



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MAY 20, 2026, 4:30PM
IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. PUBLIC INPUT
 - a. Three minutes per speaker on non-agenda items.
4. MINUTES FROM MEETING HELD WEDNESDAY, APRIL 15, 2026
 - a. **ACTION ITEM: APPROVE** minutes of APRIL 15, 2026 Meeting
5. MONTHLY BILLS FOR APRIL 2026, **BILLS \$83,111, PERSONNEL \$53,117, Donations Expenditures \$20,458**
 - a. **ACTION ITEM: APPROVE** APRIL 2026 bills, personnel costs, and donation expenditures
6. LIBRARY EXHIBIT ROOM
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
7. LIBRARY STATISTICS
 - A. Copy Income and Meeting Room Income Reports
 - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
 - C. Interloan Chart
 - D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation
8. DEPARTMENT REPORTS
 - A. Director's Report
 - B. Adult Services Report

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

9. COMMITTEE REPORTS

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

10. OLD BUSINESS

- a. None

11. 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. Resolution of Thanks to Helen Robinson
 - i. **ACTION ITEM:** Approve resolution of thanks for volunteer Helen Robinson.

12. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, June 17, 2026 at 4:30 pm in-person in the Council Chambers

13. ADJOURNMENT

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND.
THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO
ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.
PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY
OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY APRIL 15, 2026, 4:30PM

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

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

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

APPROVAL OF AGENDA

MOTION by J. Eiden, SECOND by A. Ross to approve the agenda. 5 ayes, 0 nays, 4 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Melanie Peterson.

Public Input: Diane Forsythe shared how happy she is about libraries and the library board and all they do.

Minutes from Wednesday MARCH 25, 2026 Board Meeting.

MOTION by J. Turner, SECOND by J. Eiden, to approve the minutes. 5 ayes, 0 nays, 4 absent. Motion passed unanimously by voice vote.

Monthly bills for MARCH 25, 2026, BILLS \$59,628, PERSONNEL \$54,427, DONATIONS EXPENDITURES \$4,989.

MOTION by J. Turner, SECOND by S. Hanneman to approve the MARCH 2026 Bill, Personnel, and donations expenditures.

5 ayes, 0 nays, 4 absent. Motion passed unanimously by Roll Call vote.

Library Statistics

Copy Income **\$792.47**; Meeting Room Income **\$154.20**

Volunteer Hours **170**; Reference Transactions **10,098** Library Visits **8,037**; Internet Use: **782** wireless, **648** stations; Curbside service **10**; Total Library Programs **35**, Total Program Attendance **591**; Study Room Use 89; Passport Applications **25**

Interloan Chart: **2,802** items loaned, **2,967** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **10,828**.

Consortium Circulation Chart was presented.

Library Exhibit Room Report

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



WAUPACA AREA PUBLIC LIBRARY

Department Reports

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

Committee Reports

Finance Committee did not meet.

Planning Committee: did not meet.

Library Policy Committee did not meet.

Personnel Committee: Committee did not meet.

Personnel Committee: Committee did not meet.

Committee Meeting. Committee did not meet.

Old Business – no old business.

New Business

a. Incident Reports:

- a. Abandoned car left in library parking lot. Had to be hauled away.

Announcements & Correspondence

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

Next meeting will be Wednesday, May 20, 2026, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

MOTION by J. Turner, SECOND by A. Ross, to adjourn. 5 ayes, 0 nays, 4 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:04 pm.

Chaired by Melanie Peterson, Library Board President

Minutes taken and compiled by Jan Popple

**2026 BALANCE SHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		4/30/2026	2,026	Budget	% Expended	% Unexpended
		12/31/2025	Apr-26	CURRENT YTD				
<u>REVENUES</u>		<u>ACTUAL</u>	<u>ACTUAL</u>		<u>Estimated</u>	<u>2026</u>		
INTERGOVERNMENTAL								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	402,774	-	198,101	396,201	396,201	50.00%	50.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	17,869	18,133	18,133	18,133	18,133	100.00%	0.00%
251-43727-000-000	COUNTY AID: LIBRARY WINNEBAGO	1,006	885	885	885	885	100.00%	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	4,906	-	5,452	5,452	5,452	100.00%	0.00%
	INTERGOVERNMENTAL	426,555	19,018	222,571	420,671	420,671	52.91%	47.09%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	8,459	1,029	2,923	8,769	7,500	38.97%	61.03%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	282	3	147	441	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	(285)	(20)	(109)	-326	100	-108.72%	208.72%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	3,442	497	1,358	4,073	2,500	54.31%	45.69%
251-46740-000-000	FEES: PASSPORT	6,141	556	1,981	5,942	7,000	28.30%	71.70%
	PUBLIC CHARGES FOR SERVICE	18,039	2,065	6,300	18,899	17,100	36.84%	63.16%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,888	445	784	2,353	1,500	52.28%	47.72%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	115	10	10	30	100	10.00%	90.00%
251-48550-000-000	DONATIONS: LIBRARY	36,246	957	2,860	75,723	61,500	4.65%	95.35%
251-49210-000-000	TRANSFER FROM GENERAL FUND	373,035	-	-	388,706	388,706	0.00%	100.00%
	MISCELLANEOUS	411,284	1,412	3,654	466,812	451,806	0.81%	99.19%
	TOTAL REVENUES	855,877	22,495	232,524	906,381	889,577	26.14%	73.86%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	416,577	28,159	112,199	366,727	366,978	30.57%	69.43%
251-55111-103-000	LIBRARY: OVERTIME	1,391	(328)	230	689			
251-55111-118-000	LIBRARY: SOCIAL SECURITY	29,854	2,044	8,548	26,788	26,787	31.91%	68.09%
251-55111-119-000	LIBRARY: RETIREMENT (R)	31,151	2,335	9,752	30,624	25,321	38.52%	61.48%
251-55111-121-000	LIBRARY: GRP HLTH INS	87,553	8,495	33,980	101,940	89,893	37.80%	62.20%
251-55111-122-000	LIBRARY: LIFE INS	1,314	124	496	1,500	1,500	33.09%	66.91%
251-55111-123-000	LIBRARY: INC PROTECT	-	-	-	2,000	2,000	0.00%	100.00%
251-55111-124-000	LIBRARY: WORK COMP	3,459	-	-	3,500	3,500	0.00%	100.00%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	-	4,500	4,500	0.00%	100.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	240	-	320	320	320	100.00%	0.00%
	LIBRARY FULL-TIME	571,538	40,828	165,524	538,587	520,799	31.78%	68.22%

**2026 BALANCE SHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		4/30/2026	2,026	Budget	% Expended	% Unexpended
		12/31/2025	Apr-26	CURRENT YTD				
		Prior Year	Apr-26	CURRENT YTD	Estimated	2026		
		<u>ACTUAL</u>	<u>ACTUAL</u>					
251-55112-104-000	LIBRARY: PT WAGES	122,406	11,174	44,460	146,024	150,166	29.61%	70.39%
251-55112-116-000	LIBRARY: PT RETIRE	2,731	210	878	2,816	7,238	12.13%	87.87%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,504	844	3,526	11,352	11,452	30.79%	69.21%
251-55112-122-000	LIBRARY: LIFE INS	665	61	247	550	550	44.99%	55.01%
	LIBRARY: PART-TIME	135,306	12,289	49,111	160,741	169,406	28.99%	71.01%
251-55115-201-000	LIBRARY: TRAINING	2,703	-	-	2,000	2,000	0.00%	100.00%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	7,014	-	-	7,104	7,104	0.00%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	2,220	-	-	2,220	2,220	0.00%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	5,569	334	1,842	5,527	5,500	33.50%	66.50%
251-55115-215-000	LIBRARY: MOVIE LICENSE	455	-	155	500	500	30.93%	69.07%
251-55115-216-000	LIBRARY: POSTAGE	1,747	185	480	1,441	2,300	20.89%	79.11%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	580	-	300	900	1,200	25.00%	75.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,783	-	28,471	28,471	28,471	100.00%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	739	-	-	1,000	1,000	0.00%	100.00%
251-55115-282-000	LIBRARY: TECHNOLOGY	6,249	137	218	8,900	8,900	2.45%	97.55%
251-55115-301-000	LIBRARY: SUPPLIES	7,541	905	1,155	3,465	9,000	12.83%	87.17%
	LIBRARY: OPERATING EXPENSES	62,598	1,561	32,621	61,528	68,195	47.83%	52.17%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	19,868	2,339	7,016	21,047	19,000	36.92%	63.08%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	1,520	179	537	1,610	1,500	35.78%	64.22%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	3,854	306	962	2,886	8,000	12.02%	87.98%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	10,489	3,322	5,655	18,000	18,000	31.42%	68.58%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	3,495	3,060	3,060	9,180	5,000	61.20%	38.80%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	90	-	-	0	2,000	0.00%	100.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	8,645	11,252	23,000	23,000	8,000	287.51%	(187.51%)
	LIBRARY: DONATION EXPENSES	47,961	20,458	40,230	75,723	61,500	65.41%	34.59%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,408	424	584	1,500	1,500	38.96%	61.04%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	2,770	751	1,562	3,000	3,000	52.07%	47.93%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	936	54	183	1,000	1,000	18.29%	81.71%
	LIBRARY: PROGRAMS	5,114	1,229	2,329	5,500	5,500	42.35%	57.65%

**2026 BALANCE SHEET
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual		4/30/2026	2,026	Budget	% Expended	% Unexpended	
		12/31/2025	Prior Year	Apr-26					CURRENT YTD
		<u>ACTUAL</u>		<u>ACTUAL</u>	<u>Estimated</u>	<u>2026</u>			
251-55130-250-115	LIBRARY: BOOKS - ADULT	13,361		344	2,760	16,000	16,000	17.25%	82.75%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,043		472	808	3,000	3,000	26.95%	73.05%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	16,036		3,773	4,289	16,000	16,000	26.81%	73.19%
251-55130-250-315	LIBRARY: BOOKS - TEEN	2,607		344	894	3,175	3,175	28.15%	71.85%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,543		915	915	4,300	4,300	21.28%	78.72%
	LIBRARY: BOOKS	39,592		5,848	9,666	42,475	42,475	22.76%	77.24%
								0.00%	
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	1,983		395	747	2,500	2,500	29.87%	70.13%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	1,054		190	190	1,000	1,000	18.98%	81.02%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	379		166	315	700	700	45.01%	54.99%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,086		146	260	1,000	1,000	25.95%	74.05%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	854		-	186	1,000	1,000	18.60%	81.40%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	894		-	-	1,000	1,000	0.00%	100.00%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	13,235		-	14,280	14,502	14,502	98.47%	1.53%
	LIBRARY: A/V	19,485		896	15,977	21,702	21,702	73.62%	26.38%
	TOTAL EXPENDITURES	881,594		83,111	315,460	906,257	889,577	35.46%	64.54%
	REVENUES OVER(UNDER) EXPENDITURES					125			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	198,100.50-
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	198,100.50-
YTD Encumbrance	.00	YTD Actual 198,100.50- Total	198,100.50-	YTD Budget 396,201.00-	Unearned 198,100.50
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
CR	1000024931	CTY AIDE WAUSHARA - LIBRARY 04.25.2026 Description: CTY AIDE WAUSHARA - LIBRARY 04.25.2026		18,133.00-	
CR	1000024931	CTY AID WINNEBEGO - LIBRARY 04.25.2026 Description: CTY AID WINNEBEGO - LIBRARY 04.25.2026		885.00-	
		04/30/2026 (04/26) Period Totals and Balance	.00 *	19,018.00- *	19,018.00-
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	19,018.00-
YTD Encumbrance	.00	YTD Actual 19,018.00- Total	19,018.00-	YTD Budget 18,133.00-	Unearned 885.00-
251-43726-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unearned .00
251-43727-000-000 COUNTY AID: LIBRARY WINNEBAGO					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 885.00-	Unearned 885.00
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		03/31/2026 (03/26) Balance	.00 *	.00 *	5,452.00-
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	5,452.00-
YTD Encumbrance	.00	YTD Actual 5,452.00- Total	5,452.00-	YTD Budget 5,452.00-	Unearned .00
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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	
251-46710-000-000 FEES: LIBRARY COPIES						
03/31/2026 (03/26) Balance			.00 *	.00 *	1,894.48-	
CR	1000024871	COPIES LIBRARY DEPOSIT - LIBRARY 3.28.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 3.28.26		268.27-		
CR	1000024878	COPIES LIBRARY DEPOSIT - LIBRARY 4.4.2026 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4.4.2026		140.09-		
CR	1000024893	COPIES LIBRARY DEPOSIT - LIBRARY DEPOSITS 4.11.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY DEPOSITS 4.11.26		297.48-		
CR	1000024913	COPIES LIBRARY DEPOSIT - LIBRARY 4.18.26 Description: COPIES LIBRARY DEPOSIT - LIBRARY 4.18.26		151.56-		
CR	1000024931	COPIES LIBRARY DEPOSIT - LIBRARY 04.25.2026 Description: COPIES LIBRARY DEPOSIT - LIBRARY 04.25.2026		171.09-		
04/30/2026 (04/26) Period Totals and Balance			.00 *	1,028.49- *	2,922.97-	
CR	1000024941	COPIES LIBRARY DEPOSIT - library 05/02/2026 Description: COPIES LIBRARY DEPOSIT - library 05/02/2026		177.00-		
CR	1000249632	COPIES LIBRARY DEPOSIT - LIBRARY 05.09.2026 Description: COPIES LIBRARY DEPOSIT - LIBRARY 05.09.2026		188.19-		
05/31/2026 (05/26) Period Totals and Balance			.00 *	365.19- *	3,288.16-	
YTD Encumbrance	.00	YTD Actual	3,288.16- Total	3,288.16- YTD Budget	7,500.00- Unearned	4,211.84
251-46715-000-000 FEES: LIBRARY POSTAGE						
03/31/2026 (03/26) Balance			.00 *	.00 *	.00	
05/31/2026 (05/26) 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						
03/31/2026 (03/26) Balance			.00 *	.00 *	.00	
05/31/2026 (05/26) Period Totals and Balance			.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
251-46725-000-000 FEES: LIBRARY OVERDUE FEES						
03/31/2026 (03/26) Balance			.00 *	.00 *	144.40-	
CR	1000024931	FINES LIBRARY DEPOSIT - LIBRARY 04.25.2026 Description: FINES LIBRARY DEPOSIT - LIBRARY 04.25.2026		2.50-		
04/30/2026 (04/26) Period Totals and Balance			.00 *	2.50- *	146.90-	
05/31/2026 (05/26) Period Totals and Balance			.00 *	.00 *	146.90-	
YTD Encumbrance	.00	YTD Actual	146.90- Total	146.90- YTD Budget	.00 Unearned	146.90-
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY						
03/31/2026 (03/26) Balance			.00 *	.00 *	88.76	
AP	148	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 9157758 **Desc: PATRON SENT TO COLLECTIONS - MAR 2026 **Inv. Date: 04/01/26	29.55			
CR	1000024871	COLLECTIONS - LIBRARY 3.28.26 Description: COLLECTIONS - LIBRARY 3.28.26		9.59-		
04/30/2026 (04/26) Period Totals and Balance			29.55 *	9.59- *	108.72	
CR	1000249632	COLLECTIONS - LIBRARY 05.09.2026 Description: COLLECTIONS - LIBRARY 05.09.2026		10.00-		
05/31/2026 (05/26) Period Totals and Balance			.00 *	10.00- *	98.72	
YTD Encumbrance	.00	YTD Actual	98.72 Total	98.72 YTD Budget	100.00- Unearned	198.72

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE						
03/31/2026 (03/26) Balance			.00 *	.00 *	860.50-	
AP	137	APPLETON PUBLIC LIBRARY	6.00			
**VendorNo: 102 **Inv. No: OWWAU040820260000001 **Desc: LOST MAGAZINE 31110006585004 **Inv. Date: 03/09/20						
AP	31	LIBRARY REFUNDS - ADD REMITTANCES!	20.00			
**VendorNo: 2015625 **Inv. No: ONLINE021220260000002 **Desc: BILLED ITEM REFUND #31389022864938 **Inv. Date: 02/12/26						
AP	80	IOLA PUBLIC LIBRARY	60.00			
**VendorNo: 854 **Inv. No: OWWAU032120260000002 **Desc: THREE LOST MOVIES - 31389023334055, 31389024497166, 31389028092294 **Inv. Date: 03/21/26						
AP	173	IOLA PUBLIC LIBRARY	17.99			
**VendorNo: 854 **Inv. No: OWWAU041320260000002 **Desc: PAID #31389027474634 **Inv. Date: 04/13/26						
AP	200	APPLETON PUBLIC LIBRARY	12.00			
**VendorNo: 102 **Inv. No: OWWAU042220260000001 **Desc: LOST BOOK 31110003303369 **Inv. Date: 04/23/26						
CR	1000024871	MATERIAL REPL LIB DEPOSIT - LIBRARY 3.28.26		125.66-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 3.28.26						
CR	1000024878	MATERIAL REPL LIB DEPOSIT - LIBRARY 4.4.2026		175.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4.4.2026						
CR	1000024893	MATERIAL REPL LIB DEPOSIT - LIBRARY DEPOSITS 4.11.26		9.00-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY DEPOSITS 4.11.26						
CR	1000024913	MATERIAL REPL LIB DEPOSIT - LIBRARY 4.18.26		73.99-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 4.18.26						
CR	1000024931	MATERIAL REPL LIB DEPOSIT - LIBRARY 04.25.2026		229.49-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 04.25.2026						
04/30/2026 (04/26) Period Totals and Balance			115.99 *	613.14- *	1,357.65-	
AP	57	KIMBERLY JAMES J SIEBERS MEM. LIBRARY	20.00			
**VendorNo: 3007 **Inv. No: OWWAU041320260000001 **Desc: LOST BOOK 31389025309808 **Inv. Date: 04/28/26						
CR	1000024941	MATERIAL REPL LIB DEPOSIT - library 05/02/2026		19.33-		
Description: MATERIAL REPL LIB DEPOSIT - library 05/02/2026						
CR	1000249632	MATERIAL REPL LIB DEPOSIT - LIBRARY 05.09.2026		134.83-		
Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 05.09.2026						
05/31/2026 (05/26) Period Totals and Balance			20.00 *	154.16- *	1,491.81-	
YTD Encumbrance	.00	YTD Actual	1,491.81- Total	1,491.81- YTD Budget	2,500.00- Unearned	1,008.19

251-46740-000-000 FEES: LIBRARY PASSPORT						
03/31/2026 (03/26) Balance			.00 *	.00 *	1,424.85-	
CR	1000024871	PASSPORT - LIBRARY 3.28.26		102.88-		
Description: PASSPORT - LIBRARY 3.28.26						
CR	1000024893	PASSPORT - LIBRARY DEPOSITS 4.11.26		383.03-		
Description: PASSPORT - LIBRARY DEPOSITS 4.11.26						
CR	1000024913	PASSPORT - LIBRARY 4.18.26		70.00-		
Description: PASSPORT - LIBRARY 4.18.26						
04/30/2026 (04/26) Period Totals and Balance			.00 *	555.91- *	1,980.76-	
CR	1000024941	PASSPORT - library 05/02/2026		173.94-		
Description: PASSPORT - library 05/02/2026						
CR	1000249632	PASSPORT - LIBRARY 05.09.2026		105.00-		
Description: PASSPORT - LIBRARY 05.09.2026						
05/31/2026 (05/26) Period Totals and Balance			.00 *	278.94- *	2,259.70-	
YTD Encumbrance	.00	YTD Actual	2,259.70- Total	2,259.70- YTD Budget	7,000.00- Unearned	4,740.30

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	339.20-
CR	1000024871	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3.28.26 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 3.28.26		50.00-	
CR	1000024878	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4.4.2026 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4.4.2026		15.00-	
CR	1000024913	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4.18.26 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 4.18.26		310.00-	
CR	1000024931	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 04.25.2026 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 04.25.2026		70.00-	
		04/30/2026 (04/26) Period Totals and Balance	.00 *	445.00- *	784.20-
CR	1000249632	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 05.09.2026 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 05.09.2026		20.00-	
		05/31/2026 (05/26) Period Totals and Balance	.00 *	20.00- *	804.20-
YTD Encumbrance	.00	YTD Actual 804.20- Total 804.20-	YTD Budget 1,500.00-	Unearned 695.80	
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
CR	1000024871	SALE OF EQUIPMENT - LIBRARY 3.28.26 Description: SALE OF EQUIPMENT - LIBRARY 3.28.26		10.00-	
		04/30/2026 (04/26) Period Totals and Balance	.00 *	10.00- *	10.00-
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	10.00-
YTD Encumbrance	.00	YTD Actual 10.00- Total 10.00-	YTD Budget 100.00-	Unearned 90.00	
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-48550-000-000 DONATIONS: LIBRARY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	1,902.75-
CR	1000024871	DONATION- - LIBRARY 3.28.26 Description: DONATION- - LIBRARY 3.28.26		60.00-	
CR	1000024878	DONATION- - LIBRARY 4.4.2026 Description: DONATION- - LIBRARY 4.4.2026		111.22-	
CR	1000024893	DONATION- - LIBRARY DEPOSITS 4.11.26 Description: DONATION- - LIBRARY DEPOSITS 4.11.26		656.95-	
CR	1000024913	DONATION- - LIBRARY 4.18.26 Description: DONATION- - LIBRARY 4.18.26		60.00-	
CR	1000024931	DONATION- - LIBRARY 04.25.2026 Description: DONATION- - LIBRARY 04.25.2026		69.00-	
		04/30/2026 (04/26) Period Totals and Balance	.00 *	957.17- *	2,859.92-
CR	1000024941	DONATION- - library 05/02/2026 Description: DONATION- - library 05/02/2026		342.06-	
		05/31/2026 (05/26) Period Totals and Balance	.00 *	342.06- *	3,201.98-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48550-000-000 DONATIONS: LIBRARY (continued)					
YTD Encumbrance	.00	YTD Actual	3,201.98- Total	3,201.98- YTD Budget	61,500.00- Unearned 58,298.02
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		03/31/2026 (03/26) Balance		.00 *	.00 *
		05/31/2026 (05/26) Period Totals and Balance		.00 *	.00 *
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
251-49210-000-000 TRANSFER FROM GENERAL FUND					
		03/31/2026 (03/26) Balance		.00 *	.00 *
		05/31/2026 (05/26) Period Totals and Balance		.00 *	.00 *
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	388,706.00- Unearned 388,706.00
251-49300-000-000 FUND BALANCES APPLIED					
		03/31/2026 (03/26) Balance		.00 *	.00 *
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance		.00 *	.00 *
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance		.00 *	.00 *
PB	144	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	50.00		
PC	13	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	14,044.92		
PC	125	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	14,064.01		
		04/30/2026 (04/26) Period Totals and Balance	28,158.93 *	.00 *	112,198.52
PB	144	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	50.00		
PC	13	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	14,064.01		
		05/31/2026 (05/26) Period Totals and Balance	14,114.01 *	.00 *	126,312.53
YTD Encumbrance	.00	YTD Actual	126,312.53 Total	126,312.53 YTD Budget	366,978.00 Unexpended 240,665.47
251-55111-103-000 LIBRARY: OVERTIME					
		03/31/2026 (03/26) Balance		.00 *	.00 *
PC	77	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	63.68		
PC	200	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	26.27		
		04/30/2026 (04/26) Period Totals and Balance	89.95 *	.00 *	229.53
PC	75	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	17.52		
		05/31/2026 (05/26) Period Totals and Balance	17.52 *	.00 *	247.05
YTD Encumbrance	.00	YTD Actual	247.05 Total	247.05 YTD Budget	.00 Unexpended 247.05-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-105-000 LIBRARY: CALL-IN PAY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
251-55111-106-000 LIBRARY: HOLIDAY PAY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	6,504.18
PB	23	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	1,022.50		
PB	250	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	1,021.07		
		04/30/2026 (04/26) Period Totals and Balance	2,043.57 *	.00 *	8,547.75
PB	23	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	1,020.40		
		05/31/2026 (05/26) Period Totals and Balance	1,020.40 *	.00 *	9,568.15
YTD Encumbrance	.00	YTD Actual 9,568.15 Total	9,568.15	YTD Budget 26,787.00	Unexpended 17,218.85
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		03/31/2026 (03/26) Balance	.00 *	.00 *	7,417.49
PB	22	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	1,168.11		
PB	249	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	1,166.80		
		04/30/2026 (04/26) Period Totals and Balance	2,334.91 *	.00 *	9,752.40
PB	22	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	1,166.17		
		05/31/2026 (05/26) Period Totals and Balance	1,166.17 *	.00 *	10,918.57
YTD Encumbrance	.00	YTD Actual 10,918.57 Total	10,918.57	YTD Budget 25,321.00	Unexpended 14,402.43

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-121-000 LIBRARY: GRP HLTH INS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	25,484.88
PB	21	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	4,039.14		
PB	248	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	4,039.14		
PC	75	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	208.34		
PC	198	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	208.34		
		04/30/2026 (04/26) Period Totals and Balance	8,494.96 *	.00 *	33,979.84
PB	21	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	4,039.14		
PC	73	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	208.34		
		05/31/2026 (05/26) Period Totals and Balance	4,247.48 *	.00 *	38,227.32
YTD Encumbrance	.00	YTD Actual	38,227.32	Total	38,227.32
		YTD Budget	89,892.75	Unexpended	51,665.43
251-55111-122-000 LIBRARY: LIFE INS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	372.30
PB	142	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	62.05		
PB	358	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	62.05		
		04/30/2026 (04/26) Period Totals and Balance	124.10 *	.00 *	496.40
PB	142	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	62.05		
		05/31/2026 (05/26) Period Totals and Balance	62.05 *	.00 *	558.45
YTD Encumbrance	.00	YTD Actual	558.45	Total	558.45
		YTD Budget	1,500.00	Unexpended	941.55
251-55111-123-000 LIBRARY: INC PROTECT					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	2,000.00	Unexpended	2,000.00
251-55111-124-000 LIBRARY: WORK COMP					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,500.00	Unexpended	3,500.00
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	4,500.00	Unexpended	4,500.00
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		03/31/2026 (03/26) Balance	.00 *	.00 *	320.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	320.00
YTD Encumbrance	.00	YTD Actual 320.00	Total 320.00	YTD Budget 320.00	Unexpended 320.00
251-55112-104-000 LIBRARY: PT WAGES					
		03/31/2026 (03/26) Balance	.00 *	.00 *	33,285.56
PC	74	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	5,575.17		
PC	197	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	5,599.35		
		04/30/2026 (04/26) Period Totals and Balance	11,174.52 *	.00 *	44,460.08
PC	72	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	5,835.10		
		05/31/2026 (05/26) Period Totals and Balance	5,835.10 *	.00 *	50,295.18
YTD Encumbrance	.00	YTD Actual 50,295.18	Total 50,295.18	YTD Budget 150,166.00	Unexpended 99,870.82
251-55112-110-000 LIBRARY: PTO					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	667.60
PB	147	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	103.04		
PB	362	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	107.27		
		04/30/2026 (04/26) Period Totals and Balance	210.31 *	.00 *	877.91
PB	147	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	95.70		
		05/31/2026 (05/26) Period Totals and Balance	95.70 *	.00 *	973.61
YTD Encumbrance	.00	YTD Actual 973.61	Total 973.61	YTD Budget 7,238.00	Unexpended 6,264.39
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	2,682.19
PB	143	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	420.77		
PB	359	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	422.64		
		04/30/2026 (04/26) Period Totals and Balance	843.41 *	.00 *	3,525.60
PB	143	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	440.63		
		05/31/2026 (05/26) Period Totals and Balance	440.63 *	.00 *	3,966.23
YTD Encumbrance	.00	YTD Actual 3,966.23	Total 3,966.23	YTD Budget 11,452.00	Unexpended 7,485.77
251-55112-122-000 LIBRARY: LIFE INS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	185.58
PB	146	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	30.93		
PB	361	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	30.93		
		04/30/2026 (04/26) Period Totals and Balance	61.86 *	.00 *	247.44
PB	146	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	30.93		
		05/31/2026 (05/26) Period Totals and Balance	30.93 *	.00 *	278.37
YTD Encumbrance	.00	YTD Actual 278.37	Total 278.37	YTD Budget 550.00	Unexpended 271.63

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-123-000 LIBRARY: INC PROTECT					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 2,000.00	Unexpended 2,000.00
251-55115-206-000 LIBRARY: TELEPHONE					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 7,104.00	Unexpended 7,104.00
251-55115-209-000 LIBRARY: INS & BONDING					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 2,220.00	Unexpended 2,220.00
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		03/31/2026 (03/26) Balance	.00 *	.00 *	1,508.01
AP	143	OFFICE TECHNOLOGY GROUP	334.41		
		**VendorNo: 1406 **Inv. No: 331001 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 04/21/26			
		04/30/2026 (04/26) Period Totals and Balance	334.41 *	.00 *	1,842.42
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	1,842.42
YTD Encumbrance	.00	YTD Actual 1,842.42 Total	1,842.42	YTD Budget 5,500.00	Unexpended 3,657.58
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		03/31/2026 (03/26) Balance	.00 *	.00 *	154.67
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	154.67
YTD Encumbrance	.00	YTD Actual 154.67 Total	154.67	YTD Budget 500.00	Unexpended 345.33
251-55115-216-000 LIBRARY: POSTAGE					
		03/31/2026 (03/26) Balance	.00 *	.00 *	252.55
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	252.55
YTD Encumbrance	.00	YTD Actual 252.55 Total	252.55	YTD Budget 2,300.00	Unexpended 2,047.45

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		03/31/2026 (03/26) Balance	.00 *	.00 *	300.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	300.00
YTD Encumbrance	.00	YTD Actual 300.00 Total	300.00	YTD Budget 1,200.00	Unexpended 900.00
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
AP	16	OUTAGAMIE WAUPACA LIBRARY	28,471.00		
		**VendorNo: 1427 **Inv. No: 4802 **Desc: OWLS MEMBERSHIP **Inv. Date: 03/30/26			
		04/30/2026 (04/26) Period Totals and Balance	28,471.00 *	.00 *	28,471.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	28,471.00
YTD Encumbrance	.00	YTD Actual 28,471.00 Total	28,471.00	YTD Budget 28,471.00	Unexpended .00
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 1,000.00	Unexpended 1,000.00
251-55115-282-000 LIBRARY: TECHNOLOGY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	81.35
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	81.35
YTD Encumbrance	.00	YTD Actual 81.35 Total	81.35	YTD Budget 8,900.00	Unexpended 8,818.65
251-55115-301-000 LIBRARY: SUPPLIES					
		03/31/2026 (03/26) Balance	.00 *	.00 *	249.75
AP	160	BIG SHOT PRODUCTIONS LLC	145.00		
		**VendorNo: 213 **Inv. No: 26-3554 **Desc: LIBRARY SIGNAGE - ELEVATOR & WORLD LANG. **Inv. Date: 03/31/26			
		04/30/2026 (04/26) Period Totals and Balance	145.00 *	.00 *	394.75
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	394.75
YTD Encumbrance	.00	YTD Actual 394.75 Total	394.75	YTD Budget 9,000.00	Unexpended 8,605.25
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	4,677.12
PC	76	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	779.52		
PC	199	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	779.52		
		04/30/2026 (04/26) Period Totals and Balance	1,559.04 *	.00 *	6,236.16
PC	74	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	779.52		
		05/31/2026 (05/26) Period Totals and Balance	779.52 *	.00 *	7,015.68
YTD Encumbrance	.00	YTD Actual 7,015.68 Total	7,015.68	YTD Budget 19,000.00	Unexpended 11,984.32

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		03/31/2026 (03/26) Balance	.00 *	.00 *	357.78
PB	145	PAYROLL TRANS FOR 4/5/2026 PAY PERIOD	59.63		
PB	360	PAYROLL TRANS FOR 4/19/2026 PAY PERIOD	59.63		
		04/30/2026 (04/26) Period Totals and Balance	119.26 *	.00 *	477.04
PB	145	PAYROLL TRANS FOR 5/3/2026 PAY PERIOD	59.63		
		05/31/2026 (05/26) Period Totals and Balance	59.63 *	.00 *	536.67
YTD Encumbrance	.00	YTD Actual 536.67 Total 536.67	YTD Budget 1,500.00	Unexpended 963.33	
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	534.97
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	534.97
YTD Encumbrance	.00	YTD Actual 534.97 Total 534.97	YTD Budget 8,000.00	Unexpended 7,465.03	
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	2,332.69
AP	15	OFFICE OUTFITTERS	300.00		
		**VendorNo: 1405 **Inv. No: 533599 **Desc: PRINTS - 24X18 **Inv. Date: 03/11/26			
AP	61	TOWER ROAD MEDIA	300.00		
		**VendorNo: 2918 **Inv. No: 26020263 **Desc: WDUX-FM 35:30 SPOTS **Inv. Date: 04/07/26			
AP	62	TOWER ROAD MEDIA	300.00		
		**VendorNo: 2918 **Inv. No: 26030287 **Desc: WDUX-FM 35:30 SPOTS **Inv. Date: 04/07/26			
		04/30/2026 (04/26) Period Totals and Balance	900.00 *	.00 *	3,232.69
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	3,232.69
YTD Encumbrance	.00	YTD Actual 3,232.69 Total 3,232.69	YTD Budget 18,000.00	Unexpended 14,767.31	
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
AP	275	ADVANTAGE ARCHIVE LLC	3,060.00		
		**VendorNo: 3005 **Inv. No: 44652 **Desc: ADVANTAGE ACCESS FOR PREVIOUSLY DIGITIZED CONTENT **Inv. Date: 04/22/26			
		04/30/2026 (04/26) Period Totals and Balance	3,060.00 *	.00 *	3,060.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	3,060.00
YTD Encumbrance	.00	YTD Actual 3,060.00 Total 3,060.00	YTD Budget 5,000.00	Unexpended 1,940.00	
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	11,748.16
AP	64	HJ MARTIN & SONS INC	10,460.00		
		**VendorNo: 2969 **Inv. No: 238141 **Desc: OPERABLE PARTITION REPLACEMENT #2 **Inv. Date: 03/25/26			
AP	256	BIG SHOT PRODUCTIONS LLC	187.50		
		**VendorNo: 213 **Inv. No: 26-3562 **Desc: ADDITIONAL WALKING LIBRARY TOTE BAGS **Inv. Date: 04/21/26			
		04/30/2026 (04/26) Period Totals and Balance	10,647.50 *	.00 *	22,395.66
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	22,395.66
YTD Encumbrance	.00	YTD Actual 22,395.66 Total 22,395.66	YTD Budget 8,000.00	Unexpended 14,395.66-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-000 LIBRARY: PROGRAMS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	160.00
AP	267	PETERSON, ANGIE	150.00		
		**VendorNo: 2744 **Inv. No: MR043026 **Desc: SEED SAVING EDUCATIONAL CLASS **Inv. Date: 04/23/26			
		04/30/2026 (04/26) Period Totals and Balance	150.00 *	.00 *	310.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	310.00
YTD Encumbrance	.00	YTD Actual 310.00 Total	310.00	YTD Budget 1,500.00	Unexpended 1,190.00
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		03/31/2026 (03/26) Balance	.00 *	.00 *	810.66
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	810.66
YTD Encumbrance	.00	YTD Actual 810.66 Total	810.66	YTD Budget 3,000.00	Unexpended 2,189.34
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		03/31/2026 (03/26) Balance	.00 *	.00 *	128.70
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	128.70
YTD Encumbrance	.00	YTD Actual 128.70 Total	128.70	YTD Budget 1,000.00	Unexpended 871.30
251-55130-250-000 LIBRARY: BOOKS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 16,000.00	Unexpended 16,000.00
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		03/31/2026 (03/26) Balance	.00 *	.00 *	335.88
AP	76	GALE CENGAGE LEARNING	149.55		
		**VendorNo: 683 **Inv. No: 999102472868 **Desc: LARGE PRINT **Inv. Date: 03/05/26			
AP	77	GALE CENGAGE LEARNING	29.59		
		**VendorNo: 683 **Inv. No: 999102482863 **Desc: LARGE PRINT **Inv. Date: 03/09/26			
AP	78	GALE CENGAGE LEARNING	32.79		
		**VendorNo: 683 **Inv. No: 999102525803 **Desc: LARGE PRINT **Inv. Date: 03/19/26			
AP	79	GALE CENGAGE LEARNING	27.20		
		**VendorNo: 683 **Inv. No: 999102552839 **Desc: LARGE PRINT **Inv. Date: 03/26/26			
		04/30/2026 (04/26) Period Totals and Balance	239.13 *	.00 *	575.01
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	575.01
YTD Encumbrance	.00	YTD Actual 575.01 Total	575.01	YTD Budget 3,000.00	Unexpended 2,424.99

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	515.53
AP	168	CAVENDISH SQUARE	186.03		
		**VendorNo: 324 **Inv. No: 9781502675613 **Desc: QUARTERLY BOOK ORDER (CULTURES OF THE WORLD) **Inv. Date: 08/15/25			
AP	147	THE PENWORTHY COMPANY	2,464.89		
		**VendorNo: 1859 **Inv. No: 0615570-IN **Desc: BOOK SHIPMENT FOR FEB./MAR. **Inv. Date: 02/26/26			
		04/30/2026 (04/26) Period Totals and Balance	2,650.92 *	.00 *	3,166.45
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	3,166.45
YTD Encumbrance	.00	YTD Actual 3,166.45 Total 3,166.45	YTD Budget 16,000.00	Unexpended 12,833.55	
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		03/31/2026 (03/26) Balance	.00 *	.00 *	549.77
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	549.77
YTD Encumbrance	.00	YTD Actual 549.77 Total 549.77	YTD Budget 3,175.00	Unexpended 2,625.23	
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 4,300.00	Unexpended 4,300.00	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
		05/31/2026 (05/26) 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					
		03/31/2026 (03/26) Balance	.00 *	.00 *	352.00
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	352.00
YTD Encumbrance	.00	YTD Actual 352.00 Total 352.00	YTD Budget 2,500.00	Unexpended 2,148.00	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		03/31/2026 (03/26) Balance	.00 *	.00 *	.00
AP	67	BLACKSTONE PUBLISHING	96.84		
		**VendorNo: 2995 **Inv. No: 2227582 **Desc: ADULT AUDIOBOOKS **Inv. Date: 03/05/26			
		04/30/2026 (04/26) Period Totals and Balance	96.84 *	.00 *	96.84
		05/31/2026 (05/26) Period Totals and Balance	.00 *	.00 *	96.84
YTD Encumbrance	.00	YTD Actual 96.84 Total 96.84	YTD Budget 1,000.00	Unexpended 903.16	

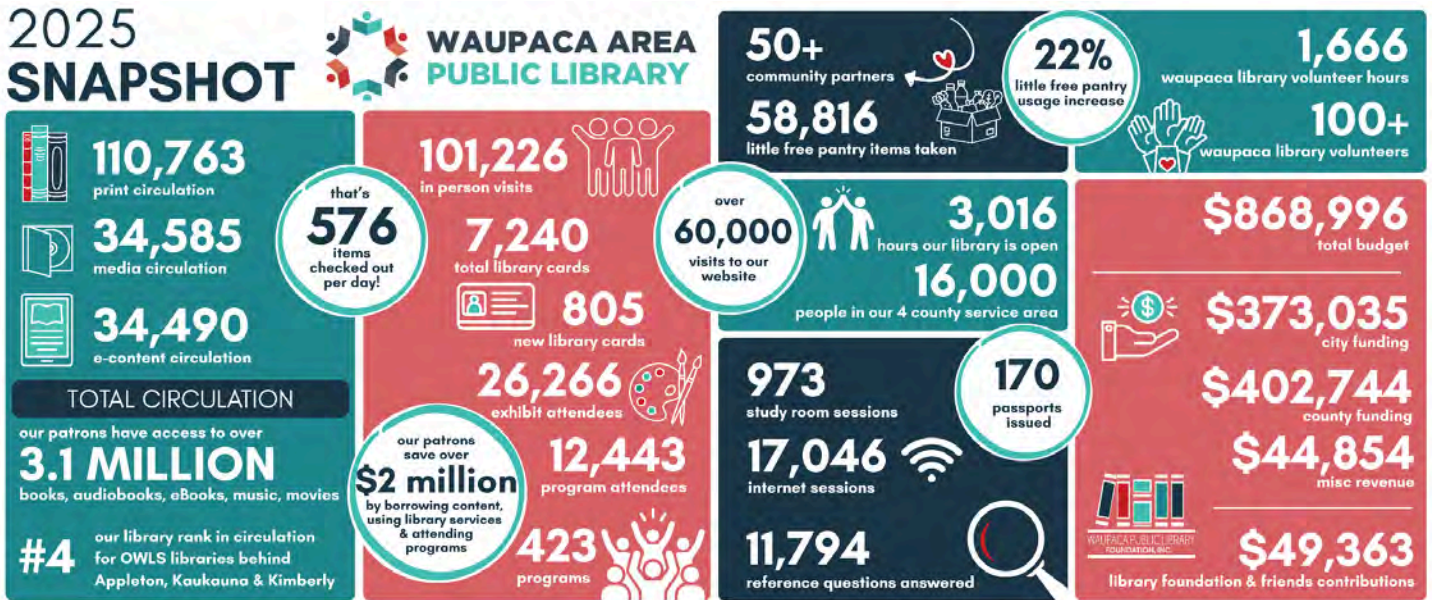
<u>Journal</u>	<u>Reference Number</u>	<u>Payee or Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
	251-55135-290-610	LIBRARY: A/V - MATERIAL REPL (continued)			
	Grand Totals:		129,944.30	23,810.15-	106,134.15

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda April 2026

Our marketing team meets monthly and one of our tasks was to produce materials that help patrons understand all the services our library provides. I worked with Mary Perket to gather numbers and info and create graphics that allow visitors to quickly and easily comprehend statistics that can be overwhelming. These graphics were printed on banners on display in the library and as bookmarks.



ON EXHIBIT:

agriCULTURE: Farms & Local Agriculture

AgriCULTURE is off to a great start with 1670 visitors in April. This exhibit highlights local farmers, implements, the Waupaca Historical Society's barn project, information on pollinators, a seed exchange, and more!

We had some great programs to compliment this exhibit. I worked with Children's Department staff to host a citizen science program on April 22, and had 9 people attend. [Snapshot Wisconsin](#) is a program in partnership with SciStarter, which utilizes citizens to analyze trail camera images from the WDNR, critical to their work. Winchester Academy had local farmer Rachel Bouressa present on rotational grazing on April 27. About 60 people attended Rachel's presentation; she is also featured as a local farmer in our exhibit.

Our next set of programs is another partnership with the Children's Department, and we will be working in the CEC Community Garden this summer to grow produce for our Little Free Pantry. We kick off on May 27th, and will meet every other Monday once school is out.

Passive activities and kits have been an effective way for us to get visitors to exhibits. Our seed exchange has gone through over 150 packets of seeds, we have bean kits available so that patrons can learn the science behind seeds and grow their own green beans, and we have a scavenger hunt in the exhibit to help our younger visitors learn about the importance of pollinators.

AgriCULTURE is on display through May 30.



UPCOMING EXHIBIT:**Dig into History - US 250th Celebration**

Get ready to Dig into History and celebrate the USA's 250th anniversary for our Summer Learning Program exhibit. Visitors will learn about the American Revolution, early history makers, battlefield archaeology, the Declaration of Independence, how our government works, and more. This will be a highly interactive exhibit to make history accessible to all ages.

I am working with Tracy Berhendt from the Waupaca Historical Society on another display for the bandstand in front of the library to help promote our exhibit. She put together some great graphics on local veterans; this will be installed at the beginning of June.

**MONTHLY ATTENDANCE REPORT:**

The attendance chart for March is included with this report.

2026 Schedule

- *Second Life Alchemy*: December 13-February 1
- *Youth Art Month*: February 7-March 28
- *Gardens/Local Agriculture*: April 4-May 30
- *Summer Learning Program (Unearth a Story/Dinosaurs)*: *Dig into History - US 250th Celebration*: June 6-August 1
- *WCAB 20th Anniversary*: August 8-October 3
- *Kevin Knopp*: October 10-December 5
- *Quilts*: December 12-January 30

2027 Schedule

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

2028 Schedule

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

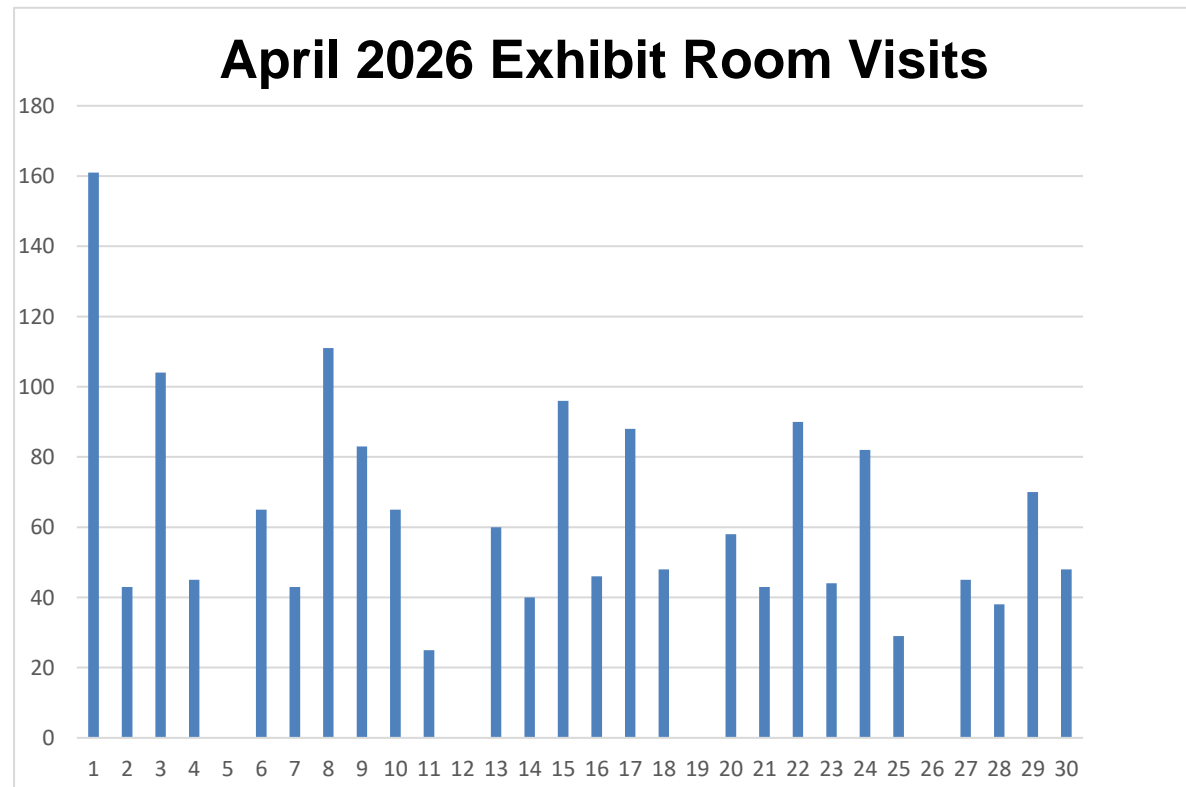
APRIL 2026 EXHIBIT ROOM VISITS

04/1/2026	Wednesday	161
04/2/2026	Thursday	43
04/3/2026	Friday	104
04/4/2026	Saturday	45
04/5/2026	Sunday	closed
04/6/2026	Monday	65
04/7/2026	Tuesday	43
04/8/2026	Wednesday	111
04/9/2026	Thursday	83
04/10/2026	Friday	65
04/11/2026	Saturday	25
04/12/2026	Sunday	closed
04/13/2026	Monday	60
04/14/2026	Tuesday	40
04/15/2026	Wednesday	96
04/16/2026	Thursday	46
04/17/2026	Friday	88
04/18/2026	Saturday	48
04/19/2026	Sunday	closed
04/20/2026	Monday	58
04/24/2026	Tuesday	43
04/22/2026	Wednesday	90
04/23/2026	Thursday	44
04/24/2026	Friday	82
04/25/2026	Saturday	29
04/26/2026	Sunday	closed
04/27/2026	Monday	45
04/28/2026	Tuesday	38
04/29/2026	Wednesday	70
04/30/2026	Thursday	48

TOTAL 1670

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

agriCULTURE (April) = 1670



2026 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$3.90	\$0.00	\$0.00	\$2.50									\$6.40	
2026 Running Total													
\$3.90	\$3.90	\$3.90	\$6.40										
2025 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.40	\$0.00	\$0.00	\$7.46	\$0.00	\$0.00	\$0.00	\$0.00	\$7.35	\$0.00	\$0.00	\$0.00	\$15.21	
2025 Running Total													
\$0.40	\$0.40	\$0.40	\$7.86	\$7.86	\$7.86	\$7.86	\$7.86	\$15.21	\$15.21	\$15.21	\$15.21		
2024 Overdue Fees													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$0.00	\$0.00	\$0.20	\$0.00	\$0.00	\$0.00	\$0.10	\$0.00	\$0.00	\$8.20	\$0.00	\$0.00	\$8.50	
2024 Running Total													
\$0.00	\$0.00	\$0.20	\$0.20	\$0.20	\$0.20	\$0.30	\$0.30	\$0.30	\$8.50	\$8.50	\$8.50		
	\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50	\$1.00	\$0.00	\$3.05	\$0.00	\$0.96	\$0.00	\$35.97
2026 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$805.64	\$769.11	\$792.47	\$828.53									\$3,195.75	
2025 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$847.20	\$539.66	\$795.94	\$618.07	\$774.17	\$886.32	\$696.25	\$598.52	\$745.87	\$709.71	\$633.34	\$622.89	\$8,467.94	
2024 Copy Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$580.46	\$484.37	\$580.97	\$590.98	\$589.02	\$466.69	\$582.83	\$773.13	\$546.49	\$690.51	\$514.64	\$574.91	\$6,975.00	
2026 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$105.00	\$130.00	\$154.20	\$380.00									\$769.20	
2025 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$100.00	\$410.00	\$135.00	\$205.00	\$195.00	\$84.59	\$88.81	\$160.00	\$80.00	\$189.33	\$189.07	\$51.20	\$1,888.00	
2024 Meeting Room Income													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$73.00	\$235.00	\$225.00	\$483.00	\$130.00	\$50.00	\$50.00	\$102.50	\$135.00	\$267.50	\$140.00	\$205.00	\$2,096.00	
2026 Material Replacement													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
\$372.57	\$355.80	\$418.68	\$346.81									\$1,493.86	
	-\$61.95	-\$76.94	-\$53.00	-\$103.99								-\$295.88	
\$310.62	\$278.86	\$365.68	\$242.82									\$1,197.98	

2025 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$279.90	\$183.94	\$330.40	\$265.99	\$329.21	\$454.05	\$593.35	\$132.35	\$526.25	\$611.84	\$313.60	\$200.92	\$4,221.80
-\$36.99	-\$19.99	-\$63.99	-\$44.95	-\$43.95	-\$178.95	-\$115.00	-\$37.99	-\$33.99	-\$98.95	-\$60.73	-\$26.00	-\$761.48
\$242.91	\$163.95	\$266.41	\$221.04	\$285.26	\$275.10	\$478.35	\$94.36	\$492.26	\$512.89	\$252.87	\$174.92	\$3,460.32
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	\$209.51	\$109.00	\$358.03	\$241.89	\$300.65	\$302.08	\$110.99	\$348.87	\$2,938.07
\$0.00	-\$130.00	-\$16.99	-\$33.00	-\$24.00	-\$95.00	-\$20.00	-\$52.99	-\$18.98	-\$22.99	-\$15.99	-\$24.99	-\$454.93
\$277.88	\$124.82	\$206.99	\$167.37	\$185.51	\$14.00	\$338.03	\$188.90	\$281.67	\$279.09	\$95.00	\$323.88	\$2,483.14
2026 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$136.51	\$174.09	\$107.22	\$93.81									\$511.63
2025 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$162.02	\$141.29	\$113.00	\$56.16	\$99.10	\$78.17	\$143.22	\$66.08	\$80.30	\$94.64	\$122.17	\$106.15	\$1,262.30
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	\$89.17	\$55.49	\$77.39	\$281.20	\$78.77	\$95.88	\$147.17	\$113.79	\$1,579.47
2026 Passports												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$382.88	\$520.76	\$764.09	\$661.97									\$2,329.70
2025 Passports												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$840.00	\$1,295.00	\$315.00	\$455.00	\$452.88	\$516.14	\$485.91	\$313.94	\$348.94	\$521.82	\$208.94	\$280.00	\$6,033.57
2024 Passports												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$350.00	\$910.00	\$595.00	\$120.00	\$525.00	\$175.00	\$245.00	\$385.00	\$385.00	\$455.00	\$420.00	\$770.00	\$5,335.00
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
2026 Credit Card												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$360.07	\$318.72	\$617.90	\$221.16									\$1,517.85
-\$21.71	-\$10.83	-\$20.40	-\$8.14									-\$61.08
2025 Credit Card												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$19.18	\$218.90	\$369.14	\$371.05	\$253.99	\$182.99	\$525.30	\$293.50	\$109.25	\$2,343.30
			-\$0.82	-\$7.70	-\$11.52	-\$11.90	-\$7.95	-\$5.36	-\$16.80	\$9.87	\$3.89	-\$48.29

2026 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$22.65	\$116.40	\$28.90	\$72.00									\$239.95
2025 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$37.25	\$3.60	\$52.10	\$125.45	\$177.40	\$88.20	\$18.50	\$78.55	\$5.30	\$87.55	\$39.00	\$89.10	\$802.00
2024 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$63.00	\$98.09	\$565.00	\$95.20	\$6.35	\$32.70	\$9.75	\$10.30	\$228.35	\$9.30	\$6.90	\$19.45	\$1,144.39

Library Usage 2026

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	1,216	1,143	1,098	1,226									4,683
2025	894	892	894	775	1,007	1,286	1,046	997	1,079	1,236	867	821	11,794
2019	1,051	938	1,252	1,040	1,046	837	1,021	1,242	1,030	1,084	896	764	12,201

Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	7,266	8,202	8,037	8,328									31,833
2025	8,075	7,276	8,075	7,981	8,093	10,120	10,076	9,886	7,977	9,175	7,392	7,100	101,226
2019	9,026	8,275	10,259	9,983	9,136	10,737	12,868	11,052	9,279	10,439	8,349	7,737	117,140

Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 wireless	706	696	782	873									3,057
2026 stations	524	597	648	591									2,360
2025 wireless	737	733	879	838	838	1,095	1,081	1,063	820	1,046	782	734	10,646
2025 stations	458	432	534	488	569	688	637	659	485	645	328	477	6,400
2019 wireless	1,193	1,117	1,322	1,209	1,550	1,837	2,009	1,768	1,499	1,368	1,236	1,122	17,230
2019 stations	1,192	1,100	1,337	1,171	1,262	1,404	1,656	1,597	1,218	1,435	1,158	1,003	15,533

Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	12	13	10	2									37
2025	7	10	7	14	10	16	12	8	6	7	6	6	109
2023	60	40	44	25	40	44	27	28	27	24	17	20	396

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	145.5	158.25	170	186									660
2025	98.3	129.3	111.0	154.7	165.75	155.75	151.5	148	129	146	139.5	137.5	1,666
2024	17.75	23.5	47	37.5	47.2	69.25	54.25	86.25	81	103.25	76.45	75	718

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 programs	4	6	7	5									22
2026 attendance	53	71	57	90									271
2025 programs	10	9	2	9	11	8	7	6	8	9	7	3	89
2025 attendance	94	91	33	128	122	92	63	25	61	75	87	51	922

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 programs	13	17	20	15									65
2026 attendance	385	404	449	344									1,582
2025 programs	10	17	18	12	11	19	17	8	7	12	14	18	163
2025 attendance	362	592	604	357	529	504	477	162	261	389	552	514	5,303

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 programs	0	1	1	5									7
2025 attendance	0	500	15	152									667
2025 programs	0	1	5	3	1	4	10	4	0	0	0	2	30
2025 attendance	0	250	506	38	7	197	296	694	0	0	0	320	2,308

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 programs	4	8	7	4									
2026 attendance	11	37	70	81									
2025 programs	4	7	5	13	15	8	16	7	7	11	10	0	103
2025 attendance	35	38	23	324	668	85	84	42	33	45	34	0	1,411

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	65	99	89	75									328
2025	93	86	93	78	74	88	101	80	68	85	64	63	973
2024	68	92	78	74	68	78	96	91	104	114	54	68	985

Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	14	14	25	15									68
2025	21	37	9	13	16	14	15	8	10	14	5	8	170
2024	10	24	17	2	15	5	8	11	10	13	11	20	146

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	13	5	5	1									24
2025	3	2	2	4	7	3	18	13	7	9	4	11	83
2024	5	6	8	9	7	5	2	4	3	4	6	5	64

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026	5,007	5,452	4,506	5,638									20,603
2025	4,787	3,752	4,631	4,287	4,935	5,559	4,635	4,724	5,721	5,051	5,509	5,225	58,816
2024	2,426	3,711	3,623	3,610	3,870	4,255	3,346	4,347	5,112	6,185	4,041	3,771	48,297

Apr 2026 Interlibrary Lender/Borrower Statistics

Library	Code					YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,093	1,084	9	1.01	4,694	3,985	709	1.18
Appleton	OOAPL	8,521	11,857	(3,336)	0.72	35,093	47,296	(12,203)	0.74
Baileys Harbor	NDBAI	572	445	127	1.29	2,326	1,896	430	1.23
Birnamwood	NSBIR	554	321	233	1.73	2,241	1,413	828	1.59
Black Creek	OOBCL	1,395	568	827	2.46	5,717	2,854	2,863	2.00
Bonduel	NSBON	324	732	(408)	0.44	1,294	3,257	(1,963)	0.40
Clintonville	OWCPL	2,085	1,094	991	1.91	8,479	4,410	4,069	1.92
Coleman	NMCOL	413	674	(261)	0.61	1,553	2,691	(1,138)	0.58
Crivitz	NMCRI	446	900	(454)	0.50	1,851	3,826	(1,975)	0.48
Egg Harbor	NDEGG	566	411	155	1.38	2,419	1,824	595	1.33
Ephraim	NDEPH	450	127	323	3.54	1,809	586	1,223	3.09
Fish Creek	NDFIS	395	305	90	1.30	1,717	1,271	446	1.35
Florence	NFFLO	405	452	(47)	0.90	1,581	1,773	(192)	0.89
Forestville	NDFOR	470	378	92	1.24	1,988	1,393	595	1.43
Fremont	OWFPL	504	467	37	1.08	2,351	2,654	(303)	0.89
Gillett	NOGIL	545	404	141	1.35	2,247	1,540	707	1.46
Goodman	NMGOO	68	165	(97)	0.41	279	940	(661)	0.30
Green Earth	NBON2	113	5	108	22.60	465	9	456	51.67
Hortonville	OOHPL	1,606	2,804	(1,198)	0.57	6,536	10,999	(4,463)	0.59
Iola	OWIVL	949	766	183	1.24	3,890	3,256	634	1.19
Kaukauna	OOKAU	3,818	3,212	606	1.19	14,426	13,435	991	1.07
Kewaunee	NKKEW	1,584	1,133	451	1.40	6,428	4,968	1,460	1.29
Kimberly	OOKIM	2,819	4,502	(1,683)	0.63	11,622	18,377	(6,755)	0.63
Lakewood	NOLAK	757	630	127	1.20	3,064	2,915	149	1.05
Lena	NOLEN	465	189	276	2.46	1,970	867	1,103	2.27
Little Chute	OOLIT	3,246	3,366	(120)	0.96	13,277	14,514	(1,237)	0.91
Manawa	OWMAN	1,162	676	486	1.72	4,827	2,703	2,124	1.79
Marinette	NMMRT	1,506	1,290	216	1.17	5,848	5,558	290	1.05
Marion	OWMAR	1,051	489	562	2.15	4,380	2,107	2,273	2.08
Mattoon	NSMAT	117	182	(65)	0.64	454	620	(166)	0.73
New London	OWNLP	1,820	1,676	144	1.09	7,702	6,183	1,519	1.25
NFLS	NFLS	-	12	(12)	-	-	72	(72)	-
Niagara	NMNIA	288	565	(277)	0.51	1,195	1,961	(766)	0.61
Oconto	NOOCO	1,023	993	30	1.03	4,145	3,736	409	1.11
Oconto Falls	NOOCF	1,540	756	784	2.04	6,122	3,416	2,706	1.79
Oneida	NBONE	607	170	437	3.57	2,788	651	2,137	4.28
OWLS	OWLS	-	9	(9)	-	-	24	(24)	-
Peshtigo	NMPES	419	542	(123)	0.77	1,494	1,813	(319)	0.82
Scandinavia	OWSCA	533	300	233	1.78	2,194	1,394	800	1.57
Seymour	OOSEY	1,852	1,214	638	1.53	7,450	5,346	2,104	1.39
Shawano	NSSHA	2,196	2,107	89	1.04	9,475	9,111	364	1.04
Shiocton	OOSHI	566	329	237	1.72	2,946	1,711	1,235	1.72
Sister Bay	NDSIS	1,142	919	223	1.24	4,502	3,869	633	1.16
Sturgeon Bay	NDSTR	2,484	3,237	(753)	0.77	10,506	13,104	(2,598)	0.80
Suring	NOSUR	681	465	216	1.46	3,032	1,899	1,133	1.60
Tigerton	NSTIG	265	262	3	1.01	1,216	1,261	(45)	0.96
Washington Island	NDWSH	384	358	26	1.07	1,474	1,376	98	1.07
Waupaca	OWWAU	2,720	2,989	(269)	0.91	11,701	12,207	(506)	0.96
Wausaukee	NMWAS	379	671	(292)	0.56	1,499	2,446	(947)	0.61
Weyauwega	OWWEY	1,103	706	397	1.56	4,470	2,812	1,658	1.59
Wittenberg	NSWIT	170	263	(93)	0.65	747	1,155	(408)	0.65
TOTAL		58,171	58,171	-	1.00	239,484	239,484	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	12,094	10,327	22,421	50,242	42,181	92,423
OWLS libraries	9,044	26,706	35,750	36,936	110,125	147,061
Total	21,138	37,033	58,171	87,178	152,306	239,484

Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2026

Circulation Statistics 2026													
Waupaca 2026 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2026 Downloads - ebooks	1,029	921	955	847									3,752
2025 Downloads - ebooks	1,087	952	1,012	850	860	863	852	920	832	837	840	857	10,762
2026 Downloads - Audio	1,440	1,284	1,459	1,379									5,562
2025 Downloads - Audio	1,294	1,261	1,294	1,197	1,286	1,216	1,080	1,226	1,174	1,369	1,269	1,237	14,903
2026 Downloads - Magazine	369	311	388	369									1,437
2025 Downloads - Magazine	376	326	362	356	345	312	311	325	331	322	320	336	4,022
2026 Downloads - Hoopla	448	398	404	415									1,665
2025 Downloads - Hoopla	462	391	412	377	358	358	416	435	418	431	395	376	4,829
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	2,241	2,048	2,585	2,309									9,183
Checkouts	9,204	7,753	8,243	8,348									33,548
Total Circulation w/renewals	11,445	9,801	10,828	10,657	0	0	0	0	0	0	0	0	42,731
2025 Totals	13,009	12,049	13,244	12,136	11,964	13,472	14,010	11,616	11,381	11,481	10,620	10,366	145,348
2024 Totals	12,071	12,476	12,848	12,311	11,293	13,634	14,242	13,308	11,513	12,475	12,154	10,700	149,025
2023 Totals	12,166	11,647	14,336	11,693	11,755	13,647	14,026	15,718	12,341	13,306	12,227	11,150	154,012
2019 Totals	20,220	18,209	19,553	19,132	17,879	18,950	22,417	19,669	18,082	20,765	18,075	16,330	229,281

Circ by Municipality						
Town/City/County	January	February	March	April	Total	2026
Dayton	1,270	1,025	1,192	1,292	4,779	11%
Farmington	2,008	1,510	1,739	1,530	6,787	16%
Lind	527	447	474	558	2,006	5%
Waupaca (Town)	964	663	889	741	3,257	8%
Other Towns	577	585	495	415	2,072	5%
Town Total	5,346	4,230	4,789	4,536	18,901	44%
Waupaca (City)	3,862	3,361	3,773	3,733	14,729	34%
Waushara County	447	537	552	636	2,172	5%
Winnebago County	2	5	13	19	39	0%
Portage County	1,056	825	836	885	3,602	8%
Other	732	843	865	848	3,288	8%
Total	11,445	9,801	10,828	10,657	42,731	

Monthly/YTD Circs and Renewals - April 2026

Current Month

YTD

<u>Agency</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	3,105	634	3,739	10,316	2,574	12,890
Appleton	39,311	14,116	53,427	162,885	53,916	216,801
Black Creek	1,290	413	1,703	6,077	1,979	8,056
Clintonville	3,265	1047	4,312	13,586	3,792	17,378
Door Cty - Baileys Harbor	1082	207	1,289	4,015	1050	5,065
Door Cty - Egg Harbor	796	192	988	3,415	859	4,274
Door Cty - Ephraim	212	73	285	1079	317	1396
Door Cty - Fish Creek	466	147	613	2,062	525	2,587
Door Cty - Forestville	605	213	818	2,310	862	3,172
Door Cty - Sister Bay	2,224	590	2,814	9,117	2,426	11,543
Door Cty - Sturgeon Bay	7,307	2,227	9,534	29,635	8,795	38,430
Door Cty - Washington Island	747	170	917	2,858	517	3,375
Florence	827	159	986	3,127	467	3,594
Fremont	651	388	1,039	4,372	1765	6,137
Gillett	509	197	706	1897	659	2,556
Hortonville	5,197	1,656	6,853	21,138	5,941	27,079
Iola	1,415	382	1,797	5,784	1804	7,588
Kaukauna	9,420	2,546	11,966	38,094	9,605	47,699
Kewaunee	2,983	1036	4,019	11,690	3,925	15,615
Kimberly	10,182	3,262	13,444	42,171	12,946	55,117
Lakewood	1,603	376	1,979	7,216	1946	9,162
Lena	267	155	422	1473	617	2,090
Little Chute	7,996	2,669	10,665	32,734	10,212	42,946
Manawa	1,465	445	1,910	5,891	1711	7,602
Marinette Cty - Coleman	835	313	1,148	3,730	1216	4,946
Marinette Cty - Crivitz	1,479	533	2,012	6,359	2,957	9,316
Marinette Cty - Goodman	165	49	214	840	204	1044
Marinette Cty - Marinette	2,841	875	3,716	12,650	3,070	15,720
Marinette Cty - Niagara	583	268	851	2,322	874	3,196
Marinette Cty - Peshtigo	840	164	1004	3,168	695	3,863
Marinette Cty - Wausaukee	934	282	1,216	3,495	1121	4,616
Marion	1,767	386	2,153	7,233	1555	8,788
New London	3,621	1203	4,824	15,262	3,832	19,094
Oconto	1,631	533	2,164	7,310	2,202	9,512
Oconto Falls	2,435	514	2,949	10,179	2,052	12,231
Oneida Tribal - Green Earth	8	2	10	20	11	31
Oneida Tribal - Oneida	162	111	273	951	435	1386
Scandinavia	436	171	607	1664	655	2,319
Seymour	2,117	830	2,947	9,136	3,186	12,322
Shawano Cty - Birnamwood	1,860	316	2,176	7,961	1111	9,072
Shawano Cty - Bonduel	987	406	1,393	4,109	1352	5,461
Shawano Cty - Mattoon	149	83	232	581	264	845
Shawano Cty - Shawano	6,089	1,525	7,614	26,964	6,339	33,303
Shawano Cty - Tigerton	236	108	344	1360	493	1,853
Shawano Cty - Wittenberg	371	131	502	1666	566	2,232
Shiocton	523	192	715	2,895	597	3,492

Suring	833	249	1,082	3,637	1216	4,853
Waupaca	8,348	2,309	10,657	33,548	9,183	42,731
Weyauwega	1,578	665	2,243	5,853	2,383	8,236
Total	155,815	47,005	202,820	452,101	131,270	583,371

Posted 5/1/26

NOTE: numbers may be lower due to the flooding this month

Director's Report

New Library Signage

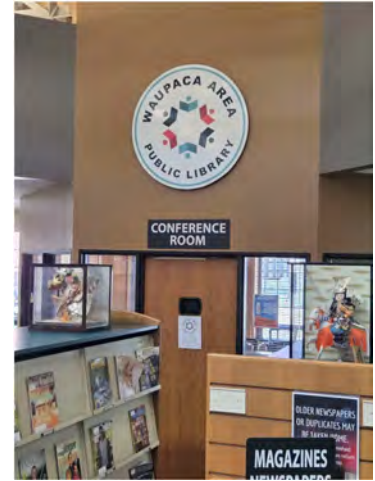
The sign above the Conference Room door has been updated thanks to a donation from the Friends of the Library. The old signage had a previous logo and the clear plastic made it less than eye catching.

Polaris Update

We continue to be on course for full transition to the Polaris integrated library system this fall. Training is underway with August 2026 targeted for the move from CarIX to Polaris.

Newspaper Archive and Updates

In collaboration with the Waupaca Historical Society we have set up a new home for our already digitized newspapers. It can be accessed here: <https://waupaca.historyarchives.online/>



We have \$7,000 for additional digitization of microfilm and additionally received a \$2,500 grant from the Community Foundation this past week. We also have outstanding grant applications with Rotary and the WPS Foundation. This should prove to be a fantastic resource for those interested in local history and genealogy. Tracy Behrendt with the Historical Society and City grant writer Greg Grohman have been essential in getting this project done.

Beanstack

After assessment of local needs we have opted not to renew our subscription of Beanstack this year. We have been using the Beanstack app for our summer reading clubs for about 5 years. We will instead be using simplified paper forms that we believe will improve engagement at a lower cost.

Laptop Replacement

Our replacement schedule has nine (9) computers tabbed for replacement this year and none next year. To even out budgeting, we will be splitting the replacement between the two years instead.

Food Pantry Update

With the unexpected closure of Ruby's Pantry we have seen an increase in demand at our Little Free Pantry. We have sufficient funds at this time, but these are intended to support donations of food rather than replace them. **If you have the ability to make a food donation or encourage others to do so, the need in the community is great!**

Respectfully submitted,
Eric Scott Bailey

April Programs

- **Wednesday, April 1**-Lunch and Learn-Liz Kneer: 35 people (Molly)
- **Wednesday, April 15**-After Hours Poetry at Empty Barrel: 25 people (Mary P)
- **Thursday, April 16**-Thursday Film: My Man Godfrey: 11 people (Mary P)
- **Saturday, April 18**-Book Club: Marriage at Sea: 7 people (Laura J)
- **Wednesday, April 29**-Poetry Event-A Shared World: 39 people (Mary P)
- **Thursday, April 30**-Seed Saving 101+: 13 people (Molly)
 - Engagement Table: Blackout Poetry

For our April Lunch and Learn we had our very own Liz Kneer! She talked about the Exhibit Room and its history, as well as the Waupaca Library Foundation and how they help the library succeed. Liz was a very popular presenter, with registrations coming in fast the days leading up to her presentation. She was one of our most engaging speakers to date, and shared a lot of little known information about the Exhibit Room and the Waupaca Library Foundation.



Mary Perkett along with the Waupaca Poetry Committee hosted "A Shared World" Poetry Event. It was a huge success with more people than they had expected! They had a teacher from a nearby district come alongside several of her students, along with a young man who wrote a poem that night and was brave enough to share with the crowd. Mary puts a lot of hard work into the poetry committee, it was great to hear of her strong success.



I was contacted by an area gardener, Angie Peterson, who had a passion for sharing her knowledge and wanted to provide a program. We chatted about how we could work to do that and settled on a seed saving program ahead of planting season so that gardeners can plan for the future. We had many enthusiastic attendees who shared a passion for gardening. Angie's energy and knowledge helped to make the program a huge success. We will definitely need to utilize her as a resource in the future.



The library Marketing Committee had been discussing the last couple months how to utilize National Library Month better. This year was the first year that we really highlighted the week, having theme dress days, and fun Facebook/Instagram posts. Liz and Mary P compiled some interesting statistics to share with the patrons, and you can find those posted both in the Exhibit Room, as well as below the self-checks in the adult department.



-Respectfully submitted by Molly Reinke

Adult Services Report

The month of April included five Walking Books Orientation Classes. We added 10 new volunteers. We have a total of 21 volunteers and 17 homebound patrons.

On April 7 I took part in an online chat with several Adult Services Librarians in the area. We had the opportunity to chat with each other about Adult Summer Reading, Outreach to Seniors, and DND/Gaming for adults. I was able to share with the group the Walking Books program that helps outreach to many seniors.

I met up with Kelly, the volunteer coordinator from Manawa, on April 22 who contacted me after the chat to see if we could meet to discuss the Walking Books program. They would like to start one in Manawa. I was very happy to share what I have learned with her.

I also met up with Alicia, Casey and Mary from Bethany on April 14 to discuss the Walking Books Program. They were very excited to get the program going for their residents at Bethany.

I met with Sue from Trinity Lutheran on April 16. She is also helping to share the program with her volunteers and shut ins through the church.

In April Helen Robinson decided to retire from volunteering after over 30 years. She repaired a large percentage of our library collections over the years. She will be missed, but we look forward to seeing her often in the library as a patron.

In preparation for her retirement, Helen trained another volunteer, Mary. Mary has been helping out under Helen's training for a while and has been doing great, but it is a big job. So, we also added a couple of new volunteers to help with repairing library items. Greg and Maureen. They are doing a great job and Mary has been a wonderful trainer.

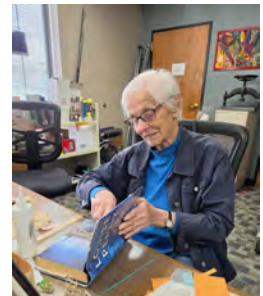


The month of April also brought with it tragedy for area residents due to major flooding. Some of the libraries in our system worked together to be collection sites for flood relief. It was a collaboration with Be Well Waupaca and Health and Well Being coordinators of Waupaca County. We called it Libraries for Relief. It was an amazing outpouring of compassion and giving.

The First Look Book Sale has been continuing to not disappoint. They had a lot of merchandise to showcase on Saturday April 25th. It was a record breaking sale day!

Laura J, Bobbie and I are putting together training times for the staff in May and June for the new ILS. We look forward to getting everyone up to speed as soon as possible with the new system.

-Respectfully submitted by Jan Pople



Children's Department Report - April 2026

Babygarten - 58
April Bug Hunt - 38
School Books - 124

Sunny Day - 171
Wednesday Craft / Fun - 72
Science kits - 250

April saw our labor come to fruition, with the careful planning in March pay off in our Citizen Science kits and programs this month. Throughout the month we offered free take home science kits for families to great success. Paula's diligent work panned out with our kits boasting a total of 7 different experiments with instructions, further learning and materials included! In addition to our kits, we offered 4 science events throughout the month. We cast a wide net of interest, with each event focusing on a different topic and different partners, from gardening to ticks, penguins and trail cams! We hope to be able to replicate this success in the future with more science education and/or citizen science at the library.



This month saw the start of our shift towards summer programming planning. The first step of which is always our end of the year visits out to the schools. Taylor and I made it out to the middle school and CEC to host booktalks. I would call them successes given how quickly our featured books disappeared and formed wait lists. By the time of our meeting we will also have made our SLP visits as well. We have set the ambitious goal of having our summer programs set and ready to go by the start of May to allow for ample time for advertisement, printing and circulation in the schools. As always, Molly Reinke puts in a great deal of work for our summer pamphlet and getting it ready in the time we do wouldn't be possible without her.

A number of our regular programs remained popular this month as well. Bobbie has done stellar work offering engaging crafts and activities every Wednesday after school; from growing crystals to shrinky-dinks and paper crafts, Tween D&D remains popular with our newest crowd of players settling in and getting to know each other. Sleepyhead storytime has lost a little of the crowds we've seen before, but we are confident this program will remain a mainstay of our programming based on the number of inquiries we receive about it.



Respectfully submitted,
Simon Baumgart, Head of Youth Services

April 2026

Teen Department Board Report

Teen Volunteer Agents (T. V. A.)

The Teen Volunteer Agents discussed volunteering opportunities with the library, transport to the library during the school year, group socials, and the Summer Library Program. We have a handful of Teen Volunteer Agents that have signed up to help the library out at our Strawberry Fest program as well as the Library Renaissance Faire this summer. One of their needs that they brought up included future transportation from the schools to the library. In order to assess the need, our agents took it upon themselves to ask students at the Waupaca High School to sign a petition if those students would benefit from a designated “Library Bus”. They want to hold further discussions, and gather information from other schools to see if they would benefit from a bus as well, and how to make that happen.

Afterschool Activities

We continue to see increased numbers in the Teen Room on Wednesdays after 2:00 PM, as well as increased numbers after school on Mondays and Thursdays when the weather is nice. As a result, we increased our spread of programs to meet the needs of the teens present and saw a positive uptick in attendance.

APRIL PROGRAMS: Teen Dungeons and Dragons, DIY Bird Feeders, DIY Re-Usable Tote bags, STEAM Challenges (Peep Parachutes), Teen Volunteer Agents, and more!

Poetry Open Mic Night

We had a group of brave students go up and share their pieces during the Open Mic Night. Later on, we heard feedback from a younger teen, that she would love to participate if the library hosts a similar program.

Summer Library Prize Books for the Teen Room

A big thank you to the Friends of the Library for donating \$200 towards the funding of our Teen Prize Books for the Summer. We are working to create a specific selection of titles, built from feedback we’ve gathered from teen patrons, to create a more enticing selection of books for the prize cart in the Teen Room.



Respectfully submitted by Taylor Wilcox, Teen Services Librarian

5/13/26

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

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. Treasurers 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

Resolution of Thanks to Helen Robinson

Waupaca Area Public Library

WHEREAS, Helen Robinson began volunteering with the Library in 1995 and continued for the next 30 years; and

WHEREAS, Ms. Robinson recently stepped down from her role as a regular volunteer at the age of 93; and

WHEREAS, Ms. Robinson has repaired thousands of books that were returned to circulation through her skill and careful work; and

WHEREAS, Ms. Robinson has been completely reliable as a volunteer, including working on materials at home during the pandemic and when homebound due to health challenges; and

WHEREAS, Ms. Robinson has earned a place as part of our Library family through her dedication and hard work.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Helen Robinson for her years of service to the City of Waupaca as a Library volunteer.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Helen Robinson with a signed copy of this resolution.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 20th day of May, 2026 by a vote of:

YEAS:

NAYS:

ABSENT OR NOT VOTING:

Melanie Peterson, President
The Board of Library Trustees of the
Waupaca Area Public Library

ATTEST:

Eric Bailey, Library Director
Waupaca Area Public Library

**Outagamie Waupaca Library System
Board of Trustees
January 15th, 2026, Meeting Minutes**

The meeting was called to order at 6:01 p.m. by Shipps.

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Peter Gilbert, Steve Hart, Cathy Thompson, Angela Ver Voort, Veronica Woodward.

OTHERS PRESENT: Melissa Knight.

Excused: Cindy Fallona, Mike Hankins, Wendy Hartman, Bastia Looker, Rob Way.

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

Forsythe moved, seconded by Ver Voort, to approve November 20th, 2025, meeting minutes as presented. Motion carried.

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

Ver Voort moved, seconded by Frola, to approve the December 2025 and January 2026 automatic payments and checks numbered 34504 – 34582 inclusive, in the total amount of \$226,291.93 and payroll-related expenditures in the amount of \$168,917.94. Motion carried.

DIRECTOR'S REPORT

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

BUSINESS

Frola moved, seconded by Thompson, to elect officers for 2026: Peter Gilbert as President. Mike Hankins as Vice President and Diane Forsythe as Secretary / Treasurer, as nominated. Motion carried.

Buchholtz moved, seconded by Gilbert, to appoint Angela Ver Voort, Cindy Fallona and Bastia Looker as Personnel Committee members for 2026. Motion carried.

Ver Voort moved, seconded by Forsythe, to appoint Bobbie Buchholtz and Wendy Hartman to the Executive Committee member-at-large seats for 2026. Motion carried.

Forsythe moved, seconded by Buchholtz, to proceed with phase two of the merger exploration. Motion carried.

Forsythe moved, seconded by Buchholtz, to approve the revised 2026 budget. Motion carried.

Ver Voort moved, seconded by Woodward, to approve the revised Office Assistant job description. Motion carried.

Forsythe moved, seconded by Gilbert, to approve the revised Employee Handbook. Motion carried.

Gilbert moved, seconded by Forsythe, to approve the revised printing policy. Motion carried.

Trustees reviewed Trustee Essentials Chapter 26: The Public Library System Board. No action taken.

Having completed the agenda, the meeting was adjourned by Shipps at 7:03pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.