance | .00 | YTD Actual | 511.56 | Total | 511.56 |
| | | YTD Budget | 2,500.00 | Unexpended | 1,988.44 |
| 251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 10.99 |
| AP | 321 | US BANK | 12.97 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MUSIC 7517029 **Inv. Date: 3/9/2024 | | | |
| AP | 322 | US BANK | 26.23 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-JPOPPLE **Desc: ADULT MUSIC 8789827 **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 39.20 * | .00 * | 50.19 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 50.19 |
| YTD Encumbrance | .00 | YTD Actual | 50.19 | Total | 50.19 |
| | | YTD Budget | 750.00 | Unexpended | 699.81 |
| 251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 89.84 |
| AP | 491 | US BANK | 22.08 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-PREEDY-2 **Desc: CHILDRENS MOVIES **Inv. Date: 3/9/2024 | | | |
| AP | 492 | US BANK | 12.95 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-PREEDY-2 **Desc: CHILDRENS MOVIES **Inv. Date: 3/9/2024 | | | |
| AP | 494 | US BANK | 39.90 | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-PREEDY-2 **Desc: CHILDRENS MOVIES **Inv. Date: 3/9/2024 | | | |
| AP | 495 | US BANK | 58.08 | | |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|--|---------------------|-------------------|---------------|
| 251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE (continued) | | | | | |
| | | **VendorNo: 1950 **Inv. No: 3/15/24-PREEDY-2 **Desc: CHILDRENS MOVIES **Inv. Date: 3/9/2024 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 133.01 * | .00 * | 222.85 |
| AP | 610 | US BANK | 39.92 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 4/9/2024 | | | |
| AP | 612 | US BANK | 43.28 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 4/9/2024 | | | |
| AP | 614 | US BANK | 16.98 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 4/9/2024 | | | |
| AP | 615 | US BANK | 12.95 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 4/9/2024 | | | |
| AP | 616 | US BANK | | .31- | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 4/9/2024 | | | |
| AP | 617 | US BANK | 9.39 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-PREEDY **Desc: CHILDRENS MOVIES **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 122.52 * | .31- * | 345.06 |
| YTD Encumbrance | .00 | YTD Actual 345.06 Total 345.06 | YTD Budget 1,200.00 | Unexpended 854.94 | |
| 251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| AP | 445 | US BANK | 175.47 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS AUDIOBOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 446 | US BANK | 54.99 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS AUDIOBOOKS **Inv. Date: 4/9/2024 | | | |
| AP | 451 | US BANK | 113.98 | | |
| | | **VendorNo: 1950 **Inv. No: 4/15/24-JRADEMACHER **Desc: CHILDRENS AUDIOBOOKS **Inv. Date: 4/9/2024 | | | |
| | | 04/30/2024 (04/24) Period Totals and Balance | 344.44 * | .00 * | 344.44 |
| YTD Encumbrance | .00 | YTD Actual 344.44 Total 344.44 | YTD Budget 854.00 | Unexpended 509.56 | |
| 251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |

| Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance |
|---|------------------|---|----------------------|----------------------|--------------------|
| 251-55135-290-320 LIBRARY: A/V - TEEN MOVIES (continued) | | | | | |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) 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 | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | 4,132.17 |
| AP | 133 | MIDWEST TAPE | 6,102.83 | | |
| | | **VendorNo: 1263 **Inv. No: 2000020367 **Desc: HOOPLA ADVANCE FOR DOWNLOADABLE CONTENT **Inv. Date: 4/3/2023 | | | |
| | | 03/31/2024 (03/24) Period Totals and Balance | 6,102.83 * | .00 * | 10,235.00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | 10,235.00 |
| YTD Encumbrance | .00 | YTD Actual 10,235.00 Total 10,235.00 | YTD Budget 10,235.00 | Unexpended 10,235.00 | .00 |
| 251-55135-290-610 LIBRARY: A/V - MATERIAL REPL | | | | | |
| | | 02/29/2024 (02/24) Balance | .00 * | .00 * | .00 |
| | | 04/30/2024 (04/24) Period Totals and Balance | .00 * | .00 * | .00 |
| YTD Encumbrance | .00 | YTD Actual .00 Total .00 | YTD Budget .00 | Unexpended .00 | |
| Number of transactions: 246 Number of accounts: 88 | | | <u>Debit</u> | <u>Credit</u> | <u>Proof</u> |
| Grand Totals: | | | <u>135,968.28</u> | <u>589,047.88-</u> | <u>453,079.60-</u> |

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda May 2024

We are looking ahead to our summer and fall exhibits, and making sure items are lined up to ensure quick transitions for our crowded fall/winter schedule. I continue to meet with our partners for the upcoming Hunger and Typewriter exhibits, as well as marketing meetings to coordinate activities for the Summer Learning Program. I'm excited to work with the Children's Department staff on programs in the Exhibit Room.

AMERICANS & THE HOLOCAUST EXHIBIT: This traveling exhibit from the American Library Association (ALA) will be at our library November 7-December 19, 2024. Programs are shaping up for the exhibit, and the first cohort meeting for libraries hosting along with us in November/December is scheduled for the beginning of June. I will be attending training for the exhibit May 15-16 in Washington DC and will have more details for exact requirements and content of the exhibit.

ON EXHIBIT:

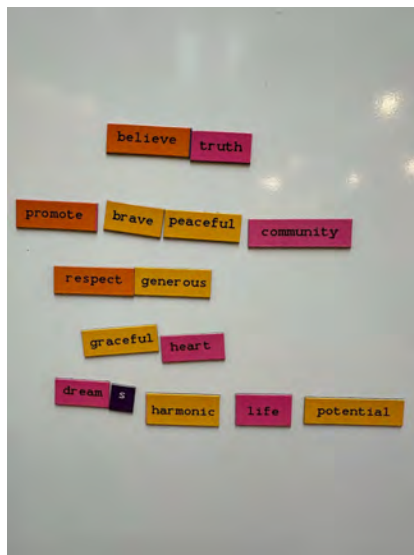
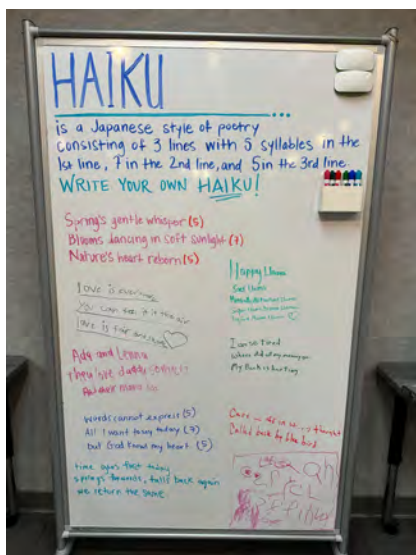
Shine

Feedback has been wonderful for the Shine exhibit, with 1036 people visiting the Exhibit Room in April.

We went through all of the art projects that were provided for April, and will continue to focus on passive programming for the remainder of the exhibit. We had lots of participation with our April Poetry Month activities as well.

Check out the full fused glass tile gallery and learn more about the Shine project here:

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



UPCOMING EXHIBIT:

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-July 27
- *Hunger*: July 31-September 21
- *Typewriters*: September 25-November 5
- *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

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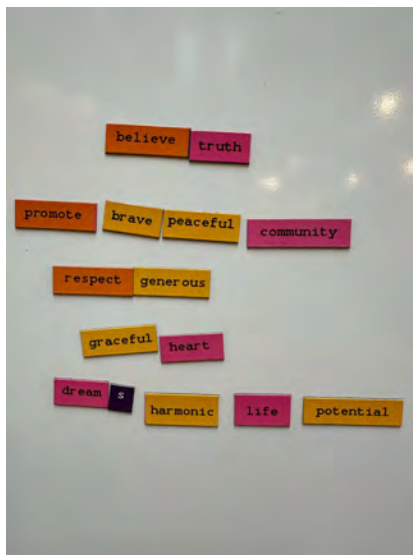
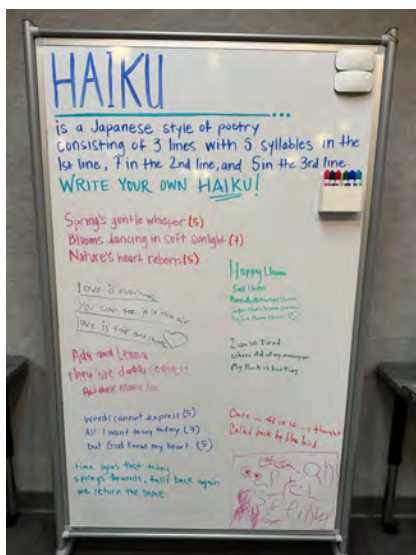
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| 2024 Overdue Fees | | | | | | | | | | | | |
|---------------------------|-----------|----------|-----------|----------|----------|----------|----------|-----------|----------|----------|----------|------------|
| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD Total |
| \$0.00 | \$0.00 | \$0.20 | \$0.00 | | | | | | | | | \$0.20 |
| 2024 Running Total | | | | | | | | | | | | |
| \$0.00 | \$0.00 | \$0.20 | \$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 | \$580.97 | \$590.98 | | | | | | | | | \$2,236.78 |
| 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 | \$225.00 | \$483.00 | | | | | | | | | \$1,016.00 |
| 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 | \$223.98 | \$200.37 | | | | | | | | | \$957.05 |
| \$0.00 | -\$130.00 | -\$16.99 | -\$33.00 | | | | | | | | | -\$179.99 |
| \$277.88 | \$124.82 | \$206.99 | \$167.37 | | | | | | | | | \$777.06 |
| 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 | \$98.69 | \$165.32 | | | | | | | | | \$640.61 |
| 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 | \$595.00 | \$120.00 | | | | | | | | | \$1,975.00 |
| 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 | \$565.00 | \$95.20 | | | | | | | | | \$821.29 |
| 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 | 1,019 | 1,325 | | | | | | | | | 4,326 |
| 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 | 7,835 | 7,851 | | | | | | | | | 29,665 |
| 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 | 746 | 816 | | | | | | | | | 2,878 |
| 2024 stations | 448 | 421 | 477 | 507 | | | | | | | | | 1,853 |
| 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 | 26 | 23 | | | | | | | | | 116 |
| 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 | 47 | 37.5 | | | | | | | | | 126 |
| 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 | 10 | 7 | | | | | | | | | 33 |
| 2024 attendance | 106 | 73 | 119 | 68 | | | | | | | | | 366 |
| 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 | 12 | 14 | | | | | | | | | 44 |
| 2024 attendance | 324 | 400 | 528 | 538 | | | | | | | | | 1,790 |
| 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 | 2 | 7 | | | | | | | | | 13 |
| 2024 attendance | 47 | 143 | 570 | 1,796 | | | | | | | | | 2,556 |
| 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 | 3 | 8 | | | | | | | | | 16 |
| 2024 attendance | 0 | 29 | 17 | 34 | | | | | | | | | 80 |
| 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 | 78 | 74 | | | | | | | | | 312 |
| 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 | 17 | 2 | | | | | | | | | 53 |
| 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 | 8 | 9 | | | | | | | | | 28 |
| 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 | 3,623 | | | | | | | | | | 9,760 |
| 2023 | | 174 | 198 | 569 | 566 | 824 | 974 | 2,107 | 2,402 | 4,142 | 3,809 | 2,770 | 18,535 |

Apr 2024 Interlibrary Lender/Borrower Statistics

| Library | Code | | | | | YTD | | | | |
|---------------------|--------------|---------------|---------------|----------------|-------------|----------------|----------------|----------------|-------------|--|
| | | Items Loane | Items Borrow | Net | Ratio | Items Loaned | Items Borrow | Net | Ratio | |
| Algoma | NKALG | 1,115 | 1,444 | (329) | 0.77 | 4,829 | 5,649 | (820) | 0.85 | |
| Appleton | OOAPL | 9,056 | 10,365 | (1,309) | 0.87 | 33,019 | 37,743 | (4,724) | 0.87 | |
| Baileys Harbor | NDBAI | 534 | 471 | 63 | 1.13 | 2,164 | 2,092 | 72 | 1.03 | |
| Birnamwood | NSBIR | 573 | 249 | 324 | 2.30 | 2,061 | 953 | 1,108 | 2.16 | |
| Black Creek | OOBCL | 1,974 | 840 | 1,134 | 2.35 | 7,804 | 3,924 | 3,880 | 1.99 | |
| Bonduel | NSBON | 315 | 860 | (545) | 0.37 | 1,306 | 3,453 | (2,147) | 0.38 | |
| Clintonville | OWCPL | 2,069 | 1,149 | 920 | 1.80 | 8,847 | 4,251 | 4,596 | 2.08 | |
| Coleman | NMCOL | 439 | 905 | (466) | 0.49 | 1,895 | 3,701 | (1,806) | 0.51 | |
| Crivitz | NMCRI | 646 | 1,256 | (610) | 0.51 | 2,574 | 5,412 | (2,838) | 0.48 | |
| Egg Harbor | NDEGG | 535 | 460 | 75 | 1.16 | 2,034 | 1,938 | 96 | 1.05 | |
| Ephraim | NDEPH | 340 | 111 | 229 | 3.06 | 1,338 | 431 | 907 | 3.10 | |
| Fish Creek | NDFIS | 290 | 201 | 89 | 1.44 | 1,182 | 876 | 306 | 1.35 | |
| Florence | NFFLO | 381 | 369 | 12 | 1.03 | 1,662 | 1,753 | (91) | 0.95 | |
| Forestville | NDFOR | 534 | 272 | 262 | 1.96 | 2,181 | 1,240 | 941 | 1.76 | |
| Fremont | OWFPL | 627 | 662 | (35) | 0.95 | 2,504 | 2,868 | (364) | 0.87 | |
| Gillett | NOGIL | 524 | 254 | 270 | 2.06 | 2,235 | 1,076 | 1,159 | 2.08 | |
| Goodman | NMGOO | 82 | 215 | (133) | 0.38 | 379 | 984 | (605) | 0.39 | |
| Green Earth | NBON2 | 116 | 3 | 113 | 38.67 | 527 | 32 | 495 | 16.47 | |
| Hortonville | OOHPL | 1,325 | 2,468 | (1,143) | 0.54 | 5,624 | 10,060 | (4,436) | 0.56 | |
| Iola | OWIVL | 1,132 | 1,011 | 121 | 1.12 | 4,414 | 3,990 | 424 | 1.11 | |
| Kaukauna | OOKAU | 2,926 | 3,462 | (536) | 0.85 | 11,627 | 14,274 | (2,647) | 0.81 | |
| Kewaunee | NKKEW | 1,575 | 1,256 | 319 | 1.25 | 6,519 | 4,839 | 1,680 | 1.35 | |
| Kimberly | OOKIM | 2,832 | 3,342 | (510) | 0.85 | 11,600 | 15,793 | (4,193) | 0.73 | |
| Lakewood | NOLAK | 651 | 743 | (92) | 0.88 | 3,067 | 3,255 | (188) | 0.94 | |
| Lena | NOLEN | 489 | 169 | 320 | 2.89 | 2,004 | 774 | 1,230 | 2.59 | |
| Little Chute | OOLIT | 2,477 | 4,137 | (1,660) | 0.60 | 10,293 | 17,651 | (7,358) | 0.58 | |
| Manawa | OWMAN | 1,073 | 790 | 283 | 1.36 | 4,272 | 3,214 | 1,058 | 1.33 | |
| Marinette | NMMRT | 1,503 | 1,805 | (302) | 0.83 | 6,347 | 7,058 | (711) | 0.90 | |
| Marion | OWMAR | 1,139 | 761 | 378 | 1.50 | 4,724 | 3,196 | 1,528 | 1.48 | |
| Mattoon | NSMAT | 86 | 130 | (44) | 0.66 | 384 | 418 | (34) | 0.92 | |
| New London | OWNLP | 2,208 | 1,452 | 756 | 1.52 | 8,573 | 6,113 | 2,460 | 1.40 | |
| NFLS | NFLS | - | 26 | (26) | 0.00 | - | 51 | (51) | 0.00 | |
| Niagara | NMNIA | 329 | 427 | (98) | 0.77 | 1,386 | 1,772 | (386) | 0.78 | |
| Oconto | NOOCO | 995 | 940 | 55 | 1.06 | 4,123 | 3,684 | 439 | 1.12 | |
| Oconto Falls | NOOCF | 1,581 | 819 | 762 | 1.93 | 6,320 | 3,084 | 3,236 | 2.05 | |
| Oneida | NBONE | 697 | 120 | 577 | 5.81 | 2,938 | 547 | 2,391 | 5.37 | |
| OWLS | OWLS | 8 | 4 | 4 | 2.00 | 15 | 11 | 4 | 1.36 | |
| Peshigo | NMPES | 354 | 502 | (148) | 0.71 | 1,438 | 2,092 | (654) | 0.69 | |
| Scandinavia | OWSCA | 554 | 417 | 137 | 1.33 | 2,178 | 1,614 | 564 | 1.35 | |
| Seymour | OOSEY | 1,761 | 1,684 | 77 | 1.05 | 7,470 | 6,072 | 1,398 | 1.23 | |
| Shawano | NSSHA | 2,422 | 2,215 | 207 | 1.09 | 10,387 | 9,074 | 1,313 | 1.14 | |
| Shiocton | OOSHI | 623 | 420 | 203 | 1.48 | 2,623 | 1,518 | 1,105 | 1.73 | |
| Sister Bay | NDSIS | 1,198 | 1,121 | 77 | 1.07 | 4,653 | 4,449 | 204 | 1.05 | |
| Sturgeon Bay | NDSTR | 2,511 | 2,756 | (245) | 0.91 | 10,779 | 10,866 | (87) | 0.99 | |
| Suring | NOSUR | 699 | 611 | 88 | 1.14 | 3,080 | 2,482 | 598 | 1.24 | |
| Tigerton | NSTIG | 265 | 340 | (75) | 0.78 | 1,193 | 1,337 | (144) | 0.89 | |
| Washington Island | NDWSH | 270 | 249 | 21 | 1.08 | 1,215 | 1,112 | 103 | 1.09 | |
| Waupaca | OWWAU | 3,102 | 3,123 | (21) | 0.99 | 12,244 | 12,866 | (622) | 0.95 | |
| Wausaukee | NMWAS | 491 | 536 | (45) | 0.92 | 1,947 | 2,248 | (301) | 0.87 | |
| Weyauwega | OWWEY | 1,260 | 701 | 559 | 1.80 | 4,989 | 2,989 | 2,000 | 1.67 | |
| Wittenberg | NSWIT | 182 | 245 | (63) | 0.74 | 848 | 936 | (88) | 0.91 | |
| TOTAL | | 58,868 | 58,868 | - | 1.00 | 237,815 | 237,815 | - | 1.00 | |

| Loaned by | Borrowed by NFLS libraries | Borrowed by OWLS libraries | Total | Borrowed by NFLS libraries | Borrowed by OWLS libraries | Total |
|----------------|-------------------------------|-------------------------------|---------------|-------------------------------|-------------------------------|----------------|
| NFLS libraries | 12,520 | 10,202 | 22,722 | 52,351 | 42,644 | 94,995 |
| OWLS libraries | 9,556 | 26,590 | 36,146 | 37,306 | 105,514 | 142,820 |
| Total | 22,076 | 36,792 | 58,868 | 89,657 | 148,158 | 237,815 |

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 | 1,069 | 993 | | | | | | | | | 4,166 |
| 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 | 1,158 | 1,175 | | | | | | | | | 4,647 |
| 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 | 371 | 113 | | | | | | | | | 1,139 |
| 2023 Downloads - Magazine | 63 | 62 | 50 | 29 | 35 | 45 | 22 | 50 | 78 | 242 | 294 | 324 | 1,294 |
| 2024 Downloads - Hoopla | 351 | 358 | 390 | | | | | | | | | | 1,099 |
| 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 | 3,012 | 2,716 | | | | | | | | | 10,636 |
| Checkouts | 9,740 | 9,899 | 9,836 | 9,595 | | | | | | | | | 39,070 |
| Total Circulation w/renewals | 12,071 | 12,476 | 12,848 | 12,311 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49,706 |
| 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 | March | April | Total | 2024 |
| Dayton | 1,535 | 1,691 | 1,431 | 1,489 | 6,146 | 12% |
| Farmington | 1,924 | 2,092 | 1,903 | 1,792 | 7,711 | 16% |
| Lind | 349 | 489 | 438 | 511 | 1,787 | 4% |
| Waupaca (Town) | 684 | 818 | 886 | 764 | 3,152 | 6% |
| Town Total | 4,492 | 5,090 | 4,658 | 4,556 | 18,796 | 38% |
| Waupaca (City) | 4,140 | 4,080 | 4,540 | 4,333 | 17,093 | 34% |
| Waushara County | 506 | 460 | 629 | 719 | 1,595 | 3% |
| Portage County | 1,080 | 1,115 | 1,020 | 948 | 3,215 | 6% |
| Other | 1,853 | 1,731 | 2,001 | 1,755 | 7,340 | 15% |
| Total | 12,071 | 12,476 | 12,848 | 12,311 | 49,706 | |

| <u>Agency</u> | <u>Current Month</u> | | | <u>YTD</u> | | |
|--------------------------------|----------------------|-----------------|---------------|----------------|-----------------|----------------|
| | <u>Circs</u> | <u>Renewals</u> | <u>Total</u> | <u>Circs</u> | <u>Renewals</u> | <u>Total</u> |
| Algoma | 2,632 | 1,227 | 3,859 | 12,744 | 3,305 | 16,049 |
| Appleton | 33,233 | 13,785 | 47,018 | 131,344 | 51,381 | 182,725 |
| Black Creek | 1,876 | 833 | 2,709 | 8,870 | 3,274 | 12,144 |
| Clintonville | 3,642 | 880 | 4,522 | 15,633 | 3,312 | 18,945 |
| Door Cty - Baileys Harbor | 906 | 218 | 1,124 | 3,963 | 1,029 | 4,992 |
| Door Cty - Egg Harbor | 919 | 209 | 1,128 | 3,916 | 955 | 4,871 |
| Door Cty - Ephraim | 194 | 69 | 263 | 887 | 242 | 1,129 |
| Door Cty - Fish Creek | 376 | 67 | 443 | 1,478 | 316 | 1,794 |
| Door Cty - Forestville | 606 | 201 | 807 | 2,436 | 928 | 3,364 |
| Door Cty - Sister Bay | 2,541 | 688 | 3,229 | 10,089 | 2,533 | 12,622 |
| Door Cty - Sturgeon Bay | 7,302 | 1,893 | 9,195 | 29,099 | 7,534 | 36,633 |
| Door Cty - Washington Island | 638 | 159 | 797 | 2,389 | 511 | 2,900 |
| Florence | 897 | 105 | 1,002 | 3,662 | 481 | 4,143 |
| Fremont | 1,464 | 537 | 2,001 | 5,502 | 2,083 | 7,585 |
| Gillett | 375 | 139 | 514 | 1,938 | 488 | 2,426 |
| Hortonville | 5,127 | 1,764 | 6,891 | 20,195 | 6,404 | 26,599 |
| Iola | 1,603 | 552 | 2,155 | 6,885 | 1,994 | 8,879 |
| Kaukauna | 9,176 | 2,638 | 11,814 | 38,203 | 10,325 | 48,528 |
| Kewaunee | 2,904 | 1,126 | 4,030 | 11,177 | 3,596 | 14,773 |
| Kimberly | 9,392 | 2,695 | 12,087 | 41,165 | 12,815 | 53,980 |
| Lakewood | 1,550 | 516 | 2,066 | 8,059 | 2,140 | 10,199 |
| Lena | 469 | 87 | 556 | 1,681 | 447 | 2,128 |
| Little Chute | 8,709 | 2,971 | 11,680 | 36,360 | 12,147 | 48,507 |
| Manawa | 1,623 | 428 | 2,051 | 7,518 | 1,642 | 9,160 |
| Marinette Cty - Coleman | 1,575 | 540 | 2,115 | 6,266 | 2,041 | 8,307 |
| Marinette Cty - Crivitz | 1,884 | 620 | 2,504 | 8,575 | 2,668 | 11,243 |
| Marinette Cty - Goodman | 221 | 58 | 279 | 1,010 | 217 | 1,227 |
| Marinette Cty - Marinette | 3,925 | 1,163 | 5,088 | 15,266 | 4,248 | 19,514 |
| Marinette Cty - Niagara | 595 | 179 | 774 | 2,342 | 809 | 3,151 |
| Marinette Cty - Peshtigo | 814 | 293 | 1,107 | 3,469 | 1,211 | 4,680 |
| Marinette Cty - Wausaukee | 1,187 | 191 | 1,378 | 4,449 | 946 | 5,395 |
| Marion | 1,878 | 602 | 2,480 | 7,657 | 2,216 | 9,873 |
| New London | 4,308 | 903 | 5,211 | 16,749 | 3,510 | 20,259 |
| Oconto | 2,170 | 517 | 2,687 | 8,586 | 2,006 | 10,592 |
| Oconto Falls | 2,661 | 615 | 3,276 | 10,906 | 2,174 | 13,080 |
| Oneida Tribal - Green Earth | 13 | 3 | 16 | 72 | 32 | 104 |
| Oneida Tribal - Oneida | 325 | 97 | 422 | 1,262 | 399 | 1,661 |
| Scandinavia | 420 | 245 | 665 | 1,692 | 815 | 2,507 |
| Seymour | 2,915 | 1,148 | 4,063 | 11,120 | 4,130 | 15,250 |
| Shawano Cty - Birnamwood | 2,248 | 287 | 2,535 | 8,519 | 907 | 9,426 |
| Shawano Cty - Bonduel | 1,062 | 377 | 1,439 | 4,334 | 1,528 | 5,862 |
| Shawano Cty - Mattoon | 150 | 37 | 187 | 534 | 112 | 646 |
| Shawano Cty - Shawano | 7,171 | 1,811 | 8,982 | 29,217 | 6,430 | 35,647 |
| Shawano Cty - Tigerton | 684 | 181 | 865 | 2,378 | 591 | 2,969 |
| Shawano Cty - Wittenberg | 415 | 112 | 527 | 1,986 | 418 | 2,404 |
| Shiocton | 767 | 118 | 885 | 2,978 | 515 | 3,493 |
| Suring | 1,237 | 287 | 1,524 | 5,107 | 1,196 | 6,303 |

April 2024

| | | | | | | |
|--------------|----------------|---------------|----------------|----------------|----------------|----------------|
| Waupaca | 9,595 | 2,716 | 12,311 | 39,070 | 10,636 | 49,706 |
| Weyauwega | 1,352 | 564 | 1,916 | 5,751 | 2,323 | 8,074 |
| Total | 147,726 | 47,451 | 195,177 | 604,488 | 181,960 | 786,448 |

Posted 05/01/24

Director's Report

Tech Services Posting

On May 7th the Tech Services Librarian position was posted internally. The posting will be open for a week, and then applications will be reviewed and interviews scheduled. We have multiple well-qualified staff members who are planning to apply so I don't anticipate this will be as difficult or as long a process as some other recent postings.

Online Registration

Changes are in the works for our online registration feature through the Outagamie Waupaca Library System (OWLS) as it has been creating added work and problems for staff. Pending review from the OWLS board it will be suspended or limited in the short-term. Long-term, OWLS is investigating additional software that would address current challenges.

Summer T-Shirts

This summer as part of the Summer Reading Club (SRC) we will be selling t-shirts that tie in with this year's SRC theme. The designs are at right, with the Adult design at top and the Youth design below. The Friends of the Library made a donation at their May meeting to cover the cost of a t-shirt for everyone on staff.

Update: County Appropriation Plan

The next step in the creation of the appropriation plan for Outagamie and Waupaca County libraries is the appointment of a County Library Planning Committee. At the Waupaca County Board May 21 meeting and Outagamie County Board May 14 meeting, OWLS will be proposing that the OWLS Board of Directors be appointed as the committee members.

Additional Funds for Hoopla

Hoopla continues to be a very real funding challenge, given its pay-per-use model, and also increasingly popular for the same reason. I attended the Farmington Board Annual Meeting on April 16 and provided information about Hoopla plus a request. The Farmington residents in attendance voted to allot an extra \$1,000 in 2025, beyond the amount provided through the County reimbursement, specifically to support Hoopla. I plan to bring the same request to Dayton, Lind and Waupaca Boards.

Respectfully submitted,

Eric Scott Bailey



As of April 8th, I became the Head of Adult Services. I am excited for the challenge this new position will bring. I will never be able to fill my predecessors' shoes, but I will do the best I can in my own.

My first order of business was to put together a meeting with the adult services staff to go over any concerns at the desk and information about upcoming programs they will need to be aware of to help our patrons better.

One of the items discussed is the continuation of the State Park Pass program again this year. This is a partnership with the Wisconsin Library Association and the Wisconsin Department of Natural Resources to get everyone outside to enjoy what Wisconsin has to offer. The FRIENDS of the library have purchased 20 state park passes for our patrons to check out. Patrons will be allowed to check out a park pass, one per family per month, while supplies last. The patrons will need to have a library card, driver's license, and know the three consecutive days in which they might use the pass. The pass will be good for only one of those three days. (this allows for rainy days) We are happy to work with the state park system again to get our patrons outside to enjoy nature.

I have also been working on a new system for volunteers at our library. I am finding ways to share these volunteer opportunities with our patrons. We have posters displayed and postcards at the desk that include a list of projects. Since I have started, we have added six new volunteers and three that have returned to help.

I have also taken part in my first City Council meeting, which took place on April 16th, filling in for Eric, who could not attend. I was a bit nervous but thoroughly enjoyed the experience.

During this time, since April 8th, I have been doing my best to cover both my current position and my old position as Library Tech. I have worked with Eric to create a job posting for the Library Tech position. I look forward to working with the newest staff member on board soon.

Respectfully submitted by Jan Popple

Adult Programs Report April 2024

March Programs

- **Thursday April 4** First Thursday Film: The Spider Woman-10
- **Tuesday April 9th** ELL Tutor Training with Fox Valley Literacy-3
- **Wednesday April 10 (snow date)** Lunch and Learn: Adventure Outfitters/Tim Lencki-32
- **Saturday, April 20** Eleanor Oliphant is Perfectly Fine-6
- **Thursday April IVAN?**
- **Wednesday, April 24** Waupaca Awakens with Poetry Read/Open Mic Night-60
- **Thursday, April 25** Crochet for Beginners-0
- **¿Comó se dice?** Weekly-20 total people over the month
- **Engagement Table**
 - April-Blackout Poetry

I started out April by attending the Public Library Association (PLA) conference that is offered every 2 years, this one was held in Columbus Ohio. It was an enlightening 3 days with so much to learn. I attended sessions on Book Bans, Multilingual Library Services, Serving our Trans Patrons and so many more. The keynote addresses were enlightening and empowering as well. I presented a summary of my learning at the May 3rd All Staff meeting.

At the start of the month we partnered with Fox Valley Literacy to host a Tutor training for English Language Learning Tutoring. 3 people participated in tutor training at that time, and many other people showed interest, so we scheduled another one for May! Now we're just trying to raise knowledge of the service to interested English Language Learners to connect them with a tutor.

Lunch and Learn hit a bit of a snag as it fell on the day of our April Snowstorm. We pushed it out a week and still had 32 people attend to hear Tim Lencki discuss outdoor adventures in Waupaca. Wonderful program with high engagement from the audience.

Laura Jandacek collaborates beautifully with the Waupaca Poetry Committee. They were able to host an Poetry Read/Open Mic Night in our meeting rooms called Waupaca Awakens. There was a guest poet, 3 winners of the local contest put on by the group, and then local people wanting to share their poetry. 60 people were in attendance!

At the end of the month I offered a Beginner Crochet drop-in guided program, based off the experience of teaching the crochet "Worry Worms" the previous year. I had zero attendance. This was a good indicator to me that scheduled guided crafts on a smaller scale just are not attended well. In similar programs last summer my numbers were never huge. I plan to instead focus on robust drop-in crafts and self guided crafts offered at the Engagement table throughout the summer

-Respectfully submitted by Molly Reinke

Children's Department Report for April, 2024

April brought showers, poetry, an eclipse, a contest, art, and a touch of confusion. One of the local preschools had canceled their "meet me at the library" visit on Saturday, the 6th, but a few of the families arrived, anyway. They received a tour of the library, a flower scavenger hunt, thank you Marcie, and an opportunity to get library cards. All left a bit more familiar with their library.

Teacher Becky Liegl took advantage of our spacious meeting rooms to present her class play on April 9th. The play met rave reviews, and the parents and relatives were very appreciative of the comfortable space.

On April 10th we held a Lego building contest for children in grades 1st through 5th. Thirteen participants were challenged to build an animal. After 45 minutes, the creations were judged by our Simon and several teen judges. More Lego contests will follow this summer.

On the evening of the 11th, Sunny Day held their Art Gala Night and invited the library. Many families visited our table for information and were surprised to learn we had more than books to offer families. Several families took applications home for library cards.

We celebrated Earth Day by supplying reusable cloth bags that patrons could decorate and take home, hopefully filled with many books. In all, 65 bags were decorated during that week.

April, being Poetry Month, we helped Sarah Hanneman and 22 WLC teachers spread the joy of poetry by sending a total of 110 poetry books to their classes.

- Flower scavenger hunt....45 participants
- Sunny Day visits to our table....127
- Solar eclipse glasses given out....1606
- Babygarten354 attendees
- Story Time....99
- Teacher book requests....122 books
- Preschool book requests....92



Respectfully Submitted,
Jan Rademacher

April 2024 Board Report Teen Department

On April 19th the Teen Department hosted a Pop-Up Poetry event that was themed around Taylor Swift's latest album release, Tortured Poets. Teens were able to connect with each other, listen to music, design their very own poetry journals, and make friendship bracelets in the Teen Room. While at the program, teens discussed their favorite types of music, and even explored how song writing and poetry have a lot of similarities.

Teen Dungeons and Dragons is still going strong! In order to meet our community's growing interest, Simon and Taylor are planning to host two Dungeons and Dragons campaigns throughout the summer. These groups will follow the *Beyond the Witchlight* playbook and allow our teen players to explore a pre-written campaign.

Our Let's Talk About That: Teen Talk met on April 17th and we had five teens show up on time, and excited for the program to start. In order to encourage those patron's privacy during these talks, this program will start meeting in the Teen Room's back room in May. Our partners at Cap Services have been amazing resources during these Teen Led conversations and it's good to see teens learning about and being able to interact with these resources in their community.

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

- April 3rd Teen Volunteer Agents – 5 participants. Led by Taylor.
- April 5th UV Bracelets – 0 participants. Led by Tyler.
- April 10th & 24th Dungeons and Dragons – 3 and 4 participants. Led by Simon.
- April 17th Let's Talk About That: Teen Talk – 5 participants. Led by Taylor and Lacey (Cap Services Partner).
- April 19th Teen Pop-Up Poets (The Library's Version)- 7 participants. Led by Taylor.
- Passive Program: Wordle on the Teen Room Whiteboard – 10 participants.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

May 8th, 2024

New Business

Review of Code of Ethics

Per Ordinance 05-14: "Each public official, the Mayor, the Chairman of each Board, Commission or committee and, the head of each Department, shall between May 1st and May 31st, each year, review the provisions of this Code with his or her fellow Council, Board, Commission, Committee members or subordinates as the case may be, and certify to the City Clerk by June 15th that such annual review had been undertaken."

DISCUSSION AND APPROVAL: The Code of Ethics is presented here for review and discussion, a motion confirming that the Library Board has reviewed the Ethics and Fraud Policies and will keep them on file is needed.

Annual Meeting – Officers and Committees

Nominations are needed for three (3) officers, President, Vice-President and Treasurer. Any contested elections should be held by a closed vote. Any member of the Board can nominate someone for a position, and any nominee can withdraw their name from consideration. Once nominations are closed, if a single candidate exists for each position the entire slate can be confirmed with a single voice vote.

Per bylaw, the President appoints committee members, however, this has always been following discussion and consensus on committee membership. The four committees (Planning, Personnel, Finance and Policy) customarily have 4-5 members. **DISCUSSION:** The makeup of committees.

Head of Adult Services Job Description

On April 23, 2024 the Department of Labor issued a change to the Fair Labor Standards Act (FLSA) salary requirements for exempt employees. The change raises the required salary to \$43,888/year by July 1, 2024 and to \$58,656/year by January 1, 2025. Thereafter automatic updates will occur according to wage data every three years. Other than the Library Director, our current Exempt positions will no longer meet the required wage standard. The Head of Youth Services job description will be updated in June and the change can be made then. However, our Head of Adult Services position had already been updated. A small single-word change is needed. **APPROVE:** The new ruling will place the bar for Exempt status well above our Head of Adult Services salary and we will need to make payroll changes regardless. I recommend approval of the change; our policy should be in compliance with the new FLSA ruling.

Respectfully submitted,

Eric Scott Bailey

ORDINANCE NO. 05-14 (2014)

ORDINANCE AMENDING THE CODE OF ETHICS FOR THE CITY OF WAUPACA

The Common Council of the City of Waupaca do ordain as follows:

Section 1. Section 2.21 of the Municipal Code of the City of Waupaca is hereby amended to read as follows:

2.21 CODE OF ETHICS. (1) Declaration of Policy. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all City of Waupaca officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the City as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Waupaca and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Waupaca.

(2) Standards of Conduct. There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics.

Accordingly, the provisions of the following sections of the Wisconsin Statutes are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to-wit:

- Section 946.10 – Bribery of Public Officers and Employees
- Section 946.11 – Special privileges from Public Utilities
- Section 946.12 – Misconduct in Public Office
- Section 946.13 – Private Interest in Public Contract Prohibited.

(3) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this state and carry out impartially the laws of the nation, state, and municipality and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern.

(4) Dedicated Service. All officials and employees of the City of Waupaca should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(5) Fair and Equal Treatment. (a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

(b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(6) Conflict of Interest. (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this ordinance or which would tend to impair independence of judgment or action in the performance of official duties.

(b) Definitions. (1) Financial Interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(2) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.

(3) Person. Any person, corporation, partnership, or joint venture.

(c) Specific Conflicts Enumerated. (1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

(2) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City, nor shall such information be used to advance the financial or other private interest of the official or employee or others.

(3) Gifts and Favors. No official or employee shall accept any gift, whether in the form of service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value.

Any official who receives, directly or indirectly, any gift or gifts having an aggregate value of more than \$50 from any person who is known by said official or employee to be interested directly or indirectly in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control, shall disclose the nature and value of such gifts to the Ethics Committee within 90 days after receiving such gift or gifts.

No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the

employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.

An official or employee is not to accept hospitality if after consideration of the surrounding circumstances it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest or a member of the guest's immediate family was a City official or employee. Participation in celebrations, grand openings, open houses, information meetings, and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

Gifts received by an official or employee under unusual circumstances should be referred to the Ethics Committee within 10 days of receipt for recommended disposition.

(4) Representing Private Interests before City Agencies. No officer or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency. However, members of the Common Council may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.

(5) Conflicts of Interest Prohibited. No official or employee shall take any official action substantially affecting a matter in which the official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated, has a substantial financial interest.

No official or employee shall use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official or employee's immediate family, either separately or together, or an organization with which the official or employee is associated.

(d) Contracts with the City. No City officer or employee who in his/her capacity as such officer or employee participates in the making of a contract in which he/she has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part, shall enter into any contract with the City unless, within the confines of Section 946.13, Wisconsin Statutes:

(1) The contract is awarded through a process of public notice and competitive bidding,
or

(2) The Common Council waives the requirement of this section after determining that it is in the best interest of the City to do so.

(3) The provisions of the Section shall not apply to the designation of a public depository of public funds.

(e) Disclosure of Interest in Legislation. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council, or the Ethics Committee created by this ordinance, the nature and extent of such interest.

Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action, shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.

(7) Advisory Opinion. Any questions as to the interpretation of any provisions of this Code of ethics shall be referred to the Ethics Committee, which, if it deems it necessary or appropriate, may request an advisory opinion from the City Attorney.

(8) Jurisdiction and Application. The Committee Of The Whole shall have administrative jurisdiction over this Code of Ethics and shall be deemed the Ethics Committee for that purpose.

(a) The Committee may make recommendations with respect to amendments to this Code of Ethics Ordinance.

(b) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provisions of this ordinance, the Committee shall conduct an investigation of the facts of the complaint, if the investigation indicates there may be a reasonable basis for the complaint justifying further investigation, the Committee shall conduct a public hearing in accordance with the common law requirements of the due process including notice, an opportunity to be heard, an opportunity to cross-examine witnesses and to present testimony and other evidence in support of the accused's position and an opportunity to be represented by counsel or other representative at the expense of the accused. The Committee shall make written findings of fact and issue a written decision concerning the propriety of the conduct of the subject official or employee and shall refer the matter to the Common Council for final disposition.

(c) In the event a member of the Ethics Committee is allegedly involved in the ethics code violation, that member shall not take part in any investigation nor act as a member of said Committee in regard to said matter.

(d) In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an ethics code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this ethics code.

(9) Sanctions. A determination that an official's or employee's actions constitute improper conduct under the provisions of this ordinance may constitute a cause for suspension, removal from office or employment, or other disciplinary action. Pursuant to Section 19.59, Wisconsin Statutes, other disciplinary action may include a forfeiture in an amount not exceeding \$1,000.00 for each offense.

(10) Distribution of Code of Ethics. The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City of Waupaca within thirty (30) days after enactment of this Code. Each public official and employee elected, appointed, or engaged thereafter shall be furnished a copy before entering upon his or her duties.

Each public official, the Mayor, the Chairman of each Board, Commission or Committee and, the head of each Department, shall between May 1st and May 31st, each year, review the provisions of

this Code with his or her fellow Council, Board, Commission, Committee members or subordinates as the case may be, and certify to the City Clerk by June 15th that such annual review had been undertaken. A copy of this Code shall be continuously posted on each department bulletin board wherever situated.

Section 2. All ordinance or part of ordinances contravening the terms and provisions of this ordinance are hereby to that extent repealed.

Section 3. This Ordinance shall take effect on and upon passage and publication according to law.

Approved: July 15, 2014

/s/ Brian Smith
Brian Smith, Mayor

Adopted: July 15, 2014

Published: July 24, 2014

ATTEST:

/s/ Henry Veleker
Henry Veleker, Clerk



FRAUD ASSESSMENT AND INVESTIGATION POLICY

Adopted by Waupaca Common Council: July 19, 2011

Purpose. This policy is adopted to identify responsibilities, establish procedures and controls to aid in the prevention, detection, reporting and investigation of possible cases of fraud involving the city of Waupaca's operations, resources and/or finances. This policy applies to any actual or suspected fraud involving a City employee (including management), a consultant, a vendor, contractor, outside agency or any person conducting business with the City.

Policy Statement. The city of Waupaca does not tolerate any type of fraud. The city of Waupaca's policy is to promote consistent, legal and ethical behavior by assigning responsibility for reporting fraud and providing guidelines to conduct investigations of suspected fraudulent behavior.

Policy Violations. Failure to comply with this policy subjects an employee to disciplinary action up to and including termination of employment. Failure to comply by a consultant, vendor, contractor, outside agency or any other person conducting business with the City can result in cancellation of the relationship with the City. The city of Waupaca will pursue prosecution if investigation results indicate possible criminal activity.

Definitions. For the purposes of this policy "fraud" means:

1. Forgery or alteration of any document or account
2. Forgery or alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling or reporting of money or financial transactions.
5. Profiteering as a result of insider knowledge of City activities.
6. Disclosing confidential and/or proprietary information to outside parties
7. Accepting or seeking anything of material value from consultants, contractors, vendors or persons providing services or materials to the City.
8. Destruction, removal or inappropriate use of records, furniture, fixtures and equipment.
9. Any claim or reimbursement of expenses that are not made for the exclusive benefit of the ~~Town~~ **City**
10. Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes, or
11. Any similar or related irregularity.

Fraud Reporting. It is the responsibility of every employee to immediately report suspected fraud or other dishonest conduct. Reporting protocol for suspected fraud is as follows:

| | |
|-----------------------------|--|
| Within a department | Report to Department Head and City Administrator |
| Involving a department head | City Administrator and Mayor |

| | |
|------------------------------|---|
| Involving City Administrator | Mayor and Chairman of Finance Committee |
| Involving Council | Mayor and City Administrator |
| Vendor/Contractor | Department Head and City Administrator |

Management is to develop a form that employees can use to report the suspected fraud or dishonest activity. Those who the fraud is reported to are to accept and acknowledge receipt of the fraud reporting form. It is by design that a form be completed and that two individuals are to be involved when a suspected fraud is reported. This process is meant to give those reporting fraud assurances that superiors are taking the report seriously and are acting in good faith to investigate.

Any reprisal against an employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Additional Responsibilities of Supervisors/Department Heads and City Administrator. All employees have the responsibility for reporting fraud or dishonest behavior. However, supervisors and other city management personnel have an additional duty to undertake deterrence and detection actions. These actions include:

1. Awareness of risk for fraudulent or dishonest acts in their respective departments.
2. Placement and maintenance of effective monitoring of control procedures to *prevent* fraudulent or dishonest activity.
3. Placement and maintenance of effective monitoring of control procedures to *detect* fraudulent or dishonest activity promptly if prevention efforts fail.

Authority to carry out these additional responsibilities may be delegated. However, accountability for their effectiveness will remain with department heads.

Investigative Standards. The following shall guide all investigations into potential fraudulent behavior/actions or dishonest behavior:

1. Those investigating possible fraud must observe strict confidentiality and should not discuss the case, facts, suspicions or allegations with anyone unless specifically asked to do so by the City Administrator, Mayor or law enforcement.
2. Those involved in investigating fraudulent or dishonest behavior may assign responsibility for all or part of any investigation to the Waupaca Police Department, City Attorney or other person or agency that may be warranted.
3. No person shall communicate with the suspected individual or organizations about the matter under investigation.
4. All investigations are to be carried out in an impartial and confidential manner, without regard to the suspected individual's position or relationship with the City.
5. Every effort will be made to protect the rights and reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
6. The investigator(s) will have free and unrestricted access to municipal records. They shall have authority to examine, copy or remove all or any portion of files, desks, physical or electronic storage facilities without prior knowledge or consent of any individual who might use or have custody of such items or facilities when it is within the scope of the investigation or related follow-up procedures.
7. All records collected as part of the investigation are to be kept secure at all times by the investigator(s).
8. All employees shall provide the investigators all factual and relevant details relating the alleged fraud or dishonest behavior to the best of their knowledge, without partiality or prejudice to any person.

9. All inquiries regarding alleged fraud or dishonest behavior and/or its follow up investigation shall be referred to the City Administrator or in cases involving the City Administrator the Mayor, including but not limited to those from an attorney, press, law enforcement and the person(s) under investigation.

Investigative Procedures. The City Administrator has primary responsibility for coordinating the investigation of reported fraudulent and dishonest activity and the associated interaction with law enforcement and other parties to the investigation. In cases involving the City Administrator, the Mayor shall have this responsibility.

Once a report of a suspected fraudulent activity is received in accordance with this policy the complaint shall be documented using the reporting form development by management. A preliminary investigation shall be conducted to determine the credibility of the report.

If the report is deemed to be not credible or is not a report of fraud, the City Administrator or in certain cases the Mayor, will document the determination and forward it under confidential stamp to the Common Council. Should any council member wish to discuss they can do so by requesting a closed session at the next regularly scheduled Council meeting.

If the report appears credible, the City Administrator, or in certain cases the Mayor, will prepare an incident report and provide such report to the Common Council, City Attorney and City auditor. The City Administrator, and in some cases the Mayor, will prepare a report as soon as possible after the fraud has been confirmed and shall document the content of the investigation, findings and any disciplinary action recommended or taken as a result of the findings. The findings are to be referred to the Common Council in closed session.

Each City employee or official involved in an investigation of suspected fraud or dishonest act will keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results will be disclosed to the accused, the accuser, Common Council and City Attorney and District Attorney if applicable.

Disciplinary Action. Employees who have engaged in fraudulent and dishonest activity and those who intentionally report false or misleading information may be subject to disciplinary action up to and including termination.

Risk Management. Within 180 days following adoption of this policy, each city department is to carry out a detailed fraud risk review and assessment. A report of the findings is to be presented to the City Finance Committee.

Risk assessments shall also be reviewed upon staff turnover, organizational restructuring, changing technology or other environmental changes that might occur throughout a year.

Employee Ethics Training. Within 60 days of this policy being adopted, the City Administrator is directed to schedule and conduct an ethics training for all city employees. Training will also be held annually in May of each year for employees and the Common Council. The Police Department will not be required to participate as this department already undergoes annual ethics training.

END OF POLICY



**CITY OF WAUPACA
FRAUD/DISHONEST BEHAVIOR REPORT FORM (7.2011)**

Today's Date: _____

Name of Employee/Individual Making Report
of Fraud and/or Dishonest Behavior: _____

Date/Time of the Alleged Fraud and/or
dishonest behavior: _____

Describe Event(s): *Note: if you prefer to describe what you saw instead of writing a statement then you may request that your statement be taped. You may also attach a written statement.*

Other Information you would like to provide:

I, _____, acknowledge that I have read the city of Waupaca "Fraud Assessment and Investigation Policy" and understand that I have the responsibility of keeping the information I just reported confidential during the investigative process and that I am providing this information in good faith. I realize that if the information I am giving is false or is misleading, is meant as retribution or other motivation in order to hurt the reputation or character of the individual(s) I am reporting on, that I understand that I am subject to discipline up to and including termination of employment.

Reporting Individual Signature and Date

This report was received, receipt acknowledged, by the following individuals:

| | | | | | |
|---------------------|---------------|---------------------|---------------|---------------------|---------------|
| _____ Print Name | _____ Date | _____ Print Name | _____ Date | _____ Print Name | _____ Date |
| _____ Signature | | _____ Signature | | _____ Signature | |

Waupaca Area Public Library Board of Trustees By-Laws

Article I. Membership

Pursuant to the requirements of the Wisconsin Statutes chapter 43, the Board of Trustees of the Waupaca Area Public Library shall consist of nine members, seven of whom shall be appointed by the mayor with the approval of the City Council, one of whom is a student and one a City Council member. One shall be appointed by the Superintendent of Schools to represent the public school district. One additional member will represent the Waupaca County Board of Supervisors. Four members shall be residents of the City of Waupaca.

The Library Director is responsible for orientating new library board members.

Article II. Officers

I. OFFICERS. The officers of the library board shall be a president, a vice-president, and a treasurer.

II. ELECTIONS. Election of officers shall be held at the May meeting. Nominations shall be taken from the floor. Officers shall not serve more than four consecutive terms in their elected office.

III. PRESIDENTIAL DUTIES. The principal duties of the president shall be to preside at the regular and special meetings of the board, to have the usual powers of supervision and management, and to perform such other duties as may be designated by the board. The president may be an ex-officio member of all committees.

IV. VICE PRESIDENTIAL DUTIES. The vice-president shall discharge the duties of the president in the event of absence, or of a vacancy in that office, and in addition, assume any other duties as designated by the board.

V. TREASURER'S DUTIES. The treasurer shall maintain an accurate record of monthly expenditures. Each month the treasurer shall sign a voucher presented by the Director for the total monthly bills. If the Treasurer is not present the President will sign the voucher. Treasurer records shall be kept in the Library Director's office, unless specified by the board.

Article III. Meetings

Section 1.) Regular meetings of the Library Board shall be held on the third Wednesday of each month or upon an alternate date designated by the Board President or presiding officer. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members should notify the Library Director if unable to attend a meeting. Meetings may be cancelled or rescheduled by the Board President if a quorum is not available. If more than three consecutive unexcused absences occur, a Board member will automatically be required to resign from the Board.

Section 2.) Special meetings may be called by the President at any time deemed advisable, or upon written request to the President by three board members for the transaction of business stated in the request.

Section 3.) The Library Director shall prepare an agenda for the monthly meetings, which shall be sent through the City Clerk's Office to board members at least twenty-four (24) hours in advance of the meeting.

Section 4.) A quorum at any meeting shall consist of five voting Library Board members.

Section 5.) Robert's Rules of Order shall govern the parliamentary procedure of the board.

Section 6.) The Library Director shall appoint a staff member to attend all Library Board meetings and maintain a true and accurate record of those meetings. All records and correspondence, unless specified by the board, shall be kept in the Library Director's office.

Article IV. Committees

The President shall appoint four standing committees, which are Planning, Finance, Policy and Personnel and any other committees deemed necessary. Appointments to the standing committees will take place after election of Library Board Officers in May. The committees shall report progress to the Library Board at their next monthly meeting. Ad hoc committees will be disbanded after giving a final report to the Library Board on their respective purpose.

Article V. Library Director & Staff

The Board of Trustees shall appoint a qualified Library Director. The Library Director shall be the executive and administrative officer of the Library on behalf of the Board and operate under its review and direction. The Library Director shall recommend to the board for approval the appointment of the other employees and shall specify their duties. The Library Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of Library property, for the selection of materials, for the efficient provision of library services to the public and for its financial operation within the limitations of the Library's budgeted appropriation. In the case of part-time or temporary employees, the Director shall have interim authority to appoint without prior approval of the Library Board provided that any such appointment shall be reported to the board at its next regular meeting. The Library Board will also abide by the those portions of the Personnel Policies and Procedures Manual of the City of Waupaca that apply to all city employee's except for those powers, procedures and policies provided for in Wis. State Statute Chapter 43.

Article VI. General

Section 1.) An affirmative vote of the majority of all voting members of the Library Board present at any legally constituted meeting shall be necessary to approve an action before the board. The President may vote upon and may move or second a proposal before the board.

Section 2.) The by-laws may be amended by the majority vote of all voting members of the library Board provided that the change had been proposed by a board member or the Library Director at the preceding regular meeting, and the notice of the proposed amendment was included as a separate statement in the agenda of the meeting at which it is to be acted upon.

Section 3.) Any rule or resolution of the Library Board may be suspended temporarily in connection with business at hand. Such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

Adopted 11/1985, Revised 2/2004, 6/20015, 6/2020

WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

JOB DESCRIPTION

| | |
|------------------------------|----------------------------------|
| Position Title: | Head of Adult Services Librarian |
| Department/Location: | Public Library |
| Reports To: | Library Director |
| Employees Supervised: | Main Desk Staff |
| Employment Status: | Full-Time <u>Non</u> -Exempt |

Position Summary:

This position is responsible for the orderly operation of the circulation desk, operating the automated circulation system and general support functions in the library. In addition, the employee is responsible for supervising Main Desk staff, volunteer coordination, assisting with programming, collection development as assigned, participating in marketing and outreach teams and other duties as assigned. The employee regularly works at the Main Desk and provides friendly and efficient service to members of the public.

Qualifications:

- Education: high school diploma or equivalent. An undergraduate or graduate degree in library science, or progress towards a degree, is viewed favorably.
- Experience: 3-5 years of public library experience, experience in supervising staff and managing library services; or any equivalent combination of education, training and experience which provides the following knowledge, ability and skills:
 - Library services and procedures.
 - Business English (grammar, spelling, punctuation and tone).
 - Effective written and oral communication.
 - Outreach and public relations.
 - Organization, supervision and time management.
 - Customer service.

Position Duties:

The functions listed below are not an exhaustive list of responsibilities.

Duties:

- Checks materials in and out.
- Answers phone, directs calls and calls patrons regarding holds and problem items with proper etiquette.
- Registers patrons, and maintains and updates records, according to procedure.
- Describes library services to patrons.
- Assists patrons with technology including copier, eReaders, basic computer programs, library catalog and SAM visitor passes.
- Assists with opening and closing departments. Supervises opening and closing when needed.
- Attends meetings, reads blog and actively participates.
- Shelves and shelf-reads library materials according to library practices.
- Maintains knowledge and skills for completing library services and procedures.
- Collects materials from book drops.
- Develops and presents programs and new services.
- Performs routine book maintenance and processing.
- Provides reference services and reader's advisory.
- Is responsible for library when administrative staff is unavailable.
- Coordinates library volunteers and assists with collection management, public relations, marketing, and staff training.
- Develops assigned adult collections according to professional standards.
- All full time staff members perform added responsibilities as assigned.

Managerial Duties:

- Hires, trains, evaluates and supervises all staff who work in the Adult Department.
- Holds regular meetings with supervised staff.
- Participates as part of the Managerial Team.
- Serves on the Marketing and Programming Committees.
- Regularly attends Library Board meetings.
- Tracking and balancing expenditures for multiple budget lines.
- Provides support and assistance to Library Director in operation and planning for the Library.
- Supervises job center services, technology support, business services, and other services provided by Adult Services at the Main Desk.

Job Expectations:

Head of Adult Services

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Teamwork

- Relationships/interactions with teammates.
- Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and takes direction.
- Provides assistance and performs additional duties as assigned.

Customer Service

- Is fully present and gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons.
- Demonstrates a positive public image to patrons and teammates.

Personal Attributes Required:

- Must gain basic knowledge of library services and procedures, related software/systems, the Internet, policies and procedures.
- Must have a detailed knowledge of circulation system, material repair, security system and ordering procedures.
- Must be pleasant and helpful, well organized and detail oriented.
- Must be patient and able to respond helpfully in situations where patrons may be impatient or exhibit frustration.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills.
- Must understand the need for teamwork, timeliness, accuracy and service.
- Must be able to maintain self-control without exhibiting negative behaviors.
- Must be able to interact with patrons and officials to accomplish tasks without arousing hostility.
- Must be able to assume responsibility and work with a high level of independence.

Essential Physical/ Mental Requirements:

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.

4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.
6. Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment.
7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
8. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math.
11. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and other job functions include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Prepared by: GovHR USA
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