



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JULY 19, 2023, 4:30PM

IN-PERSON MEETING CITY COUNCIL CHAMBERS – VIRTUAL OPTION AVAILABLE

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

1. ROLL CALL
2. APPROVAL OF AGENDA

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

3. MINUTES FROM MEETING HELD WEDNESDAY, JUNE 21, 2023
 - a. **ACTION ITEM: APPROVE** minutes of JUNE 21, 2023 Meeting
4. MONTHLY BILLS FOR JUNE 2023, **BILLS \$10,244.68, PERSONNEL \$50,200.80, Donations Expenditures \$2,263.46**
 - a. **ACTION ITEM: APPROVE** JUNE 2023 bills, personnel costs, and donation expenditures
5. LIBRARY EXHIBIT ROOM
 - A. Exhibit Coordinator's Report
 - B. Chart of Visits
6. LIBRARY STATISTICS
 - A. Copy Income and Meeting Room Income Reports
 - B. Volunteer Hours, Reference Transactions, Library Visits, Internet Use & Curbside Service
 - C. Interloan Chart
 - D. Circulation Charts
 - a. Circulation & Renewals with Municipality Chart
 - b. Consortium Circulation
7. DEPARTMENT REPORTS
 - A. Director's Report
 - B. Adult Services Report
 - C. Youth Services Report
 - D. Teen Services Report

8. COMMITTEE REPORTS

- A. Finance Committee
 - a. No Meeting
- B. Planning Committee
 - a. Will meet July 19, 2023 at 3:30pm.
- C. Policy Committee
 - a. Met June 21, 2023 and will meet July 19, 2023 at 5:30pm.
 - b. **ACTION ITEM:** Approve minutes of June 21, 2023 meeting.
- D. Personnel Committee
 - a. No Meeting

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Incident Reports
- b. Trustee Essentials: Chapter 10: Developing Essential Library Policies
 - i. **DISCUSSION ITEM:** Trustee Essentials are presented for review and discussion.

11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, August 16, 2023 at 4:30 pm in-person in the Council Chambers

12. ADJOURNMENT

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

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

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



WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, JUNE 21, 2023

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

Meeting was called to order by Holly Olsen at 4:33 pm.

John Miller, Holly Olsen, Mary Zimmerman, Sarah Hanneman, Cory Nagel and Noel Isken were present. Melanie Peterson, Julie Eiden, John Turner and Lilliana Liegl were absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson, and Adult Services Librarian, Patsy Servey were also present.

APPROVAL OF AGENDA

MOTION by M. Zimmerman, SECOND by C. Nagel, to approve the agenda. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

Exhibit Room Coordinator, Liz Kneer arrived at 4:34pm

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from May 17, 2023 Board Meeting.

MOTION by C. Nagel, SECOND by M. Zimmerman to approve the May 17 meeting minutes. 6 ayes, 0 nays, 3 absent. Motion passed unanimously by voice vote.

John Turner arrived at 4:48pm

Monthly bills for May 2023, BILLS \$54,990.05, PERSONNEL \$48,902.82, DONATIONS EXPENDITURES \$4,600.17.

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

Library Exhibit Room Report

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

Library Statistics

Copy Income **\$612.03**; Meeting Room Income **\$175.00**

Volunteer Hours **12.25**; Reference Transactions **800**; Library Visits **7,479**; Internet Use: **822** wireless, **504** stations; Curbside service **40**; Total Library Programs **47**, Total Program Attendance **2,328**; Study Room Use **88**;

Interloan Chart: **2,620** items loaned, **2,940** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,755**

Consortium Circulation Chart was presented.

Department Reports

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

Committee Reports

Library Finance Committee, Planning Committee and Personnel Committee did not meet.

Policy Committee will meet directly following this meeting.

Old Business – None

New Business

There were no incidents to Report

Trustee Essentials: Chapter 3: Bylaws – Organizing the Board for Effective Action was discussed.

Announcements & Correspondence

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

Next meeting will be Wednesday, July 19, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment

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

Meeting adjourned at 5:30 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

2022 BUDGET WORKSHEET

LIBRARY FUND

<u>Acct No</u>	<u>Account Description</u>	Actual 12/31/2022 Prior Year <u>2022</u>	Actual June 2023 <u>June 2023</u>	6/30/2023 CURRENT YTD <u>Actual</u>	12/31/2023 YTD <u>Estimated</u>	Budget 12/31/2023 Amended <u>2023</u>	<u>% Expended</u>	<u>% Unexpended</u>
REVENUES								
INTERGOVERNMENTAL								
251-43215-000-000	FEDERAL: LIBRARY GRANTS			-				
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	378,743	-	204,143	408,286	408,286	50%	50.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,443	-	14,466	14,466	14,466	100%	0.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	980	-	1,960	980	1,960	100%	0.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-		-	-	-		100.00%
	INTERGOVERNMENTAL	394,166	-	220,569	423,732	424,712	52%	48.07%
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,124	436	3,113	6,124	6,000	52%	48.11%
251-46715-000-000	FEES: LIBRARY POSTAGE	-	-	746	-	-		
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	527	6	102	527	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	(133)	20	(127)	(133)	100	-127%	227.30%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,141	215	1,245	3,500	3,500	36%	64.43%
	PUBLIC CHARGES FOR SERVICE	8,658	678	5,079	10,017	9,600	53%	47.09%
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,128	116	846	1,128	500	169%	-69.21%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	70	100	100	70%	30.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-		
251-48550-000-000	DONATIONS: LIBRARY	40,513	9,765	23,351	42,650	42,650	55%	45.25%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	346,554	346,554	346,554	100%	0.00%
	MISCELLANEOUS	388,195	9,881	370,821	390,432	389,804	95%	4.87%
	TOTAL REVENUES	791,019	10,559	596,470	824,181	824,116	72%	27.62%
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	348,446	29,966	182,256	380,957	380,957	48%	52.16%
251-55111-103-000	LIBRARY: OVERTIME	408	-	98	408	-		
251-55111-118-000	LIBRARY: SOCIAL SECURITY	22,988	2,244	13,964	24,823	24,823	56%	43.75%
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,524	2,225	14,187	23,337	23,337	61%	39.21%
251-55111-121-000	LIBRARY: GRP HLTH INS	46,546	6,163	34,519	70,261	70,261	49%	50.87%
251-55111-122-000	LIBRARY: LIFE INS	1,556	128	757	1,255	1,255	60%	39.69%
251-55111-123-000	LIBRARY: INC PROTECT	1,451	123	736	1,931	1,931	38%	61.88%
251-55111-124-000	LIBRARY: WORK COMP	1,318	-	-	1,036	1,036	0%	100.00%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	-	-	-	6,000	6,000	0%	100.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-		
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	316	-	277	748	748	37%	63.03%
	LIBRARY FULL-TIME	446,555	40,848	246,794	510,756	510,348	48%	51.64%

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		6/30/2023		12/31/2023		
		Prior Year	Actual	CURRENT YTD	YTD	Amended		
		2022	June 2023	Actual	Estimated	2023		
251-55112-104-000	LIBRARY: PT WAGES	116,945	8,500	49,260	121,788	121,788	40%	59.55%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-		100.00%
251-55112-116-000	LIBRARY: PT RETIRE	4,338	170	1,382	4,932	4,932	28%	71.99%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,103	638	3,830	10,362	10,362	37%	63.04%
251-55112-122-000	LIBRARY: LIFE INS	669	45	361	669	600	60%	39.89%
	LIBRARY: PART-TIME	131,055	9,353	54,833	137,751	137,682	40%	60.17%
251-55115-201-000	LIBRARY: TRAINING	2,792	-	824	4,000	4,000	21%	79.39%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	-	-	6,000	6,000	0%	100.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	-	-	1,000	1,000	0%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,902	220	2,135	6,500	6,500	33%	67.16%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	-	300	-	-		
251-55115-216-000	LIBRARY: POSTAGE	1,116	-	433	1,000	1,000	43%	56.67%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,435	-	94	1,200	1,200	8%	92.20%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,460	-	27,591	27,591	27,591	100%	0.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	445	-	35	650	650	5%	94.62%
251-55115-282-000	LIBRARY: TECHNOLOGY	20,496	-	3,016	11,974	11,974	25%	74.81%
251-55115-301-000	LIBRARY: SUPPLIES	6,678	223	4,297	7,500	7,500	57%	42.71%
	LIBRARY: OPERATING EXPENSES	74,620	443	38,725	67,415	67,415	57%	42.56%
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	8,416	1,391	7,969	8,000	8,000	100%	0.39%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	655	106	622	650	650	96%	4.27%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,282	-	994	2,000	2,000	50%	50.28%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	16,981	671	14,915	18,000	18,000	83%	17.14%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	2,216	-	600	10,000	10,000	6%	94.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,330	-	63	2,000	2,000	3%	96.86%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,837	96	3,514	2,000	2,000	176%	-75.68%
	LIBRARY: DONATION EXPENSES	36,716	2,263	28,677	42,650	42,650	67%	32.76%
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,490	61	382	1,500	1,500	25%	74.54%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,046	519	1,025	3,000	3,000	34%	65.83%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	593	58	133	1,000	1,000	13%	86.67%
	LIBRARY: PROGRAMS	5,129	638	1,541	5,500	5,500	28%	71.99%

2022 BUDGET WORKSHEET

LIBRARY FUND

Acct No	Account Description	Actual			12/31/2023	Budget	% Expended	% Unexpended
		12/31/2022		6/30/2023		12/31/2023		
		Prior Year	Actual	CURRENT YTD	YTD	Amended		
		2022	June 2023	Actual	Estimated	2023		
251-55130-250-115	LIBRARY: BOOKS - ADULT	13,480	3,960	6,339	17,000	17,000	37%	62.71%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,244	377	1,217	3,420	3,420	36%	64.42%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	14,149	2,799	10,602	16,000	16,000	66%	33.74%
251-55130-250-315	LIBRARY: BOOKS - TEEN	2,363	270	646	3,175	3,175	20%	79.64%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	3,912	1,150	4,142	4,750	4,750	87%	12.80%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	22	-	-	22	-		
	LIBRARY: BOOKS	37,170	8,556	22,946	44,367	44,345	52%	48.26%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	1,806	211	819	2,500	2,500	33%	67.25%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	407	66	268	500	500	54%	46.41%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	522	41	266	750	750	35%	64.51%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,356	160	627	1,701	1,701	37%	63.16%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,297	82	82	854	854	10%	90.41%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-	-		
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	212	-	90	468	468	19%	80.70%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	-	-	(76)	-	-		
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	870	48	284	900	900	32%	68.49%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	10,903	-	8,503	8,503	8,503	100%	0.00%
	LIBRARY: A/V	17,373	608	10,862	16,176	16,176	67%	32.85%
	TOTAL EXPENDITURES	748,619	62,709	395,786	824,615	824,116	48%	51.97%
	REVENUES OVER(UNDER) EXPENDITURES	42,400			(435)	-		
	BEGINNING FUND BALANCE	49,363						

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	204,143.00-
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	204,143.00-
YTD Encumbrance	.00	YTD Actual 204,143.00- Total 204,143.00-	YTD Budget 408,286.00-	Unearned 204,143.00	
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		05/31/2023 (05/23) Balance	.00 *	.00 *	14,466.00-
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	14,466.00-
YTD Encumbrance	.00	YTD Actual 14,466.00- Total 14,466.00-	YTD Budget 14,466.00-	Unearned .00	
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	1,960.00-
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	1,960.00-
YTD Encumbrance	.00	YTD Actual 1,960.00- Total 1,960.00-	YTD Budget 1,960.00-	Unearned .00	
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
251-46710-000-000 FEES: LIBRARY COPIES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	2,677.03-
CR	1220362	COPIES LIBRARY DEPOSIT - LIBRARY 06/03/2023 Description: COPIES LIBRARY DEPOSIT - LIBRARY 06/03/2023		110.38-	
CR	1220619	COPIES LIBRARY DEPOSIT - LIBRARY 6/10/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 6/10/23		114.50-	
CR	1220909	COPIES LIBRARY DEPOSIT - LIBRARY 6/17/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 6/17/23		108.77-	
CR	1221162	COPIES LIBRARY DEPOSIT - LIBRARY 6/24/23 Description: COPIES LIBRARY DEPOSIT - LIBRARY 6/24/23		102.70-	
		06/30/2023 (06/23) Period Totals and Balance	.00 *	436.35- *	3,113.38-
YTD Encumbrance	.00	YTD Actual 3,113.38- Total 3,113.38-	YTD Budget 6,000.00-	Unearned 2,886.62	
251-46715-000-000 FEES: LIBRARY POSTAGE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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
251-46720-000-000 FEES: LIBRARY PROGRAMS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	95.78-
CR	1220619	FINES LIBRARY DEPOSIT - LIBRARY 6/10/23		.50-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 6/10/23			
CR	1221162	FINES LIBRARY DEPOSIT - LIBRARY 6/24/23		5.65-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 6/24/23			
		06/30/2023 (06/23) Period Totals and Balance	.00 *	6.15- *	101.93-
YTD Encumbrance	.00	YTD Actual	101.93-	Total	101.93-
		YTD Budget	.00	Unearned	101.93-
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	147.30
CR	1220619	COLLECTIONS - LIBRARY 6/10/23		10.00-	
		Description: COLLECTIONS - LIBRARY 6/10/23			
CR	1221162	COLLECTIONS - LIBRARY 6/24/23		10.00-	
		Description: COLLECTIONS - LIBRARY 6/24/23			
		06/30/2023 (06/23) Period Totals and Balance	.00 *	20.00- *	127.30
YTD Encumbrance	.00	YTD Actual	127.30	Total	127.30
		YTD Budget	100.00-	Unearned	227.30
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	1,061.95-
AP	418	MEAD PUBLIC LIBRARY	17.99		
		**VendorNo: 2617 **Inv. No: ILL2957171 **Desc: INLACE TECHNIQUES: RESIN INLAY FOR GOURD AND WOOD CRAFTS **Inv. Date: 5/31/2023			
AP	84	WASHINGTON ISLAND LIBRARY	6.99		
		**VendorNo: 2603 **Inv. No: OWWAU060520230000002 **Desc: LOST BOOK (#37467000302495) **Inv. Date: 6/5/2023			
AP	486	WASHINGTON ISLAND LIBRARY		6.99-	
		**VendorNo: 2603 **Inv. No: OWWAU060520230000002 **Desc: LOST BOOK (#37467000302495) **Inv. Date: 6/5/2023			
AP	492	LIBRARY REFUNDS - ADD REMITTANCES!	6.99		
		**VendorNo: 2015625 **Inv. No: OWWAU060520230000002 **Desc: BOOK RETURNED FOR REFUND (#37467000302495) **Inv. Date: 6/5/2023			
CR	1220362	MATERIAL REPL LIB DEPOSIT - LIBRARY 06/03/2023		64.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 06/03/2023			
CR	1220619	MATERIAL REPL LIB DEPOSIT - LIBRARY 6/10/23		54.99-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 6/10/23			
CR	1220909	MATERIAL REPL LIB DEPOSIT - LIBRARY 6/17/23		10.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 6/17/23			
CR	1221162	MATERIAL REPL LIB DEPOSIT - LIBRARY 6/24/23		79.04-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 6/24/23			
		06/30/2023 (06/23) Period Totals and Balance	31.97 *	215.02- *	1,245.00-
YTD Encumbrance	.00	YTD Actual	1,245.00-	Total	1,245.00-
		YTD Budget	3,500.00-	Unearned	2,255.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	730.00-
CR	1220619	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 6/10/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 6/10/23		11.05-	
CR	1220909	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 6/17/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 6/17/23		5.00-	
CR	1221162	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 6/24/23 Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 6/24/23		100.00-	
		06/30/2023 (06/23) Period Totals and Balance	.00 *	116.05- *	846.05-
YTD Encumbrance	.00	YTD Actual	846.05- Total	846.05- YTD Budget	500.00- Unearned 346.05-
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		05/31/2023 (05/23) Balance	.00 *	.00 *	70.00-
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	70.00-
YTD Encumbrance	.00	YTD Actual	70.00- Total	70.00- YTD Budget	100.00- Unearned 30.00
251-48451-000-000 INSURANCE CLAIMS LIBRARY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	13,586.35-
CR	1220362	DONATION- - LIBRARY 06/03/2023 Description: DONATION- - LIBRARY 06/03/2023		106.40-	
CR	1220362	DONATION- - LIBRARY 06/03/2023 Description: DONATION- - LIBRARY 06/03/2023		7,947.76-	
CR	1220362	DONATION- - LIBRARY 06/03/2023 Description: DONATION- - LIBRARY 06/03/2023		1,390.80-	
CR	1220483	DONATION-LIBRARY - UW MADISON Description: DONATION-LIBRARY - UW MADISON		300.00-	
CR	1220619	DONATION- - LIBRARY 6/10/23 Description: DONATION- - LIBRARY 6/10/23		20.00-	
		06/30/2023 (06/23) Period Totals and Balance	.00 *	9,764.96- *	23,351.31-
YTD Encumbrance	.00	YTD Actual	23,351.31- Total	23,351.31- YTD Budget	42,650.00- Unearned 19,298.69
251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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
251-49210-000-000 TRANSFER FROM GENERAL FUND					
		05/31/2023 (05/23) Balance	.00 *	.00 *	346,554.00-
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	346,554.00-
YTD Encumbrance	.00	YTD Actual	346,554.00- Total	346,554.00- YTD Budget	346,554.00- Unearned .00
251-49300-000-000 FUND BALANCES APPLIED					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
251-55111-101-000 LIBRARY: SALARIES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
251-55111-102-000 LIBRARY: WAGES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	152,289.80
PB	170	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	150.00		
PC	83	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	14,900.00		
PC	210	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	14,916.01		
		06/30/2023 (06/23) Period Totals and Balance	29,966.01 *	.00 *	182,255.81
YTD Encumbrance	.00	YTD Actual	182,255.81 Total	182,255.81 YTD Budget	380,957.00 Unexpended 198,701.19
251-55111-103-000 LIBRARY: OVERTIME					
		05/31/2023 (05/23) Balance	.00 *	.00 *	98.04
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	98.04
YTD Encumbrance	.00	YTD Actual	98.04 Total	98.04 YTD Budget	.00 Unexpended 98.04-
251-55111-105-000 LIBRARY: CALL-IN PAY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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
251-55111-108-000 LIBRARY: VACATION PAY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	11,720.05
PB	171	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	1,121.26		
PB	417	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	1,122.48		
		06/30/2023 (06/23) Period Totals and Balance	2,243.74 *	.00 *	13,963.79
YTD Encumbrance	.00	YTD Actual 13,963.79 Total 13,963.79	YTD Budget 24,823.00	Unexpended 10,859.21	
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		05/31/2023 (05/23) Balance	.00 *	.00 *	11,962.25
PB	168	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	1,104.78		
PB	415	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	1,119.97		
		06/30/2023 (06/23) Period Totals and Balance	2,224.75 *	.00 *	14,187.00
YTD Encumbrance	.00	YTD Actual 14,187.00 Total 14,187.00	YTD Budget 23,337.00	Unexpended 9,150.00	
251-55111-121-000 LIBRARY: GRP HLTH INS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	28,356.74
PB	166	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	2,664.60		
PB	413	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	2,664.60		
PC	84	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	416.68		
PC	211	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	416.68		
		06/30/2023 (06/23) Period Totals and Balance	6,162.56 *	.00 *	34,519.30
YTD Encumbrance	.00	YTD Actual 34,519.30 Total 34,519.30	YTD Budget 70,261.00	Unexpended 35,741.70	
251-55111-122-000 LIBRARY: LIFE INS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	629.40
PB	167	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	63.88		
PB	414	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	63.88		
		06/30/2023 (06/23) Period Totals and Balance	127.76 *	.00 *	757.16
YTD Encumbrance	.00	YTD Actual 757.16 Total 757.16	YTD Budget 1,255.40	Unexpended 498.24	
251-55111-123-000 LIBRARY: INC PROTECT					
		05/31/2023 (05/23) Balance	.00 *	.00 *	612.83
PB	169	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	61.59		
PB	416	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	61.59		
		06/30/2023 (06/23) Period Totals and Balance	123.18 *	.00 *	736.01
YTD Encumbrance	.00	YTD Actual 736.01 Total 736.01	YTD Budget 1,931.00	Unexpended 1,194.99	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-124-000 LIBRARY: WORK COMP					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,035.86	Unexpended 1,035.86	
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
251-55111-126-000 LIBRARY: DEF COMP HLTH					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM					
		05/31/2023 (05/23) Balance	.00 *	.00 *	276.50
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	276.50
YTD Encumbrance	.00	YTD Actual 276.50 Total 276.50	YTD Budget 748.00	Unexpended 471.50	
251-55112-104-000 LIBRARY: PT WAGES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	40,759.51
PC		19 PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	3,919.90		
PC		135 PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	4,580.55		
		06/30/2023 (06/23) Period Totals and Balance	8,500.45 *	.00 *	49,259.96
YTD Encumbrance	.00	YTD Actual 49,259.96 Total 49,259.96	YTD Budget 121,788.00	Unexpended 72,528.04	
251-55112-110-000 LIBRARY: PTO					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	1,212.03
PB		174 PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	91.77		
PB		420 PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	77.85		
		06/30/2023 (06/23) Period Totals and Balance	169.62 *	.00 *	1,381.65
YTD Encumbrance	.00	YTD Actual 1,381.65 Total 1,381.65	YTD Budget 4,932.00	Unexpended 3,550.35	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-118-000 LIBRARY: SOCIAL SECURITY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	3,192.65
PB		21 PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	293.51		
PB		274 PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	344.08		
		06/30/2023 (06/23) Period Totals and Balance	637.59 *	.00 *	3,830.24
YTD Encumbrance	.00	YTD Actual 3,830.24 Total 3,830.24	YTD Budget 10,362.00	Unexpended 6,531.76	
251-55112-122-000 LIBRARY: LIFE INS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	315.53
PB		172 PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	22.57		
PB		418 PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	22.57		
		06/30/2023 (06/23) Period Totals and Balance	45.14 *	.00 *	360.67
YTD Encumbrance	.00	YTD Actual 360.67 Total 360.67	YTD Budget 600.00	Unexpended 239.33	
251-55112-123-000 LIBRARY: INC PROTECT					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	824.38
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	824.38
YTD Encumbrance	.00	YTD Actual 824.38 Total 824.38	YTD Budget 4,000.00	Unexpended 3,175.62	
251-55115-206-000 LIBRARY: TELEPHONE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,000.00	Unexpended 6,000.00	
251-55115-209-000 LIBRARY: INS & BONDING					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 1,000.00	Unexpended 1,000.00	
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	1,914.86
AP		340 OFFICE TECHNOLOGY GROUP	219.73		
		**VendorNo: 1406 **Inv. No: 287571 **Desc: LIBRARY COPIER MAINTENANCE **Inv. Date: 6/19/2023			
		06/30/2023 (06/23) Period Totals and Balance	219.73 *	.00 *	2,134.59
YTD Encumbrance	.00	YTD Actual 2,134.59 Total 2,134.59	YTD Budget 6,500.00	Unexpended 4,365.41	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	300.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	300.00
YTD Encumbrance	.00	YTD Actual	300.00	Total	300.00
		YTD Budget	.00	Unexpended	300.00-
251-55115-216-000 LIBRARY: POSTAGE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	433.29
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	433.29
YTD Encumbrance	.00	YTD Actual	433.29	Total	433.29
		YTD Budget	1,000.00	Unexpended	566.71
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	93.60
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	93.60
YTD Encumbrance	.00	YTD Actual	93.60	Total	93.60
		YTD Budget	1,200.00	Unexpended	1,106.40
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		05/31/2023 (05/23) Balance	.00 *	.00 *	27,591.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	27,591.00
YTD Encumbrance	.00	YTD Actual	27,591.00	Total	27,591.00
		YTD Budget	27,591.00	Unexpended	.00
251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	35.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	35.00
YTD Encumbrance	.00	YTD Actual	35.00	Total	35.00
		YTD Budget	650.00	Unexpended	615.00
251-55115-282-000 LIBRARY: TECHNOLOGY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	3,016.45
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	3,016.45
YTD Encumbrance	.00	YTD Actual	3,016.45	Total	3,016.45
		YTD Budget	11,974.00	Unexpended	8,957.55
251-55115-301-000 LIBRARY: SUPPLIES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	4,073.91
AP	35	OFFICE OUTFITTERS	27.95		
		**VendorNo: 1405 **Inv. No: 486684 **Desc: PASSPORT STAMP **Inv. Date: 5/22/2023			
AP	37	OUTAGAMIE WAUPACA LIBRARY	195.00		
		**VendorNo: 1427 **Inv. No: 4149 **Desc: RECEIPT PAPER (1 CASE) & SPINE LABELS (3 ROLLS) **Inv. Date: 6/2/2023			
		06/30/2023 (06/23) Period Totals and Balance	222.95 *	.00 *	4,296.86
YTD Encumbrance	.00	YTD Actual	4,296.86	Total	4,296.86
		YTD Budget	7,500.00	Unexpended	3,203.14
251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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
251-55120-104-000 LIBRARY: DONATIONS PT WAGES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	6,577.95
PC	85	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	695.40		
PC	212	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	695.40		
		06/30/2023 (06/23) Period Totals and Balance	1,390.80 *	.00 *	7,968.75
YTD Encumbrance	.00	YTD Actual 7,968.75 Total 7,968.75 YTD Budget 8,000.00 Unexpended 31.25			
251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		05/31/2023 (05/23) Balance	.00 *	.00 *	515.88
PB	173	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	53.19		
PB	419	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	53.19		
		06/30/2023 (06/23) Period Totals and Balance	106.38 *	.00 *	622.26
YTD Encumbrance	.00	YTD Actual 622.26 Total 622.26 YTD Budget 650.00 Unexpended 27.74			
251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	994.47
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	994.47
YTD Encumbrance	.00	YTD Actual 994.47 Total 994.47 YTD Budget 2,000.00 Unexpended 1,005.53			
251-55120-255-000 LIBRARY: DONATIONS PROGRAMS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	14,244.31
AP	36	OFFICE OUTFITTERS	55.50		
		**VendorNo: 1405 **Inv. No: 487054 **Desc: STORY WALK LAMINATING - 3 BOOKS **Inv. Date: 6/1/2023			
AP	101	CHAIN PORTABLES	255.00		
		**VendorNo: 347 **Inv. No: 1415ST **Desc: 2 PORTABLE TOILETS/HAND WASHING STATION @ ECO PARK EVENT **Inv. Date: 6/9/2023			
AP	417	WAUPACA ARTS HUB	360.00		
		**VendorNo: 2616 **Inv. No: 06182023SA **Desc: 12 HRS OF ART ACTIVITES DURING SUMMER LIBRARY PROGRAMS (JUNE -AUG) **Inv. Date: 6/19/2023			
		06/30/2023 (06/23) Period Totals and Balance	670.50 *	.00 *	14,914.81
YTD Encumbrance	.00	YTD Actual 14,914.81 Total 14,914.81 YTD Budget 18,000.00 Unexpended 3,085.19			
251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY					
		05/31/2023 (05/23) Balance	.00 *	.00 *	600.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	600.00
YTD Encumbrance	.00	YTD Actual 600.00 Total 600.00 YTD Budget 10,000.00 Unexpended 9,400.00			
251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA					
		05/31/2023 (05/23) Balance	.00 *	.00 *	62.79
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	62.79
YTD Encumbrance	.00	YTD Actual 62.79 Total 62.79 YTD Budget 2,000.00 Unexpended 1,937.21			
251-55120-301-000 LIBRARY: DONATIONS SUPPLIES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	3,417.83
AP	40	PIGGLY WIGGLY	95.78		
		**VendorNo: 1482 **Inv. No: 1033971008 **Desc: LITTLE FREE PANTRY SUPPLIES **Inv. Date: 6/1/2023			
		06/30/2023 (06/23) Period Totals and Balance	95.78 *	.00 *	3,513.61
YTD Encumbrance	.00	YTD Actual 3,513.61 Total 3,513.61 YTD Budget 2,000.00 Unexpended 1,513.61-			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-000 LIBRARY: PROGRAMS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	381.97
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	381.97
YTD Encumbrance	.00	YTD Actual 381.97 Total 381.97	YTD Budget 1,500.00	Unexpended 1,118.03	
251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S					
		05/31/2023 (05/23) Balance	.00 *	.00 *	1,025.24
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	1,025.24
YTD Encumbrance	.00	YTD Actual 1,025.24 Total 1,025.24	YTD Budget 3,000.00	Unexpended 1,974.76	
251-55125-255-310 LIBRARY: PROGRAMS - TEEN					
		05/31/2023 (05/23) Balance	.00 *	.00 *	133.32
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	133.32
YTD Encumbrance	.00	YTD Actual 133.32 Total 133.32	YTD Budget 1,000.00	Unexpended 866.68	
251-55130-250-000 LIBRARY: BOOKS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	6,339.04
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	6,339.04
YTD Encumbrance	.00	YTD Actual 6,339.04 Total 6,339.04	YTD Budget 17,000.00	Unexpended 10,660.96	
251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		05/31/2023 (05/23) Balance	.00 *	.00 *	1,216.70
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	1,216.70
YTD Encumbrance	.00	YTD Actual 1,216.70 Total 1,216.70	YTD Budget 3,420.00	Unexpended 2,203.30	
251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	10,601.67
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	10,601.67
YTD Encumbrance	.00	YTD Actual 10,601.67 Total 10,601.67	YTD Budget 16,000.00	Unexpended 5,398.33	
251-55130-250-315 LIBRARY: BOOKS - TEEN					
		05/31/2023 (05/23) Balance	.00 *	.00 *	646.41
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	646.41
YTD Encumbrance	.00	YTD Actual 646.41 Total 646.41	YTD Budget 3,175.00	Unexpended 2,528.59	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		05/31/2023 (05/23) Balance	.00 *	.00 *	4,142.16
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	4,142.16
YTD Encumbrance	.00	YTD Actual 4,142.16 Total 4,142.16	YTD Budget 4,750.00	Unexpended 607.84	
251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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					
		05/31/2023 (05/23) Balance	.00 *	.00 *	818.79
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	818.79
YTD Encumbrance	.00	YTD Actual 818.79 Total 818.79	YTD Budget 2,500.00	Unexpended 1,681.21	
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	267.96
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	267.96
YTD Encumbrance	.00	YTD Actual 267.96 Total 267.96	YTD Budget 500.00	Unexpended 232.04	
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		05/31/2023 (05/23) Balance	.00 *	.00 *	266.15
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	266.15
YTD Encumbrance	.00	YTD Actual 266.15 Total 266.15	YTD Budget 750.00	Unexpended 483.85	
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		05/31/2023 (05/23) Balance	.00 *	.00 *	626.61
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	626.61
YTD Encumbrance	.00	YTD Actual 626.61 Total 626.61	YTD Budget 1,701.00	Unexpended 1,074.39	
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	81.94
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	81.94
YTD Encumbrance	.00	YTD Actual 81.94 Total 81.94	YTD Budget 854.00	Unexpended 772.06	
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) 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
251-55135-290-320 LIBRARY: A/V - TEEN MOVIES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	90.32
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	90.32
YTD Encumbrance	.00	YTD Actual	90.32	Total	90.32
YTD Budget	468.00	Unexpended	377.68		
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		05/31/2023 (05/23) Balance	.00 *	.00 *	76.20-
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	76.20-
YTD Encumbrance	.00	YTD Actual	76.20-	Total	76.20-
YTD Budget	.00	Unexpended	76.20		
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		05/31/2023 (05/23) Balance	.00 *	.00 *	283.63
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	283.63
YTD Encumbrance	.00	YTD Actual	283.63	Total	283.63
YTD Budget	900.00	Unexpended	616.37		
251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC					
		05/31/2023 (05/23) Balance	.00 *	.00 *	8,503.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	8,503.00
YTD Encumbrance	.00	YTD Actual	8,503.00	Total	8,503.00
YTD Budget	8,503.00	Unexpended	.00		
251-55135-290-610 LIBRARY: A/V - MATERIAL REPL					
		05/31/2023 (05/23) Balance	.00 *	.00 *	.00
		06/30/2023 (06/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
Number of transactions: 58 Number of accounts: 86			Debit	Credit	Proof
Grand Totals:			52,938.91	10,558.53-	42,380.38

Exhibit Room Report

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda July 2023

We traditionally take June off for our Exhibit Room Committee meetings, but had a beginning of summer meeting when we installed *Hidden Prairie* on May 30th, and will meet again August 7 when we take down *Hidden Prairie*. Our committee members are great at communicating through email, and are aware of all updated timelines for installing our next exhibit.

The Library Foundation approved funds not to exceed \$2800 to support the Charles Schulz exhibit, *Franklin*. Tracy Behrendt, from the Waupaca Historical Society, approached me to partner on a documentary "The Exchange. In White America. Kaukauna and King: 50 Years Later." After talking with the city grant writer, Greg Grohman, he feels these two projects together would make a great application for a Wisconsin Humanities Council grant. I will continue to work with Greg and Tracy on ways we can make this a successful partnership and submission.

The Library Foundation subcommittee continues to meet to discuss plans for our 30th Anniversary of the 'new' library this fall. Dates and topics are being solidified for programs and events.

The Community Blood Center (CBC) approached me to host an exhibit and are added to our schedule for April/May of 2025. I am still waiting to hear if we were selected to host the Creative Power Collection in August/September 2024; the CBC is happy to fill this slot if it becomes available. Outside of finding a 'big' exhibit for our June/July Summer Learning slot, we are fully booked for the next two years.

ON EXHIBIT:

Summer Learning Program Exhibit: All Together Now/Hidden Prairie (June 3, 2023-August 5, 2023)



Hidden Prairie has been very popular with great feedback from visitors! This beautiful exhibit is on loan to us from the University of Nebraska State Museum—we are the first location to host the exhibit. Chris Helzer, The Nature Conservancy's Director of Science in Nebraska, put together an amazing collection of his photographs that tell the story of one square meter of prairie over a year.

Children's Department librarian Paula Reedy and I are hosting a series of Thursday afternoon programs on Citizen Science. These eight programs will introduce visitors to the exhibit as well as ways they can be citizen scientists, PBS Kids learning resources, and as well as kits to create and record findings from their own square meter project. Topics include bees, butterflies, soils, weather, and solar energy; guest speakers and activities help reinforce these ideas. Paula, who is participating in a PBS Kids cohort, is wonderful to work with and has great ideas and tools to help us provide quality experiences for visitors of all ages.



In June we had 2155 people visit the Exhibit Room, with an average of 20 people attending our Thursday Citizen Science programs. June 2022 had 1299 visitors; increased marketing, quality exhibits/programs, and quick exhibit installation (minimizing days the Exhibit Room is closed) has led to a substantial jump in our numbers for 2023.

<https://waupacalibrary.org/exhibit-room/>

<https://museum.unl.edu/exhibits/exhibits/hidden-prairie.html>

<https://prairieecologist.com/2021/10/18/you-guys-i-have-a-museum-exhibit/>

UPCOMING EXHIBIT:

Drake Hokanson: At Home in Flyover Country (August 12-October 21)

We finally solidified an installation date for *At Home in Flyover Country*, and Drake will deliver his artwork to Waupaca on August 8 to install the exhibit that morning early afternoon. He has graciously agreed to host a gallery walk/meet the artist event from 5-7pm that same evening. This will be an extremely quick turnaround for installation, but with Drake and his wife there, as well as our great Exhibit Room committee volunteers, I am fully confident that we will make it happen. We will additionally capitalize on Articipation Week and Arts on the Square the following week to market this exhibit. Drake will be back October 16 for a program with Winchester Academy.

Here's a brief introduction from his website:

Drake Hokanson is a photographer, author, and editor. He is the author of two books and coauthor of a third and coeditor of a fourth, both with his wife of thirty-plus years, Carol Kratz.

His primary "field" is the American landscape. His digging tools are photography, literary nonfiction writing, and American Studies. He has taught in Japan, Great Britain, at the University of Iowa, Lakeland College, and is Professor Emeritus at Winona State University in Winona, Minnesota.

He exhibited his first photograph in 1970 as a college freshman: a small sepia-tone landscape image that hung in a group show at the East Street Gallery in Grinnell, Iowa. It hangs today in his darkroom in La Crosse, Wisconsin. Since then Hokanson has exhibited from Connecticut to California, with a score of one-man shows in art museums, historical and cultural museums and private galleries.

<http://www.drakehokanson.com/photographs.html>

2023 Schedule

- *Women*: December 10-January 28
- *Youth Art Month*: February 13-March 31
- *Waupaca Rotary: 30 Years & Just Getting Started*: April 10-May 26
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science (Summer Learning Program)*: June 3-August 5
- *Drake Hokanson: At Home in Flyover Country*: August 12-October 21
- *Waupaca History 101 (digitized historic collection)*: October 28-December 9
- *Black History Month*: December 16-February

2024 Schedule

- *Black History Month*: December 16-February 3
- *Youth Art Month*: February 10-March 30
- *Ecuadorian Art (Manuel & Paulina)*: April 6-May 29
- *Summer Learning Program: Art*: June 1- August 3
- *Creative Power Collection/ WorkLife (Artists with disabilities/Employment inclusion)*: August 10-October 5
- *Typewriters*: October 12-November 30
- *Quilts*: December 7 - February 1

2025 Schedule

- *Quilts*: December 7 - February 1
- *Youth Art Month*: February 8-March 29
- *Community Blood Center: April/May (possibly bump to August-October 2024)*

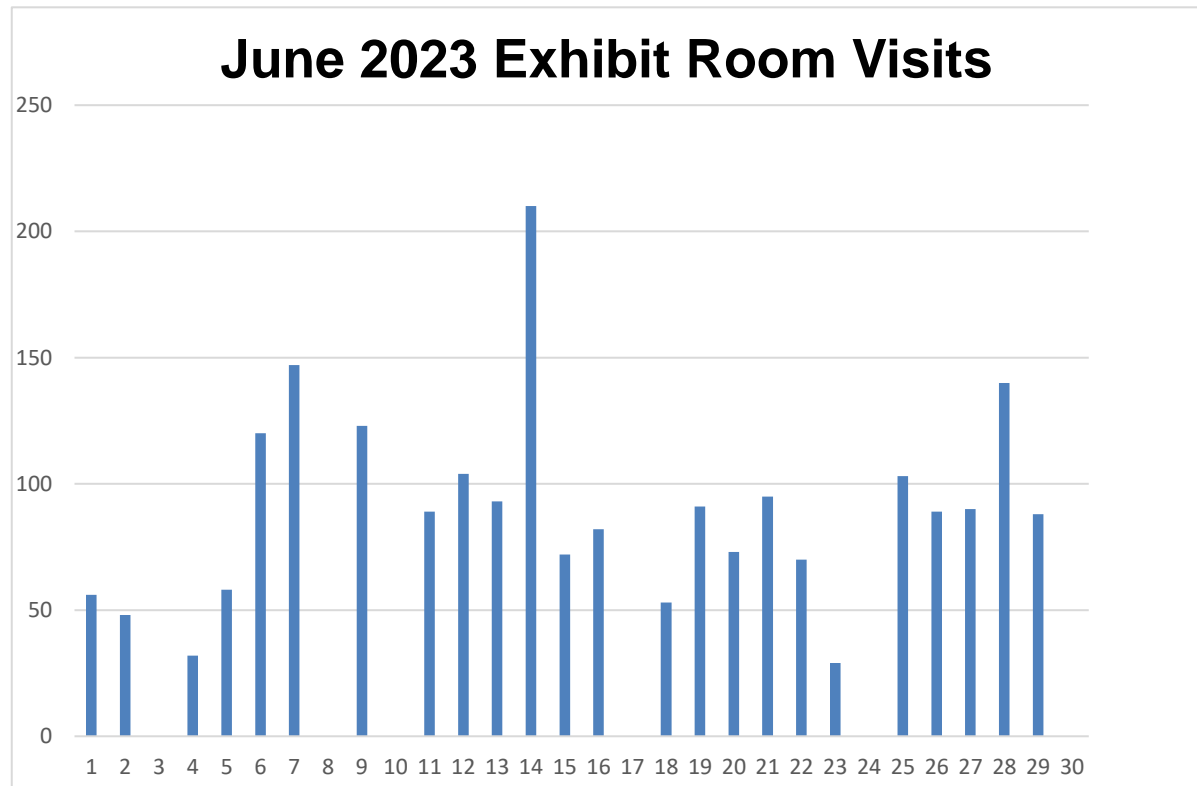
JUNE 2023 EXHIBIT ROOM VISITS

06/1/2023	Thursday	50
06/2/2023	Friday	56
06/3/2023	Saturday	48
06/4/2023	Sunday	closed
06/5/2023	Monday	32
06/6/2023	Tuesday	58
06/7/2023	Wednesday	120
06/8/2023	Thursday	147
06/9/2023	Friday	-
06/10/2023	Saturday	123
06/11/2023	Sunday	closed
06/12/2023	Monday	89
06/13/2023	Tuesday	104
06/14/2023	Wednesday	93
06/15/2023	Thursday	210
06/16/2023	Friday	72
06/17/2023	Saturday	82
06/18/2023	Sunday	closed
06/19/2023	Monday	53
06/20/2023	Tuesday	91
06/21/2023	Wednesday	73
06/22/2023	Thursday	95
06/23/2023	Friday	70
06/24/2023	Saturday	29
06/25/2023	Sunday	closed
06/26/2023	Monday	103
06/27/2023	Tuesday	89
06/28/2023	Wednesday	90
06/29/2023	Thursday	140
06/30/2023	Friday	88

TOTAL 2155

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.

Hidden Prairie (June) = 2155



2023 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.05	\$25.00	\$5.00	\$0.30	\$0.11	\$0.50							\$30.96
2023 Running Total												
\$0.05	\$25.05	\$30.05	\$30.35	\$30.46	\$30.96							\$30.96
2022 Running Total												
\$38.99	\$57.94	\$73.19	\$73.79	\$96.95	\$107.10	\$107.10	\$107.22	\$114.19	\$116.29	\$116.29	\$116.29	\$116.29
2023 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$411.13	\$522.63	\$583.04	\$594.54	\$612.03	\$458.34							\$3,181.71
2022 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$269.21	\$520.91	\$767.83	\$456.17	\$476.71	\$609.97	\$427.05	\$557.49	\$554.96	\$376.07	\$371.22	\$385.50	\$5,773.09
2023 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$110.00	\$140.00	\$255.00	\$50.00	\$175.00	\$116.05							\$846.05
2022 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$50.00	\$110.00	\$125.00	\$370.00	\$156.80	\$80.90	\$75.00	\$120.00	\$60.00	\$1,147.70
2023 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$257.90	\$480.71	\$314.06	\$176.99	\$346.21	\$147.03							\$1,722.90
-\$56.45	-\$71.00	-\$41.99	-\$104.99	-\$83.99	-\$52.98							-\$411.40
\$201.45	\$409.71	\$272.07	\$72.00	\$262.22	\$94.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,311.50
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$111.12	\$2,328.52
2023 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$93.53	\$111.22	\$51.12	\$67.90	\$48.72	\$113.23							\$485.72
2022 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$21.19	\$73.70	\$23.55	\$90.48	\$31.54	\$55.31	\$94.28	\$31.21	\$76.63	\$13.68	\$34.07	\$21.87	\$567.51
2023 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$34.10	\$ 14.55	\$ 436.10	\$ 184.05	\$ 80.85	\$ 16.70							\$766.35
2022 WAIVED												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$192.65	\$ 3,709.30	\$ 2,089.40	\$ 53.15	\$ 75.22	\$ 464.30	\$ 53.50	\$ 65.40	\$ 52.65	\$ 264.60	\$ 14.60	\$ 6.40	\$7,041.17

Library Usage 2023

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	888	688	804	609	800	764							4,553
2022	718	712	822	599	593	740	711	844	764	640	611	512	8,266
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
2023	6,152	6,111	8,152	6,326	7,479	8,152							42,372
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903	7,312	5,528	6,643	5,727	5,315	68,972
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
2023 wireless	585	636	783	728	822	943							4,497
2023 stations	488	422	584	506	504	586							3,090
2022 wireless	441	443	493	516	576	731	813	925	757	1,036	660	565	7,956
2022 stations	350	519	623	508	409	504	484	594	452	500	478	329	5,750
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
2023	60	40	44	25	40	44							253
2022	174	128	105	82	54	61	53	57	56	39	48	46	903
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243

Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	4.5	2	2.5	14.25	12.25	120							156
2022	11	14	25	25	26	26	19	28	18	13.5	11.5	6	223
2021					20	32	45	54.75	41.25	0	14	10	217

Adult Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	3	2	2	4	3	4							18
2023 attendance	17	8	14	52	58	37							186
2022 programs	0	0	0	0	0	0	0	0	0	0	0	0	0
2022 attendance	0	0	0	0	0	0	0	0	0	0	0	0	0

Children's Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	16	13	13	13	20	16							91
2023 attendance	578	385	489	433	1,603	526							4,014
2022 programs	10	7	13	15	16	13	18	12	10	16	16	12	158
2022 attendance	660	627	922	571	1,083	453	532	549	651	1,149	606	205	8,008

General Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	1	4	4	3	8	21							41
2023 attendance	30	463	84	235	267	950							2,029
2022 programs	2	7	9	12	4	6	8	8	7	10	10	4	87
2022 attendance	13	146	425	313	84	40	391	304	187	207	155	163	2,428

Teen Audience Programming

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 programs	7	5	6	0	6	6							30
2023 attendance	146	31	36	0	400	23							636
2022 programs	10	15	15	0	0	14	14	11	7	3	5	5	99
2022 attendance	37	53	154	0	0	57	66	51	33	15	26	20	512

Study Room Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023			120	71	88	96							375

Passport Applications

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023													0

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023													0

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023		174	198	569	566	824							2,331

Jun 2023 Interlibrary Lender/Borrower Statistics

Library	Items Loaned	Items Borrowed	Net	Ratio	YTD Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,543	901	642	1.71	9,399	6,104	3,295	1.54
Appleton	9,020	10,442	(1,422)	0.86	55,243	60,711	(5,468)	0.91
Baileys Harbor	723	441	282	1.64	4,245	2,438	1,807	1.74
Birnamwood	722	84	638	8.60	3,984	1,058	2,926	3.77
Black Creek	1,889	823	1,066	2.30	11,013	5,379	5,634	2.05
Bonduel	350	677	(327)	0.52	2,001	4,552	(2,551)	0.44
Clintonville	2,427	827	1,600	2.93	14,959	5,728	9,231	2.61
Coleman	515	549	(34)	0.94	3,108	4,425	(1,317)	0.70
Crivitz	682	1,353	(671)	0.50	3,819	8,807	(4,988)	0.43
Egg Harbor	669	563	106	1.19	3,613	2,768	845	1.31
Ephraim	358	120	238	2.98	1,918	559	1,359	3.43
Fish Creek	331	381	(50)	0.87	1,859	2,311	(452)	0.80
Florence	475	533	(58)	0.89	2,897	2,655	242	1.09
Forestville	603	345	258	1.75	3,098	1,985	1,113	1.56
Fremont	734	513	221	1.43	4,473	2,848	1,625	1.57
Gillett	512	328	184	1.56	3,171	1,851	1,320	1.71
Goodman	92	232	(140)	0.40	536	1,428	(892)	0.38
Green Earth	118	4	114	29.50	738	37	701	19.95
Hortonville	1,280	2,401	(1,121)	0.53	7,863	13,535	(5,672)	0.58
Iola	1,152	852	300	1.35	6,689	5,994	695	1.12
Kaukauna	2,323	3,079	(756)	0.75	13,351	17,948	(4,597)	0.74
Kewaunee	1,619	994	625	1.63	9,632	6,909	2,723	1.39
Kimberly	5,138	2,140	2,998	2.40	22,161	14,624	7,537	1.52
Lakewood	828	952	(124)	0.87	5,159	5,636	(477)	0.92
Lena	358	287	71	1.25	2,566	1,681	885	1.53
Little Chute	2,050	6,760	(4,710)	0.30	11,537	28,039	(16,502)	0.41
Manawa	818	741	77	1.10	5,181	5,136	45	1.01
Marinette	1,472	1,547	(75)	0.95	8,373	9,061	(688)	0.92
Marion	1,054	948	106	1.11	6,562	5,597	965	1.17
Mattoon	107	69	38	1.55	588	428	160	1.37
New London	1,657	1,593	64	1.04	9,496	9,178	318	1.03
NFLS	-	4	(4)	0.00	-	64	(64)	0.00
Niagara	405	484	(79)	0.84	2,347	3,227	(880)	0.73
Oconto	835	621	214	1.34	5,481	4,244	1,237	1.29
Oconto Falls	1,073	639	434	1.68	6,982	4,209	2,773	1.66
Oneida	529	117	412	4.52	3,358	584	2,774	5.75
OWLS	3	1	2	3.00	16	27	(11)	0.59
Peshtigo	346	513	(167)	0.67	1,968	3,113	(1,145)	0.63
Scandinavia	418	444	(26)	0.94	2,641	2,351	290	1.12
Seymour	1,578	1,443	135	1.09	9,384	8,607	777	1.09
Shawano	2,119	2,268	(149)	0.93	12,726	12,939	(213)	0.98
Shiocton	396	306	90	1.29	2,638	2,198	440	1.20
Sister Bay	1,003	1,261	(258)	0.80	5,982	6,662	(680)	0.90
Sturgeon Bay	2,383	2,850	(467)	0.84	14,473	15,063	(590)	0.96
Suring	470	603	(133)	0.78	2,902	3,664	(762)	0.79
Tigerton	236	410	(174)	0.58	1,308	2,701	(1,393)	0.48
Washington Island	308	263	45	1.17	1,659	1,651	8	1.00
Waupaca	2,707	2,992	(285)	0.90	16,559	18,776	(2,217)	0.88
Wausaukee	430	516	(86)	0.83	2,479	3,547	(1,068)	0.70
Weyauwega	998	588	410	1.70	5,580	3,923	1,657	1.42
Wittenberg	221	275	(54)	0.80	1,084	1,839	(755)	0.59
TOTAL	58,077	58,077	-	1.00	338,799	338,799	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	12,592	9,843	22,435	74,521	58,932	133,453
OWLS libraries	8,591	27,051	35,642	53,652	151,694	205,346

Total	21,183	36,894	58,077	128,173	210,626	338,799
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Net = Number of items loaned less number of items borrowed

Ratio = Number of items loaned for every item borrowed

Circulation Statistics 2023

Circulation Statistics 2023														
Waupaca 2023 Circulation		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2023 Downloads - ebooks		1,087	1,074	1,089	1,060	1,009	1,011							6,330
2022 Downloads - ebooks		1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934	896	897	12,240
2023 Downloads - Audio		1,126	1,077	1,199	1,128	1,130	1,048							6,708
2022 Downloads - Audio		947	825	958	925	1,000	938	959	1,016	993	1,018	1,035	995	11,609
2023 Downloads - Magazine		63	62	50	14	35	45							269
2022 Downloads - Magazine		54	66	65	73	46	44	40	51	54	36	56	48	633
2023 Downloads - Hoopla		259	246	278	249	276	287							1,595
2022 Downloads - Hoopla		100	97	97	126	122	140	137	136	161	199	204	191	1,710
Physical Items		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals		2,277	2,402	2,897	2,804	2,738	2,328							15,446
Checkouts		9,898	9,245	11,439	8,889	9,017	11,319							59,807
Total Circulation w/renewals		12,175	11,647	14,336	11,693	11,755	13,647	0	0	0	0	0	0	75,253
2022 Totals		12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	10,391	146,290
2021 Totals		9,022	9,378	13,370	12,438	10,886	15,065	14,457	14,620	12,541	10,378	11,388	11,245	144,788
2020 Totals		18,596	17,976	12,425	921	2,912	5,571	9,156	10,240	11,342	10,039	8,772	9,033	116,983
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	2023	February	2023	March	2023	April	2023	May	2023	June	2023
Dayton		1,691	14%	1,499	13%	1,808	13%	1,389	12%	1,576	13%	1,851	14%
Farmington		2,277	19%	2,133	18%	2,651	18%	1,950	17%	1,828	16%	2,101	15%
Lind		386	3%	350	3%	489	3%	368	3%	397	3%	591	4%
Waupaca (Town)		682	6%	869	7%	1,045	7%	885	8%	672	6%	949	7%
Town Total		5,036	41%	4,851	42%	5,993	42%	4,592	39%	4,473	38%	5,492	40%
Waupaca (City)		4,295	35%	3,974	34%	4,659	32%	4,141	35%	4,117	35%	4,299	32%
Waushara County		357	3%	498	4%	509	4%	406	3%	556	5%	760	6%
Portage County		995	8%	891	8%	1,033	7%	800	7%	797	7%	1,099	8%
Other		1,492	12%	1,433	12%	2,142	15%	1,754	15%	1,812	15%	1,997	15%
Total		12,175		11,647		14,336		11,693		11,755		13,647	

Monthly/YTD Circs and Renewals - June 2023

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,473	521	2,994	15,547	3,434	18,981
Appleton	47,814	11,515	59,329	249,910	74,756	324,666
Black Creek	2,781	606	3,387	14,624	4,526	19,150
Clintonville	4,096	525	4,621	21,328	3,791	25,119
Door Cty - Baileys Harbor	1379	213	1592	5,691	1074	6,765
Door Cty - Egg Harbor	1720	202	1,922	6,463	1216	7,679
Door Cty - Ephraim	530	46	576	1565	338	1903
Door Cty - Fish Creek	726	125	851	3,322	695	4,017
Door Cty - Forestville	1055	270	1,325	4,462	1471	5,933
Door Cty - Sister Bay	4,051	592	4,643	17,024	3,929	20,953
Door Cty - Sturgeon Bay	9,372	1,750	11,122	45,263	10,413	55,676
Door Cty - Washington Island	1071	95	1166	4,736	895	5,631
Florence	870	176	1,046	5,389	879	6,268
Fremont	1,488	350	1,838	7,220	1806	9,026
Gillett	584	143	727	3,244	959	4,203
Hortonville	8,034	1,312	9,346	31,106	8,876	39,982
Iola	1,679	433	2,112	10,714	2948	13,662
Kaukauna	13,709	2,127	15,836	57,524	12,507	70,031
Kewaunee	3,273	554	3,827	16,309	4,417	20,726
Kimberly	12,478	1,833	14,311	49,473	12,459	61,932
Lakewood	3,480	547	4,027	15,222	3,220	18,442
Lena	818	129	947	3,635	826	4,461
Little Chute	14,184	2,986	17,170	59,653	16,674	76,327
Manawa	2,347	353	2,700	11,468	2,844	14,312
Marinette Cty - Coleman	1,720	360	2,080	9,035	2426	11,461
Marinette Cty - Crivitz	2,707	488	3,195	14,250	3,543	17,793
Marinette Cty - Goodman	282	37	319	1424	329	1753
Marinette Cty - Marinette	4,288	806	5,094	22,627	5,252	27,879
Marinette Cty - Niagara	758	166	924	4,992	1520	6,512
Marinette Cty - Peshtigo	973	285	1,258	5,870	1566	7,436
Marinette Cty - Wausaukee	1,246	271	1,517	7,516	1700	9,216
Marion	3,626	445	4,071	14,514	3,536	18,050
New London	6,014	968	6,982	26,146	5,054	31,200
Oconto	2,230	470	2,700	13,712	3,206	16,918
Oconto Falls	3,184	555	3,739	16,736	3,354	20,090
Oneida Tribal - Green Earth	85	1	86	241	17	258
Oneida Tribal - Oneida	269	56	325	1548	386	1934
Scandinavia	571	200	771	2788	929	3,717
Seymour	3,559	1,005	4,564	17,465	5,443	22,908
Shawano Cty - Birnamwood	267	17	284	11,069	558	11,627
Shawano Cty - Bonduel	873	286	1,159	5,344	2033	7,377
Shawano Cty - Mattoon	81	14	95	700	137	837
Shawano Cty - Shawano	8,648	1,509	10,157	46,917	9,288	56,205
Shawano Cty - Tigerton	796	200	996	4,302	1232	5,534
Shawano Cty - Wittenberg	555	93	648	2998	736	3,734

Monthly/YTD Circs and Renewals - June 2023

Shiocton	1298	79	1377	4,373	580	4,953
Suring	1,361	261	1,622	8,419	1636	10,055
Waupaca	11,319	2,328	13,647	59,807	15,446	75,253
Weyauwega	1,883	407	2,290	9,398	3,443	12,841
Total	198,605	38,710	237,315	973,083	248,303	1,221,386

Posted 7/1/23

July 2023 Director's Report

One Year Work Anniversary

On August 1, 2023 I will have been with the Waupaca Area Public Library for a full year. It has gone by in a flash! Many thanks to staff at the Library as well as City Hall for bearing with me and answering my many questions as I got up to speed. Special thanks to Patsy Servey and Sue Abrahamson, who have done an incredible job with the transfer of responsibilities. I continue to enjoy my time at the Library and hope to be here for many years to come!

Updates to Stats and Financial Reports

Little Free Pantry information has been added to the Library Usage report. The number reflects the total items taken by community members. Mary Burns, Trace Holt and Jan Rademacher continue to do a great job with this, forging new partnerships (such as with community organization Loaves and Fishes) that continue to add to available stock, particularly in essential perishable materials.

The Financial Report has been polished up a bit, with a column added for monthly expenses. I hope this proves helpful for both Trustees and Staff.

Business at the Library

As noted in previous reports, we continue to see an increase in usage of the Library by patrons for work-related activities. Face to face meetings, zoom meetings with clients, printing and faxing documents, completing filings for government and banking and much else. In addition to adjusting existing policy to better reflect existing practice and goals for the future, we are discussing creating space for a 'Business Center.' These can be small or large and have been a common addition at Public Libraries in recent years, bringing together information and resources for use by distance workers, small business owners and entrepreneurs. I believe this would fit well with community needs, changes in usage we have observed and the existing goals of the Library. You can read about one example in Lancaster, WI: <https://dpi.wi.gov/wilibrariesforeveryone/creating-small-business-center>

Relocated Statue

After discussion with the Foundation and Public Works, the statue of Nina the Reading Girl has been relocated to the east side of the building. Roger was able to move the existing rock so that it could be reused. I am hoping we can get it to settle in a bit further and can eliminate the remaining incline. Patrons started noticing the statue and commenting on it within hours of it having moved, so it is definitely more visible. I will be reaching out to the family that donated the statue to reiterate our gratitude for Nina.

Policy Updates

The laptops that we had ordered, which will offer increased flexibility for patrons using Library computers, arrived very quickly. In addition to reviewing the Board Bylaws, a review of laptop lending policy will be next up (after Meeting Rooms and Patron Conduct) so that we can get them out ASAP.

Respectfully submitted,

Eric Scott Bailey

Adult Services Report
June 2023

Adult Programs- Molly Reinke

June Programs

- **Wednesday, June 7** Summer Kickoff on the front lawn-about 250 people
- **Thursday, June 15** Fair Involvement Fair (How can I show at the fair?)-48 people
- **Wednesday, June 22** 80s Mall Madness Murder Mystery-13 people
- **Saturday, May 24** Book Club The Last Bookshop in London-6 people
- **Summer Weekly programming starting June 15**
 - **Thursday Drop In Crafting:** Each Thursday a staff led craft in the afternoon
 - June 15-Coaster Craft-7 people
 - June 22-Macrame-3 people
 - June 29-Magnets-3 people
 - **Feature Fridays 1-3pm:** Rotating schedule:
 - 1st & 3rd Fridays: Crafternoon-bring your craft and socialize-0 people for first attempt
 - 2nd Fridays: Tech Topics Time-beginner tech class (Not in June)
 - 4th Fridays: Grahams and Games-Social games and snacks-2 people
 - 5th Friday (June): Repeat Games-0 people
- **Engagement Table**
 - Week 1 Coloring Pages and Games
 - Weeks 2-3 Mason Ring Suncatchers-30 created
 - Week 4 Book page luminaries-4 created (Continuing in July)

Summer programming has started well, with about 250 people attending the kickoff party. We have 894 adults registered for one of our 3 reading challenges, though some of these may be repeat registrations as they can participate in multiple challenges. 576 rewards have been redeemed by patrons 18+, mostly registration prizes at this point.

The last week in June I added hanging signage to our Engagement Table to try to highlight this spot for community connection. We're seeing more people stopping to create crafts, color, or play games depending on what offerings are left out. We've also been having about 2 hours a week staffed crafting Thursday afternoons and are seeing at least a few people each week.

Braiding Sweetgrass Community Read has been happily embraced, we often have trouble keeping copies on our shelves. Seems like our most successful yet.



Adult Services Report June 2023

June 15th was the Fair Involvement Fair organized mainly by Jan Popple with support from Molly. It was a great demonstration and craft trial by Penny Tank and her 4H kids, Jenny Scheller with information about Open Class, cheese samples, and even a visit from the Fairest of the Fair.

We've started tracking our plant cart, and exchanged about 150 plants in June!



Adult Services - Patsy Servey

When we added the Little Free Pantry to our library I was invited to join the Waupaca County Hunger Network Task Force which is made up of representatives from multiple Waupaca County departments, CAP Services, Waupaca Food Pantry and others working on addressing food insecurity in our community. As part of this group I was able to assist at a Feeding America food distribution event on June 7th at the Waupaca Expo Center. We packed and distributed 250 boxes and bags of food staples to residents in a drive through fashion. Each recipient also received a flier about our LFP for future reference.

I have been working with OWLS staff on several technology projects. We have been troubleshooting one Meraki WiFi unit, and were also able to get a new laptop setup to do library services offsite and order new equipment according to our computer replacement schedule. Eric, Sue and I are striving to focus on providing up to date technology to library patrons as our budget allows.

Eric and I participated in the first City Personnel Committee meeting on June 20th. The group began a review of the City's Employee Handbook which guides our work and behavior as City employees. The goal is to determine which sections need to be updated to set guidelines for current trends such as working remotely, etc. and what practices can be implemented to keep the City of Waupaca a relevant and attractive employer. This committee will meet monthly to work on this project.

Respectfully submitted by Molly Reinke and Patsy Servey

Children's Dept. Board Report – June 2023

Children and Family Programming in June 2023

June 2 – Took Giant Winder games to WLC for games day

June 3 – Strawberry Full Moon Story Time & Hike from Front Lawn

June 5 – Took Community Art Project and giant Jenga game to Tomorrow's Children's Community Day

June 6 – HeadStart Family Night

June 7 – Summer Library Program Kick-off & Ice Cream Social on the Front Lawn

June 8 – Square Meter Prairie Citizen Science Program in Exhibit Room – weekly Thursday afternoon science programming partnership with PBS Kids and Waupaca Exhibit Room

June 9 – Weekly Babygarten at library

Summer Park Program began June 13 & 14 – weekly afternoon programs at South Park and Riverside

Splash Pad Story Time postponed until July due to delay in construction

June 14 – Airport Story Time in collaboration with Waupaca Municipal Airport/EAA Chapter

June 14 – Made solar ovens at Front Yard Fun

June 15 – Community Garden Story Time – weekly in collaboration with UW-Extension Foodwise, Living the Waupaca Way and Master Gardeners

June 24 – Library activities at Historical Society's Lost Arts Festival at South Park

June 27 – Geoff Adkins, Bubble Wonders Show at library

(As of 7/8/23) Beanstack Online Library Challenges Participation

50 Book Challenge – 357

1000 Minute Challenge – 403

Summer Activity Challenge – 397

Rebecca Millerjohn, from Madison Public Library, project leader on the IMLS Grant project where we are jointly developing a tool for librarians to use to capture observations and data to help tell the impact stories of their programming, was in Waupaca to observe our programs for three days in June. Later in June, Rebecca and our partner library, Skokie Public Library (IL), presented in Chicago at the American Library Association Annual Conference. We had about 75 people attend our three-hour session. Not only did we present the overall idea of our project, but the tool/app developers were on hand to show the beta prototype and let participants try using the tools to give us feedback in the final stages of the project. I brought our very popular Lego Zipline activity to share. It was fun to see how adults can enjoy this activity as much as the children do. I modeled how we lead this activity with students, asked them reflective questions and engaged in active listening to help them problem solve. Given a concrete example helped them all see how they might be able to use this tool in their home library situations. Many State Library representatives were on hand and asked about our plans on rolling the product out nationally, training and support for sustainability. I was, again, proud to represent small libraries.

We are in conversation with our school partners about ways we can assist Waupaca families in building their home literacy skills. Teachers have been reporting that they are noticing that parents/caregivers are often struggling in assisting their children with school work. We met to brainstorm ways we can work together to effectively help families. We will continue to meet and discuss, but have identified a few things that would be quick and easy to implement in the coming school year.

- Letting teachers know that they can host "Meet Me at the Library" events for their families. This way the trusted and beloved school employee can help make the connection to the public library so that families have a better understanding of services and resources available to them

- Hosting school special events, i.e. plays, projects, concerts, living wax museum, etc. at the library to demonstrate to the whole community the learning that is taking place at school and how it is supported by the out-of-school time learning at the library.

Thanks to Laurie Schmidt, Director of Student Services, and Susie Harrington, WLC Third Grade Teacher, for their time and dedication to helping not only our students, but their families, continue to love to learn.

Library participation in City of Waupaca projects is not only important, it is a fun way to work collaboratively for the benefit of our whole community and the people we serve. This month we started work in the new Public Engagement Committee and met for the first organizational meeting for the 3rd Annual Halloween on Main St. event (Oct. 27 – mark your calendars). We also met to learn how to use the newly purchased outdoor movie screen and sound/projection equipment in preparation for our Library/Bank First outdoor movie event on Friday, July 28 in the grassy lot behind the library.

Respectfully submitted,
Sue Abrahamson, Children's Librarian

July 2023 Board Report Teen Department

Let the Summer Library Program begin! Our Teen Volunteer Agents did an excellent job helping out at the Summer Library Program Kickoff on June 7th. They assisted library staff with serving ice cream and playing games with the kids present at the event. At their monthly meet-up, TVA split into smaller groups to come up with ideas for what they want to do at our dinosaur-themed Summer Bash at the end of the summer.



Our Teen Murder Mystery Party was a rousing success and had a huge turnout. Teens were asked to register beforehand so library staff could send them their characters. The day of, our teen patrons showed up dressed for success and ready to start using their deductive reasoning to discover who the criminal of their group was. Taylor and Molly purchased robust 80s themed snacks and decorated the Meeting Rooms to match. We had about 16 teens attend, and fun was had by everyone involved!

Our Teen Cosplay Contest was a great opportunity for teens to show off their costume making skills and various styling abilities (wig styling, make-up application for special effects, etc.). Teens were asked to introduce themselves and the character they were cosplaying before returning to our seating area. The winners received gift cards from our friends at Shindig and they all had a fantastic time. We heard some of our older teens asking if we could do a similar contest for all-ages next year, specifically for teens and adults, since they will be aging out of the Teen Department soon. This is an idea Taylor will be discussing with Molly.



Respectfully submitted by Taylor Wilcox, Teen Services Librarian

July 12th, 2023

Last, but not least, the Teen Room had their Teen Dungeons and Dragons: Session 0 on June 30th. This was an opportunity for teens to come in and create their very own Dungeons and Dragons characters with help from our staff member and Game Master, Simon Baumgart. It also helps us roughly determine how many teens are interested in joining our game in July. 11 teens attended, many of whom have never played Dungeons and Dragons, but wanted to try and this opportunity was perfect for them.



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

- June 8th, Teen Volunteer Agents – 5 participants, led by Taylor
- June 19th, Teen Book Club – 0 participants, led by Taylor
- June 21st, Teen Murder Mystery Party – 12 participants, led by Taylor
- June 26th, Cosplay Contest – 6 participants, led by Taylor
- June 28th, Teen Writing Club – 2 participants, led by Taylor
- June 30th, Teen Dungeons and Dragons: Session 0 - 11 participants, led by Taylor and Simon
- Teen Takeovers:
 - Solar Ovens – 2, led by Alayna
 - Painting – 5, led by Taylor
 - Keychain Crafts – 5, led by Lilli

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

March 8th , 2023

**Waupaca Area Public Library
Policy Committee Meeting
Council Chambers
Wednesday, June 21, 2023, 5:30 pm
(following the Library Board Meeting)**

Meeting was called to order at 5:34 pm

Mary Zimmerman, Cory Nagel, and Noel Isken, Holly Olsen, and John Turner were present. Sarah Hanneman was absent. Library Director, Eric Bailey, Children's Librarian, Sue Abrahamson and Adult Services Librarian, Patsy Servey were also in attendance.

Approval of the agenda Moved by M. Zimmerman, seconded by C. Nagel. Motion Passed by voice vote. 5 ayes, 0 nays, 1 absent

Open Meeting Law was read by Library Director, Eric Bailey.

Review of Existing Policies: Rules of Conduct/Patron Behavior Policy and Meeting Room Usage Policy were reviewed.

Committee members asked the Library Director to revise the language regarding food in the library and allowable business use of library spaces.

Moved by J. Turner, Seconded by H. Olsen to Adjourn. Motion Passed on a voice vote. 5 ayes, 0 nays, 1 absent

Meeting was adjourned at 6:10pm

Chaired by Library Director, Eric Bailey
Minutes taken and compiled by Patsy Servey

Developing Essential Library Policies

10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and long-range plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see: pld.dpi.wi.gov/pld_policies for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing With Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, “Library use privileges will be revoked if a patron has too many overdue books,” is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the *Wisconsin Public Library Policy Resources Page* at pld.dpi.wi.gov/pld_policies.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6: Evaluating the Director* for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- *Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries* (pld.dpi.wi.gov/pld_trustee)
- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Your municipal or county attorney
- Wisconsin Public Library Policy Resources (pld.dpi.wi.gov/pld_policies)

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Outagamie Waupaca Library System
Board of Trustees
May 18th, 2023, Meeting Minutes

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

PRESENT: Mitesh Ajmera, Tyler Baeten, Diane Forsythe, Michelle Frola, Peter Gilbert, Mike Hankins, Wendy Hartman, Brian Looker, Lila Malvik-Shower, Cathy Thompson, Marcia Trentlage, Angela Ver Voort.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Bobbie Buchholtz, Paul Girod, Marilyn Herman.

Hankins moved, seconded by Hartman, to approve the agenda as presented. Motion carried.

Malvik-Shower moved, seconded by Gilbert, to accept the April 20th, 2023, meeting minutes as presented. Motion carried.

Forsythe moved, seconded by Ver Voort, to accept the April 2023 financial report and file for audit. Motion carried.

Ver Voort moved, seconded by Trentlage, to approve the April and May 2023 checks numbered 33192 - 33229 inclusive in the amount of \$34,938.72 and payroll-related expenditures in the amount of \$73,395.51. Motion carried.

DIRECTOR'S REPORT

The director's report was shared in writing prior to the meeting.
Wendy Hartman volunteered to join the Personnel Committee.

BUSINESS

Trustees reviewed report of Fund Balance Committee. No action taken.

Malvik-Shower moved, seconded by Forsythe, to approve 2024 Outagamie and Waupaca county budget requests. Motion carried.

Trustees discussed OWLS Board meeting times and locations. Trustees agreed to keep the current 6pm start time, location and online option. Trustees agreed to annually hold one of the Board meetings at a member library, preferably in July.

Hankins moved, seconded by Hartman, to approve the revised CE Scholarships Policy.

Motion carried.

Trustees reviewed Web Services Policy. No action taken.

Trustees reviewed Trustee Essentials 16: Ethics and Conflict of Interest Laws Applying to Trustees.

Shipps shared the newly available United for Libraries training resource. No action taken.

Hankins moved, seconded by Malvik-Shower, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:58pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.