WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, AUGUST 16, 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, JULY 19, 2023
    a. **ACTION ITEM: APPROVE** minutes of JULY 19, 2023 Meeting

4. MONTHLY BILLS FOR JULY 2023**, BILLS $15,899.03, PERSONNEL $76,448.71, Donations Expenditures $8,250.80**
    a. **ACTION ITEM: APPROVE** JULY 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. Met July 19, 2023 at 3:30pm.
         i. **ACTION ITEM:** Approve minutes of July 19, 2023 meeting.
   C. Policy Committee
      a. Met July 19, 2023 at 5:30pm.
         i. **ACTION ITEM:** Approve minutes of July 19, 2023 meeting.
   D. Personnel Committee
      a. No Meeting

9. OLD BUSINESS
   a. None

10. NEW BUSINESS
    a. Incident Reports
    b. Calendar of Closings for 2024
       i. **ACTION ITEM:** Approve list of closings for 2024.
    c. Proposed Revision of Meeting Room Use Policy
       i. **ACTION ITEM:** Discuss and approve revision of Meeting Room Use Policy.
    d. Proposed Revision of Patron Behavior Policy
       i. **ACTION ITEM:** Discuss and approve revision of Patron Behavior Policy.

11. ANNOUNCEMENTS & CORRESPONDENCE
    a. OWLS Minutes
    b. Next meeting will be Wednesday, September 20, 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, JULY 19, 2023

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

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

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

APPROVAL OF AGENDA
MOTION by J. Eiden, SECOND by C. Nagel, to approve the agenda. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from June 21, 2023 Board Meeting.
MOTION by M. Zimmerman, SECOND by C. Nagel to approve the June 21 meeting minutes. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

Monthly bills for June 2023, BILLS $10,244.68, PERSONNEL $50,200.80, DONATIONS EXPENDITURES $2,263.46.

MOTION by M. Zimmerman, SECOND by J. Turner to approve the June 2023 bills with personnel costs and donation expenditures. 9 ayes, 0 nays, 0 absent. Motion passed unanimously on a roll call vote.

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

Library Statistics
Copy Income **$458.34;** Meeting Room Income **$116.05**
Volunteer Hours **120**; Reference Transactions **764**; Library Visits **8,152**; Internet Use: **943** wireless, **586** stations; Curbside service **44**; Total Library Programs **47**, Total Program Attendance **1,536**; Study Room Use **96**;
Interloan Chart: **2,707** items loaned, **2,992** items borrowed
Circulation & Renewals with Municipality Chart showed a total circulation of **13,647**

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 and Personnel Committee did not meet.
Planning Committee met immediately preceding this meeting.
Policy Committee met on June 21, 2023.
MOTION by J. Turner, SECOND by M. Zimmerman to approve minutes from the June 21, 2023 meeting. .
9 ayes, 0 nays, 0 absent. Motion passed unanimously on a voice vote.
Policy Committee will meet directly following this meeting.

Old Business – None

New Business
There were no incidents to Report

Trustee Essentials: Chapter 10: Developing Essential Library Policies was discussed.

Announcements & Correspondence
OWLS Meeting minutes from May 2023 were included in the packet.
Next meeting will be Wednesday, August 16, 2023, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

Adjournment
MOTION by J. Turner, SECOND by H. Olsen to adjourn. 9 ayes, 0 nays, 0 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 4:52 pm

Chaired by Holly Olsen, Library Board President
Minutes taken and compiled by Patsy Servey

July 2023 Budget Report

Acct No	Account Description	Actual 12/31/2022 Prior Year 2022	Actual July 2023	7/31/2023 CURRENT YTD Actual	12/31/2023 YTD Estimated	Budget 12/31/2023 Amended 2023	% Unexpended	% Unexpended
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	50.00%	50.00%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	14,443	-	14,466	14,466	14,466	0.00%	100.00%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	980	-	1,960	980	1,960	0.00%	100.00%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	-	-	-	-	0.00%	100.00%
	INTERGOVERNMENTAL	**394,166**	**-**	**220,569**	**423,732**	**424,712**	**48.07%**	**51.93%**
PUBLIC CHARGES FOR SERVICE								
251-46710-000-000	FEES: LIBRARY COPIES	6,124	576	3,689	6,124	6,000	38.52%	61.48%
251-46715-000-000	FEES: LIBRARY POSTAGE	1,116	-	-	-	-	0.00%	0.00%
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	527	101	203	527	-	0.00%	100.00%
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	113	264	137	113	100	-37.00%	137.00%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	2,197	135	1,380	3,500	3,500	60.57%	39.43%
	PUBLIC CHARGES FOR SERVICE	**10,077**	**1,076**	**5,409**	**11,380**	**10,600**	**48.97%**	**51.03%**
MISCELLANEOUS								
251-48215-000-000	RENT: MEETING ROOMS	1,128	435	1,281	1,128	500	-156.21%	256.21%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	-	70	100	100	30.00%	70.00%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	-	0.00%	100.00%
251-48550-000-000	DONATIONS: LIBRARY	40,513	6,185	29,536	42,650	42,650	30.75%	69.25%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	-	346,554	346,554	346,554	0.00%	100.00%
	MISCELLANEOUS	**388,195**	**6,620**	**377,441**	**390,432**	**389,804**	**3.17%**	**96.83%**
	TOTAL REVENUES	**792,438**	**7,696**	**603,955**	**825,544**	**825,116**	**26.80%**	**73.20%**
EXPENDITURES								
251-55111-102-000	LIBRARY: SALARIES	382,356	44,998	227,254	374,300	380,957	40.35%	59.65%
251-55111-103-000	LIBRARY: OVERTIME	481	13	111	182	-	0.00%	100.00%
251-55111-118-000	LIBRARY: SOCIAL SECURITY	25,098	3,368	17,332	28,547	24,823	30.18%	69.82%
251-55111-119-000	LIBRARY: RETIREMENT (R)	23,524	3,312	17,499	28,822	23,337	25.02%	74.98%
251-55111-121-000	LIBRARY: GRP HLTH INS	46,546	9,244	43,763	72,080	70,261	37.71%	62.29%
251-55111-122-000	LIBRARY: LIFE INS	1,556	192	949	1,563	1,255	24.42%	75.58%
251-55111-123-000	LIBRARY: INC PROTECT	1,576	185	921	1,517	1,931	52.32%	47.68%
251-55111-124-000	LIBRARY: WORK COMP	1,318	1,135	1,135	1,869	1,036	-9.53%	109.53%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	750	-	-	-	6,000	100.00%	0.00%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	-	-	-	-	-	0.00%	100.00%
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	316	-	277	455	748	63.03%	36.97%
	LIBRARY FULL-TIME	**483,522**	**62,447**	**309,239**	**509,335**	**510,348**	**39.41%**	**60.59%**

July 2023 Budget Report

Acct No	Account Description	Actual 12/31/2022 Prior Year 2022	Actual July 2023	7/31/2023 CURRENT YTD Actual	12/31/2023 YTD Estimated	Budget 12/31/2023 Amended 2023	% Unexpended	% Unexpended
251-55112-104-000	LIBRARY: PT WAGES	119,779	13,440	62,700	103,271	121,788	48.52%	51.48%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	0.00%	0.00%
251-55112-116-000	LIBRARY: PT RETIRE	4,338	257	1,639	2,700	4,932	66.76%	33.24%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	9,103	238	4,058	6,683	10,362	60.84%	39.16%
251-55112-122-000	LIBRARY: LIFE INS	812	67	428	706	600	28.60%	71.40%
	LIBRARY: PART-TIME	**134,032**	**14,002**	**68,825**	**113,359**	**137,682**	**50.01%**	**49.99%**
251-55115-201-000	LIBRARY: TRAINING	3,159	100	924	4,000	4,000	76.89%	23.11%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	6,296	-	-	6,000	6,000	100.00%	0.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	1,000	1,000	1,000	1,000	0.00%	100.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	6,816	-	2,135	-	-	0.00%	0.00%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	-	300	-	-	0.00%	0.00%
251-55115-216-000	LIBRARY: POSTAGE	1,116	103	536	1,000	1,000	46.42%	53.58%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,435	92	186	1,200	1,200	84.47%	15.53%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	27,460	-	27,591	27,591	27,591	0.00%	100.00%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	445	208	243	650	650	62.64%	37.36%
251-55115-282-000	LIBRARY: TECHNOLOGY	16,496	5,416	8,432	11,974	11,974	29.58%	70.42%
251-55115-301-000	LIBRARY: SUPPLIES	7,477	421	4,718	7,500	7,500	37.09%	62.91%
	LIBRARY: OPERATING EXPENSES	**71,700**	**7,341**	**46,065**	**60,915**	**60,915**	**24.38%**	**75.62%**
251-55120-104-000	LIBRARY: DONATIONS PT WAGES	8,581	2,086	10,055	8,000	8,000	-25.69%	125.69%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY	655	160	782	650	650	-20.28%	120.28%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	2,513	-	994	2,000	2,000	50.28%	49.72%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	17,301	5,758	20,673	18,000	18,000	-14.85%	114.85%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	2,216	-	600	10,000	10,000	94.00%	6.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	1,330	-	63	2,000	2,000	96.86%	3.14%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	4,453	247	3,761	2,000	2,000	-88.04%	188.04%
	LIBRARY: DONATION EXPENSES	**37,049**	**8,251**	**36,928**	**42,650**	**42,650**	**13.42%**	**86.58%**
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	1,490	345	727	1,500	1,500	51.54%	48.46%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	3,046	1,296	2,321	3,000	3,000	22.64%	77.36%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	-	524	657	1,000	1,000	34.34%	65.66%
	LIBRARY: PROGRAMS	**4,536**	**2,164**	**3,704**	**5,500**	**5,500**	**32.65%**	**67.35%**

July 2023 Budget Report

Acct No	Account Description	Actual 12/31/2022 Prior Year 2022	Actual July 2023	7/31/2023 CURRENT YTD Actual	12/31/2023 YTD Estimated	Budget 12/31/2023 Amended 2023	% Unexpended	% Unexpended
251-55130-250-115	LIBRARY: BOOKS - ADULT	16,505	2,552	8,891	17,000	17,000	47.70%	52.30%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	3,244	884	2,101	3,420	3,420	38.58%	61.42%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	15,079	1,588	12,190	16,000	16,000	23.81%	76.19%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,164	37	683	3,175	3,175	78.50%	21.50%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	3,912	-	4,142	-	-	0.00%	100.00%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	22	-	-	22	-	0.00%	100.00%
	LIBRARY: BOOKS	**41,926**	**5,061**	**28,007**	**39,617**	**39,595**	**29.27%**	**70.73%**
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	2,140	325	1,144	2,500	2,500	54.22%	45.78%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	699	151	419	500	500	16.23%	83.77%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	522	130	396	750	750	47.19%	52.81%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	1,424	293	920	1,701	1,701	45.93%	54.07%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,297	325	407	854	854	52.30%	47.70%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	-	-	-	-	-	0.00%	0.00%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	394	40	130	468	468	72.16%	27.84%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	202	-	(76)	-	-	0.00%	0.00%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	870	69	353	900	900	60.82%	39.18%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	8,403	-	8,503	8,503	8,503	0.00%	100.00%
	LIBRARY: A/V	**15,952**	**1,333**	**12,196**	**16,176**	**16,176**	**24.60%**	**75.40%**
	TOTAL EXPENDITURES	**788,718**	**100,599**	**504,965**	**813,581**	**812,866**	**37.88%**	**62.12%**

8/11/2023

LIBRARY FUND

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43215-000-000 FEDERAL: LIBRARY GRANTS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO					
		06/30/2023 (06/23) Balance	.00 *	.00 *	204,143.00-
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA					
		06/30/2023 (06/23) Balance	.00 *	.00 *	14,466.00-
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43730-000-000 COUNTY AID: LIBRARY PORTAGE					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,960.00-
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-43735-000-000 STATE GRANT: LIBRARY YOUTH					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-46710-000-000 FEES: LIBRARY COPIES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,113.38-
CR	1221336	COPIES LIBRARY DEPOSIT - LIBRARY 07/01/2023		85.78-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 07/01/2023			
CR	1221481	COPIES LIBRARY DEPOSIT - LIBRARY 7/8/2023		117.25-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 7/8/2023			
CR	1222067	COPIES LIBRARY DEPOSIT - LIBRARY 7/22/23		183.98-	
		Description: COPIES LIBRARY DEPOSIT - LIBRARY 7/22/23			
CR	1222175	COPIES LIBRARY DEPOSIT - library 7/31/23		188.29-	
		Description: COPIES LIBRARY DEPOSIT - library 7/31/23			
		07/31/2023 (07/23) Period Totals and Balance	.00 *	575.30- *	3,688.68-

YTD Encumbrance .00 YTD Actual 3,688.68- Total 3,688.68- YTD Budget 6,000.00- Unearned 2,311.32

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46715-000-000 FEES: LIBRARY POSTAGE					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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
251-46725-000-000 FEES: LIBRARY OVERDUE FEES					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**101.93-**
CR	1221805	FINES LIBRARY DEPOSIT - LIBRARY 7/15/23		100.52-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 7/15/23			
CR	1222067	FINES LIBRARY DEPOSIT - LIBRARY 7/22/23		1.00-	
		Description: FINES LIBRARY DEPOSIT - LIBRARY 7/22/23			
		07/31/2023 (07/23) Period Totals and Balance	**.00 ***	**101.52- ***	**203.45-**

YTD Encumbrance   .00 YTD Actual   203.45- Total   203.45- YTD Budget   .00 Unearned   203.45-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46730-000-000 FEES: LIBRARY COLLECTION AGCY					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**127.30**
AP	296	UNIQUE MANAGEMENT SERVICES, INC.	19.70		
		**VendorNo: 1943 **Inv. No: 6114506 **Desc: SENT TO COLLECTIONS IN JUNE (2) **Inv. Date: 7/1/2023			
CR	1222067	COLLECTIONS - LIBRARY 7/22/23		10.00-	
		Description: COLLECTIONS - LIBRARY 7/22/23			
		07/31/2023 (07/23) Period Totals and Balance	**19.70 ***	**10.00- ***	**137.00**

YTD Encumbrance   .00 YTD Actual   137.00 Total   137.00 YTD Budget   100.00- Unearned   237.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**1,245.00-**
CR	1221336	MATERIAL REPL LIB DEPOSIT - LIBRARY 07/01/2023		3.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 07/01/2023			
CR	1221481	MATERIAL REPL LIB DEPOSIT - LIBRARY 7/8/2023		34.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 7/8/2023			
CR	1221805	MATERIAL REPL LIB DEPOSIT - LIBRARY 7/15/23		25.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 7/15/23			
CR	1222067	MATERIAL REPL LIB DEPOSIT - LIBRARY 7/22/23		33.00-	
		Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 7/22/23			
CR	1222175	MATERIAL REPL LIB DEPOSIT - library 7/31/23		40.00-	
		Description: MATERIAL REPL LIB DEPOSIT - library 7/31/23			
		07/31/2023 (07/23) Period Totals and Balance	**.00 ***	**135.00- ***	**1,380.00-**

YTD Encumbrance   .00 YTD Actual   1,380.00- Total   1,380.00- YTD Budget   3,500.00- Unearned   2,120.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48215-000-000 RENT: MEETING ROOMS					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**846.05-**
CR	1221805	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 7/15/23		15.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 7/15/23			
CR	1222067	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 7/22/23		70.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 7/22/23			
CR	1222175	ROOM RENTAL LIBRARY DEPOSIT - library 7/31/23		350.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - library 7/31/23			
		07/31/2023 (07/23) Period Totals and Balance	**.00 ***	**435.00- ***	**1,281.05-**

YTD Encumbrance   .00 YTD Actual   1,281.05- Total   1,281.05- YTD Budget   500.00- Unearned   781.05-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**70.00-**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**23,351.31-**
CR	1221336	DONATION- - LIBRARY 07/01/2023		213.23-	
		Description: DONATION- - LIBRARY 07/01/2023			
CR	1221481	DONATION- - LIBRARY 7/8/2023		20.00-	
		Description: DONATION- - LIBRARY 7/8/2023			
CR	1221795	ABRAHAMSON REIMB - CITY OF MADISON		1,436.20-	
		Description: ABRAHAMSON REIMB - CITY OF MADISON			
CR	1221805	DONATION- - LIBRARY 7/15/23		40.00-	
		Description: DONATION- - LIBRARY 7/15/23			
CR	1222067	DONATION- - LIBRARY 7/22/23		140.65-	
		Description: DONATION- - LIBRARY 7/22/23			
CR	1222067	DONATION-PT WAGES - LIBRARY 7/22/23		3,999.00-	
		Description: DONATION-PT WAGES - LIBRARY 7/22/23			
CR	1222067	DONATION-PT BENEFITS - LIBRARY 7/22/23		305.92-	
		Description: DONATION-PT BENEFITS - LIBRARY 7/22/23			
CR	1222175	DONATION- - library 7/31/23		29.54-	
		Description: DONATION- - library 7/31/23			
		07/31/2023 (07/23) Period Totals and Balance	**.00 ***	**6,184.54- ***	**29,535.85-**

YTD Encumbrance   .00   YTD Actual   29,535.85-   Total   29,535.85-   YTD Budget   42,650.00-   Unearned   13,114.15

251-48900-000-000 OTHER: REVENUE MISCELLANEOUS					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) Period Totals and Balance	**.00 ***	**.00 ***	**.00**

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

251-49210-000-000 TRANSFER FROM GENERAL FUND					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**346,554.00-**
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-49300-000-000 FUND BALANCES APPLIED					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**182,255.81**
PB	173	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	150.00		
PB	702	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	100.00		
PC	85	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	14,916.00		
PC	218	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	14,916.00		
PC	344	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	14,916.00		
		07/31/2023 (07/23) Period Totals and Balance	**44,998.00 ***	**.00 ***	**227,253.81**
YTD Encumbrance	.00 YTD Actual	227,253.81 Total	227,253.81 YTD Budget	380,957.00 Unexpended	153,703.19
251-55111-103-000 LIBRARY: OVERTIME					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**98.04**
PC	347	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	12.57		
		07/31/2023 (07/23) Period Totals and Balance	**12.57 ***	**.00 ***	**110.61**
YTD Encumbrance	.00 YTD Actual	110.61 Total	110.61 YTD Budget	.00 Unexpended	110.61-
251-55111-105-000 LIBRARY: CALL-IN PAY					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	**.00 ***	**.00 ***	**.00**
		07/31/2023 (07/23) 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
251-55111-109-000 LIBRARY: FUNERAL LEAVE					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-55111-118-000 LIBRARY: SOCIAL SECURITY					
		06/30/2023 (06/23) Balance	.00 *	.00 *	13,963.79
PB	174	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	1,122.48		
PB	432	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	1,122.48		
PB	700	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	1,123.44		
		07/31/2023 (07/23) Period Totals and Balance	3,368.40 *	.00 *	17,332.19

YTD Encumbrance   .00   YTD Actual   17,332.19   Total   17,332.19   YTD Budget   24,823.00   Unexpended   7,490.81

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-119-000 LIBRARY: RETIREMENT (R)					
		06/30/2023 (06/23) Balance	.00 *	.00 *	14,187.00
PB	171	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	1,116.91		
PB	430	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	1,085.73		
PB	698	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	1,109.33		
		07/31/2023 (07/23) Period Totals and Balance	3,311.97 *	.00 *	17,498.97

YTD Encumbrance   .00   YTD Actual   17,498.97   Total   17,498.97   YTD Budget   23,337.00   Unexpended   5,838.03

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-121-000 LIBRARY: GRP HLTH INS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	34,519.30
PB	169	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	2,664.60		
PB	428	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	2,664.60		
PB	696	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	2,664.60		
PC	86	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	416.68		
PC	219	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	416.68		
PC	345	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	416.68		
		07/31/2023 (07/23) Period Totals and Balance	9,243.84 *	.00 *	43,763.14

YTD Encumbrance   .00   YTD Actual   43,763.14   Total   43,763.14   YTD Budget   70,261.00   Unexpended   26,497.86

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-122-000 LIBRARY: LIFE INS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	757.16
PB	170	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	63.88		
PB	429	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	63.88		
PB	697	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	63.88		
		07/31/2023 (07/23) Period Totals and Balance	191.64 *	.00 *	948.80

YTD Encumbrance   .00   YTD Actual   948.80   Total   948.80   YTD Budget   1,255.40   Unexpended   306.60

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-123-000 LIBRARY: INC PROTECT					
		06/30/2023 (06/23) Balance	.00 *	.00 *	736.01
PB	172	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	61.59		
PB	431	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	61.59		
PB	699	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	61.59		
		07/31/2023 (07/23) Period Totals and Balance	184.77 *	.00 *	920.78

YTD Encumbrance   .00   YTD Actual   920.78   Total   920.78   YTD Budget   1,931.00   Unexpended   1,010.22

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55111-124-000 LIBRARY: WORK COMP					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
AP	251 MCCLONE		1,134.53		
		**VendorNo: 1213 **Inv. No: 2023/2024 **Desc: WORKERS COMP INS PREM **Inv. Date: 7/10/2023			
		07/31/2023 (07/23) Period Totals and Balance	1,134.53 *	.00 *	1,134.53
YTD Encumbrance	.00 YTD Actual	1,134.53 Total	1,134.53 YTD Budget	1,035.86 Unexpended	98.67-
251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	276.50
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	49,259.96
PC	19 PAYROLL TRANS FOR 7/2/2023 PAY PERIOD		4,613.34		
PC	140 PAYROLL TRANS FOR 7/16/2023 PAY PERIOD		4,082.46		
PC	276 PAYROLL TRANS FOR 7/30/2023 PAY PERIOD		4,744.29		
		07/31/2023 (07/23) Period Totals and Balance	13,440.09 *	.00 *	62,700.05
YTD Encumbrance	.00 YTD Actual	62,700.05 Total	62,700.05 YTD Budget	121,788.00 Unexpended	59,087.95
251-55112-110-000 LIBRARY: PTO					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-55112-116-000		**LIBRARY: PT RETIRE**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,381.65
PB	177	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	92.58		
PB	435	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	81.89		
PB	704	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	83.11		
		07/31/2023 (07/23) Period Totals and Balance	257.58 *	.00 *	1,639.23

YTD Encumbrance	.00	YTD Actual	1,639.23	Total	1,639.23	YTD Budget	4,932.00	Unexpended	3,292.77

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-118-000		**LIBRARY: SOCIAL SECURITY**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,830.24
PB	21	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	346.56		
PB	284	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	305.95		
PB	543	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	356.63		
		07/31/2023 (07/23) Period Totals and Balance	1,009.14 *	.00 *	4,839.38

YTD Encumbrance	.00	YTD Actual	4,839.38	Total	4,839.38	YTD Budget	10,362.00	Unexpended	5,522.62

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-122-000		**LIBRARY: LIFE INS**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	360.67
PB	175	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	22.57		
PB	433	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	22.57		
PB	701	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	22.57		
		07/31/2023 (07/23) Period Totals and Balance	67.71 *	.00 *	428.38

YTD Encumbrance	.00	YTD Actual	428.38	Total	428.38	YTD Budget	600.00	Unexpended	171.62

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55112-123-000		**LIBRARY: INC PROTECT**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-55115-201-000		**LIBRARY: TRAVEL**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	824.38
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-206-000		**LIBRARY: TELEPHONE**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-55115-207-000		**LIBRARY: MAINT OF EQUIP**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	6,000.00	Unexpended	6,000.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-209-000 LIBRARY: INS & BONDING					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
AP	241 MCCLONE		1,000.00		
		**VendorNo: 1213 **Inv. No: 2023/2024 **Desc: GENERAL LIABILITY INS PREM **Inv. Date: 7/10/2023			
		07/31/2023 (07/23) Period Totals and Balance	1,000.00 *	.00 *	1,000.00
YTD Encumbrance	.00 YTD Actual	1,000.00 Total	1,000.00 YTD Budget	1,000.00 Unexpended	.00
251-55115-211-000 LIBRARY: CONTRACT SERVICES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,134.59
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.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
251-55115-215-000 LIBRARY: MOVIE LICENSE					
		06/30/2023 (06/23) Balance	.00 *	.00 *	300.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	445.89
JE	1 LIBRARY		89.88		
		07/31/2023 (07/23) Period Totals and Balance	89.88 *	.00 *	535.77
YTD Encumbrance	.00 YTD Actual	535.77 Total	535.77 YTD Budget	1,000.00 Unexpended	464.23
251-55115-217-000 LIBRARY: MEMBERSHIP & DUES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	93.60
AP	8 WAUPACA ROTARY CLUB		92.75		
		**VendorNo: 2100 **Inv. No: 2351 **Desc: ROTARY MEMBERSHIP **Inv. Date: 4/26/2023			
		07/31/2023 (07/23) Period Totals and Balance	92.75 *	.00 *	186.35
YTD Encumbrance	.00 YTD Actual	186.35 Total	186.35 YTD Budget	1,200.00 Unexpended	1,013.65
251-55115-218-000 LIBRARY: OWLS MEMBERSHIP					
		06/30/2023 (06/23) Balance	.00 *	.00 *	27,591.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	242.81
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	242.81
YTD Encumbrance	.00 YTD Actual	242.81 Total	242.81 YTD Budget	650.00 Unexpended	407.19

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55115-282-000 LIBRARY: TECHNOLOGY					
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,335.24
AP	266	OUTAGAMIE WAUPACA LIBRARY	5,085.00		
		**VendorNo: 1427 **Inv. No: 4203-2 **Desc: 2 PUBLIC DELL LAPTOPS; 3 STAFF DESKTOP **Inv. Date: 7/5/2023			
AP	267	OUTAGAMIE WAUPACA LIBRARY	12.00		
		**VendorNo: 1427 **Inv. No: 4203-3 **Desc: MICROSOFT OFFICE 365 LICENSES - JULY THROUGH DEC. 2023 **Inv. Date: 7/5/2023			
		07/31/2023 (07/23) Period Totals and Balance	5,097.00 *	.00 *	8,432.24

YTD Encumbrance   .00   YTD Actual   8,432.24   Total   8,432.24   YTD Budget   11,974.00   Unexpended   3,541.76

251-55115-301-000 LIBRARY: SUPPLIES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	4,482.60
AP	265	OUTAGAMIE WAUPACA LIBRARY	80.00		
		**VendorNo: 1427 **Inv. No: 4203-1 **Desc: RECEIPT PAPER - 1 CASE **Inv. Date: 7/5/2023			
		07/31/2023 (07/23) Period Totals and Balance	80.00 *	.00 *	4,562.60

YTD Encumbrance   .00   YTD Actual   4,562.60   Total   4,562.60   YTD Budget   7,500.00   Unexpended   2,937.40

251-55115-320-000 LIBRARY: BUILDING EXPENSES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	7,968.75
PC	87	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	695.40		
PC	220	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	695.40		
PC	346	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	695.40		
		07/31/2023 (07/23) Period Totals and Balance	2,086.20 *	.00 *	10,054.95

YTD Encumbrance   .00   YTD Actual   10,054.95   Total   10,054.95   YTD Budget   8,000.00   Unexpended   2,054.95-

251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC					
		06/30/2023 (06/23) Balance	.00 *	.00 *	622.26
PB	176	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD	53.19		
PB	434	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD	53.19		
PB	703	PAYROLL TRANS FOR 7/30/2023 PAY PERIOD	53.19		
		07/31/2023 (07/23) Period Totals and Balance	159.57 *	.00 *	781.83

YTD Encumbrance   .00   YTD Actual   781.83   Total   781.83   YTD Budget   650.00   Unexpended   131.83-

251-55120-250-000 LIBRARY: DONATIONS MATERIALS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	994.47
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-255-000		**LIBRARY: DONATIONS PROGRAMS**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	17,135.20
AP	406	VANESA DRAVES-GP	500.00		
		**VendorNo: 2636 **Inv. No: MR072223 **Desc: GRYPHON POURSUIVANT - RENAISSANCE REENACTMENT TROUPE **Inv. Date: 7/20/2023			
		07/31/2023 (07/23) Period Totals and Balance	500.00 *	.00 *	17,635.20

YTD Encumbrance .00 YTD Actual 17,635.20 Total 17,635.20 YTD Budget 18,000.00 Unexpended 364.80

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-282-000		**LIBRARY: DONATIONS TECHNOLOGY**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	600.00
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-290-000		**LIBRARY: DONATIONS AUDIO VISUA**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	62.79
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55120-301-000		**LIBRARY: DONATIONS SUPPLIES**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	3,651.36
AP	272	PIGGLY WIGGLY	57.61		
		**VendorNo: 1482 **Inv. No: 14333933 **Desc: LITTLE FREE PANTRY ITEMS **Inv. Date: 7/2/2023			
		07/31/2023 (07/23) Period Totals and Balance	57.61 *	.00 *	3,708.97

YTD Encumbrance .00 YTD Actual 3,708.97 Total 3,708.97 YTD Budget 2,000.00 Unexpended 1,708.97-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-000		**LIBRARY: PROGRAMS**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-55125-255-110		**LIBRARY: PROGRAMS - ADULT**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	537.24
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	537.24

YTD Encumbrance .00 YTD Actual 537.24 Total 537.24 YTD Budget 1,500.00 Unexpended 962.76

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-210		**LIBRARY: PROGRAMS - CHILDREN'S**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	2,278.57
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	2,278.57

YTD Encumbrance .00 YTD Actual 2,278.57 Total 2,278.57 YTD Budget 3,000.00 Unexpended 721.43

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55125-255-310		**LIBRARY: PROGRAMS - TEEN**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	168.47
AP	182	MASSIVE GATHERING PRODUCTIONS	400.00		
		**VendorNo: 2625 **Inv. No: JULY2023 **Desc: ANIME YOUR WAY PRESENTATION **Inv. Date: 3/24/2023			
		07/31/2023 (07/23) Period Totals and Balance	400.00 *	.00 *	568.47

YTD Encumbrance .00 YTD Actual 568.47 Total 568.47 YTD Budget 1,000.00 Unexpended 431.53

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55130-250-000 LIBRARY: BOOKS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	8,245.86
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	8,245.86

YTD Encumbrance   .00   YTD Actual   8,245.86   Total   8,245.86   YTD Budget   17,000.00   Unexpended   8,754.14

251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT					
		06/30/2023 (06/23) Balance	.00 *	.00 *	1,733.98
AP	255 MICROMARKETING, LLC		43.49		
		**VendorNo: 1254 **Inv. No: 925071 **Desc: AUDIOBOOK #2 IN SERIES PATRON REQUEST **Inv. Date: 6/15/2023			
		07/31/2023 (07/23) Period Totals and Balance	43.49 *	.00 *	1,777.47

YTD Encumbrance   .00   YTD Actual   1,777.47   Total   1,777.47   YTD Budget   3,420.00   Unexpended   1,642.53

251-55130-250-215 LIBRARY: BOOKS - CHILDRENS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	11,893.62
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	11,893.62

YTD Encumbrance   .00   YTD Actual   11,893.62   Total   11,893.62   YTD Budget   16,000.00   Unexpended   4,106.38

251-55130-250-315 LIBRARY: BOOKS - TEEN					
		06/30/2023 (06/23) Balance	.00 *	.00 *	682.78
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	682.78

YTD Encumbrance   .00   YTD Actual   682.78   Total   682.78   YTD Budget   3,175.00   Unexpended   2,492.22

251-55130-250-410 LIBRARY: BOOKS - MAG & NEWSPAP					
		06/30/2023 (06/23) Balance	.00 *	.00 *	4,142.16
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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
251-55135-290-125 LIBRARY: A/V - ADULT MOVIES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	978.61
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	978.61

YTD Encumbrance	.00 YTD Actual	978.61 Total	978.61 YTD Budget	2,500.00 Unexpended	1,521.39

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	267.96
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-135 LIBRARY: A/V - ADULT MUSIC					
		06/30/2023 (06/23) Balance	.00 *	.00 *	346.74
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	346.74

YTD Encumbrance	.00 YTD Actual	346.74 Total	346.74 YTD Budget	750.00 Unexpended	403.26

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE					
		06/30/2023 (06/23) Balance	.00 *	.00 *	736.70
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	736.70

YTD Encumbrance	.00 YTD Actual	736.70 Total	736.70 YTD Budget	1,701.00 Unexpended	964.30

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	221.42
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	221.42

YTD Encumbrance	.00 YTD Actual	221.42 Total	221.42 YTD Budget	854.00 Unexpended	632.58

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC					
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) 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					
		06/30/2023 (06/23) Balance	.00 *	.00 *	90.32
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS					
		06/30/2023 (06/23) Balance	.00 *	.00 *	76.20-
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	76.20-

YTD Encumbrance	.00 YTD Actual	76.20- Total	76.20- YTD Budget	.00 Unexpended	76.20

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-420 LIBRARY: A/V - VIDEO GAMES					
		06/30/2023 (06/23) Balance	.00 *	.00 *	352.63
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	352.63

YTD Encumbrance	.00 YTD Actual	352.63 Total	352.63 YTD Budget	900.00 Unexpended	547.37

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-510		**LIBRARY: A/V - E-BOOKS/E-RESRC**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	8,503.00
		07/31/2023 (07/23) 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

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
251-55135-290-610		**LIBRARY: A/V - MATERIAL REPL**			
		06/30/2023 (06/23) Balance	.00 *	.00 *	.00
		07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00

Number of transactions: 77   Number of accounts: 86

	Debit	Credit	Proof
Grand Totals:	86,846.44	7,441.36-	79,405.08

Exhibit Room Report
Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

Exhibit Room Agenda August 2023
We had a whirlwind week of packing up *Hidden Prairie* and installing *Flyover Country,* so our Exhibit Room committee had an informal meeting to discuss upcoming programming for our current exhibit. Our next committee meeting is scheduled for September 6.

I continue to work with Tracy Behrendt, from the Waupaca Historical Society, and the city grant writer, Greg Grohman, on grant funding for our *Franklin* exhibit this winter. Greg has great knowledge on funding sources and is taking the lead to find ways to financially support this exhibit and collaboration.

PAST EXHIBIT:
Summer Learning Program Exhibit: All Together Now/Hidden Prairie (June 3, 2023-August 5, 2023)
Hidden Prairie was a huge success with 1684 visitors in July and 4272 total visitors. Feedback was wonderful for this vibrant and colorful exhibit. It's always interesting to see where our visitors come from in the summer; this year we had people from all over the Midwest and as far away as Oregon and California.

Our Citizen Science programs finished up the first week in August. This series of 8 Thursday afternoon programs drew a broad range of participants and was truly multigenerational and inclusive with children, teens, parents, and grandparents all in attendance. Children's Department librarian Paula Reedy was wonderful to work with, and had great resources from her PBS Kids cohort. Partners for this exhibit included Waupaca County Land and Water Department, Northwind Solar, and the Parmelee Family. In total, 160 people attend these programs.

In addition to our Citizen Science programs, we distributed 100 square meeting kits, checked out many youth and adult books on our weekly science topics, and distributed countless handouts on citizen science and ways to get involved with science activities and events in our community.

The exhibit was packed back into its two, large wooden crates for its journey back to Nebraska. Since we were the first facility outside of the University of Nebraska Morris Hall Museum to host the exhibit, we were able to give valuable and constructive feedback to their staff on things that worked well hosting the exhibit, and things that can be improved as *Hidden Prairie* moves on to its next location.

ON EXHIBIT:
Drake Hokanson: At Home in Flyover Country (August 12-October 21)
Thanks to our amazing Exhibit Room committee members, we were able to take down *Hidden Prairie* on Monday, install *Flyover Country* Tuesday morning, and have an opening reception that evening! Drake and his wife, Carol, were a huge help installing the exhibit, and agreed to host a gallery walk/meet the artist event from 5-7pm that same evening. Although only 5 people attended the reception, I had a wonderful time getting to know Drake and Carol and learning about their professional backgrounds and travel experiences that influence Drake's photography.

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

UPCOMING EXHIBIT:
Waupaca History 101
Waupaca History 101 will be a great opportunity to educate our community on our Indigenous history, past and current immigrant stories, and showcase our newly digitized historic newspaper collection. I am working with Tracy Behrendt at the Waupaca Historical Society on Waupaca items for the exhibit. Adult Programming librarian, Molly Reinke, arranged to have author Angeline Boulley visit our library and schools, which will be a fantastic complement to our indigenous history portion of the exhibit. This exhibit will also give us the chance to work with our 4th grade students and teachers to enrich their study of Wisconsin history.

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
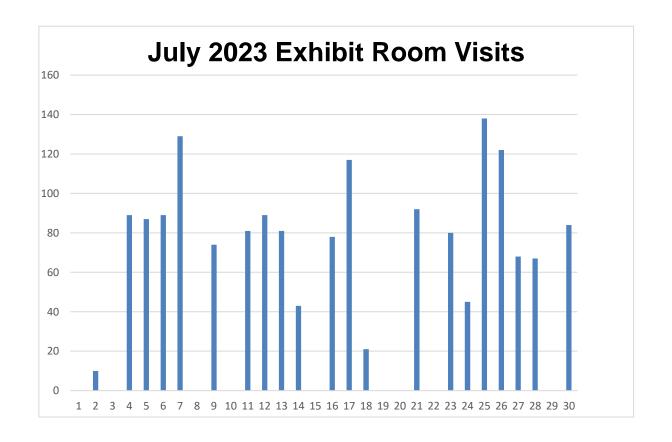- *Quilts*-December 7 - February 1

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)*

JULY 2023 EXHIBIT ROOM VISITS

Date	Day	Count
07/1/2023	Saturday	44
07/2/2023	Sunday	closed
07/3/2023	Monday	10
07/4/2023	Tuesday	closed
07/5/2023	Wednesday	89
07/6/2023	Thursday	87
07/7/2023	Friday	89
07/8/2023	Saturday	129
07/9/2023	Sunday	closed
07/10/2023	Monday	74
07/11/2023	Tuesday	-
07/12/2023	Wednesday	81
07/13/2023	Thursday	89
07/14/2023	Friday	81
07/15/2023	Saturday	43
07/16/2023	Sunday	closed
07/17/2023	Monday	78
07/18/2023	Tuesday	117
07/19/2023	Wednesday	21
07/20/2023	Thursday	-
07/21/2023	Friday	-
07/22/2023	Saturday	92
07/23/2023	Sunday	closed
07/24/2023	Monday	80
07/25/2023	Tuesday	45
07/26/2023	Wednesday	138
07/27/2023	Thursday	122
07/28/2023	Friday	68
07/29/2023	Saturday	67
07/30/2023	Sunday	closed
07/31/2023	Monday	84
	TOTAL	1684

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
Hidden Prairie (July) = 1684

July 2023 Exhibit Room Visits

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	$1.00						$31.96
2023 Running Total												
$0.05	$25.05	$30.05	$30.35	$30.46	$30.96	$31.96						$31.96
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	$594.92						$3,776.63
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	$435.00						$1,281.05
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	$132.00						$1,854.90
-$56.45	-$71.00	-$41.99	-$104.99	-$83.99	-$52.98	-$6.99						-$418.39
$201.45	$409.71	$272.07	$72.00	$262.22	$94.05	$125.01	$0.00	$0.00	$0.00	$0.00	$0.00	$1,436.51
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	$77.80						$563.52
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	$ 21.05						$787.40
					2022 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
$192.65	$ 3,709.30	$ 2,089.40	$ 53.15	$ 75.22	$ 464.30	$ 53.50	$ 65.40	$ 52.65	$ 264.60	$ 14.60	$ 6.40	$7,041.17

Library Usage 2023

Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023	888	688	804	609	800	764	1,053						5,606
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	8,550						50,922
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	1,010						5,507
2023 stations	488	422	584	506	504	586	494						3,584
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	27						280
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	20	21						77
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	4						22
2023 attendance	17	8	14	52	58	37	75						261
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	20						111
2023 attendance	578	385	489	433	1,603	526	628						4,642
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	8						49
2023 attendance	30	463	84	235	267	950	579						2,608
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	15						45
2023 attendance	146	31	36	0	400	23	88						724
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	100						475

Passport Applications

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

Notary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023							6						6

Little Free Pantry

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023		174	198	569	566	824	974						3,305

Jul 2023 Interlibrary Lender/Borrower Statistics

Library	Code	Items Loaned	Items Borrowed	Net	Ratio	YTD Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,478	1,031	447	1.43	10,877	7,135	3,742	1.52
Appleton	OOAPL	8,433	10,910	(2,477)	0.77	63,676	71,621	(7,945)	0.89
Baileys Harbor	NDBAI	735	451	284	1.63	4,980	2,889	2,091	1.72
Birnamwood	NSBIR	654	83	571	7.88	4,638	1,141	3,497	4.06
Black Creek	OOBCL	1,832	799	1,033	2.29	12,845	6,178	6,667	2.08
Bonduel	NSBON	371	778	(407)	0.48	2,372	5,330	(2,958)	0.45
Clintonville	OWCPL	2,500	819	1,681	3.05	17,459	6,547	10,912	2.67
Coleman	NMCOL	557	684	(127)	0.81	3,665	5,109	(1,444)	0.72
Crivitz	NMCRI	692	1,392	(700)	0.50	4,511	10,199	(5,688)	0.44
Egg Harbor	NDEGG	611	471	140	1.30	4,224	3,239	985	1.30
Ephraim	NDEPH	343	106	237	3.24	2,261	665	1,596	3.40
Fish Creek	NDFIS	333	283	50	1.18	2,192	2,594	(402)	0.85
Florence	NFFLO	402	429	(27)	0.94	3,299	3,084	215	1.07
Forestville	NDFOR	483	336	147	1.44	3,581	2,321	1,260	1.54
Fremont	OWFPL	712	503	209	1.42	5,185	3,351	1,834	1.55
Gillett	NOGIL	515	225	290	2.29	3,686	2,076	1,610	1.78
Goodman	NMGOO	84	215	(131)	0.39	620	1,643	(1,023)	0.38
Green Earth	NBON2	120	38	82	3.16	858	75	783	11.44
Hortonville	OOHPL	1,224	2,384	(1,160)	0.51	9,087	15,919	(6,832)	0.57
Iola	OWIVL	1,095	655	440	1.67	7,784	6,649	1,135	1.17
Kaukauna	OOKAU	2,446	2,786	(340)	0.88	15,797	20,734	(4,937)	0.76
Kewaunee	NKKEW	1,406	909	497	1.55	11,038	7,818	3,220	1.41
Kimberly	OOKIM	3,556	2,727	829	1.30	25,717	17,351	8,366	1.48
Lakewood	NOLAK	859	911	(52)	0.94	6,018	6,547	(529)	0.92
Lena	NOLEN	385	291	94	1.32	2,951	1,972	979	1.50
Little Chute	OOLIT	2,167	4,085	(1,918)	0.53	13,704	32,124	(18,420)	0.43
Manawa	OWMAN	854	725	129	1.18	6,035	5,861	174	1.03
Marinette	NMMRT	1,379	1,426	(47)	0.97	9,752	10,487	(735)	0.93
Marion	OWMAR	984	759	225	1.30	7,546	6,356	1,190	1.19
Mattoon	NSMAT	76	80	(4)	0.95	664	508	156	1.31
New London	OWNLP	1,518	1,413	105	1.07	11,014	10,591	423	1.04
NFLS	NFLS	-	4	(4)	0.00	-	68	(68)	0.00
Niagara	NMNIA	430	464	(34)	0.93	2,777	3,691	(914)	0.75
Oconto	NOOCO	775	613	162	1.26	6,256	4,857	1,399	1.29
Oconto Falls	NOOCF	1,027	645	382	1.59	8,009	4,854	3,155	1.65
Oneida	NBONE	515	93	422	5.54	3,873	677	3,196	5.72
OWLS	OWLS	-	-	-	#DIV/0!	16	27	(11)	0.59
Peshtigo	NMPES	305	548	(243)	0.56	2,273	3,661	(1,388)	0.62
Scandinavia	OWSCA	470	396	74	1.19	3,111	2,747	364	1.13
Seymour	OOSEY	1,452	1,350	102	1.08	10,836	9,957	879	1.09
Shawano	NSSHA	2,096	2,108	(12)	0.99	14,822	15,047	(225)	0.99
Shiocton	OOSHI	415	337	78	1.23	3,053	2,535	518	1.20
Sister Bay	NDSIS	935	1,283	(348)	0.73	6,917	7,945	(1,028)	0.87
Sturgeon Bay	NDSTR	2,165	2,917	(752)	0.74	16,638	17,980	(1,342)	0.93
Suring	NOSUR	491	449	42	1.09	3,393	4,113	(720)	0.82
Tigerton	NSTIG	275	252	23	1.09	1,583	2,953	(1,370)	0.54
Washington Island	NDWSH	251	261	(10)	0.96	1,910	1,912	(2)	1.00
Waupaca	OWWAU	2,870	2,805	65	1.02	19,429	21,581	(2,152)	0.90
Wausaukee	NMWAS	402	533	(131)	0.75	2,881	4,080	(1,199)	0.71
Weyauwega	OWWEY	887	701	186	1.27	6,467	4,624	1,843	1.40
Wittenberg	NSWIT	174	276	(102)	0.63	1,258	2,115	(857)	0.59
TOTAL		54,739	54,739	-	1.00	393,538	393,538	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total		Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	11,849	9,475	21,324		86,370	68,407	154,777
OWLS libraries	8,736	24,679	33,415		62,388	176,373	238,761
Total	20,585	34,154	54,739		148,758	244,780	393,538

Net = Number of items loaned less number of items borrowed
Ratio = Number of items loaned for every item borrowed

NFLS	21,324	20,585
OWLS	33,415	34,154
	54,739	54,739

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	1,078						7,408
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	1,072						7,780
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	22						291
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	281						1,876
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	2,538						17,984
Checkouts	9,898	9,245	11,439	8,889	9,017	11,319	11,488						71,295
Total Circulation w/renewals	*12,175*	*11,647*	*14,336*	*11,693*	*11,755*	*13,647*	*14,026*	*0*	*0*	*0*	*0*	*0*	*89,279*
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	February	2023	March	2023	April	2023	May	2023	June	2023	July	2023
Dayton	1,499	13%	1,808	13%	1,389	12%	1,576	13%	1,851	14%	2,027	14%
Farmington	2,133	18%	2,651	18%	1,950	17%	1,828	16%	2,101	15%	2,028	14%
Lind	350	3%	489	3%	368	3%	397	3%	591	4%	583	4%
Waupaca (Town)	869	7%	1,045	7%	885	8%	672	6%	949	7%	979	7%
Town Total	4,851	42%	5,993	42%	4,592	39%	4,473	38%	5,492	40%	5,617	39%
Waupaca (City)	3,974	34%	4,659	32%	4,141	35%	4,117	35%	4,299	32%	4,596	32%
Waushara County	498	4%	509	4%	406	3%	556	5%	760	6%	847	6%
Portage County	891	8%	1,033	7%	800	7%	797	7%	1,099	8%	986	7%
Other	1,433	12%	2,142	15%	1,754	15%	1,812	15%	1,997	15%	2,411	17%
Total	11,647		14,336		11,693		11,755		13,647		14,457	

	Current Month				YTD		
Agency	**Circs**	**Renewals**	**Total**		**Circs**	**Renewals**	**Total**
Algoma	2,471	518	2,989		18,018	3,952	21,970
Appleton	43,443	13,346	56,789		293,353	88,102	381,455
Black Creek	2,411	738	3,149		17,035	5,264	22,299
Clintonville	3,792	718	4,510		25,120	4,509	29,629
Door Cty - Baileys Harbor	1,464	265	1,729		7,155	1339	8,494
Door Cty - Egg Harbor	2,003	278	2,281		8,466	1494	9,960
Door Cty - Ephraim	546	159	705		2111	497	2608
Door Cty - Fish Creek	846	131	977		4,168	826	4,994
Door Cty - Forestville	886	296	1,182		5,348	1767	7,115
Door Cty - Sister Bay	4,989	736	5,725		22,013	4,665	26,678
Door Cty - Sturgeon Bay	9,486	2,324	11,810		54,749	12,737	67,486
Door Cty - Washington Island	1,205	129	1,334		5,941	1024	6,965
Florence	766	135	901		6,155	1014	7,169
Fremont	1,320	361	1,681		8,540	2167	10,707
Gillett	411	119	530		3,655	1078	4,733
Hortonville	6,788	1,918	8,706		37,894	10,794	48,688
Iola	1,628	403	2,031		12,342	3351	15,693
Kaukauna	11,287	2,542	13,829		68,811	15,049	83,860
Kewaunee	2,882	698	3,580		19,191	5,115	24,306
Kimberly	11,709	2,199	13,908		61,182	14,658	75,840
Lakewood	3,457	613	4,070		18,679	3,833	22,512
Lena	667	120	787		4,302	946	5,248
Little Chute	9,978	3,528	13,506		69,631	20,202	89,833
Manawa	2,098	424	2,522		13,566	3,268	16,834
Marinette Cty - Coleman	1,779	408	2,187		10,814	2834	13,648
Marinette Cty - Crivitz	2,465	649	3,114		16,715	4,192	20,907
Marinette Cty - Goodman	250	45	295		1674	374	2048
Marinette Cty - Marinette	3,803	967	4,770		26,430	6,219	32,649
Marinette Cty - Niagara	887	316	1,203		5,879	1836	7,715
Marinette Cty - Peshtigo	1,181	309	1,490		7,051	1875	8,926
Marinette Cty - Wausaukee	1,246	243	1,489		8,762	1943	10,705
Marion	3,070	604	3,674		17,584	4,140	21,724
New London	5,153	880	6,033		31,299	5,934	37,233
Oconto	1,954	610	2,564		15,666	3,816	19,482
Oconto Falls	3,010	618	3,628		19,746	3,972	23,718
Oneida Tribal - Green Earth	74	5	79		315	22	337
Oneida Tribal - Oneida	248	74	322		1796	460	2256
Scandinavia	580	186	766		3368	1115	4,483
Seymour	3,000	1,030	4,030		20,465	6,473	26,938
Shawano Cty - Birnamwood	329	55	384		11,398	613	12,011
Shawano Cty - Bonduel	851	329	1,180		6,195	2362	8,557
Shawano Cty - Mattoon	84	24	108		784	161	945
Shawano Cty - Shawano	8,073	1,708	9,781		54,990	10,996	65,986
Shawano Cty - Tigerton	689	115	804		4,991	1347	6,338
Shawano Cty - Wittenberg	521	106	627		3519	842	4,361

Shiocton	953	144	1,097	5,326	724	6,050
Suring	1,168	356	1,524	9,587	1992	11,579
Waupaca	11,488	2,538	14,026	71,295	17,984	89,279
Weyauwega	1,890	634	2,524	11,288	4,077	15,365
Total	**181,279**	**45,651**	**226,930**	**1,154,362**	**293,954**	**1,448,316**

Posted 8/1/23

<p align="center">August 2023 Director's Report</p>

Activity Cart

The activity cart, received and put into service just a week ago, is already proving to be a big hit. The guest book included on the cart has lots of positive comments; a scan of the first page is included in the packet. As can be seen on most days with good weather, the new furnishings in front of the Library had already been a big hit.

Presentation to Rotary

On August 2nd I provided the Waupaca Rotary Club with an update on the Library post-pandemic. This was a modified and updated version of the annual report that was delivered to the Board and City Council. It was well received and the Rotarians in attendance showed particular interest in Hoopla. I am following up with them on the possibility of a grant to support Hoopla.

Budget Season Begins

Budget planning for 2024 is officially under way, starting with an examination of capital projects. With assistance from Patsy Servey and Sue Abrahamson I reviewed and adjusted the Library's existing list of projects. Public Works Director Justin Berrens and Facilities Superintendent Jake Waller assisted in assigning values. Targeted projects include restroom renovations, additional small group meeting rooms and replacement of the aging room divider in the downstairs meeting rooms. I have met with City Administrator Aaron Jenson and Finance Director Stephanie Reif to discuss challenges and variables for the 2024 budget. From what I have seen it is likely to be a challenging one; however, I am confident that we will find workable solutions. Library Finance Committee will be holding its first budget season meeting in September.

Removal of Toner Cartridge Donation Box

In rearranging some items behind the Main Desk, we reassessed the need for a toner recycling box. This is also available through Office Outfitters, and the large box is cumbersome to work around. We have not been able to find a public location for it where people don't also put garbage in it. We go rid of the cartridge recycling box; we still have the Lions eyeglass donation box.

30 Years on the Square!

Our 30 Years on the Square event is scheduled for August 30 from 3 to 6pm. Three Angels Bakery is providing the cake for the event, so it should be amazing! The banners, purchased with funds

donated by the Foundation, are also up around the City Hall/Library square. Chad Glammann at OWLS did a fantastic job creating these for us. Please mark the event on your calendar and attend if you are able!

Replacement Tent

Thanks to a donation from the Foundation we were able to purchase a new 10x10 canopy tent with our logo on it to replace the one that broke. The tent, used regularly for outdoor activities, has already seen use at the Renaissance Faire event. The new tent is a more durable model, which should mean it will last longer than the last one.

Credit/Debit Card System for Main Desk

We are examining our options for adding a card system to the Main Desk. At present we only take debit and credit cards through ecommerce on our website. The logistics of adding us to the City's system would apparently be steep. The Park and Recreation Department has their own system, and I will be reaching out to them to see if we could create a system patterned on that.

Renaissance Faire Review

The Renaissance Faire event in front of the Library was a BIG hit and was very well attended. On Saturday afternoon I walked down to Aquamos to get an iced coffee and ran into a family that was headed down to the Library next. In chatting with them, they said "We haven't been to the Library since the pandemic, but we were driving by today and saw a battle axe in the yard in front of the Library. We decided we had to stop and see what was going on." Aquamos said they had been busier than usual that day. All great things to hear. Molly Reinke deserves a ton of credit for organizing such a successful event, and staff members Patsy Servey, Taylor Wilcox, Alayna Kroll, Jan Popple, Sue Abrahamson, Laura Jandacek, Simon Baumgart, Jan Rademacher, Linda Hagen, Tyler Smidt and Marcie Cook all did a great job working inside and outside the Library the day of the event.

Staff Member Resignation

Staff member Trace Holt resigned from his part time position at the Library, with his last day on August 5th. We have sorted his responsibilities and hours to make sure that everything continues to be covered in interim and will provide extra opportunities or hire for a new staff member as necessary. Trace has been an important part of our staff the past couple years, and we are certain that he leaves us to do some great things.

Respectfully submitted,

Eric Scott Bailey

Adult Services Report
July 2023

Adult Programs- Molly Reinke

July Programs

- **Wednesday, July 13** Lego Night at Hinder Brewing -20 people
- **Thursday, July 15** Book Discussion-Braiding Sweetgrass -5 people
- **Wednesday, July 22** Library Renaissance Faire ~500 people
- **Saturday, July 24th** Braiding Sweetgrass -50 people
- **Summer Weekly**
  - **Thursday Drop In Crafting**: Each Thursday a staff led craft in the afternoon
    - July 6-Card Making-4 people
    - July 20-Rock Painting-5 people
    - July 27-House Luminary-5 people
  - **Feature Fridays 1-3pm**: Rotating schedule:
    - 1st & 3rd Fridays: Crafternoon-1 person each week
    - 2nd Fridays: Tech Topics Time-0
    - 4th Fridays: Grahams and Games-3 people
- **Engagement Table**
  - Week 1-3 Book Page Luminaries ~ 30 created
  - Weeks 3-4 Coloring Book Pages

Summer programming continues to be successful! We had our first Lego Night at HINDER Brewing on July 13. We had about 20 people compete, a lot of excitement, and some very fun creations. Eric and Marcie were our staff hosting and they chose the theme of movie scenes. HINDER staff voted on their favorite scene. This Titanic Scene was quite good. We will likely do this program again soon, but may try out a coffee shop next time.

We had two Braiding Sweetgrass discussions in July, the first was during our normal Book Discussion Group and we had 5 attendees. Sue worked with Winchester to host a discussion and had 50 attendees through Winchester and some great discussions. We have one more adult discussion and one teen discussion in August.

Our Renaissance Faire was a great success! Our Reenactment Troupe we hired, Gryphon Pousuivant, was an excellent choice and the center of attention at the event. Our supplementary activities such as Potion Making (slime), Jousting, Live-Action-Role-Play (sword fighting), and the bounce house really rounded it out well. We're already in discussions of doing the same event next summer with more experience, a bit more organization, and adjusting some of our activities.

Our rotating schedule of Friday programs has had very little attendance, mostly due to the time slot. We will likely try Crafternoon again in the fall, at a different time.

<u>Adult Services - Patsy Servey</u>

I was able to attend the City of Waupaca's Leadership Training this month. Heidi Cuff, Director of Nursing for ThedaCare taught the session on Delegation and Trust in Leadership. This was valuable training for me as I manage our adult staff team. As a member of the ThedaCare Community Health Action or CHAT Team I was also able to attend a TC Community Input Discussion to help envision the future of their organization.

I have been meeting with adult department staff members to check in on their 2023 SMART Goals, we are just past the halfway point in this year's program. Linda Hagen has already completed her goal of hosting two library programs for adults. Linda was responsible for the planning and implementation of these programs with Molly's assistance. Both events were very successful and participants had a lot of fun. Linda is an excellent example for other staff members who have not yet embarked on assisting with adult programming. Other staff members have made great progress towards completion of their goals as well.

Our new public use computers will be installed in early August. Eric has assisted me in setting up new procedures for the new service of in-library-use-only laptops. We will have signage to put in place where the desktop computers are to be removed so that people know about this new service. We are also working to notify all patrons who regularly use our circulating laptops as these will be transitioned to in-library use as well.

The webcam has been taken from the computer in one of our study rooms which makes this particular room unavailable for video conference use. I will not be replacing it but the implementation of laptops for in-library-use will provide access to this feature that can be used anywhere throughout the library.

Respectfully submitted by Molly Reinke and Patsy Servey

Children's Department – Board Report for July 2023

Children's Dept. staff were all able to take some well-deserved vacation time to recharge their batteries this month. It speaks to the strength of our team to cover while others are away.

Paula Reedy spent two days attending the Play, Make, Learn Conference at UW-Madison. The conference promotes high-quality learning opportunities for educators, researchers, developers, designers, foundation leaders, policy makers, museum and library professionals, and school leaders who dedicate their work to promoting making, gaming, and playful learning. This is a key component to our philosophy about out-of-school time learning offered at the library through play. Thank you to OWLS for their continuing education grant that assisted in funding Paula's attending.

I think we broke the Waupaca Book Discussion record when 50 people turned out to discuss our Community Read book, *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants* by Robin Wall Kimmerer. Winchester Academy was the host for the evening and we much appreciate their help in promoting this book to their regular audience. What I found most fascinating is that three attendees were of native heritage. This demonstrates exactly what we mean in our library Land Acknowledgement Statement when we say, "Indigenous people are not relics of the past. The fabric of our community is enhanced by their presence and we make our pledge to celebrate their talents, gifts and rich culture."

Our Free, Family-friendly, Front Lawn Fun nights have been great fun. In July, we hosted the Paca Ping Pong Club. They provided two tables and all the equipment for an evening of table tennis for about 40 people. Our teen volunteer agents were on hand serving root beer floats and the regular old car show folks rounded out the evening showing their classic cars.

Watch for the Waupaca County Public Libraries at the 150th Waupaca County Fair in Weyauwega (Aug. 23-27). Eight of the nine county libraries have agreed to staff a booth in the vendor building to promote library services.

In-house/on site programming
Citizen Science - 14
Babygarten – 28
Front Lawn Fun - 37
Book Discussion - 50
Citizen Science – 9
Babygarten – 22
Babygarten - 28

7 programs/188 people
27 people average

Outreach programming
Sunny Day Babygarten – 79
South Park – 26
Riverside Park – 53
Splash Pad – 12
Children's Garden - 14
Sunny Day Story Time - 36
South Park - 35
Riverside – 60
Splash Pad – 16
Children's Garden – 13
Sunny Day Babygarten – 85
South Park – 13
Riverside Park – 28
Splash Pad – 19

14 programs/489 people
35 people average

We needed to postpone our outdoor movie night (Super Mario Bros. Movie) at Bank First due to stormy weather. The rain date is Friday, Sept. 8th. We may be looking for additional assistance that day for screen prep and take down.

I am already scheduling fall outreach programming and forming partnerships with local agencies for greater collaboration. Our focus this fall will continue to be on school readiness, providing opportunities for out-of-school learning, and reaching the population of our community who might not be aware of the services and resources we provide. Building the literacy of the whole family seems to be an elusive target, but we have some strategies that we will try with the help of our school partners. I will be inviting teachers to "Meet Me at the Library" events, where they (as trusted and revered connectors) can demonstrate to the whole family how important taking advantage of the library's resources can be in the school success of their child. We never have trouble getting students excited about what the library has to offer. If their caregiving adults never bring them to the library, that enthusiasm is for naught.

Work on the city's new public engagement committee is a bit daunting. The possibilities are endless and finding a focus point to start is hard to pin down. Work of this committee has the potential to build a stronger sense of civic pride and involvement.

Summer Library Program (Beanstack) Update as of 8/9/23
50 Book Challenge	359 participants	267 prizes redeemed
1000 Minutes Challenge	403 participants	273 prizes redeemed
Activities Challenge	397 participants	286 prizes redeemed

Respectfully submitted,
Sue Abrahamson

August 2023 Board Report
Teen Department

Former Simpson's artist, Carlos Nieto III, guided teens in creating their very own anime characters in his step-by-step Anime Your Way program. Mr. Nieto did a wonderful job of answering their plethora of questions on how to draw specific expressions, hair styles, characters, and much more. Most of the teens who attended claimed to "not know how to draw", but by the end of the program, those very teens were thrilled to share their progress with the other attendees. Participants were asked to be innovative and creative (creating their own, unique anime characters), and to connect with each other and our presenter by asking him questions. Dana Walsh, an MLIS student who needed to record her observations for her summer class, said in her essay that "This event provided teens with a chance to fit in and make friendships with teens with similar interests." She then went on to compliment the library and Taylor on the impact they were making on the patrons who attended by using their names, striking up conversations, and motivating them to engage with the presenter. Overall, the program was a huge success learning experience for everyone involved, and Taylor would love to have Mr. Nieto back for another program in the future.

Simon Baumgart ran Teen Dungeons and Dragons every Friday in July. We found that teens who participated definitely wanted to see our Summer Dungeons and Dragons extend into a year-round event. Taylor made note that, as of July, this summer event drew in 3-4 teens that she's never seen in the Teen Room before. Not only this, but the teens playing often engaged with and spoke with one another before and after game sessions. Our library is hoping to host more game sessions in the future, and possibly start a second group if we see the need.

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

August 8th, 2023

At Alayna's Teen Takeover event, she took the time to help teens learn how to crochet. At this event, she provided teens with one-on-one practice with their projects (A small blanket, a dish towel for their camper, etc.). Most of these teens knew the basics, and brought their own projects to work on. We had a small group of senior women who were exploring the library, and when they poked their heads into the room to see them crocheting, they thanked Alayna for teaching younger generations this skill. It stuck with Taylor and made her wonder if the library could host another program in the future where we connect teens with adults who can teach them more about these lost arts (knitting, sewing, quilting, crocheting, etc.).

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

- July 12th, Teen Volunteer Agents – 7 participants, led by Taylor
  - 3 TVA volunteers sold Root Beer Floats at the Front Lawn Fun: Ping Pong event to raise money for the Teen Room
- July 13th, Tween Dungeons and Dragons – 6 participants, led by Taylor
- July 17th, Teen Book Club – 0 participants, led by Taylor
- July 18th. Anime Your Way – 16 participants, led by Carlos Nieto III and Taylor
- July 26th, Teen Writing Club – 0 participants, led by Taylor
- Teen Takeovers:
  - Crochet – 9, led by Alayna
  - Duct Tape – 6, led by Tyler
  - Button Making- 7, led by Taylor
- Teen Dungeons and Dragons, led by Simon Baumgart every Friday
  - July 5th – 10
  - July 13th – 8
  - July 20th – 4
  - July 28th - 5

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

August 8th , 2023

Waupaca Area Public Library
Planning Committee Meeting
Council Chambers
Wednesday, July 19, 2023, 3:30 pm

Meeting was called to order at 3:31 pm
Cory Nagel, Holly Olsen, John Miller and Liliana Liegl were present. Sarah Hanneman and John Turner were 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 C. Nagel, seconded by H. Olsen. Motion Passed by voice vote. 4 ayes, 0 nays, 2 absent

John Turner arrived at 3:33

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

Review Start of Planning Process: There was general discussion regarding the current Strategic Plan 2020-2024. The City of Waupaca is currently working on a new Strategic Plan. The intended outcome is for the Library to have a separate plan that dovetails and reflects the City of Waupaca's Strategic Goals.

Next steps are:
- Internally review the current plan and identify which parts to carry over
- Create a timeline
- Reprioritize the current goals
- Seek external review from the community

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

Meeting was adjourned at 4:28pm

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

The Waupaca Area Public Library is committed to offering opportunities for connections, innovation and engaged learning.

Waupaca Area Public Library
Policy Committee Meeting
Council Chambers
Wednesday, July 19, 2023, 5:30 pm
(or following the Library Board Meeting)

Meeting was called to order at 4:57 pm
Mary Zimmerman, Cory Nagel, Holly Olsen, John Turner and Liliana Liegl
were present. Sarah Hanneman was absent. Library Director, Eric Bailey, and
Adult Services Librarian, Patsy Servey were also in attendance.

Approval of the agenda Moved H. Olsen, 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: Patron Behavior Policy and Meeting Room Usage
Policy were reviewed.

Moved by C. Nagel, Seconded by J. Turner to Approve changes and recommend
to the Library Board for approval the Patron Behavior Policy. Motion Passed on a
voice vote. 5 ayes, 0 nays, 1 absent

Moved by J. Turner, Seconded by H. Olsen to Approve changes and recommend
to the Library Board for approval the Meeting Room Usage Policy. Motion
Passed on a voice vote. 5 ayes, 0 nays, 1 absent

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

Meeting was adjourned at 5:08pm

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

The Waupaca Area Public Library is committed to offering opportunities for connections, innovation and engaged learning.

New Business

Proposed Closings for 2024

Each August the Library Board approves a calendar of days we will be closed or close early in the next year. These dates are given to the City of Waupaca Head of IT for inclusion in the next year's City of Waupaca calendar and given to OWLS to ensure that our integrated library system software (ILS) and partners in OWLS are aware when we will be closed. The dates proposed here are based off those approved in previous years.

RECOMMENDATION: Following discussion by the Board, I recommend that the dates proposed be approved.

Proposed Change to Meeting Room Usage Policy

The Meeting Room Usage Policy has been reviewed with updates proposed. The current policy has been updated many times over the years, and I have reorganized it to make it easier to use. The old policy is included in the packet for reference. The other significant proposed change is to make the policy more business friendly. At present, our policy states that business will not be conducted here. In practice, thanks to advances in technology, we regularly have many people at the Library and in Meeting Rooms that are making use of the space for business purposes. Remote and entrepreneurial work is growing in usage at the Library and represents a real community need that we can meet better. After discussion regarding the scope of the policy and some further research, the policy was adjusted to clearly state our meeting room space is not to be used for direct sales, multi-level marketing or otherwise.

RECOMMENDATION: The Policy Committee voted unanimously to recommend approval at its July 19 meeting. Approval is recommended.

Proposed Change to Patron Behavior Policy

Several changes are proposed to the Rules of Conduct Policy. The first being changing the name to the Patron Behavior Policy. The policy will also be updated to no longer exclude business activities at the Library, as is proposed with the Meeting Room Usage Policy. Finally, a proposed change to the policy would allow 'lidded drinks and light snacks' in the Library. At present these are difficult for staff to 'police' as shown by the large numbers of wrappers and containers that show up in Library garbage cans. The proposed change also reflects the changing way the Library is being used. I reviewed the policy with Facilities Superintendent Jake Waller, and the Policy Committee discussed the impact of the change and potential challenges involving food allergies.

RECOMMENDATION: The Policy Committee voted unanimously to recommend approval at its July 19 meeting. Approval is recommended.

Respectfully submitted,

Eric Scott Bailey

2024

January

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29	30	31	1			

Notes:

Mon. Jan 01 New Year's Day - Closed

Fri. Mar 29 Good Friday – Close at 1

Sat. Mar 30 Spring Break - Closed

Sat.-Mon May 25-27 Memorial Day - Closed

Thu. July 4 Independence Day - Closed

Sat. Aug. 17 ARTS - Closed

Sat.-Mon. Aug. 31-Sept. 2 - Closed

Wed. Nov. 27 Day Before Thanksgiving – Close at 1

Thu.-Fri. Nov. 28-29 Thanksgiving - Closed

Tue.-Wed. Dec. 24-25 Christmas - Closed

Tue. Dec. 31 New Year's Eve - Closed

Wed. Jan. 1, 2025 New Year's Day - Closed

Meeting Rooms

Meetings are scheduled on a first-come, first-served basis. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses. For profit, private parties and meetings that are not open to the public will be charged a fee for using the meeting rooms. ($10/hour or $50 per day) This fee is to paid prior to meeting room use.

The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. Information must be provided at this time regarding the program and AV equipment needs. There must be an adult present at every meeting. The meeting rooms may be reserved by any group up to 6 months in advance. Use of the meeting rooms does not imply that the Library endorses or supports the viewpoints presented.

All library or City committees (Library Board, sub-committees, Foundation, Friends group, library programs and city elections) may book the meeting room an unrestricted number of times. If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible.

Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility. Fees may be charged for damage or cleaning of the room.

Meetings may be held between 9:00 AM and 8:00 PM, Monday through Thursday and during other open library hours. Organizations are responsible for their own room setup, clean up and garbage removal. Due to liability issues no one is to be in the building after the library closes. Participants must be admitted to all meetings free of charge. A program which involves the sale, advertising, or promotion of products must be clearly stated on the meeting room reservation form.

Groups may choose the meeting rooms based on expected attendance. Meeting Room A (70) Meeting Room B (40), Meetings Room A & B (120 occupancy) or Meeting Room C (12-15). Meeting Rooms A & B are located in the lower level. Meeting Room C is located on the main level. No refreshments are to be served in Meeting Room C. The Teen Program Room or Children's Story Time Room may be available upon request.

The meeting rooms may <u>not</u> be used for any purpose which may interfere with the regular operation of the library.

There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance. Some serving utensils are provided. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots. The kitchen must be left clean.

Any audiovisual equipment or material needed must be reserved at the time of room booking. The library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.

No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration. Meetings should end on time. Individuals responsible for the meeting should be sure all attendees know where the fire exits are located. No smoking or consumption of alcohol is permitted.

Exceptions will be made for library programs in all cases. Exceptions may be made for nonlibrary programs with Library Board approval.

By signing the Meeting Room Reservation Form, the applicant:
1.   Has read the Meeting Room Policy and understands it.

2.   Understands that any failure to abide by these regulations may result in a loss of meeting room privileges. Failure to notify library staff of a cancellation may also result in loss of meeting room privileges.

3.   Accepts the financial responsibility for any and all damage caused to the building, furnishings, or equipment beyond normal wear/and or usage as determined by library staff.
4.   All meetings must have adult supervision (someone over 18).

Adopted 7/1993 Revised 8/1994, 6/1998, 2/2001, 9/2005, 1/2008, 11/2009, 6/2010, 12/2012, 8/2017

Meeting Room Use
June 14, 2023

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes. The Library's meeting rooms are available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use, and are booked on a first come first served basis.

Requirements and Limitations for Use of a Meeting Room:
1. REQUIREMENTS:
    a. A room reservation form must be completed once each calendar year for each entity (whether an organization or an individual) making use of a meeting room.
    b. The person signing the reservation form must be over 18 years old and will be considered responsible for ensuring adherence to Library policy.
    c. Meetings may be reserved up to 12 months in advance, or within a time window designated by the Director or designee.
    d. AV equipment is available to use with meeting space, and what equipment is needed must be indicated when the room is reserved. Equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.
    e. Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility.
    f. There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance, and can only be used with Meeting Rooms A&B.
    g. A program which involves the sale, advertising, or promotion of products must be clearly stated on the meeting room reservation form. ==The room is not available for in-person multi-level marketing sales or events focused exclusively on in-person direct sales.==
2. LIMITATIONS:
    a. A person 18 years or older must be present at all times when the meeting room is in use.
    b. The room cannot be used for purposes that are illegal, potentially hazardous or that would interfere with the normal functioning of the Library.
    c. Use of a Library meeting room does not imply endorsement by the Library of the views expressed by users of the meeting areas.
    d. No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration.
    e. There will be no use of tobacco, cannabis, vaping devices, or use of controlled substances in the Library or on its premises. Alcohol may only be used on Library

property in keeping with the Library's policy on alcohol at Library events and programs.

 f. Meetings are only permitted during Library operating hours.

 g. Organizations are responsible for their own room setup, clean up and garbage removal.

 h. Participants must be admitted to all meetings free of charge.

 i. Occupancy guidelines (70 for Meeting Room A, 40 for Meeting Room B, 120 for Meeting Rooms A&B and 12 for Meeting Room C) and other safety guidelines must be followed at all times.

 j. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots.

 k. The Meeting Room and kitchen must be left clean after use.

 l. The Library does not provide cutlery, cups or dishes for use.

3. FEES:

 a. For profit, private parties and meetings that are not open to the public will be charged a fee for using the meeting rooms. ($10/hour or $50 per day) This fee is to paid prior to meeting room use.

 b. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses.

 c. Fees may be charged for damage or cleaning of the room, and any expense incurred by the Library as a result of usage is the responsibility of the group or individual on file.

In case of an unscheduled closing of the Library, an attempt will be made to provide an alternative date or time for the group.

Future usage of meeting space may be denied to any group or individual judged by the Director or designee to have been in violation of Library policy during previous usage. Usage of space may be denied to new applicants if their proposed usage is judged by the Director or designee to be in violation of Library policy.

~~Rules of Conduct Policy~~Patron Behavior Policy

Patrons and Library staff have the right to a secure and comfortable environment:

- Seating at Library tables and chairs is limited to the number of persons for whom the furniture was designed.

- Consumption of alcoholic beverages or possession of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the ~~Library Administration.~~Director or designee.

- Use of tobacco and vaping products is prohibited in the building or lobby. Per City Ordinance (02-17), smoking is not allowed within 50 feet of the East and West main entrances.

- Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in the racks outside the building. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits. Recreational wheeled devices are not permitted in the Library or Lobby

- Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.

- Animals, except those used to aid persons with disabilities, or as part of a Library-sponsored program, are not permitted in the Library. Animals may not be left unattended on Library property.

- The Teen Room has been set aside for use by teens (Grade 6 through Grade 12 or age 18). For safety purposes, persons not within this age range must restrict activity in the Teen Room to browsing library materials.

- The Library is **not** responsible for personal belongings left unattended.

- Food is permitted with permission of the Director or designee in meeting rooms. Elsewhere in the building, lidded drinks and light snacks are permitted. Patrons are responsible for cleaning up any mess created by food they have consumed. If a patron's use of food or drink is disruptive to normal use of the Library the Director or designee may suspend this privilege without limiting other access to the Library.

Patrons have the right to use library materials and services without being disturbed by others:

- Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.

- Courteous cell phone use only.

- Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.

~~Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration. Panhandling is not permitted on Library property.~~

- <u>Selling products or services, soliciting donations or business, or distributing information unrelated to Library services is permitted only in designated meeting space and when previously approved by the Director or designee. Panhandling is not permitted on Library property. Library space is not to be used for in-person multi-level marketing sales or in-person direct sales.</u>

- Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.

- Bathing or the washing of hair or clothes is not permitted. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.

- Sleeping is not allowed in the library.

- Staring at or following others with the intent to annoy or harass them is not permitted.

- Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.

- Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Refer to the Safe Child Policy.

Materials, policies, and laws are to be respected:
- Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. Library staff reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. Violators will be prosecuted.

- The violation of federal or state laws or local ordinances is not permitted on Library property.

Rules of Conduct for Virtual Programs

The Waupaca Area Public Library is committed to providing a safe, positive, and welcoming environment for its virtual program participants. All participants are expected to abide by this Virtual Program Code of Conduct.

Prohibited Behaviors
The following behaviors may result in being dismissed from the program.
- Engaging in or promoting any form of violence, harassment, or cyberbullying.
- Verbal abuse of any attendee, including but not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.

- Any boisterous, lewd or offensive behavior, including but not limited to, obscene gestures, profanity or anything of a sexually explicit nature.
- Displaying or using inappropriate background images or pictures.
- Taking any recording or photographs of virtual programming without the prior written permission of the program director.
- Any behavior which interferes with another person's ability to participate in a virtual program is prohibited.

Failure to comply with these rules may result in the loss of Library privileges, as outlined in the Security Policy.

Revised by the Waupaca Area Library Board November, 2001.
Approved by the Waupaca Area Public Library Board of Trustees, March 2008
Approved by the Waupaca Area Public Library Board of Trustees, May 2009
Revised by the Waupaca Area Public Library Board of Trustees, February 2011
Revised by the Waupaca Area Public Library Board of Trustees, September 19, 2018

Outagamie Waupaca Library System
Board of Trustees
June 15th, 2023, Meeting Minutes

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

PRESENT: Tyler Baeten, Diane Forsythe, Michelle Frola, Peter Gilbert, Wendy Hartman, Marilyn Herman, Brian Looker, Cathy Thompson, Marcia Trentlage, Angela Ver Voort (arrived at 6:05pm).

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Mitesh Ajmera, Bobbie Buchholtz, Paul Girod, Mike Hankins, Lila Malvik-Shower.

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

Herman moved, seconded by Baeten, to accept the May 18th, 2023, meeting minutes as presented. Motion carried.

Hartman moved, seconded by Forsythe, to accept the May 2023 financial report and file for audit. Motion carried.

Trentlage moved, seconded by Thompson, to approve the May 2023 and June 2023 checks numbered 33230 - 33269 inclusive in the amount of $47,963.06 and payroll-related expenditures in the amount of $71,740.46. Motion carried.

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

BUSINESS

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

Thompson moved, seconded by Baeten, to approve the revised job description for Computer Network Manager. Motion carried.

Forsythe moved, seconded by Hartman, to approve posting above the minimum wage range, for the Computer Network Manager position. Motion carried.

Trustees discussed funding for a 6-8 week overlap of new hire with retiring staff member. No action taken.

Review of 2023 System Plan. No discussion. No action taken.

Forsythe moved, seconded by Trentlage, to approve 2024 OWLSnet Fees.
Motion carried.

Trentlage moved, seconded by Ver Voort, to approve final 2022 financial statement.
Motion carried.

Ver Voort moved, seconded by Trentlage, to approve 2022 fund balance designation.
Motion carried.

Ver Voort moved, seconded by Herman, to approve Youth Services Liaison Agreement.
Motion carried.

Gilbert moved, seconded by Thompson, to approve OWLSnet Network Connection Policy.
Motion carried.

Trustees reviewed Trustee Essentials 15: The Library Board and the Public Records Law.

Having completed the agenda, the meeting was adjourned by President Frola at 7:14 pm.

Respectfully submitted,

Melissa Knight
OWLS Administrative Assistant.