



WAUPACA AREA PUBLIC LIBRARY  
LIBRARY BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY DECEMBER 21, 2022, 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, NOVEMBER 16, 2022

**ACTION ITEM: APPROVE** minutes of NOVEMBER 16, 2022 Meeting

4. MONTHLY BILLS FOR OCTOBER 2022, **BILLS \$45,680.23, PERSONNEL \$40,251.30, Donations Expenditures \$3,911.36**

**ACTION ITEM: APPROVE** NOVEMBER 2022 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. Library Finance Committee
  - a. No Meeting
- B. Library Planning Committee
  - a. No Meeting
- C. Library Policy Committee
  - a. No Meeting
- D. Personnel Committee
  - a. No Meeting

## 9. OLD BUSINESS

- a. None

## 10. NEW BUSINESS

- a. Incident Reports
- b. Programming and Outreach Coordinator Job Description
  - i. **ACTION: APPROVE** changes to job description
- c. Finance Reports
  - i. **ACTION: DISCUSS** possible changes to financial reporting

## 11. ANNOUNCEMENTS & CORRESPONDENCE

- a. OWLS Minutes
- b. Next meeting will be Wednesday, January 18, 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, NOVEMBER 16, 2022

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

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

Lori Chesnut, Julie Eiden, Chris Jaenke, Gracie Liegl, John Miller, Holly Olsen, Glenda Rhodes, and Mary Zimmerman were present. John Turner was absent. 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 M. Zimmerman, SECOND by L. Chesnut, to approve the agenda. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

The Open Meeting Law Statement was read by Holly Olsen.

Minutes from October 19, 2022 Board Meeting.

MOTION by J. Eiden, SECOND by G. Rhodes to approve the September 21 meeting minutes. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Minutes from November 9, 2022 Special Board Meeting.

MOTION by J. Eiden, SECOND by C. Jaenke to approve the November 9 meeting minutes. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Monthly bills for September 2022, BILLS \$53,126.31, PERSONNEL \$40,408.59. DONATIONS EXPENDITURES \$2,550.63.

MOTION by L. Chesnut, SECOND by J. Miller to approve the September 2022 bills with personnel costs and donation expenditures. 8 ayes, 0 nays, 1 absent. Motion passed unanimously on a roll call vote.

Library Exhibit Room Report

Exhibit Coordinator's report and the chart of visits was included in the packet and highlighted by Library Director Bailey.

Library Statistics

Copy Income **\$376.07**; Meeting Room Income **\$75.00**

Volunteer Hours **13.5**; Reference Transactions **623**; Library Visits **6,643**; Internet Use: **1,036** wireless, **500** stations; Curbside service **39**

Interloan Chart: **2,472** items loaned, **2,917** items borrowed

Circulation & Renewals with Municipality Chart showed a total circulation of **11,801**

Consortium Circulation Chart presented

#### Department Reports

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

#### Committee Reports

##### Library Finance Committee:

MOTION by L. Chesnut, SECOND by M. Zimmerman to approve the minutes from the October 19, 2022 Finance Committee Meeting. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

MOTION by M. Zimmerman, SECOND by L. Chesnut to approve the minutes from the November 7, 2022 Finance Committee Meeting. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Library Planning Committee did not meet.

Library Policy Committee did not meet.

Library Personnel Committee did not meet.

Old Business – None

#### New Business

Incident Report there were no incidents to report

#### Announcements & Correspondence

OWLS Meeting minutes from September 2022 were in the packet.

Next meeting will be Wednesday, December 21, 2022, at 4:30pm in-person in the Council Chambers, City Hall, Waupaca.

#### Adjournment

MOTION by L. Chesnut, SECOND by C. Jaenke to adjourn. 8 ayes, 0 nays, 1 absent. Motion passed unanimously by voice vote.

Meeting adjourned at 5:05 pm

Chaired by Holly Olsen, Library Board President

Minutes taken and compiled by Patsy Servey

DETAILED BUDGET REPORT DEC 2022		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
<b>ASSETS</b>						173,560.43		
Current Assets						173,560.43		
Checking/Savings						173,560.43		
100 PERSONNEL						147,471.00		
102 FULL TIME WAGES & BENEFITS						111,891.43		
		FULL TIME WAGES AND BENEFITS	NOVEMBER FULL TIME WAGES & BENEFITS		-29,468.78	82,422.65		
Total 102 FULL TIME WAGES & BENEFITS				\$498,136.00	-29,468.78	82,422.65	17%	83%
104 PART TIME WAGES & BENEFITS						35,579.57		
		PART TIME WAGES AND BENEFITS	NOVEMBER PART TIME WAGES & BENEFITS		-10,782.52	24,797.05		
Total 104 PART TIME WAGES & BENEFITS				\$152,942.00	-10,782.52	24,797.05	16%	84%
100 PERSONNEL - Other						0.00		
Total 100 PERSONNEL - Other						0.00		
Total 100 PERSONNEL				\$653,078.00	-40,251.30	107,219.70	16%	84%
200 OPERATIONS						11,276.54		
201 TRAVEL & TRAINING						994.44		
Total 201 TRAVEL & TRAINING				\$4,000.00		994.44	25%	75%
207 MAINTENANCE OF EQUIPMENT						6,296.00		
Total 207 MAINTENANCE OF EQUIPMENT				\$6,296.00		6,296.00	100%	0%
209 INS & BONDING						1,000.00		
Total 209 INS & BONDING				\$1,000.00		1,000.00	100%	0%
211 CONTRACT SERVICES						2,516.42		
211 COLLECTIONS						65.30		
		UNIQUE MANAGEMENT SERVICES INC.	6 ACCOUNTS SENT TO COLLECTIONS #6107449		-59.10	6.20		
Total 211 COLLECTIONS				\$350.00	-59.10	6.20	2%	98%
211 COPIER SERVICES						2,451.12		
		US BANK	XEROX COPIER LEASE NOVEMBER 2022 #486505852		-176.00	2,275.12		
Total 211 COPIER SERVICES				\$6,300.00	-176.00	2,275.12	36%	64%
211 CONTRACT SERVICES - Other						0.00		
Total 211 CONTRACT SERVICES - Other						0.00		
Total 211 CONTRACT SERVICES				\$6,650.00	-235.10	2,281.32	34%	66%
216 POSTAGE						92.37		
		POSTAGE METER	POSTAGE METER READING NOVEMBER 2022		-84.80	7.57		
Total 216 POSTAGE				\$1,000.00	-84.80	7.57	1%	99%
217 MEMBERSHIPS & DUES						421.04		

DETAILED BUDGET REPORT DEC 2022		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
		WISCONSIN LIBRARY ASSOCIATION	VC - MEMBERSHIP RENEWAL SUE ABRAHAMSON #16439		-156.00	265.04		
	Total 217 MEMBERSHIPS & DUES			\$1,700.00	-156.00	265.04	16%	84%
	<b>218 OWLS MEMBERSHIP</b>					0.00		
	Total 218 OWLS MEMBERSHIP			\$27,460.00		0.00	0%	100%
	<b>253 PROMOTIONAL MATERIALS</b>					204.83		
	Total 253 PROMOTIONAL MATERIALS			\$650.00		204.83	32%	68%
	<b>282 TECHNOLOGY</b>					-2,447.14		
		AMAZON.COM	VC - MONITOR STAND AND USB HUB #114-2359531-3104232		-114.68	-2,561.82		
	Total 282 TECHNOLOGY			\$9,900.00	-114.68	-2,561.82	-26%	126%
	<b>301 SUPPLIES</b>					2,198.58		
		AMAZON.COM	VC - CLOROX, DESK CALENDAR (10.99+27.99+13.97)		-52.95	2,145.63		
		AMAZON.COM	VC - MISCHARGE, REIMBURSED		-28.84	2,116.79		
		AMAZON.COM	VC - GLASS WIPES #112-2401568-6890655		-39.98	2,076.81		
		OFFICE OUTFITTERS	CARDSTOCK AND 2 YEAR PLANNER #477103		-55.49	2,021.32		
		OFFICE OUTFITTERS	NAME TAG FOR NEW TEEN EMPLOYEE AND 5X 2023 PLANNERS AND CALENDARS FOR STAFF (16.99+99.72)		-116.71	1,904.61		
	Total 301 SUPPLIES			\$8,000.00	-293.97	1,904.61	24%	76%
	<b>200 OPERATIONS - Other</b>					0.00		
	Total 200 OPERATIONS - Other					0.00		
	Total 200 OPERATIONS			\$65,917.00	-884.55	10,391.99	16%	84%
	<b>251 PRINT MATERIALS</b>					9,067.78		
	<b>115 ADULT BOOKS</b>					6,090.92		
		AMAZON.COM	VC - ADULT BOOKS (19+8.27+31.94+14.95+14.07+6.22+13.08+210.73+6.77-6.38+10)		-328.65	5,762.27		
		BAKER & TAYLOR	VC - ADULT BOOKS (93.71+2349.29)		-2,443.00	3,319.27		
	Total 115 ADULT BOOKS			\$16,330.00	-2,771.65	3,319.27	20%	80%
	<b>120 ADULT LARGE PRINT</b>					0.00		
	Total 120 ADULT LARGE PRINT			\$3,420.00		0.00	0%	100%
	<b>215 CHILDRENS BOOKS</b>					2,212.01		
		AMAZON.COM	VC - CHILD BOOKS #112-13179-9929860		-15.49	2,196.52		
		BAKER & TAYLOR	VC - CHILD BOOKS #198854405		-822.86	1,373.66		
	Total 215 CHILDRENS BOOKS			\$15,523.00	-838.35	1,373.66	9%	91%
	<b>315 TEEN BOOKS</b>					811.83		
	Total 315 TEEN BOOKS			\$3,175.00		811.83	26%	74%

DETAILED BUDGET REPORT DEC 2022		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
410 MAG & NEWSPAPERS						-46.98		
Total 410 MAG & NEWSPAPERS				\$4,205.00		-46.98	-1%	101%
251 PRINT MATERIALS - Other						0.00		
Total 251 PRINT MATERIALS - Other						0.00		
Total 251 PRINT MATERIALS				\$42,653.00	-3,610.00	5,457.78	13%	87%
255 PROGRAMS						815.46		
110 ADULT PROGRAMS						199.64		
	AMAZON.COM	VC - WATERPROOF STICKERS, BAGS, RIBBONS, GRASS, AND STICKS (11.99+65.98)			-77.97	121.67		
	GOODWILL	VC - ADULT PROGRAM EXPENSE #32041577			-18.90	102.77		
	FIREFLY FLORAL & GIFTS	VC - ADULT PROGRAMS #462334612517516			-21.10	81.67		
	OTC BRANDS INC	VC - GRINCH HEART #720790315			-71.70	9.97		
Total 110 ADULT PROGRAMS				\$1,500.00	-189.67	9.97	1%	99%
210 CHILD PROGRAMS						177.95		
	DOLLAR TREE	VC - CAKE SUPPLIES #050822			-62.50	115.45		
	CHICAGO BOOKS & JOURNALS	VC - EARLY LITERACY CALENDARS #11670895			-56.95	58.50		
	FLEET FARM	VC - BATTERY, NUTMEG, AND CINNAMON #9142			-53.60	4.90		
Total 210 CHILD PROGRAMS				\$3,000.00	-173.05	4.90	0%	100%
310 TEEN PROGRAMS						437.87		
	PIGGLY WIGGLY	VC - TVA SMORES - YULETIDE KITS			-18.54	419.33		
	AMAZON.COM	VC - PARTY FAVORS #111-7348028-7164264			-37.28	382.05		
	HAILEE PAUL	TEEN FOODWISE PROGRAM #655833			-25.77	356.28		
Total 310 TEEN PROGRAMS				\$1,000.00	-81.59	356.28	36%	64%
255 PROGRAMS - Other						0.00		
Total 255 PROGRAMS - Other						0.00		
Total 255 PROGRAMS				\$5,500.00	-444.31	371.15	7%	93%
290 AV MATERIALS						4,929.65		
125 ADULT MOVIES						683.07		
	WALMART	VC - ADULT MOVIES #1042000314			26.33	709.40		
	WALMART	VC - ADULT MOVIES (24.96+34.75+25.67)			-85.38	624.02		
	AMAZON.COM	VC - ADULT MOVIES (22.96+14.99+8.71+11.99+205.77+25.98)			-290.40	333.62		
	AMAZON.COM	VC - ADULT MOVIES CREDIT (205.77+26.33)			232.10	565.72		
Total 125 ADULT MOVIES				\$2,380.00	-117.35	565.72	24%	76%

DETAILED BUDGET REPORT DEC 2022		Name	Memo	Budget	Amount	Balance	% Unexpended	% Expended
130 ADULT AUDIO BOOKS						296.02		
Total 130 ADULT AUDIO BOOKS				\$1,027.00		296.02		
135 ADULT MUSIC						52.60		
		AMAZON.COM	VC - ADULT MUSIC #112-1752344-4540265		-25.97	26.63		
		AMAZON.COM	VC - ADULT MUSIC CREDIT #112-1752344-4540265		3.01	29.64		
Total 135 ADULT MUSIC				\$552.00	-22.96	29.64	5%	95%
220 CHILDRENS MOVIES						536.39		
			VC - CHILDRENS MOVIES					
		AMAZON.COM	(9.99+9.99+14.95+6.47+13.99+25.98+21.98+17.53)		-220.88	315.51		
Total 220 CHILDRENS MOVIES				\$1,701.00	-220.88	315.51	19%	81%
225 CHILD AUDIO BOOKS						96.67		
Total 225 CHILD AUDIO BOOKS				\$854.00		96.67		
320 TEEN MOVIES						256.40		
Total 320 TEEN MOVIES				\$468.00		256.40		
325 TEEN AUDIO BOOKS						250.00		
Total 325 TEEN AUDIO BOOKS				\$250.00		250.00		
420 VIDEO GAMES						158.79		
		AMAZON.COM	VC - VIDEOGAMES #5639409		-128.88	29.91		
Total 420 VIDEO GAMES				\$900.00	-128.88	29.91	3%	97%
510 EBOOKS & EAUDIO BOOKS						2,599.71		
Total 510 EBOOKS & EAUDIO BOOKS				\$8,503.00		2,599.71		
290 AV MATERIALS - Other						0.00		
Total 290 AV MATERIALS - Other						0.00		
Total 290 AV MATERIALS				\$16,635.00	-490.07	4,439.58	27%	73%
TOTAL BUDGET				\$784,522.00				
TOTAL PERSONNEL NOVEMBER				\$40,251.30				
TOTAL BILLS FOR NOV (INCLUDING PERSONNEL)				\$45,680.23				
YTD EXPENDITURES				\$656,642.00				
REMAINING BUDGET				\$127,880.00				



DONATIONS DECEMBER 2022		Name	Memo	Amount	Balance
<b>ASSETS</b>					<b>-2,635.62</b>
Current Assets					<b>-2,635.62</b>
Checking/Savings					<b>-2,635.62</b>
<b>104 DONATIONS WAGES AND BENEFIT</b>					<b>-712.44</b>
	DONATION PART TIME WAGES AND BENEFITS	FOUNDATION CK #2245		712.44	0.00
Total 104 DONATIONS WAGES AND BENEFIT				712.44	0.00
<b>250 DONATIONS MATERIALS</b>					<b>140.00</b>
<b>250 PRINT MATERIALS</b>					<b>197.91</b>
	CENTER POINT LARGE PRINT	VC - LARGE PRINT BOOKS #2081162409		-14.24	183.67
	CENGAGE/GALE	VC - LARGE PRINT BOOKS #79689542		-543.86	-360.19
	BAKER&TAYLOR	VC - LARGE PRINT BOOKS #198854405		-31.98	-392.17
	LIBRARY FOUNDATION	FOUNDATION CK #2245		345.69	-46.48
	FRIENDS OF THE WAUPACA LIBRARY	LUCKY DAY BOOKS CK #1644		44.35	-2.13
Total 250 PRINT MATERIALS				-200.04	-2.13
<b>290 AV MATERIALS</b>					<b>-57.91</b>
	AMAZON.COM	VC - CHILD VIDEOGAMES FRIENDS #111-6802367-2217017		-59.88	-117.79
	AMAZON.COM	VC - CHILD VIDEOGAMES CREDIT #111-6802367-2217017		0.08	-117.71
	FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1644		19.96	-97.75
Total 290 AV MATERIALS				-39.84	-97.75
<b>510 - EBOOKS EAUDIO</b>					<b>0.00</b>
	HOOPLA	HOOPLA ADVANCE DIGITAL PAYMENT #502946625		-2,500.00	-2,500.00
Total 510 - EBOOKS EAUDIO				-2,500.00	-2,500.00
<b>250 DONATIONS MATERIALS - Other</b>					<b>0.00</b>
Total 250 DONATIONS MATERIALS - Other					0.00
Total 250 DONATIONS MATERIALS				-2,739.88	-2,599.88
<b>255 DONATIONS PROGRAMS</b>					<b>-764.78</b>
<b>255 ADULT PROGRAMS</b>					<b>0.00</b>
	OFFICE OUTFITTERS	PROMOTIONAL PENS #477201		-177.00	-177.00
Total 255 ADULT PROGRAMS				-177.00	-177.00
<b>255 CHILD PROGRAMS</b>					<b>-764.78</b>

DONATIONS DECEMBER 2022		Name	Memo	Amount	Balance
		OTC BRANDS INC	VC - GRINCH CARDBOARD STAND-UP #720989535	-47.46	-812.24
		PIGGLY WIGGLY	VC - DRINK AND SNACKS #8000003995811	-78.56	-890.80
		LIBRARY FOUNDATION	FOUNDATION CK #2245	764.78	-126.02
	Total 255 CHILD PROGRAMS			638.76	-126.02
	<b>255 EXHIBITS PROGRAMS</b>				<b>0.00</b>
	Total 255 EXHIBITS PROGRAMS				0.00
	<b>255 SUMMER LEARNING PROGRAM</b>				<b>0.00</b>
	Total 255 SUMMER LEARNING PROGRAM				0.00
	<b>255 TEEN PROGRAMS</b>				<b>0.00</b>
	Total 255 TEEN PROGRAMS				0.00
	<b>255 TEEN TVA</b>				<b>0.00</b>
	Total 255 TEEN TVA				0.00
	<b>255 DONATIONS PROGRAMS - Other</b>				<b>0.00</b>
	Total 255 DONATIONS PROGRAMS - Other				0.00
	Total 255 DONATIONS PROGRAMS			461.76	-303.02
	<b>255 GRANTS</b>				<b>0.00</b>
	Total 255 GRANTS				0.00
	<b>282 DONATIONS TECHNOLOGY</b>				<b>-919.98</b>
		LIBRARY FOUNDATION	FOUNDATION CK #2245	319.98	-600.00
		FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1644	600.00	0.00
	Total 282 DONATIONS TECHNOLOGY			919.98	0.00
	<b>301 DONATIONS SUPPLIES</b>				<b>-378.42</b>
	<b>301 FURNITURE FIXTURES</b>				<b>-334.00</b>
	Total 301 FURNITURE FIXTURES				-334.00
	<b>301 SUPPLIES</b>				<b>-343.43</b>
		BAUER ELECTRIC	OUTLETS MOVED FOR NEW CABINETS #215996	-383.69	-727.12
		FRIENDS OF THE WAUPACA LIBRARY	REIMBURSEMENT CK #1644	343.43	-383.69
	Total 301 SUPPLIES			-40.26	-383.69
	<b>301 SUPPLIES RESALE</b>				<b>-278.63</b>
		AMAZON.COM	VC - COFFEE SUPPLIES (23.75+50.94)	-74.69	-353.32
	Total 301 SUPPLIES RESALE			-74.69	-353.32
	<b>301 DONATIONS SUPPLIES - Other</b>				<b>577.64</b>

DONATIONS DECEMBER 2022		Name	Memo	Amount	Balance
Total 301 DONATIONS SUPPLIES - Other					577.64
Total 301 DONATIONS SUPPLIES				-114.95	-493.37

## Exhibit Room Report

### Foundation Meeting, December 2022

Respectfully Submitted by Liz Kneer, Exhibit Room Coordinator

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#### Past Exhibit

##### ***Bethany Home's 125<sup>th</sup> Anniversary/A History of Healthcare in Waupaca (October 8, 2022-December 3, 2022)***

After a slight delay, we were excited to open this exhibit on October 14. Staff at Bethany provided a series of programs for our Adult Programs during the exhibit. The three programs focused on the History of Bethany Home, staying active/nutrition/strength/preventing falls, and dementia/memory strengthening. We didn't have anyone show up for our original date for Healthy Strength & Wellness so rescheduled this for mid November. Unfortunately no one showed up for our program on the History of Bethany Home, or Healthy Strength and Wellness, and only a handful attended Dementia and Memory Strengthening, even after increasing our marketing efforts. Since Patsy and I are working to bridge the gap on adult programs until the Adult Programming Librarian position is filled, this spurred a good conversation on how we look at programming and possibly redefining what we offer based on community demand and interest.

*Bethany* was taken down on December 6 and almost all items are returned to their lending locations. This exhibit was a great opportunity to work with the Waupaca Historical Society, Bethany Home and Thedacare. In total 1653 people visited the exhibit.



#### Current Exhibit

##### ***Women (December 10, 2022-January 28, 2023)***

I had great help from our Exhibit Room Committee members to install this exhibit on December 6. This exhibit includes Smithsonian poster exhibits on women's voting rights and female inventors, *"We Stand on Their Shoulders": A History of Wisconsin Women and Voting* from the Wisconsin Historical Society, and *I Am Not Invisible (IANI)*, an exhibit from the Wisconsin Veterans Museum. These three entities are wonderful resources for free/low cost exhibits and accompanying educational resources. I picked up items from the Wisconsin Historical Society and the Veterans Museum to save on shipping costs, but used it as an opportunity to visit the Chazen/Elvehjem Art Museum on the University of Wisconsin campus.

I am still working on programming for this exhibit, but we will host a reception/meet the artist event for Doris Weed, whose beautiful artwork compliments and enlivens the more factual museum pieces of the exhibit.





## Upcoming Exhibits

### **Youth Art Month (February 4, 2023-March 31, 2023)**

It's hard to believe that it's time to plan for Youth Art Month again, but this cherished annual exhibit is right around the corner. This exhibit is wonderful collaboration with the Waupaca School District art teachers, and draws new faces-especially students and their caregivers-to the library. We are planning to have an in person reception and awards night at the beginning of March, but will also provide a virtual gallery/website for those that can't visit the exhibit in person.

### **Additional Exhibit Room Items**

The annual campaign for the Library Foundation will be mailed before the end of the year. I inventoried our supplies and placed the order with Office Outfitters, updated the mailing list and will start printing envelopes so that everything is ready when our wish list documents are finalized and printed.

The Yuletide Trail (December 3) was another outstanding success this year, and the library was an important contributor to the events. Friday night (December 2) we hosted an interactive showing of [How the Grinch Stole Christmas](#) as an after hours activity. Saturday morning, the Children's Department hosted a storytime/activity at 10a, David HB Drake performed at 11a [Solstice Song - Let there be Light \(David HB Drake c. 1992\)](#), teens (TVA) provided s'mores kits to compliment the fire pits on the library lawn, and we were a stop on the 'Cookie Trail' with an opportunity for patrons to take photos upstairs. I'll attend one final meeting with the WAACN group to wrap up and give feedback on the event.

Planning is well under way for remodeling the Exhibit Room, with the donation so generously made by the Vergauwen family. The Foundation subcommittee (Foundation members, library staff and the donor) met a few times to tour the Exhibit Room, generate ideas and a 'wish list', and establish priorities for the project. I have visited different museums/galleries to gather ideas on what we can implement to update the space and provide more opportunities for engagement in the Exhibit Room. Sue started an online gallery to house ideas, which will be useful as we continue to meet and solidify ideas for improvement. Our Exhibit Room Committee members are excited for this remodel and have been a great source for input and ideas.

We are moving closer to having a new library website; I continue to attend our marketing meetings as well as meetings with OWLS to discuss the look and content of this exciting transition.

With the adult programming position vacant, I met with Patsy to discuss ways we can fill this gap until we have a new person in place. I am happy to help and support the adult department until the position is filled.

### **Monthly Attendance Reports**

The attendance charts for October and November are included with this report.

### **2022 Schedule**

- *The Art & Words of Missy Mittel*: November 29, 2021-January 29, 2022
- *Youth Art Month*: February 5-April 9, 2022
- *Roots of Jazz*: April 16-early June 2022
- *Summer Reading Program*: June/July/August 2022
- *50 Years of the Iola Car Show/Summer Learning Program*: June 11-July 30
- *The Waupaca Community Arts Hub Gallery*: August 6-October
- *Waupaca's Healthcare History: Celebrating 125 Years of Bethany Home*: October 8-December 3
- *Women*: December 10-January 28

### **2023 Schedule**

- *Women*: December 10-January 28
- *Youth Art Month*: February 4-March 31
- *Celebrating 30 Years of Rotary in Waupaca*: April 8-June 3
- *Waupaca Solar Energy/Waupaca Prairie/Citizen Science*: June 10-late August
- *Drake Hokanson Photography*-Late August/September
- *Waupaca History 101*-Fall

## NOVEMBER 2022 EXHIBIT ROOM VISITS

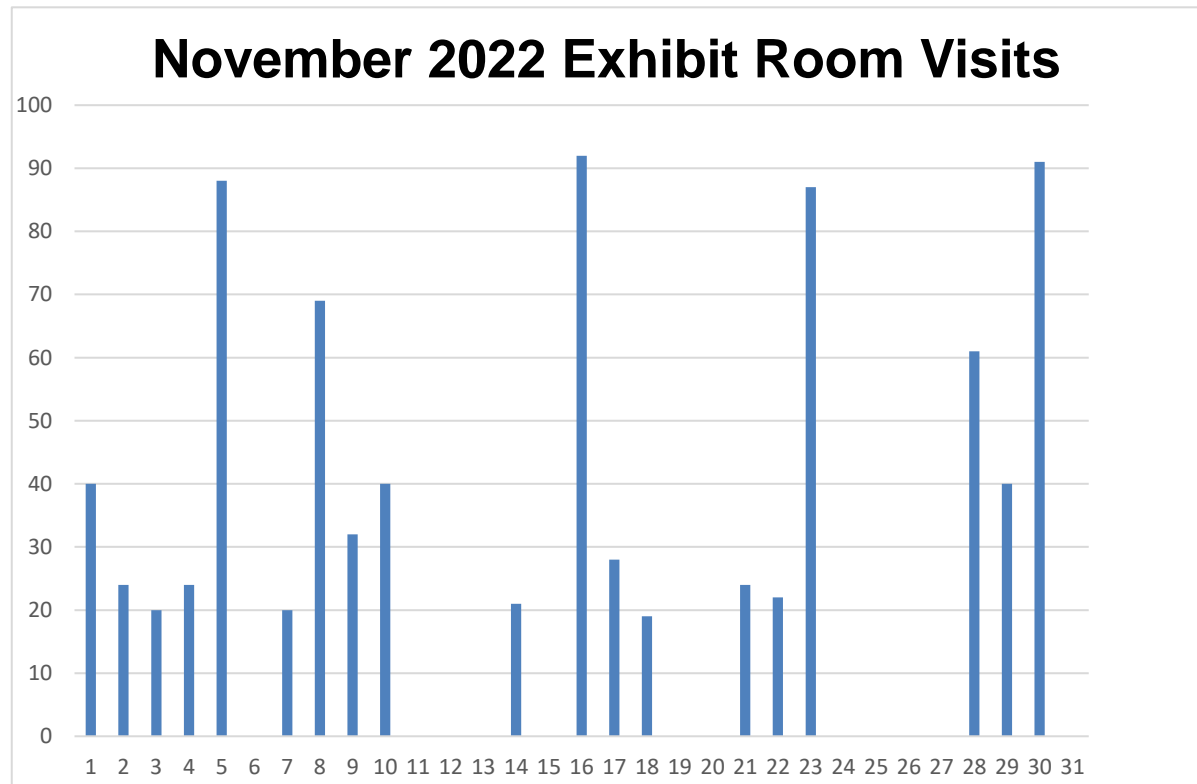
11/1/2022	Tuesday	40
11/2/2022	Wednesday	24
11/3/2022	Thursday	20
11/4/2022	Friday	24
11/5/2022	Saturday	88
11/6/2022	Sunday	closed
11/7/2022	Monday	20
11/8/2022	Tuesday	69
11/9/2022	Wednesday	32
11/10/2022	Thursday	40
11/11/2022	Friday	-
11/12/2022	Saturday	-
11/13/2022	Sunday	closed
11/14/2022	Monday	21
11/15/2022	Tuesday	-
11/16/2022	Wednesday	92
11/17/2022	Thursday	28
11/18/2022	Friday	19
11/19/2022	Saturday	-
11/20/2022	Sunday	closed
11/21/2022	Monday	24
11/22/2022	Tuesday	22
11/23/2022	Wednesday	87
11/24/2022	Thursday	closed
11/25/2022	Friday	closed
11/26/2022	Saturday	closed
11/27/2022	Sunday	closed
11/28/2022	Monday	61
11/29/2022	Tuesday	40
11/30/2022	Wednesday	91

TOTAL 842

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.

Celebrating 125 Years of Bethany: Waupaca's Healthcare History October = 613

Celebrating 125 Years of Bethany: Waupaca's Healthcare History November = 842



2022 Overdue Fees												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$4.24	\$22.84	\$0.00	\$0.00	\$15.26	\$0.10	\$3.30	\$3.98	\$0.00	\$0.81	\$0.00		\$50.53
2022 Running Total												
\$4.24	\$27.08	\$0.00	\$0.00	\$42.34	\$42.44	\$45.74	\$49.72	\$49.72	\$50.53	\$50.53		\$50.53
2021 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
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		\$5,387.59
2021 Copy Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$185.23	\$159.31	\$327.13	\$346.43	\$341.64	\$353.43	\$388.01	\$352.36	\$464.92	\$309.86	\$245.44	\$220.49	\$3,694.25
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		\$1,087.70
2021 Meeting Room Income												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$10.00	\$75.00	\$70.00	\$70.00	\$20.00	\$18.00	\$20.00	\$0.00	\$0.00	\$283.00
2022 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$138.95	\$138.93	\$196.92	\$179.27	\$250.94	\$247.77	\$467.35	\$277.00	\$191.00	\$351.90	\$418.03		
-\$43.95	-\$6.99	-\$62.00	-\$41.00	-\$85.00	-\$10.00	-\$33.99	-\$99.88	-\$50.95	\$0.00	-\$206.90		
\$95.00	\$131.94	\$134.92	\$138.27	\$165.94	\$237.77	\$433.36	\$177.12	\$140.05	\$351.90	\$211.13	\$0.00	\$2,217.40
2021 Material Replacement												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$167.00	\$192.00	\$311.00	\$290.01	\$174.45	\$335.29	\$473.02	\$1,049.10	\$402.75	\$111.50	\$1,430.64	\$209.57	\$5,146.33
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		\$545.64
2021 Donation Box												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
\$0.00	\$0.00	\$0.00	\$0.00	\$5.57	\$29.85	\$43.88	\$47.74	\$78.27	\$10.97	\$27.18	\$25.48	\$268.94
					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		\$7,034.77
					2021 WAIVED							
Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Total
\$313.83	\$1,592.04	\$7,008.67	\$1,335.03	\$1,505.79	\$513.00	\$1,452.61	\$242.25	\$55.65	\$84.60	\$116.15	\$186.85	\$14,406.47



### 2022 Reference Transactions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	704	696	822	594	591	740	672	819	744	623	604		7,609
2021	1,117	586	681	537	541	729	732	771	615	1,016	702	667	8,694
2020	982	999	669	265	829	1,295	1,490	1,328	1,306	1,874	1,822	2,000	14,859

### 2022 Library Visits

Visits	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	3,854	4,690	6,028	5,168	5,163	6,641	6,903	7,312	5,528	6,643	5,727		63,657
2021	1,811	3,834	4,160	3,577	3,633	5,279	5,856	6,009	5,036	2,151	4,052	4,378	49,776
2020	9,351	9,409	3,451	0	0	60	844	4,232	3,906	2,556	2,088	1,631	37,528

### 2022 Internet Use

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 wireless	441	443	493	516	576	731	813	925	757	1,036	660		7,391
2022 stations	350	519	623	508	409	504	484	594	452	500	478		5,421
2021 wireless	326	306	398	483	564	749	776	683	621	584	522	538	6,550
2021 stations	309	307	414	397	385	509	602	636	475	160	387	310	4,891
2020 Wireless	1,107	1,147	901	234	443	509	636	681	615	529	321	381	7,504
2020 Stations	1,163	1,086	591	0	0	132	211	305	351	342	438	282	4,901

### 2022 Curbside Pick-ups

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	174	128	105	82	54	61	53	57	56	39	48		857
2021	1,412	1,355	488	252	183	116	90	88	63	837	181	178	5,243
2020				154	641	885	930	542	380	1,201	1,303	1,425	7,461

### 2022 Volunteer Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022	11	14	25	25	26	26	19	28	18	13.5	11.5		217
2021					20	32	45	54.75	41.25	0	14	10	217

## Nov 2022 Interlibrary Lender/Borrower Statistics

Library	Code	Nov 2022 Interlibrary Lender/Borrower Statistics				YTD			
		Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	NKALG	1,513	1,003	510	1.51	15,628	11,562	4,066	1.35
Appleton	OOAPL	8,767	8,870	(103)	0.99	95,737	83,836	11,901	1.14
Baileys Harbor	NDBAI	741	443	298	1.67	7,801	4,853	2,948	1.61
Biramwood	NSBIR	629	150	479	4.19	5,426	1,665	3,761	3.26
Black Creek	OOBCL	1,697	682	1,015	2.49	18,692	8,474	10,218	2.21
Bonduel	NSBON	298	747	(449)	0.40	3,419	7,257	(3,838)	0.47
Clintonville	OWCPL	2,271	982	1,289	2.31	27,440	10,348	17,092	2.65
Coleman	NMCOL	542	572	(30)	0.95	5,660	6,241	(581)	0.91
Crivitz	NMCRI	550	1,223	(673)	0.45	5,977	14,711	(8,734)	0.41
Egg Harbor	NDEGG	619	447	172	1.38	6,636	6,324	312	1.05
Ephraim	NDEPH	316	65	251	4.86	3,503	1,074	2,429	3.26
Fish Creek	NDFIS	284	261	23	1.09	3,071	3,328	(257)	0.92
Florence	NFFLO	400	427	(27)	0.94	4,843	4,330	513	1.12
Forestville	NDFOR	502	339	163	1.48	5,263	3,760	1,503	1.40
Fremont	OWFPL	683	458	225	1.49	7,439	5,265	2,174	1.41
Gillett	NOGIL	473	240	233	1.97	4,907	3,124	1,783	1.57
Goodman	NMGOO	109	177	(68)	0.62	986	2,795	(1,809)	0.35
Green Earth	NBON2	141	2	139	70.50	1,204	10	1,194	120.40
Hortonville	OOHPL	1,219	1,845	(626)	0.66	13,590	21,905	(8,315)	0.62
Iola	OWIVL	1,100	978	122	1.12	11,539	10,105	1,434	1.14
Kaukauna	OOKAU	1,939	2,940	(1,001)	0.66	20,676	35,679	(15,003)	0.58
Kewaunee	NKKEW	1,483	900	583	1.65	15,951	9,980	5,971	1.60
Kimberly	OOKIM	2,673	3,105	(432)	0.86	26,434	39,736	(13,302)	0.67
Lakewood	NOLAK	791	899	(108)	0.88	9,583	8,966	617	1.07
Lena	NOLEN	377	271	106	1.39	4,408	2,377	2,031	1.85
Little Chute	OOLIT	1,854	3,481	(1,627)	0.53	20,449	36,184	(15,735)	0.57
Manawa	OWMAN	889	923	(34)	0.96	9,632	8,682	950	1.11
Marinette	NMMRT	1,341	1,421	(80)	0.94	14,321	15,494	(1,173)	0.92
Marion	OWMAR	1,052	854	198	1.23	11,194	8,364	2,830	1.34
Mattoon	NSMAT	91	66	25	1.38	912	498	414	1.83
New London	OWNLP	1,527	1,474	53	1.04	15,591	15,542	49	1.00
NFLS	NFLS	0	21	(21)	0.00	-	129	(129)	0.00
Niagara	NMNIA	417	711	(294)	0.59	4,512	6,664	(2,152)	0.68
Oconto	NOOCO	869	687	182	1.26	9,977	7,705	2,272	1.29
Oconto Falls	NOOCF	1,039	693	346	1.50	11,256	7,977	3,279	1.41
Oneida	NBONE	476	125	351	3.81	5,776	1,432	4,344	4.03
OWLS	OWLS	1	4	(3)	0.25	70	79	(9)	0.89
Peshtigo	NMPES	298	452	(154)	0.66	3,212	4,865	(1,653)	0.66
Scandinavia	OWSCA	403	390	13	1.03	4,468	4,054	414	1.10
Seymour	OOSEY	1,407	1,176	231	1.20	15,678	13,309	2,369	1.18
Shawano	NSSHA	1,971	2,037	(66)	0.97	20,849	20,976	(127)	0.99
Shiocton	OOSHI	381	395	(14)	0.96	4,401	4,925	(524)	0.89
Sister Bay	NDSIS	926	1,140	(214)	0.81	10,099	13,315	(3,216)	0.76
Sturgeon Bay	NDSTR	2,214	2,286	(72)	0.97	25,318	26,390	(1,072)	0.96
Suring	NOSUR	366	479	(113)	0.76	4,440	5,508	(1,068)	0.81
Tigerton	NSTIG	195	593	(398)	0.33	1,946	6,411	(4,465)	0.30
Washington Island	NDWSH	280	293	(13)	0.96	2,787	3,104	(317)	0.90
Waupaca	OWWAU	2,459	2,916	(457)	0.84	28,879	32,319	(3,440)	0.89
Wausaukee	NMWAS	407	454	(47)	0.90	3,671	4,831	(1,160)	0.76
Weyauwega	OWWEY	879	545	334	1.61	10,388	7,157	3,231	1.45
Wittenberg	NSWIT	129	346	(217)	0.37	1,508	3,528	(2,020)	0.43
TOTAL		51,988	51,988	-	1.00	567,147	567,147	-	1.00

Loaned by	Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
NFLS libraries	11,555	9,232	20,787
OWLS libraries	8,411	22,790	31,201
Total	19,966	32,022	51,988

Borrowed by NFLS libraries	Borrowed by OWLS libraries	Total
128,894	95,956	224,850
92,211	250,086	342,297
221,105	346,042	567,147

## Circulation Statistics 2022

Circulation Statistics 2022													
Waupaca 2022 Circulation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
2202 Downloads - ebooks	1,294	1,051	1,140	1,083	972	928	1,048	1,045	952	934	896		11,343
2021 Downloads - ebooks	1,182	1,057	1,130	1,102	1,073	1,012	972	1,012	959	960	945	1,057	12,461
2022 Downloads - Audio	947	825	958	925	1,000	938	959	1,016	993	1,018	1,035		10,614
2021 Downloads - Audio	734	821	948	961	975	932	899	114	861	877	750	930	9,802
2022 Downloads - Magazine	54	66	65	73	46	44	40	51	54	36	56		585
2021 Downloads - Magazine	67	88	88	27	14	95	66	33	31	71	47	54	681
2022 Downloads - Hoopla	100	97	97	126	122	140	137	136	161	199	204		1,519
2021 Downloads - Hoopla									13	30	48	65	156
Physical Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y-T-D Total
Renewals	3,025	2,654	3,179	2,695	2,873	2,273	2,319	2,368	2,334	2,518	2,194		28,432
Checkouts	9,266	8,798	10,720	9,161	8,677	11,435	10,358	11,075	9,354	9,283	9,340		107,467
Total Circulation w/renewals	12,291	11,452	13,899	11,856	11,550	13,708	12,677	13,443	11,688	11,801	11,534	0	135,899
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	June	2022	July	2022	August	2022	September	2022	October	2022	November	2022
Dayton	1,503	11%	1,731	14%	1,791	13%	1,585	14%	1,491	13%	1,497	13%
Farmington	2,169	16%	2,088	16%	2,234	17%	1,925	16%	2,013	17%	2,234	19%
Lind	575	4%	572	5%	611	5%	490	4%	511	4%	441	4%
Waupaca (Town)	877	6%	766	6%	776	6%	564	5%	767	6%	841	7%
Town Total	5,124	37%	5,157	41%	5,412	40%	4,564	39%	4,782	41%	5,013	43%
Waupaca (City)	4,954	36%	4,091	32%	4,540	34%	3,973	34%	4,219	36%	3,915	34%
Waushara County	865	6%	857	7%	579	4%	724	6%	662	6%	480	4%
Portage County	888	6%	795	6%	1,003	7%	854	7%	807	7%	815	7%
Other	1,877	14%	1,777	14%	1,909	14%	1,573	13%	1,331	11%	1,311	11%
Total	13,708		12,677		13,443		11,688		11,801		11,534	

## Monthly/YTD Circs and Renewals - November 2022

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,375	619	2,994	27,507	6,910	34,417
Appleton	38,146	12,115	50,261	384,097	117,344	501,441
Black Creek	2,056	582	2,638	24,118	7,430	31,548
Clintonville	3,476	623	4,099	37,870	7,506	45,376
Door Cty - Baileys Harbor	1,006	217	1,223	11,723	2,541	14,264
Door Cty - Egg Harbor	884	186	1,070	13,518	3,118	16,636
Door Cty - Ephraim	218	36	254	2,990	647	3,637
Door Cty - Fish Creek	441	80	521	6,483	1,156	7,639
Door Cty - Forestville	652	255	907	7,589	3,151	10,740
Door Cty - Sister Bay	3,018	729	3,747	36,678	8,791	45,469
Door Cty - Sturgeon Bay	6,747	1,823	8,570	78,393	19,618	98,011
Door Cty - Washington Island	817	117	934	9,491	1,698	11,189
Florence	823	243	1,066	8,848	1,788	10,636
Fremont	1,022	436	1,458	12,908	4,238	17,146
Gillett	456	102	558	6,585	1,468	8,053
Hortonville	4,265	1,226	5,491	54,937	15,991	70,928
Iola	1,707	407	2,114	19,257	5,453	24,710
Kaukauna	8,101	2,138	10,239	101,954	26,241	128,195
Kewaunee	2,178	803	2,981	26,799	8,123	34,922
Kimberly	7,682	2,670	10,352	108,697	32,715	141,412
Lakewood	2,109	479	2,588	27,179	5,035	32,214
Lena	681	113	794	7,173	1,536	8,709
Little Chute	8,218	2,539	10,757	101,652	30,130	131,782
Manawa	1,927	458	2,385	20,597	5,480	26,077
Marinette Cty - Coleman	1,352	406	1,758	16,038	4,101	20,139
Marinette Cty - Crivitz	2,083	634	2,717	24,138	6,466	30,604
Marinette Cty - Goodman	246	73	319	2,952	800	3,752
Marinette Cty - Marinette	3,285	942	4,227	40,991	10,406	51,397
Marinette Cty - Niagara	1,037	329	1,366	9,945	3,040	12,985
Marinette Cty - Peshtigo	966	246	1,212	9,474	2,297	11,771
Marinette Cty - Wausaukee	1,335	233	1,568	11,221	2,213	13,434
Marion	1,965	559	2,524	25,680	6,401	32,081
New London	4,077	888	4,965	45,986	8,874	54,860
Oconto	2,102	657	2,759	24,322	6,741	31,063
Oconto Falls	2,600	500	3,100	28,799	6,216	35,015
Oneida Tribal - Green Earth	67	0	67	284	3	287
Oneida Tribal - Oneida	162	124	286	1,985	869	2,854
Scandinavia	408	164	572	4,490	1,984	6,474
Seymour	2,405	879	3,284	29,404	8,758	38,162
Shawano Cty - Birnamwood	1,986	110	2,096	19,068	1,097	20,165
Shawano Cty - Bonduel	808	341	1,149	9,183	3,668	12,851
Shawano Cty - Mattoon	101	34	135	913	342	1,255
Shawano Cty - Shawano	7,107	1,678	8,785	79,772	16,358	96,130
Shawano Cty - Tigerton	752	236	988	8,407	2,109	10,516
Shawano Cty - Wittenberg	400	133	533	4,961	1,579	6,540
Shiocton	533	117	650	8,101	1,287	9,388
Suring	1,375	147	1,522	13,071	2,902	15,973
Waupaca	9,340	2,194	11,534	107,467	28,432	135,899
Weyauwega	1,669	592	2,261	19,781	7,156	26,937
<b>Total</b>	<b>147,166</b>	<b>41,212</b>	<b>188,378</b>	<b>1,683,476</b>	<b>452,207</b>	<b>2,135,683</b>

## **November 2022 Director's Report**

### **Charging Stations in Place**

All three charging stations purchased with ARPA Space Needs Grant funds have been received and set up. A free-standing unit is in place on the main floor and wall mounted units are in place in Youth and Teen Services. All three have excellent signage that draws attention while allowing them to fit in with their surroundings, courtesy of staff member Molly Reinke.

### **New Facilities Superintendent**

Following Russ Montgomery's retirement as Facilities Superintendent, the vacancy was posted internally per City policy. Following interviews with three (3) internal candidates the position was offered to Public Works mechanic Jake Waller. After Russ' retirement on December 15 there will be an interim period. Jake's current position and responsibilities need to be filled, and retirement benefits need to be paid to Russ. For approximately the next 6 months we will be working with Jake and Public Works Director Justin Berrens to ensure interim maintenance is covered. We are excited to be working with Jake moving forward.

### **New City Clerk**

Sandy Stiebs also announced her retirement at year's end, with Assistant City Clerk Barb Nowak stepping in to fill the vacancy.

### **Website Update**

Over the autumn, we have been working with Chad Glamann at OWLS on creating a new website for the Library. The project is nearly complete and we should soon have a new site up. If you are interested, we need feedback from users and we would love to hear from you. The site can be found at: <https://wp.waupacalibrary.org/>

### **Community Outreach and Engagement**

Opportunities for work in the area have increasingly brought in new demographics to the Waupaca area, more and more often individuals and families for whom English is not the first language. Sue, Patsy and I have been meeting with a group of other city leaders and administrators to discuss the needs of such new community members and what we need to serve them.

### **Foundation Mailer**

The annual mailer for the Library Foundation has been finished and printed. Liz should have the envelopes filled and mailed soon.

Respectfully submitted,  
Eric Scott Bailey

Adult Services Report  
November 2022

November Programs.

- **First Thursday Film** with Jack Rhodes recorded lecture “*The Glenn Miller Story*” hosted by Laura Jandacek popcorn assistance Patsy Servey: 33
- **Life Class-** *The Thankful Project* hosted by Lara Jandacek & Patsy Servey: 1
- **Synergy Lifelong Learning-** *Protecting Yourself & Your Identity with Diane Baker & Mary Zimmerman* hosted by Patsy Servey: 8
- **Book Group Discussion** of “*My Cousin Rachel*” by Louise Erdrich hosted by Patsy Servey & volunteer LaDonna Larson: 4
- **Bethany Home Presentation** *Healthy Minds & Memory* hosted by Patsy Servey: 4
- **Bethany Home Presentation** *Healthy Strength & Wellness (repeat)* hosted by Patsy Servey: 0

Upcoming December Programs

- **Thursday, December 1st 1:30pm** First Thursday Film with Jack Rhodes recorded lecture: “*Lady & the Tramp*” hosted by Patsy Servey popcorn assistance Paula Reedy
- **Saturday, December 3rd 11:00am** David H.B. Drake holiday songs at Yuletide Trail
- **Thursday, December 15 6pm** Life Class with Dr. Ivan Wayne *365 Days of Cheer* Hosted by Laura Jandacek
- **Saturday, December 10** Book Group Discussion of “*The Christmas Pig*” by J.K. Rowling hosted by Laura Jandacek

The Little Free Pantry project for our library is starting to take shape. Three staff members have signed up to manage the weekly upkeep of the pantry and are currently working on the final stages of filling the room with food supplies. The library received monetary donations from Living the Waupaca Way and Trinity Lutheran Church to purchase food. We have also received a donation of a new refrigerator from Hansen’s Furniture, Appliance and Mattress which will be delivered on December 16th. We hope to have the pantry setup and ready to open by January 2023. As part of this important work I was invited to join the Waupaca County Hunger Taskforce group. We meet monthly to collaborate and to work on special projects. In November we packed 150 holiday food bundles to give out before the Thanksgiving holiday. I was able to give food bundles to three library patrons who have recently been released from jail and are utilizing the library’s job services assistance to find work.

Ninety percent of our staff working in the Adult Department were able to successfully meet/complete their 2022 SMART Goals. These employees will be eligible for the City of Waupaca’s employee incentive bonus. I am so impressed by all of the growth and hard work I have seen this team embrace and accomplish. As a supervisor I have learned a lot through this process and hope to improve in the guidance I provide through the 2023 goal process.

Adult Services Report  
November 2022

I have submitted the final report for the newspaper digitization grant and payment has been received from the grantor, the Wisconsin Humanities Council. We anticipate the digitized files will be uploaded within the next six months and plan to have public programming and a connected exhibit showcasing this new resource in the fall of 2023. Unfortunately, some of the files for the earliest digitized reels were corrupted and that work will have to be repeated at the Wisconsin Historical Society.

Respectfully submitted by Patsy Servey

Job Services at the Waupaca Library

Job Resources at the Waupaca Public Library is a fairly new service that we have put into place over the last year. I have witnessed quite a few people utilizing our resources to find and apply for jobs. I am proud to share some of the success stories we have had.

Shortly after our Job Resources Service was established and soon after we opened up after the pandemic shut-down, a patron approached us for help getting a job. He was let go from his previous position due to the pandemic. Technology was an obstacle for him and he hadn't yet created a resume. The first step using the Job Center of Wisconsin, was creating a resume. He then set regular weekly appointments with staff. We reserved space for him in our conference room and a staff member helped him apply for a variety of positions, using a laptop and monitor in our conference room. I was overjoyed when he came in one morning to cancel his regular appointment with us: he had secured a full-time position!

Another success story for us involves a man who was seeking a position as a hazardous materials (HAZMAT) truck driver. He already had his CDL and the obstacle he was up against was getting certified to haul hazardous materials. He was looking for study materials to review in order to get this certification. After searching the Department of Motor Vehicles (DMV) website, we were able to find the information online. However, he needed a printed copy to study as technology was also a hurdle for him. The cost of the printed materials was a hardship for this gentleman. A year prior, a local car dealership made a generous donation to the library to offset costs for printed DMV materials for our community to use as needed. Staff were able to extend free printing to help this patron. I never heard back from him about whether he got the job or not, but it was rewarding to have positive solutions to offer him during a very difficult time.

Since the inception of our Job Resources Service, the library has helped numerous people in various stages of job searching from setting up first-time emails to interviewing/resume consulting. These are just a couple of examples I have shared. Our Job Resources program has already helped many people and I believe it will continue to do so in the future. Staff are coming alongside patrons and connecting as they work towards meeting basic needs within our community.

Respectfully submitted by Laura Jandacek



## Children's Dept. Board Report – November 2022

We celebrated November as **Picture Book Month** with a **Beanstack Picture Book Challenge** to read 30 picture books in the month. Eighty-nine readers signed up to take the challenge and at the end of the month, 34 successfully completed it! Thanks to donations from the Library Foundation we purchased new prize paperbacks and each successful reader to choose a new book for their personal library. Beanstack reports that 2262 picture books as being read in the month. Ms. Liegl's 4th graders took the challenge at school, too. Eleven of her students finished. One young reader came with her family to collect her prize and said this was the first time she'd been to the library since she got her card in first grade!

Waupaca Middle School 5th graders heard Jan Rademacher and I talk about 8 new titles in the first three days of November. School librarian, Sarah Hanneman, is a welcome partner in having us come 2-3 times each year to talk up books with her students. We bring multiple copies of the titles we booktalk and make them available for students to check out from the school library.

The Innovators (Grades 5-6) from the Chain Exploration Center shared their project work in our story time room during the first few weeks of November. Students were paired with other students in a Milwaukee classroom and they interviewed each other. They drew portraits and summarized their interviews focusing on similarities and differences. The class came on a field trip to install their work on November 4<sup>th</sup> and enjoyed seeing all the library had to offer for their age group.

On February 12<sup>th</sup>, the newly formed **Early Childhood Network** hosted a workshop at the Waupaca Fox Valley Tech Campus. Jan Rademacher was on hand with a "book look" of new books for them. We provided a door prize for one of the 29 attendees, and we added a new Story Walk just for their discovery with Gingerbread Man activities. At the Dream Up Grant cohort meeting in November, I learned that like many communities, Waupaca has a shortage of licensed child care providers, trained child care professionals and affordable child care for a large number of our population. The caregivers we do have need much support and are welcome beneficiaries of our outreach programming. More work needs to be done through advocacy and awareness campaigns.

On Wednesday, November 16, 20 adults visited our very first "**petting zoo**" of **STEAM toys and games** as a way to get some gift giving ideas for additional out-of-school time learning fun for the kiddos in their lives. Dragonwings Bookstore brought a table of the toys/games they sell locally. We had hoped our school partners would have things to share, but the timing wasn't right for them to participate this year. As it was, the room was FULL!

Paula Reedy has really been concentrating on our **service to homeschool populations**. She hosted a tour group of homeschool families on November 15 and showed them around the library. On November 30, she hosted a Homeschool Meet-up with more families as a result of the survey she put out this summer to homeschool families. The survey indicated they were in need of a physical space where they could meet up and the library could be that place for these families. They were also interested in daytime programming for school-aged students, chess clubs, advanced art and science opportunities, along with other ideas. Paula and I have been making a list of possible programming we could offer for these families as drop-in, self-directed programs and then be able to offer them to the afterschool students as well.

Respectfully submitted, Sue Abrahamson, Children's Librarian

## **November 2022 Board Report Teen Department**

Teen Librarian Taylor attended the 2022 WLA Conference as a Director at Large for YSS. As a YSS member, she was able to help out with the YSS Social and run Dungeons and Dragons for other librarians who were interested in bringing D&D into their libraries. An especially useful panel that she attended and found very informative was one that focused on creating a safe library environment for teens in the LGBTQ+ community. Here she was able to talk with and bounce ideas off of other librarians who are striving towards create safe and inviting spaces for their teens as well. She also had a chance to attend a keynote featuring childrens author, Jason Reynolds and meet him after the event.

The Teen Volunteer Agents volunteered their time to make and pass out S'Mores Kits at the Yuletide Trail event on December 3<sup>rd</sup>. Both the Waupaca Historical Society and Shindigs sponsored their kits. They were able to raise \$67 for TVA during the event. They also assisted in brainstorming, and planning winter activities for the week of Winter Break.

On November 23<sup>rd</sup>, we had 11 teens participate in the Teen Department's Teen Eats program. During this program, teens were invited to learn how to properly and safely use kitchenware (i.e. knives), follow recipes, and prepare a healthy meal for themselves. Hailee Paul, from the Foodwise UW-Extension, was our instructor for the day and worked with Taylor to bring this amazing program to our teen patrons! The teens who participated had an absolute blast making their fancy, low-cost veggie wraps and hummus.

All in all, it was a very exciting month for the Teen Department!

### **November Teen Programs and Events Included (Participants counted for the whole month):**

- TVA: 4 participants
- Origami: 5 participants
- Anime/Manga Club: 3 participants
- Foodwise: 11 participants

Respectfully submitted by Taylor Wilcox, Teen Services Librarian

December 12<sup>th</sup>, 2022

### Proposed Changes – Programming and Outreach Coordinator

Following the approval of a new job description for the Adult Programming and Outreach Coordinator position in September, the position was posted internally and externally. Only two (2) applications were received, and unfortunately neither applicant was able to fill the vacancy. After discussion on how to cover the responsibilities, it was determined to make changes to the position to appeal to internal candidates interested in keeping their current responsibilities.

The proposed position would coordinate programming and outreach for both Adult and Youth services. This will be accompanied by a change in philosophy for Adult programming, with an expectation that Adult Services staff will all contribute to the effort in the same way that Youth Services staff currently do. These proposed changes require a few modest changes to the recently approved job description. The copy provided is marked up with the proposed alterations.

RECOMMENDATION: That the changes be approved if the Personnel Committee so recommends.

Respectfully submitted,

Eric Scott Bailey



## WAUPACA AREA PUBLIC LIBRARY- CITY OF WAUPACA

### JOB DESCRIPTION

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<b>Position Title:</b>	<del>Adult</del> Programming & Outreach <del>Specialist</del>
<b>Department/Location:</b>	<u>Coordinator</u> Waupaca Public Library
<b>Reports To:</b>	<del>Adult Services Librarian</del> <u>Library Director</u>
<b>Leadership Role:</b>	Works with volunteers and library employees as needed
<b>Interrelationships:</b>	This employee has frequent contact with library patrons, volunteers, staff, other City Departments, and community partners

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**Position Summary:**

The ~~Adult~~ Programming and Outreach ~~Specialist~~ Coordinator is responsible for planning, facilitating and evaluating programs held for ~~adults~~ all ages at the library and in the community. This position is full time, 40 hours per week, hourly, with benefits. Flexible work schedule includes some nights and weekends with 20% of time spent at a service desk.

**Qualifications:**

- Coursework or degree in Library and Information Science and/or significant experience in marketing, program facilitation, event planning or relevant job experience preferred.
- Experience: 2-4 years of library systems experience with knowledge of the library operations and computer skills preferred.
- A valid Wisconsin driver's license is required for any outreach services.

**Duties:**

- Acts as Team Leader for ~~Adult~~ Program ~~ming~~ Committee
- Directs staff and volunteers at library programs
- Acts as outreach coordinator for ~~Adult Department~~ Library
- Manages the adult program budget
- Develops community relationships that increase and diversify adult programming
- Plans, facilitates and coordinates engaging ~~adult~~ programs in-house, off-site, passive, collaborative, and virtual
- Develops novel ways to curate and share program information with the public
- Work with the Marketing Committee to promote library services
- Assess, evaluate and collect data to determine community impact and needs
- Keeps pace with emerging trends
- Supports and promotes the library at community events
- Makes recommendations and highlights library collections
- Works as part of the ~~library service desk team~~ Adult and Youth services teams
- Performs additional duties as assigned

**Job Expectations:****Teamwork**

- Builds positive relationships with teammates
- Creatively strives to improve performance
- Speaks respectfully and courteously to patrons and teammates
- Asks supervisor when there is a question or concern about library policy or job tasks
- Demonstrates a willingness to learn from teammates and takes direction

## **Customer Service**

- Is fully present and gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is able to respond helpfully in situations where patrons may be impatient or exhibit frustration
- Demonstrates a positive public image to patrons and teammates

## **Personal Attributes Required:**

- Must have a genuine enthusiasm for ~~adult~~ programming and a passion for continuing education
- Must be comfortable hosting programs including giving announcements, room setup, and technology use in public presentations
- Must have strong communication skills in all forms
- Must have strong time management and organizational skills
- Must be self-motivated, innovative, brave, and resilient in the face of change
- Must be flexible, responsive to change and have a willingness to take a leadership role when necessary

## **Essential Physical/ Mental Requirements:**

1. Must be able to stand, kneel and walk for prolonged periods, with or without back support.
2. Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
3. Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.
4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.
6. Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office and audio/visual equipment.
7. Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
8. Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.

9. Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
10. Must demonstrate ability to utilize proper grammar, spelling, punctuation and basic math.
11. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.

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

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

## New Finance Reports

The reports attached under New Business show the same information that is provided through the QuickBooks based reports we have used in the past, but there are some differences. These include:

- There are two reports instead of one. One shows checks, credits, and debits and the other shows account balances and an end of year estimate.
- The time frame is different, showing Nov. 1 to 30 rather than focusing on the span between meetings.
- The new reports include revenue in addition to expenses.
- The new reports also include charges that, because they happened at City Hall, may never have appeared on our previous reports.
- I cannot state enough how much less time the new reports take. Stephanie Reif is able to generate these in under 5 minutes, versus the days of work that go into QuickBooks reports.

There are some items, such as the dates covered by the report, that I cannot alter because they are a default. However, a lot of the formatting and presentation can be easily changed.

RECOMMENDATION: I am seeking a discussion on the new reports, if they will meet the needs of the Board and what changes might make them more useful. I would like to start 2023 using the new reports or make the transition early on.

Respectfully submitted,

Eric Scott Bailey



# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual 12/31/2019 Prior Year 2019	Actual 12/31/2020 Prior Year 2020	Actual 12/31/2021 Prior Year 2021	12/15/2022 Current YTD Actual	12/31/2022 YTD Estimated	Budget 12/31/2022 Amended 2022	% Expended	% Unexpended
<b>REVENUES</b>									
<b>INTERGOVERNMENTAL</b>									
251-43215-000-000	FEDERAL: LIBRARY GRANTS								
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	374,893	372,765	384,496	378,743	378,743	378,743	100%	0%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	13,931	14,712	16,808	980	14,443	14,443	7%	93%
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	2,185	2,430	-	14,443	14,443	980	1474%	-1374%
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	3,500	7,368	4,695	-	-	-		
	<b>INTERGOVERNMENTAL</b>	<b>394,509</b>	<b>397,275</b>	<b>405,999</b>	<b>394,166</b>	<b>407,629</b>	<b>394,166</b>	100%	0%
<b>PUBLIC CHARGES FOR SERVICE</b>									
251-46710-000-000	FEES: LIBRARY COPIES	6,424	2,868	3,503	5,791	5,791	4,000	145%	-45%
251-46715-000-000	FEES: LIBRARY POSTAGE	7	-	-	-	-	-		
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	8,010	1,179	420	527	527	-		
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	189	50	60	(133)	(133)	100	-133%	233%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	5,551	1,722	3,515	1,994	3,500	3,500	57%	43%
	<b>PUBLIC CHARGES FOR SERVICE</b>	<b>20,181</b>	<b>5,819</b>	<b>7,498</b>	<b>8,179</b>	<b>9,684</b>	<b>7,600</b>	108%	-8%
<b>MISCELLANEOUS</b>									
251-48215-000-000	RENT: MEETING ROOMS	3,379	1,156	283	1,068	1,068	500	214%	-114%
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	235	-	-	-	100	100	0%	100%
251-48510-000-000	MISC REV: REBATES	-	-	-	-	3,000	3,000	0%	100%
251-48550-000-000	DONATIONS: LIBRARY	29,640	27,598	36,346	37,122	36,500	36,500	102%	-2%
251-49210-000-000	TRANSFER FROM GENERAL FUND	346,554	339,554	346,554	346,554	346,554	346,554	100%	0%
	<b>MISCELLANEOUS</b>	<b>379,808</b>	<b>368,308</b>	<b>383,183</b>	<b>384,744</b>	<b>387,222</b>	<b>386,654</b>	100%	0%
	<b>TOTAL REVENUES</b>	<b>794,498</b>	<b>771,402</b>	<b>796,680</b>	<b>787,088</b>	<b>804,535</b>	<b>788,420</b>	100%	0%
<b>EXPENDITURES</b>									
251-55111-102-000	LIBRARY: SALARIES	320,083	350,331	348,781	327,000	380,747	380,747	86%	14%
251-55111-103-000	LIBRARY: OVERTIME	800	945	726	408	408	-		
251-55111-118-000	LIBRARY: SOCIAL SECURITY	24,814	24,645	25,893	21,442	25,910	25,910	83%	17%
251-55111-119-000	LIBRARY: RETIREMENT (R)	21,392	23,278	23,931	21,756	22,015	22,015	99%	1%
251-55111-121-000	LIBRARY: GRP HLTH INS	57,406	70,185	58,617	42,025	56,232	56,232	75%	25%
251-55111-122-000	LIBRARY: LIFE INS	1,700	2,046	2,249	1,456	2,554	2,554	57%	43%
251-55111-123-000	LIBRARY: INC PROTECT	1,926	2,038	1,910	1,348	1,841	1,841	73%	27%
251-55111-124-000	LIBRARY: WORK COMP	1,409	1,450	1,308	1,318	1,373	1,373	96%	4%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	529	-	2,820	-	6,750	6,750	0%	100%
251-55111-129-000	LIBRARY: UNEMPLOYMENT	(259)	-	-	-	-	-		
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	660	660	-	316	714	714	44%	56%
	<b>LIBRARY FULL-TIME</b>	<b>430,460</b>	<b>475,578</b>	<b>466,234</b>	<b>417,070</b>	<b>498,544</b>	<b>498,136</b>	84%	16%

**2022 BUDGET WORKSHEET  
LIBRARY FUND**

<u>Acct No</u>	<u>Account Description</u>	Actual	Actual	Actual		12/31/2022	Budget	% Expended	% Unexpended
		12/31/2019	12/31/2020	12/31/2021	12/15/2022		12/31/2022		
		Prior Year	Prior Year	Prior Year	Current YTD	YTD	Amended		
		<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Actual</u>	<u>Estimated</u>	<u>2022</u>		

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual	Actual	Actual	12/15/2022 Current YTD Actual	12/31/2022	Budget	% Expended	% Unexpended
		12/31/2019	12/31/2020	12/31/2021		YTD Estimated	12/31/2022		
		Prior Year 2019	Prior Year 2020	Prior Year 2021			Amended 2022		
251-55112-104-000	LIBRARY: PT WAGES	135,708	117,197	120,229	108,441	121,788	121,788	89%	11%
251-55112-110-000	LIBRARY: PTO	-	-	-	-	-	-		
251-55112-116-000	LIBRARY: PT RETIRE	3,836	3,951	4,750	4,037	4,932	4,932	82%	18%
251-55112-118-000	LIBRARY: SOCIAL SECURITY	10,655	8,679	9,119	8,441	10,362	10,362	81%	19%
251-55112-122-000	LIBRARY: LIFE INS	223	395	527	596	596	600	99%	1%
	<b>LIBRARY: PART-TIME</b>	<b>150,421</b>	<b>130,223</b>	<b>134,625</b>	<b>121,514</b>	<b>137,678</b>	<b>137,682</b>	<b>88%</b>	<b>12%</b>
251-55115-201-000	LIBRARY: TRAINING	6,238	5,704	4,875	2,427	4,000	4,000	61%	39%
251-55115-207-000	LIBRARY: MAINT OF EQUIP	7,989	4,315	5,139	-	6,296	6,296	0%	100%
251-55115-209-000	LIBRARY: INS & BONDING	1,000	1,000	1,000	1,000	1,000	1,000	100%	0%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	10,659	8,776	6,774	6,110	6,650	6,650	92%	8%
251-55115-215-000	LIBRARY: MOVIE LICENSE	-	92	92	-	-	-		
251-55115-216-000	LIBRARY: POSTAGE	1,168	1,260	1,252	992	1,000	1,000	99%	1%
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	2,117	2,409	987	1,279	1,700	1,700	75%	25%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	28,001	27,718	27,412	27,460	27,460	27,460	100%	0%
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	2,622	614	577	414	650	650	64%	36%
251-55115-282-000	LIBRARY: TECHNOLOGY	15,481	8,035	10,270	11,901	9,900	9,900	120%	-20%
251-55115-301-000	LIBRARY: SUPPLIES	22,774	12,500	9,147	5,805	8,000	8,000	73%	27%
	<b>LIBRARY: OPERATING EXPENSES</b>	<b>98,048</b>	<b>72,423</b>	<b>67,525</b>	<b>57,388</b>	<b>66,656</b>	<b>66,656</b>	<b>86%</b>	<b>14%</b>
251-55120-104-000	LIBRARY: DONATIONS PT WAGES		-	3,452	7,754	7,605	7,605	102%	-2%
251-55120-118-000	LIBRARY: DONATIONS SOCIAL SECURITY		-	253	604	582	582	104%	-4%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	1,097	2,038	872	1,302	2,000	2,000	65%	35%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	21,257	19,194	12,788	15,418	12,473	12,473	124%	-24%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	828	1,033	11,177	1,896	10,000	10,000	19%	81%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	512	1,424	-	1,250	2,000	2,000	62%	38%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	5,123	7,052	9,058	1,057	2,000	2,000	53%	47%
	<b>LIBRARY: DONATION EXPENSES</b>	<b>28,816</b>	<b>30,740</b>	<b>37,602</b>	<b>29,281</b>	<b>36,660</b>	<b>36,660</b>	<b>80%</b>	<b>20%</b>
251-55125-255-110	LIBRARY: PROGRAMS - ADULT	2,277	1,560	1,391	1,143	1,500	1,500	76%	24%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	4,129	2,848	3,244	2,698	3,000	3,000	90%	10%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	1,007	1,102	1,058	511	1,000	1,000	51%	49%
	<b>LIBRARY: PROGRAMS</b>	<b>7,413</b>	<b>5,509</b>	<b>5,693</b>	<b>4,352</b>	<b>5,500</b>	<b>5,500</b>	<b>79%</b>	<b>21%</b>

# 2022 BUDGET WORKSHEET

## LIBRARY FUND

Acct No	Account Description	Actual	Actual	Actual		12/31/2022	Budget	% Expended	% Unexpended
		12/31/2019	12/31/2020	12/31/2021	12/15/2022		12/31/2022		
		Prior Year	Prior Year	Prior Year	Current YTD	YTD	Amended		
		2019	2020	2021	Actual	Estimated	2022		
251-55130-250-115	LIBRARY: BOOKS - ADULT	21,731	18,480	17,080	9,649	16,330	16,330	59%	41%
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	6,032	3,509	3,881	3,244	3,420	3,420	95%	5%
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	22,558	19,090	17,516	12,272	15,523	15,523	79%	21%
251-55130-250-315	LIBRARY: BOOKS - TEEN	3,472	3,503	3,415	1,865	3,175	3,175	59%	41%
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	4,022	855	5,165	3,912	4,205	4,205	93%	7%
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL	4,118	1,291	(320)	22	22	-		
	<b>LIBRARY: BOOKS</b>	<b>61,933</b>	<b>46,728</b>	<b>46,738</b>	<b>30,964</b>	<b>42,675</b>	<b>42,653</b>	73%	27%
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	3,398	3,740	2,943	1,571	2,380	2,380	66%	34%
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	2,776	2,553	1,834	385	1,027	1,027	38%	62%
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	862	954	782	488	552	552	88%	12%
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	2,445	2,413	1,872	1,015	1,701	1,701	60%	40%
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	1,245	1,206	1,172	1,297	854	854	152%	-52%
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	57	36	-	-	-	-		
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	809	577	416	212	468	468	45%	55%
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	477	490	355	-	250	250	0%	100%
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	1,197	1,165	930	499	900	900	55%	45%
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	4,238	5,367	6,917	10,903	8,503	8,503	128%	-28%
	<b>LIBRARY: A/V</b>	<b>17,505</b>	<b>18,501</b>	<b>17,221</b>	<b>16,370</b>	<b>16,635</b>	<b>16,635</b>	98%	2%
	<b>TOTAL EXPENDITURES</b>	<b>794,596</b>	<b>779,703</b>	<b>775,638</b>	<b>676,939</b>	<b>804,348</b>	<b>803,922</b>	84%	16%
	REVENUES OVER(UNDER) EXPENDITURES	(98)	(8,300)	21,042	110,149	187	(15,502)		
	BEGINNING FUND BALANCE	36,719	36,622	28,321	49,363	49,363			
	ENDING FUND BALANCE	36,622	28,321	49,363	159,512	49,550			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-43215-000-000 FEDERAL: LIBRARY GRANTS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
CR	1214043	WI HUMANITIES LIBRARY GRANT - UW ADMIN		6,630.00-	
		Description: WI HUMANITIES LIBRARY GRANT - UW ADMIN			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>6,630.00- *</b>	<b>6,630.00-</b>
YTD Encumbrance	.00	YTD Actual 6,630.00- Total 6,630.00-	YTD Budget .00	Unearned 6,630.00-	
<b>251-43720-000-000 COUNTY AID: LIBRARY WAUPACA CO</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>378,743.00-</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>378,743.00-</b>
YTD Encumbrance	.00	YTD Actual 378,743.00- Total 378,743.00-	YTD Budget 378,743.00-	Unearned .00	
<b>251-43725-000-000 COUNTY AID: LIBRARY WAUSHARA</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>980.00-</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>980.00-</b>
YTD Encumbrance	.00	YTD Actual 980.00- Total 980.00-	YTD Budget 14,443.00-	Unearned 13,463.00	
<b>251-43730-000-000 COUNTY AID: LIBRARY PORTAGE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>14,443.00-</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>14,443.00-</b>
YTD Encumbrance	.00	YTD Actual 14,443.00- Total 14,443.00-	YTD Budget 980.00-	Unearned 13,463.00-	
<b>251-43735-000-000 STATE GRANT: LIBRARY YOUTH</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46710-000-000 FEES: LIBRARY COPIES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>5,439.97-</b>
CR	1213041	COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT Description: COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT		10.14-	
CR	1213111	COPIES LIBRARY DEPOSIT - LIBRARY 11/01/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/01/22		9.10-	
CR	1213153	COPIES LIBRARY DEPOSIT - LIBRARY Description: COPIES LIBRARY DEPOSIT - LIBRARY		39.48-	
CR	1213178	COPIES LIBRARY DEPOSIT - LIBRARY 11/3/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/3/2022		8.86-	
CR	1213282	COPIES LIBRARY DEPOSIT - LIBRARY 11/4/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/4/2022		9.95-	
CR	1213283	COPIES LIBRARY DEPOSIT - LIBRARY 11/05/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/05/22		4.50-	
CR	1213320	COPIES LIBRARY DEPOSIT - LIBRARY 11/7/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/7/22		19.67-	
CR	1213426	COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT Description: COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT		8.01-	
CR	1213474	COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT Description: COPIES LIBRARY DEPOSIT - LIBRARY DEPOSIT		10.09-	
CR	1213547	COPIES LIBRARY DEPOSIT - LIBRARY 11/11/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/11/22		19.81-	
CR	1213548	COPIES LIBRARY DEPOSIT - LIBRARY 11/12/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/12/22		5.92-	
CR	1213592	COPIES LIBRARY DEPOSIT - LIBRARY 11/14/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/14/22		45.97-	
CR	1213756	COPIES LIBRARY DEPOSIT - library 11/15/22 Description: COPIES LIBRARY DEPOSIT - library 11/15/22		8.06-	
CR	1213757	COPIES LIBRARY DEPOSIT - LIBRARY 11/16/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/16/22		19.43-	
CR	1213798	COPIES LIBRARY DEPOSIT - LIBRARY 11/17/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/17/2022		3.46-	
CR	1213882	COPIES LIBRARY DEPOSIT - LIBRARY 11/18/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/18/22		13.98-	
CR	1213883	COPIES LIBRARY DEPOSIT - LIBRARY 11/19/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/19/22		7.11-	
CR	1213924	COPIES LIBRARY DEPOSIT - LIBRARY 11/21/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/21/22		38.58-	
CR	1213951	COPIES LIBRARY DEPOSIT - LIBRARY 11/22/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/22/22		18.67-	
CR	1214008	COPIES LIBRARY DEPOSIT - LIBRARY 11/23/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/23/22		9.67-	
CR	1214009	COPIES LIBRARY DEPOSIT - LIBRARY 11/26/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/26/22		10.19-	
CR	1214015	COPIES LIBRARY DEPOSIT - LIBRARY 11/28/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/28/22		21.09-	
CR	1214036	COPIES LIBRARY DEPOSIT - LIBRARY 11/29/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/29/22		9.10-	
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>350.84- *</b>	<b>5,790.81-</b>
CR	1214060	COPIES LIBRARY DEPOSIT - LIBRARY 11/30/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 11/30/22		14.17-	
CR	1214082	COPIES LIBRARY DEPOSIT - LIBRARY 12/1/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/1/2022		6.87-	
CR	1214124	COPIES LIBRARY DEPOSIT - LIBRARY 12/2/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/2/22		17.20-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46710-000-000 FEES: LIBRARY COPIES (continued)</b>					
CR	1214125	COPIES LIBRARY DEPOSIT - LIBRARY 12/3/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/3/22		16.21-	
CR	1214170	COPIES LIBRARY DEPOSIT - 12/5/22 Description: COPIES LIBRARY DEPOSIT - 12/5/22		27.30-	
CR	1214171	Voids receipt - 1.214170 - 12/5/22 Description: Voids receipt - 1.214170 - 12/5/22	27.30		
CR	1214173	COPIES LIBRARY DEPOSIT - LIBRARY 12/5/2022 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/5/2022		27.30-	
CR	1214269	COPIES LIBRARY DEPOSIT - LIBRARY 12/7/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/7/22		14.03-	
CR	1214270	COPIES LIBRARY DEPOSIT - LIBRARY 12/6/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/6/22		15.78-	
CR	1214297	COPIES LIBRARY DEPOSIT - LIBRARY 12/8/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/8/22		13.84-	
CR	1214358	COPIES LIBRARY DEPOSIT - LIBRARY 12/9/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/9/22		24.36-	
CR	1214362	COPIES LIBRARY DEPOSIT - LIBRARY 12/10/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/10/22		11.47-	
CR	1214363	COPIES LIBRARY DEPOSIT - LIBRARY 12/12/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/12/22		8.58-	
CR	1214458	COPIES LIBRARY DEPOSIT - LIBRARY 12/14/22 Description: COPIES LIBRARY DEPOSIT - LIBRARY 12/14/22		7.68-	
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>27.30 *</b>	<b>204.79- *</b>	<b>5,968.30-</b>
YTD Encumbrance	.00	YTD Actual 5,968.30- Total 5,968.30-	YTD Budget 4,000.00-	Unearned 1,968.30-	
<b>251-46715-000-000 FEES: LIBRARY POSTAGE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-46720-000-000 FEES: LIBRARY PROGRAMS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	
<b>251-46725-000-000 FEES: LIBRARY OVERDUE FEES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>506.17-</b>
CR	1213381	FINES LIBRARY DEPOSIT - LIBRARY 11/8/22 Description: FINES LIBRARY DEPOSIT - LIBRARY 11/8/22		16.35-	
CR	1213381	FINES LIBRARY DEPOSIT - LIBRARY 11/8/22 Description: FINES LIBRARY DEPOSIT - LIBRARY 11/8/22		4.00-	
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>20.35- *</b>	<b>526.52-</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>526.52-</b>
YTD Encumbrance	.00	YTD Actual 526.52- Total 526.52-	YTD Budget .00	Unearned 526.52-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46730-000-000 FEES: LIBRARY COLLECTION AGCY</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>93.70</b>
AP	533	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6106461 **Desc: PATRONS SENT TO COLLECTIONS IN OCT (2) **Inv. Date: 11/1/2022	19.70		
AP	857	UNIQUE MANAGEMENT SERVICES, INC. **VendorNo: 1943 **Inv. No: 6106461 **Desc: PATRONS SENT TO COLLECTIONS IN OCT (2) **Inv. Date: 11/1/2022	19.70		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>39.40 *</b>	<b>.00 *</b>	<b>133.10</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>133.10</b>
YTD Encumbrance	.00	YTD Actual 133.10 Total 133.10 YTD Budget 100.00- Unearned 233.10			
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,757.39-</b>
AP	1	APPLETON PUBLIC LIBRARY **VendorNo: 102 **Inv. No: OWWAU10292022000001 **Desc: LOST BOOK 31110006351142 **Inv. Date: 10/31/2022	32.00		
AP	782	JAMES J SIEBERS MEMORIAL LIBRARY **VendorNo: 2518 **Inv. No: OWWAU11092022000001 **Desc: PAYMENT FOR LOST BOOK #31389026286443 **Inv. Date: 11/10/2022	38.00		
AP	1147	JAMES J SIEBERS MEMORIAL LIBRARY **VendorNo: 2518 **Inv. No: OWWAU11092022000001 **Desc: PAYMENT FOR LOST BOOK #31389026286443 **Inv. Date: 11/10/2022	38.00		
AP	513	MARION PUBLIC LIBRARY **VendorNo: 1172 **Inv. No: OWWAU11152022000002 **Desc: DAMAGED BOOK 31389026161703 **Inv. Date: 11/17/2022	18.00		
AP	837	MARION PUBLIC LIBRARY **VendorNo: 1172 **Inv. No: OWWAU11152022000002 **Desc: DAMAGED BOOK 31389026161703 **Inv. Date: 11/17/2022	18.00		
CR	1213111	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/01/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/01/22		19.00-	
CR	1213178	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/3/2022 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/3/2022		12.00-	
CR	1213426	MATERIAL REPL LIB DEPOSIT - LIBRARY DEPOSIT Description: MATERIAL REPL LIB DEPOSIT - LIBRARY DEPOSIT		41.00-	
CR	1213592	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/14/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/14/22		21.00-	
CR	1213756	MATERIAL REPL LIB DEPOSIT - library 11/15/22 Description: MATERIAL REPL LIB DEPOSIT - library 11/15/22		42.00-	
CR	1213883	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/19/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/19/22		19.00-	
CR	1213951	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/22/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/22/22		19.00-	
CR	1214008	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/23/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/23/22		34.99-	
CR	1214009	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/26/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/26/22		134.05-	
CR	1214015	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/28/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/28/22		39.00-	
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>144.00 *</b>	<b>381.04- *</b>	<b>1,994.43-</b>
AP	26	MUEHL PUBLIC LIBRARY **VendorNo: 1304 **Inv. No: OWWAU11302022000002 **Desc: #31389026198382 **Inv. Date: 11/30/2022	6.99		
CR	1214060	MATERIAL REPL LIB DEPOSIT - LIBRARY 11/30/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 11/30/22		32.99-	
CR	1214125	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/3/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/3/22		12.00-	
CR	1214270	MATERIAL REPL LIB DEPOSIT - LIBRARY 12/6/22 Description: MATERIAL REPL LIB DEPOSIT - LIBRARY 12/6/22		10.00-	
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>6.99 *</b>	<b>54.99- *</b>	<b>2,042.43-</b>
YTD Encumbrance	.00	YTD Actual 2,042.43- Total 2,042.43- YTD Budget 3,500.00- Unearned 1,457.57			



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-46735-000-000 FEES: LIBRARY MATERIAL REPLACE (continued)</b>					
<b>251-48215-000-000 RENT: MEETING ROOMS</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	947.70-
CR	1213474	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY DEPOSIT		50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY DEPOSIT			
CR	1214008	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/23/22		50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/23/22			
CR	1214015	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/28/22		20.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 11/28/22			
		11/30/2022 (11/22) Period Totals and Balance	.00 *	120.00- *	1,067.70-
CR	1214297	ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/8/22		50.00-	
		Description: ROOM RENTAL LIBRARY DEPOSIT - LIBRARY 12/8/22			
		12/31/2022 (12/22) Period Totals and Balance	.00 *	50.00- *	1,117.70-
YTD Encumbrance	.00	YTD Actual	1,117.70- Total	1,117.70- YTD Budget	500.00- Unearned 617.70-
<b>251-48310-000-000 SALES: SALE OF PROPERTY/EQUIP</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	100.00- Unearned 100.00
<b>251-48451-000-000 INSURANCE CLAIMS LIBRARY</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
<b>251-48510-000-000 MISC REV: REBATES</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,000.00- Unearned 3,000.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-48550-000-000 DONATIONS: LIBRARY</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>33,349.82-</b>
CR	1213282	DONATION- - LIBRARY 11/4/2022 Description: DONATION- - LIBRARY 11/4/2022		43.64-	
CR	1213282	DONATION- - LIBRARY 11/4/2022 Description: DONATION- - LIBRARY 11/4/2022		37.95-	
CR	1213282	DONATION- - LIBRARY 11/4/2022 Description: DONATION- - LIBRARY 11/4/2022		343.58-	
CR	1213282	DONATION- - LIBRARY 11/4/2022 Description: DONATION- - LIBRARY 11/4/2022		1,401.97-	
CR	1213283	DONATION- - LIBRARY 11/05/22 Description: DONATION- - LIBRARY 11/05/22		25.81-	
CR	1213474	DONATION-CHILDREN PROGRAMS - LIBRARY DEPOSIT Description: DONATION-CHILDREN PROGRAMS - LIBRARY DEPOSIT		28.23-	
CR	1213474	DONATION-PT WAGE BENEFIT - LIBRARY DEPOSIT Description: DONATION-PT WAGE BENEFIT - LIBRARY DEPOSIT		712.44-	
CR	1213474	DONATION-PRINT MATERIAL - LIBRARY DEPOSIT Description: DONATION-PRINT MATERIAL - LIBRARY DEPOSIT		450.68-	
CR	1213548	DONATION- - LIBRARY 11/12/22 Description: DONATION- - LIBRARY 11/12/22		6.46-	
CR	1213756	DONATION- - library 11/15/22 Description: DONATION- - library 11/15/22		200.00-	
CR	1213883	DONATION- - LIBRARY 11/19/22 Description: DONATION- - LIBRARY 11/19/22		1.80-	
CR	1214008	DONATION- - LIBRARY 11/23/22 Description: DONATION- - LIBRARY 11/23/22		50.00-	
CR	1214009	DONATION- - LIBRARY 11/26/22 Description: DONATION- - LIBRARY 11/26/22		469.52-	
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>3,772.08- *</b>	<b>37,121.90-</b>
CR	1214125	DONATION- - LIBRARY 12/3/22 Description: DONATION- - LIBRARY 12/3/22		9.15-	
CR	1214362	DONATION- - LIBRARY 12/10/22 Description: DONATION- - LIBRARY 12/10/22		5.91-	
CR	1214363	DONATION- - LIBRARY 12/12/22 Description: DONATION- - LIBRARY 12/12/22		18.74-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		712.44-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		345.69-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		764.78-	
CR	1214458	DONATION- - LIBRARY 12/14/22 Description: DONATION- - LIBRARY 12/14/22		319.98-	
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>2,176.69- *</b>	<b>39,298.59-</b>
YTD Encumbrance	.00	YTD Actual 39,298.59- Total 39,298.59-	YTD Budget 36,500.00-	Unearned 2,798.59-	
<b>251-48900-000-000 OTHER: REVENUE MISCELLANEOUS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unearned .00	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-49210-000-000 TRANSFER FROM GENERAL FUND</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	346,554.00-
		12/31/2022 (12/22) 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
<b>251-49300-000-000 FUND BALANCES APPLIED</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
<b>251-55111-101-000 LIBRARY: SALARIES</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>251-55111-102-000 LIBRARY: WAGES</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	305,553.04
PB	176	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	150.00		
PC	92	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	10,648.28		
PC	236	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	10,648.28		
		11/30/2022 (11/22) Period Totals and Balance	21,446.56 *	.00 *	326,999.60
PB	174	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	150.00		
PC	89	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	10,648.28		
		12/31/2022 (12/22) Period Totals and Balance	10,798.28 *	.00 *	337,797.88
YTD Encumbrance	.00	YTD Actual 337,797.88 Total	337,797.88 YTD Budget	380,747.00 Unexpended	42,949.12
<b>251-55111-103-000 LIBRARY: OVERTIME</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	408.14
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	408.14
YTD Encumbrance	.00	YTD Actual 408.14 Total	408.14 YTD Budget	.00 Unexpended	408.14-
<b>251-55111-105-000 LIBRARY: CALL-IN PAY</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>251-55111-106-000 LIBRARY: HOLIDAY PAY</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>251-55111-107-000 LIBRARY: SICK PAY</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) 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
<b>251-55111-108-000 LIBRARY: VACATION PAY</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-109-000 LIBRARY: FUNERAL LEAVE</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-118-000 LIBRARY: SOCIAL SECURITY</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	19,896.42
PB		177 PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	772.90		
PB		448 PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	772.90		
		11/30/2022 (11/22) Period Totals and Balance	1,545.80 *	.00 *	21,442.22
PB		175 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	772.90		
		12/31/2022 (12/22) Period Totals and Balance	772.90 *	.00 *	22,215.12
YTD Encumbrance	.00	YTD Actual 22,215.12 Total 22,215.12	YTD Budget 25,910.00	Unexpended 3,694.88	
<b>251-55111-119-000 LIBRARY: RETIREMENT (R)</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	20,005.16
PB		174 PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	887.07		
PB		446 PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	864.01		
		11/30/2022 (11/22) Period Totals and Balance	1,751.08 *	.00 *	21,756.24
PB		172 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	881.01		
		12/31/2022 (12/22) Period Totals and Balance	881.01 *	.00 *	22,637.25
YTD Encumbrance	.00	YTD Actual 22,637.25 Total 22,637.25	YTD Budget 22,015.00	Unexpended 622.25-	
<b>251-55111-121-000 LIBRARY: GRP HLTH INS</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	37,502.93
PB		172 PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	2,260.99		
PB		444 PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	2,260.99		
		11/30/2022 (11/22) Period Totals and Balance	4,521.98 *	.00 *	42,024.91
PB		170 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	2,260.99		
		12/31/2022 (12/22) Period Totals and Balance	2,260.99 *	.00 *	44,285.90
YTD Encumbrance	.00	YTD Actual 44,285.90 Total 44,285.90	YTD Budget 56,232.00	Unexpended 11,946.10	
<b>251-55111-122-000 LIBRARY: LIFE INS</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	1,355.83
PB		173 PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	50.10		
PB		445 PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	50.10		
		11/30/2022 (11/22) Period Totals and Balance	100.20 *	.00 *	1,456.03
PB		171 PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	50.10		
		12/31/2022 (12/22) Period Totals and Balance	50.10 *	.00 *	1,506.13
YTD Encumbrance	.00	YTD Actual 1,506.13 Total 1,506.13	YTD Budget 2,554.00	Unexpended 1,047.87	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55111-123-000 LIBRARY: INC PROTECT</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,245.12</b>
PB	175	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	51.58		
PB	447	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	51.58		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>103.16 *</b>	<b>.00 *</b>	<b>1,348.28</b>
PB	173	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	51.58		
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>51.58 *</b>	<b>.00 *</b>	<b>1,399.86</b>
YTD Encumbrance	.00	YTD Actual 1,399.86 Total 1,399.86	YTD Budget 1,841.00	Unexpended 441.14	
<b>251-55111-124-000 LIBRARY: WORK COMP</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,318.30</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,318.30</b>
YTD Encumbrance	.00	YTD Actual 1,318.30 Total 1,318.30	YTD Budget 1,373.00	Unexpended 54.70	
<b>251-55111-125-000 LIBRARY: HLTH INS DEDUCTIB</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget 6,750.00	Unexpended 6,750.00	
<b>251-55111-126-000 LIBRARY: DEF COMP HLTH</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-129-000 LIBRARY: UNEMPLOYMENT</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55111-130-000 LIBRARY: WELLNESS/EAP PROGRAM</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>316.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>316.00</b>
YTD Encumbrance	.00	YTD Actual 316.00 Total 316.00	YTD Budget 714.00	Unexpended 398.00	
<b>251-55112-104-000 LIBRARY: PT WAGES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>106,585.26</b>
PC	93	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	5,000.63		
PC	94	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD		106.28-	
PC	237	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	4,806.85		
PC	238	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD		91.82-	
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>9,807.48 *</b>	<b>198.10- *</b>	<b>116,194.64</b>
PC	90	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	4,380.23		
PC	91	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD		97.41-	
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>4,380.23 *</b>	<b>97.41- *</b>	<b>120,477.46</b>
YTD Encumbrance	.00	YTD Actual 120,477.46 Total 120,477.46	YTD Budget 138,692.00	Unexpended 18,214.54	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55112-110-000 LIBRARY: PTO</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>251-55112-116-000 LIBRARY: PT RETIRE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3,681.62</b>
PB	183	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	163.99		
PB	454	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	190.98		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>354.97 *</b>	<b>.00 *</b>	<b>4,036.59</b>
PB	181	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	138.87		
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>138.87 *</b>	<b>.00 *</b>	<b>4,175.46</b>
YTD Encumbrance	.00	YTD Actual	4,175.46	Total	4,175.46
		YTD Budget	5,343.00	Unexpended	1,167.54
<b>251-55112-118-000 LIBRARY: SOCIAL SECURITY</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>8,300.14</b>
PB	178	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	380.00		
PB	449	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	365.17		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>745.17 *</b>	<b>.00 *</b>	<b>9,045.31</b>
PB	176	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	332.57		
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>332.57 *</b>	<b>.00 *</b>	<b>9,377.88</b>
YTD Encumbrance	.00	YTD Actual	9,377.88	Total	9,377.88
		YTD Budget	10,610.00	Unexpended	1,232.12
<b>251-55112-122-000 LIBRARY: LIFE INS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>523.30</b>
PB	179	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	36.50		
PB	450	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	36.50		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>73.00 *</b>	<b>.00 *</b>	<b>596.30</b>
PB	177	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	36.50		
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>36.50 *</b>	<b>.00 *</b>	<b>632.80</b>
YTD Encumbrance	.00	YTD Actual	632.80	Total	632.80
		YTD Budget	297.00	Unexpended	335.80-
<b>251-55112-123-000 LIBRARY: INC PROTECT</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-201-000 LIBRARY: TRAVEL</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,278.90</b>
AP	158	US BANK	365.00		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: CONFERENCE/TRAINING **Inv. Date: 10/8/2022			
AP	159	US BANK	23.00		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: TRAINING/RUBY AWARDS **Inv. Date: 10/8/2022			
AP	160	US BANK	91.74		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: TRAINING/HOTEL **Inv. Date: 10/8/2022			
AP	161	US BANK	91.74		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: TRAINING/HOTEL **Inv. Date: 10/8/2022			
AP	162	US BANK	91.74		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: TRAINING/HOTEL **Inv. Date: 10/8/2022			
AP	285	US BANK	485.00		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: TRAINING- WLA CONFERENCE **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>1,148.22 *</b>	<b>.00 *</b>	<b>2,427.12</b>
AP	404	US BANK	365.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: WLA-CONFERENCE-2022 **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>365.00 *</b>	<b>.00 *</b>	<b>2,792.12</b>
YTD Encumbrance	.00	YTD Actual 2,792.12 Total 2,792.12 YTD Budget 4,000.00 Unexpended 1,207.88			
<b>251-55115-206-000 LIBRARY: TELEPHONE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55115-207-000 LIBRARY: MAINT OF EQUIP</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 6,296.00 Unexpended 6,296.00			
<b>251-55115-209-000 LIBRARY: INS &amp; BONDING</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,000.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,000.00</b>
YTD Encumbrance	.00	YTD Actual 1,000.00 Total 1,000.00 YTD Budget 1,000.00 Unexpended .00			
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>5,206.06</b>
AP	242	US BANK	105.64		
		**VendorNo: 1950 **Inv. No: 10/15/22-JWERNER **Desc: Library Copier Maint **Inv. Date: 10/8/2022			
AP	523	OFFICE TECHNOLOGY GROUP	118.63		
		**VendorNo: 1406 **Inv. No: 278577-1 **Desc: LIBRARY MFP MAINT AGREEMENT **Inv. Date: 11/17/2022			
AP	847	OFFICE TECHNOLOGY GROUP	118.63		
		**VendorNo: 1406 **Inv. No: 278577-1 **Desc: LIBRARY MFP MAINT AGREEMENT **Inv. Date: 11/17/2022			
AP	534	US BANK EQUIPMENT FINANCE	176.00		
		**VendorNo: 1951 **Inv. No: 486505852 **Desc: XEROX COPIER LEASE NOV 2022 **Inv. Date: 11/21/2022			
AP	858	US BANK EQUIPMENT FINANCE	176.00		
		**VendorNo: 1951 **Inv. No: 486505852 **Desc: XEROX COPIER LEASE NOV 2022 **Inv. Date: 11/21/2022			
AP	1174	OFFICE TECHNOLOGY GROUP	208.58		
		**VendorNo: 1406 **Inv. No: 5022847692 **Desc: OFFICE COPIER LEASE AGRMT-LIBRARY **Inv. Date: 11/26/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>903.48 *</b>	<b>.00 *</b>	<b>6,109.54</b>
AP	212	US BANK	189.18		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-211-000 LIBRARY: CONTRACT SERVICES (continued)</b>					
		**VendorNo: 1950 **Inv. No: 11/15/22-JWERNER-1 **Desc: Library Copier Maint **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>189.18 *</b>	<b>.00 *</b>	<b>6,298.72</b>
YTD Encumbrance	.00	YTD Actual 6,298.72 Total 6,298.72 YTD Budget 6,650.00 Unexpended 351.28			
<b>251-55115-215-000 LIBRARY: MOVIE LICENSE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55115-216-000 LIBRARY: POSTAGE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>907.63</b>
JE	4	LIBRARY	84.80		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>84.80 *</b>	<b>.00 *</b>	<b>992.43</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>992.43</b>
YTD Encumbrance	.00	YTD Actual 992.43 Total 992.43 YTD Budget 1,000.00 Unexpended 7.57			
<b>251-55115-217-000 LIBRARY: MEMBERSHIP &amp; DUES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,278.96</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,278.96</b>
YTD Encumbrance	.00	YTD Actual 1,278.96 Total 1,278.96 YTD Budget 1,700.00 Unexpended 421.04			
<b>251-55115-218-000 LIBRARY: OWLS MEMBERSHIP</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>27,460.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>27,460.00</b>
YTD Encumbrance	.00	YTD Actual 27,460.00 Total 27,460.00 YTD Budget 27,460.00 Unexpended .00			
<b>251-55115-253-000 LIBRARY: PROMOTIONAL MATERIALS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>414.24</b>
AP	325	US BANK	30.93		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROMOTIONAL MATERIALS **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>30.93 *</b>	<b>.00 *</b>	<b>445.17</b>
YTD Encumbrance	.00	YTD Actual 445.17 Total 445.17 YTD Budget 650.00 Unexpended 204.83			
<b>251-55115-282-000 LIBRARY: TECHNOLOGY</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>5,271.15</b>
AP	44	WiLS	2,340.00		
		**VendorNo: 2181 **Inv. No: 497764 **Desc: UPLOADING DIGITAL NEWSPAPERS TO ARCHIVE OF WI **Inv. Date: 10/27/2022			
AP	61	WISCONSIN HISTORICAL SOCIETY	4,290.00		
		**VendorNo: 2503 **Inv. No: MFO-0000172/2022 **Desc: FIML TO DIGITAL WNA MADE KEYWORD SEARCHABLE **Inv. Date: 10/27/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>6,630.00 *</b>	<b>.00 *</b>	<b>11,901.15</b>
AP	242	US BANK	479.97		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: TECHNOLOGY **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>479.97 *</b>	<b>.00 *</b>	<b>12,381.12</b>
YTD Encumbrance	.00	YTD Actual 12,381.12 Total 12,381.12 YTD Budget 9,900.00 Unexpended 2,481.12-			



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55115-301-000 LIBRARY: SUPPLIES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>5,469.89</b>
AP	202	US BANK	20.00		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 16564 **Inv. Date: 10/8/2022			
AP	204	US BANK	34.90		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: LIBRARY PLAYAWAY 248117 **Inv. Date: 10/8/2022			
AP	211	US BANK	25.98		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 2659 **Inv. Date: 10/8/2022			
AP	212	US BANK	20.33		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 5044 **Inv. Date: 10/8/2022			
AP	519	OFFICE OUTFITTERS	99.72		
		**VendorNo: 1405 **Inv. No: 475552 **Desc: 2023 PLANNERS/CALENDARS FOR STAFF (5) **Inv. Date: 10/13/2022			
AP	843	OFFICE OUTFITTERS	99.72		
		**VendorNo: 1405 **Inv. No: 475552 **Desc: 2023 PLANNERS/CALENDARS FOR STAFF (5) **Inv. Date: 10/13/2022			
AP	521	OFFICE OUTFITTERS	16.99		
		**VendorNo: 1405 **Inv. No: 476814 **Desc: NAME TAG FOR NEW TEEN EMPLOYEE **Inv. Date: 11/9/2022			
AP	845	OFFICE OUTFITTERS	16.99		
		**VendorNo: 1405 **Inv. No: 476814 **Desc: NAME TAG FOR NEW TEEN EMPLOYEE **Inv. Date: 11/9/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>334.63 *</b>	<b>.00 *</b>	<b>5,804.52</b>
AP	135	US BANK	92.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-EKNEER **Desc: EXHIBIT ROOM **Inv. Date: 11/7/2022			
AP	154	US BANK	509.04		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 7205897 **Inv. Date: 11/7/2022			
AP	161	US BANK	22.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 9020 **Inv. Date: 11/7/2022			
AP	165	US BANK	6.50		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY SUPPLIES 5019 **Inv. Date: 11/7/2022			
AP	172	US BANK	19.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: DVD CASES 3469 **Inv. Date: 11/7/2022			
AP	255	US BANK	48.91		
		**VendorNo: 1950 **Inv. No: 11/15/22-RMONTGOMERY **Desc: bungee cords lib **Inv. Date: 11/7/2022			
AP	28	OFFICE OUTFITTERS	35.65		
		**VendorNo: 1405 **Inv. No: 477103 **Desc: CARDSTOCK/PAPER **Inv. Date: 11/15/2022			
AP	30	OFFICE OUTFITTERS	19.84		
		**VendorNo: 1405 **Inv. No: 477272 **Desc: 2-YEAR PLANNER **Inv. Date: 11/23/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>753.93 *</b>	<b>.00 *</b>	<b>6,558.45</b>
YTD Encumbrance	.00	YTD Actual	6,558.45	Total	6,558.45
		YTD Budget	8,000.00	Unexpended	1,441.55
<b>251-55115-320-000 LIBRARY: BUILDING EXPENSES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-104-000 LIBRARY: DONATIONS PT WAGES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>7,092.29</b>
PC	97	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	330.90		
PC	241	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	330.90		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>661.80 *</b>	<b>.00 *</b>	<b>7,754.09</b>
PC	94	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	330.90		
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>330.90 *</b>	<b>.00 *</b>	<b>8,084.99</b>
YTD Encumbrance	.00	YTD Actual	8,084.99	Total	8,084.99
		YTD Budget	7,605.00	Unexpended	479.99-
<b>251-55120-118-000 LIBRARY: DONATIONS SOCIAL SEC</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>553.66</b>
PB	184	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	25.32		
PB	455	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	25.32		
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>50.64 *</b>	<b>.00 *</b>	<b>604.30</b>
PB	182	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	25.32		
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>25.32 *</b>	<b>.00 *</b>	<b>629.62</b>
YTD Encumbrance	.00	YTD Actual	629.62	Total	629.62
		YTD Budget	582.00	Unexpended	47.62-
<b>251-55120-250-000 LIBRARY: DONATIONS MATERIALS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>850.91</b>
AP	280	US BANK	151.19		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: DONATIONS MATERIALS FOUNDATION **Inv. Date: 10/8/2022			
AP	282	US BANK	299.49		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: DONATIONS MATERIALS FOUNDATION **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>450.68 *</b>	<b>.00 *</b>	<b>1,301.59</b>
AP	168	US BANK	11.33		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS DONAT LUCKYDAY 1739 **Inv. Date: 11/7/2022			
AP	170	US BANK	33.02		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS DONAT LUCKYDAY 9131 **Inv. Date: 11/7/2022			
AP	246	US BANK	276.72		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: DONATIONS MATERIALS FNDTN LP **Inv. Date: 11/7/2022			
AP	328	US BANK	68.97		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: MATERIAL DONATION EXPENSE **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>390.04 *</b>	<b>.00 *</b>	<b>1,691.63</b>
YTD Encumbrance	.00	YTD Actual	1,691.63	Total	1,691.63
		YTD Budget	2,000.00	Unexpended	308.37

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-255-000 LIBRARY: DONATIONS PROGRAMS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>13,768.87</b>
AP	386	US BANK	7.98		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/8/2022			
AP	393	US BANK	1,227.00		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/8/2022			
AP	394	US BANK	343.58		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/8/2022			
AP	401	US BANK	29.97		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 10/8/2022			
AP	520	OFFICE OUTFITTERS	20.25		
		**VendorNo: 1405 **Inv. No: 476518 **Desc: LAMINATING STORY WALK **Inv. Date: 11/2/2022			
AP	844	OFFICE OUTFITTERS	20.25		
		**VendorNo: 1405 **Inv. No: 476518 **Desc: LAMINATING STORY WALK **Inv. Date: 11/2/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>1,649.03 *</b>	<b>.00 *</b>	<b>15,417.90</b>
AP	333	US BANK	624.71		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	337	US BANK	19.75		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	338	US BANK	45.60		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	341	US BANK	19.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	342	US BANK	19.78		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	344	US BANK	19.97		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	345	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAM DONATION EXPENSE **Inv. Date: 11/7/2022			
AP	29	OFFICE OUTFITTERS	177.00		
		**VendorNo: 1405 **Inv. No: 477201 **Desc: PROMOTIONAL PENS (FOUNDATION SUPPORTED) **Inv. Date: 11/16/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>941.78 *</b>	<b>.00 *</b>	<b>16,359.68</b>
YTD Encumbrance	.00	YTD Actual 16,359.68 Total 16,359.68	YTD Budget 12,473.00	Unexpended 3,886.68-	
<b>251-55120-282-000 LIBRARY: DONATIONS TECHNOLOGY</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,896.00</b>
AP	331	US BANK	319.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: TECHNOLOGY DONATION EXPENSE **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>319.98 *</b>	<b>.00 *</b>	<b>2,215.98</b>
YTD Encumbrance	.00	YTD Actual 2,215.98 Total 2,215.98	YTD Budget 10,000.00	Unexpended 7,784.02	
<b>251-55120-290-000 LIBRARY: DONATIONS AUDIO VISUA</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,211.81</b>
AP	216	US BANK	37.95		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: LUCKY DAY MOVIES 4624 **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>37.95 *</b>	<b>.00 *</b>	<b>1,249.76</b>
AP	171	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LUCKY DAY MOVIES 3049 **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>19.96 *</b>	<b>.00 *</b>	<b>1,269.72</b>
YTD Encumbrance	.00	YTD Actual 1,269.72 Total 1,269.72	YTD Budget 2,000.00	Unexpended 730.28	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55120-301-000 LIBRARY: DONATIONS SUPPLIES</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>210.87</b>
AP	203	US BANK	43.64		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: DONATION COFFEE RESALE **Inv. Date: 10/8/2022			
AP	209	US BANK	34.99		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: SNACKS FOR RESALE 5814 **Inv. Date: 10/8/2022			
AP	487	BAUER ELECTRIC INC	383.69		
		**VendorNo: 170 **Inv. No: 215996 **Desc: OUTLETS MOVED FOR NEW CABINETS **Inv. Date: 11/10/2022			
AP	811	BAUER ELECTRIC INC	383.69		
		**VendorNo: 170 **Inv. No: 215996 **Desc: OUTLETS MOVED FOR NEW CABINETS **Inv. Date: 11/10/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>846.01 *</b>	<b>.00 *</b>	<b>1,056.88</b>
AP	155	US BANK	16.78		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: SNACKS REIMB BY FRIENDS WALM **Inv. Date: 11/7/2022			
AP	160	US BANK	37.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: COFFEE FRIENDS REIMB 5053 **Inv. Date: 11/7/2022			
AP	166	US BANK	20.76		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: STYLUS FRIENDS REIM 8211 **Inv. Date: 11/7/2022			
AP	241	US BANK	267.90		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: DONATIONS SUPPLIES **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>343.43 *</b>	<b>.00 *</b>	<b>1,400.31</b>
YTD Encumbrance	.00	YTD Actual 1,400.31 Total 1,400.31	YTD Budget 2,000.00	Unexpended 599.69	
<b>251-55125-255-000 LIBRARY: PROGRAMS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55125-255-110 LIBRARY: PROGRAMS - ADULT</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,075.39</b>
AP	278	US BANK	38.97		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 10/8/2022			
AP	279	US BANK	28.95		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>67.92 *</b>	<b>.00 *</b>	<b>1,143.31</b>
AP	243	US BANK	50.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 11/7/2022			
AP	244	US BANK	37.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 11/7/2022			
AP	245	US BANK	69.06		
		**VendorNo: 1950 **Inv. No: 11/15/22-PSERVEY **Desc: ADULT PROGRAMS **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>157.05 *</b>	<b>.00 *</b>	<b>1,300.36</b>
YTD Encumbrance	.00	YTD Actual 1,300.36 Total 1,300.36	YTD Budget 1,500.00	Unexpended 199.64	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55125-255-210 LIBRARY: PROGRAMS - CHILDREN'S</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,697.90</b>
AP	335	US BANK	112.03		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/7/2022			
AP	343	US BANK	32.80		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/7/2022			
AP	352	US BANK	30.38		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: PROGRAMS CHILDRENS **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>175.21 *</b>	<b>.00 *</b>	<b>2,873.11</b>
YTD Encumbrance	.00	YTD Actual 2,873.11 Total 2,873.11	YTD Budget 3,000.00	Unexpended 126.89	
<b>251-55125-255-310 LIBRARY: PROGRAMS - TEEN</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>473.92</b>
AP	443	US BANK	37.15		
		**VendorNo: 1950 **Inv. No: 10/15/22-TWILCOX **Desc: TEEN-PROGRAM-2022 **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>37.15 *</b>	<b>.00 *</b>	<b>511.07</b>
AP	406	US BANK	18.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: PROGRAM-TEEN-2022 **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>18.98 *</b>	<b>.00 *</b>	<b>530.05</b>
YTD Encumbrance	.00	YTD Actual 530.05 Total 530.05	YTD Budget 1,000.00	Unexpended 469.95	
<b>251-55130-250-000 LIBRARY: BOOKS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55130-250-115 LIBRARY: BOOKS - ADULT</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>7,763.37</b>
AP	156	US BANK	41.47		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 10/8/2022			
AP	157	US BANK	24.99		
		**VendorNo: 1950 **Inv. No: 10/15/22-EBAILEY **Desc: ADULT BOOKS **Inv. Date: 10/8/2022			
AP	213	US BANK	1,811.73		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: LIBRARY ADULT BKS 6236 **Inv. Date: 10/8/2022			
AP	283	US BANK	7.59		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: ADULT BOOKS **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>1,885.78 *</b>	<b>.00 *</b>	<b>9,649.15</b>
AP	156	US BANK	179.39		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY ADULT BKS 7012 **Inv. Date: 11/7/2022			
AP	167	US BANK	600.84		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS 1739 **Inv. Date: 11/7/2022			
AP	169	US BANK	278.89		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT BKS 9131 **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>1,059.12 *</b>	<b>.00 *</b>	<b>10,708.27</b>
YTD Encumbrance	.00	YTD Actual 10,708.27 Total 10,708.27	YTD Budget 16,330.00	Unexpended 5,621.73	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-120 LIBRARY: BOOKS - ADULT LG PRNT</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>2,858.90</b>
AP	281	US BANK	35.52		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 10/8/2022			
AP	284	US BANK	106.48		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 10/8/2022			
AP	286	US BANK	243.14		
		**VendorNo: 1950 **Inv. No: 10/15/22-PSERVEY **Desc: ADULT LARGE PRINT **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>385.14 *</b>	<b>.00 *</b>	<b>3,244.04</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>3,244.04</b>
YTD Encumbrance	.00	YTD Actual 3,244.04 Total 3,244.04 YTD Budget 3,420.00 Unexpended 175.96			
<b>251-55130-250-215 LIBRARY: BOOKS - CHILDRENS</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>11,612.27</b>
AP	389	US BANK	648.07		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 10/8/2022			
AP	400	US BANK	11.69		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>659.76 *</b>	<b>.00 *</b>	<b>12,272.03</b>
AP	327	US BANK	95.33		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	329	US BANK	587.26		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	336	US BANK	14.19		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	339	US BANK	14.89		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	340	US BANK	197.63		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	346	US BANK	33.98		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	347	US BANK	39.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	348	US BANK	43.00		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
AP	351	US BANK	12.72		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: BOOKS CHILDRENS **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>1,038.96 *</b>	<b>.00 *</b>	<b>13,310.99</b>
YTD Encumbrance	.00	YTD Actual 13,310.99 Total 13,310.99 YTD Budget 15,523.00 Unexpended 2,212.01			
<b>251-55130-250-315 LIBRARY: BOOKS - TEEN</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>1,865.32</b>
AP	403	US BANK	13.59		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: BOOKS-TEEN-2022 **Inv. Date: 11/7/2022			
AP	405	US BANK	484.26		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: BOOKS-TEEN 2022 **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>497.85 *</b>	<b>.00 *</b>	<b>2,363.17</b>
YTD Encumbrance	.00	YTD Actual 2,363.17 Total 2,363.17 YTD Budget 3,175.00 Unexpended 811.83			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55130-250-410 LIBRARY: BOOKS - MAG &amp; NEWSPAP</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	3,911.84
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	3,911.84
YTD Encumbrance	.00	YTD Actual 3,911.84 Total 3,911.84	YTD Budget 4,205.00	Unexpended 293.16	
<b>251-55130-250-610 LIBRARY: BOOKS - MATERIAL REPL</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	21.73
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	21.73
YTD Encumbrance	.00	YTD Actual 21.73 Total 21.73	YTD Budget .00	Unexpended 21.73-	
<b>251-55135-290-000 LIBRARY: AUDIO/VISUAL</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00	YTD Budget .00	Unexpended .00	
<b>251-55135-290-125 LIBRARY: A/V - ADULT MOVIES</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	1,396.98
AP	208	US BANK	54.94		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT MOVIES 0621 **Inv. Date: 10/8/2022			
AP	215	US BANK	119.52		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT MOVIES 5413 **Inv. Date: 10/8/2022			
		11/30/2022 (11/22) Period Totals and Balance	174.46 *	.00 *	1,571.44
AP	153	US BANK	24.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 8203 **Inv. Date: 11/7/2022			
AP	158	US BANK	22.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 8203 **Inv. Date: 11/7/2022			
AP	159	US BANK		.22-	
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: LIBRARY **Inv. Date: 11/7/2022			
AP	163	US BANK	14.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 2616 **Inv. Date: 11/7/2022			
AP	164	US BANK	24.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 1016 **Inv. Date: 11/7/2022			
AP	173	US BANK	26.33		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MOVIES 03468 **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	114.26 *	.22- *	1,685.48
YTD Encumbrance	.00	YTD Actual 1,685.48 Total 1,685.48	YTD Budget 2,380.00	Unexpended 694.52	
<b>251-55135-290-130 LIBRARY: A/V - ADULT AUDIO BKS</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	359.48
AP	214	US BANK	25.84		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT AUDIO 6236 **Inv. Date: 10/8/2022			
		11/30/2022 (11/22) Period Totals and Balance	25.84 *	.00 *	385.32
AP	157	US BANK	21.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT AUDIO 7012 **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	21.99 *	.00 *	407.31
YTD Encumbrance	.00	YTD Actual 407.31 Total 407.31	YTD Budget 1,027.00	Unexpended 619.69	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-135 LIBRARY: A/V - ADULT MUSIC</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>393.36</b>
AP	205	US BANK	16.48		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT MUSIC 2210 **Inv. Date: 10/8/2022			
AP	206	US BANK	51.94		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT MUSIC 1446 **Inv. Date: 10/8/2022			
AP	207	US BANK	14.98		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT MUSIC 6262 **Inv. Date: 10/8/2022			
AP	210	US BANK	11.19		
		**VendorNo: 1950 **Inv. No: 10/15/22-JPOPPLE **Desc: ADULT MUSIC 6262 **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>94.59 *</b>	<b>.00 *</b>	<b>487.95</b>
AP	162	US BANK	11.45		
		**VendorNo: 1950 **Inv. No: 11/15/22-JPOPPLE **Desc: ADULT MUSIC 9412 **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>11.45 *</b>	<b>.00 *</b>	<b>499.40</b>
YTD Encumbrance	.00	YTD Actual 499.40 Total 499.40 YTD Budget 552.00 Unexpended 52.60			
<b>251-55135-290-220 LIBRARY: A/V - CHILDRENS MOVIE</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>856.16</b>
AP	387	US BANK	48.97		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	390	US BANK	10.96		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	392	US BANK	30.61		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	395	US BANK	13.99		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	396	US BANK	19.49		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	397	US BANK	9.96		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	398	US BANK	19.99		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
AP	399	US BANK	5.00		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 10/8/2022			
		<b>11/30/2022 (11/22) Period Totals and Balance</b>	<b>158.97 *</b>	<b>.00 *</b>	<b>1,015.13</b>
AP	326	US BANK	19.96		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	330	US BANK	14.76		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	332	US BANK	55.15		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	334	US BANK	17.95		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	349	US BANK	11.99		
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
AP	350	US BANK		.28-	
		**VendorNo: 1950 **Inv. No: 11/15/22-SABRAHAMSON **Desc: CHILDRENS MOVIE **Inv. Date: 11/7/2022			
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>119.81 *</b>	<b>.28- *</b>	<b>1,134.66</b>
YTD Encumbrance	.00	YTD Actual 1,134.66 Total 1,134.66 YTD Budget 1,701.00 Unexpended 566.34			



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-225 LIBRARY: A/V - CHILD AUDIO BKS</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	1,087.54
AP	388	US BANK	134.98		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILD AUDIO BKS **Inv. Date: 10/8/2022			
AP	391	US BANK	74.44		
		**VendorNo: 1950 **Inv. No: 10/15/22-SABRAHAMSON **Desc: CHILD AUDIO BKS **Inv. Date: 10/8/2022			
		11/30/2022 (11/22) Period Totals and Balance	209.42 *	.00 *	1,296.96
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	1,296.96
YTD Encumbrance	.00	YTD Actual 1,296.96 Total 1,296.96 YTD Budget 854.00 Unexpended 442.96-			
<b>251-55135-290-230 LIBRARY: A/V - CHILDRENS MUSIC</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00			
<b>251-55135-290-320 LIBRARY: A/V - TEEN MOVIES</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	211.60
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	211.60
YTD Encumbrance	.00	YTD Actual 211.60 Total 211.60 YTD Budget 468.00 Unexpended 256.40			
<b>251-55135-290-325 LIBRARY: A/V - TEEN AUDIO BKS</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	.00
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total .00 YTD Budget 250.00 Unexpended 250.00			
<b>251-55135-290-420 LIBRARY: A/V - VIDEO GAMES</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	498.62
AP	401	US BANK	185.94		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: VIDEO GAMES-2022 **Inv. Date: 11/7/2022			
AP	402	US BANK	56.65		
		**VendorNo: 1950 **Inv. No: 11/15/22-TWILCOX **Desc: VIDEO GAMES-2022 **Inv. Date: 11/7/2022			
		12/31/2022 (12/22) Period Totals and Balance	242.59 *	.00 *	741.21
YTD Encumbrance	.00	YTD Actual 741.21 Total 741.21 YTD Budget 900.00 Unexpended 158.79			
<b>251-55135-290-510 LIBRARY: A/V - E-BOOKS/E-RESRC</b>					
		10/31/2022 (10/22) Balance	.00 *	.00 *	5,903.29
AP	516	MIDWEST TAPE	2,500.00		
		**VendorNo: 1263 **Inv. No: 502946625 **Desc: ADVANCE DIGITAL PAYMENT - HOOPLA **Inv. Date: 11/11/2022			
AP	840	MIDWEST TAPE	2,500.00		
		**VendorNo: 1263 **Inv. No: 502946625 **Desc: ADVANCE DIGITAL PAYMENT - HOOPLA **Inv. Date: 11/11/2022			
		11/30/2022 (11/22) Period Totals and Balance	5,000.00 *	.00 *	10,903.29
		12/31/2022 (12/22) Period Totals and Balance	.00 *	.00 *	10,903.29
YTD Encumbrance	.00	YTD Actual 10,903.29 Total 10,903.29 YTD Budget 8,503.00 Unexpended 2,400.29-			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>251-55135-290-610 LIBRARY: A/V - MATERIAL REPL</b>					
		<b>10/31/2022 (10/22) Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
		<b>12/31/2022 (12/22) Period Totals and Balance</b>	<b>.00 *</b>	<b>.00 *</b>	<b>.00</b>
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>Number of transactions: 260    Number of accounts: 86</b>			<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
<b>Grand Totals:</b>			<u>89,514.08</u>	<u>14,056.79-</u>	<u>75,457.29</u>

**Outagamie Waupaca Library System**  
**Board of Trustees**  
November 17, 2022. Meeting Minutes

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

PRESENT: Mitesh Ajmera, Tyler Baeten, Bobbie Buchholtz, Diane Forsythe, Michelle Frola, Paul Girod, Mike Hankins, Marilyn Herman, Brian Looker, Lila Malvik-Shower, Cathy Thompson.

OTHERS PRESENT: Bradley Shipps, Melissa Knight.

Excused: Peter Gilbert, Mark Marnocha, Marcia Trentlage, Angela Ver Voort.

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

Hankins moved, seconded by Forsythe, to approve the October 20th, 2022 meeting minutes as presented. Motion carried.

Hankins moved, seconded by Herman, to accept the October 2022 financial report and file for audit. Motion carried.

Forsythe moved, seconded by Baeten, to approve the October 2022 and November 2022 checks numbered 32881-32924 inclusive in the amount of \$101,917.24 and payroll-related expenditures in the amount of \$70,734.31. Motion carried.

**DIRECTOR'S REPORT**

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

**BUSINESS**

Looker moved, seconded by Forsythe, to approve MOU with WILS for Recollection Wisconsin. Motion carried.

Baeten moved, seconded by Buchholtz, to approve paying for hardware ordered under the ARPA 2021-2022 IT Hardware Improvements & Upgrade Grant out of the 2023 OWLSnet operating budget and/or fund balance if the hardware does not arrive by December 31, 2022. Motion carried.

Trustees discussed cancellation of December 15, 2022 Board Meeting. The meeting will go ahead as scheduled with an abbreviated agenda. No action taken.

Hankins moved, seconded by Forsythe, to authorize the Director to sign the 2023 Outagamie County Agreement provided the language is not materially changed from previous years. Motion carried.

Girod moved, seconded by Buchholtz, to approve reimbursing OWLS Trustees for travel to Legislative Day. Motion carried.

Herman moved, seconded by Hankins, to approve the revised Employee Handbook. Motion carried.

Forsythe moved, seconded by Ajmera to approve updated Director job description. Motion carried.

Forsythe moved, seconded by Frola, to move into closed session pursuant to section 19.85(1)(c) Stat. for the purpose of considering specific employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion carried on a unanimous roll call vote.

- Employee compensation
- Director's performance evaluation

Forsythe moved, seconded by Ajmera, to re-convene in open session. Motion carried.

Thompson moved, seconded by Forsythe, to approve the performance evaluation of the Director as written. Motion carried.

Looker moved, seconded by Malvik-Shower, to approve employee compensation as proposed by the Personnel Committee, which includes no wage increases above the cost of living raises approved in September, bonuses of 4.3% for professional staff who received the lower cost of living increase, and bonuses for new employees who were not eligible for the cost of living increase. Bonuses will be paid with the December 8, 2022 payroll. Motion carried.

Having completed the agenda, the meeting was adjourned by Frola at 7:28 pm.

Respectfully submitted,

Melissa Knight  
OWLS Administrative Assistant.