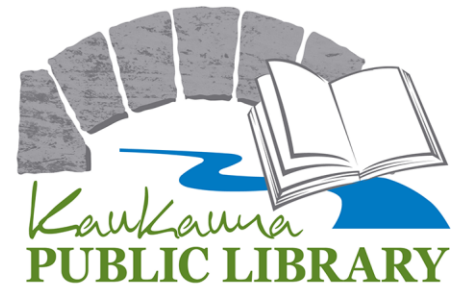


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 23, 2024 at 5:30 PM



AGENDA

Library Board Room In person & Zoom Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - [a.](#) Tuesday, November 28, 2023 meeting minutes
4. Public Participation and Communications
5. Action Items
 - [a.](#) Bill Register November 2023
 - [b.](#) Bill Register December 2023
 - [c.](#) Update Meeting Room Policy
6. Information Items
 - [a.](#) Directors Report
 - [b.](#) Adult Services Librarian Report
 - [c.](#) Trustee Topic 12
 - [d.](#) Statistics
7. Adjournment

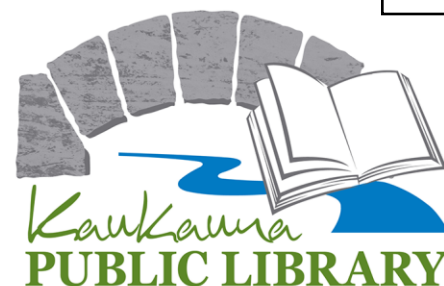
NOTICES

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

In person meeting in Library Board room and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/88900740902>



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 28, 2023 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:34p.
2. Roll call of membership
 - a. Present: C. Fallona, M.J. Kilgas, A. Neumeier, J. Vondracek, J. Van De Hey, J. Lucas
 - b. Excused: A. Schneider, C. Van Boxtel, K. Hietpas
3. Approval of minutes from previous meeting
 - a. Tuesday, October 24, 2023 Meeting Minutes
 - b. C. Fallona made a motion to approve the Tuesday, October 24, 2023 Meeting Minutes, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Tuesday, October 24, 2023 Closed Meeting Minutes
 - d. J. Vondracek made a motion to approve the Tuesday, October 24, 2023 Closed Meeting Minutes, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
 - a. A. Thiem-Menning noted a thank you sent to the Library for participating in a Trunk or Treat.
5. Action Items
 - a. Bill Register October 2023
 - b. J. Van De Hey made a motion to approve the Bill Register October 2023, seconded by C. Fallona. Motion carries; all in favor.
 - i. The group had a discussion regarding the Hoopla expenditure format and anticipated issues with Kimberly Public Library ceasing the service in 2024.
 - c. Update Collection Development Policy
 - d. A. Neumeier made a motion to Update Collection Development Policy, seconded by J. Van De Hey. Motion carries; all in favor.
 - e. Adopt Local History Research Request Policy
 - i. A. Neumeier made a motion to adopt the Local History Research Request Policy, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Communications Coordinator Report
 - e. Trustee Topic 11
 - i. This topic was on Library planning.

f. Statistics

- i. J. Vonrdacek mad a motion to replace the reports on file, seconded by A. Neumeier. Motion carries; all in favor.

7. Adjournment

- a. The meeting adjourned at 6:33p.

Join Zoom Meeting

<https://us06web.zoom.us/j/82072169200>

Meeting ID: 820 7216 9200

One tap mobile

+13092053325,,82072169200# US



Kaukauna Public Library

2023 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
March	\$ 15.29	\$ 605.88	\$ 89.00	\$ 13.00	\$ 723.17					\$ 723.17	\$ 146.37
April	\$ 30.87	\$ 354.45	\$ 64.40	\$ 30.00	\$ 479.72	\$ 90,339.50	\$ 101,693.00	\$ 22,953.00	\$ 214,985.50	\$ 215,465.22	\$ 179.34
May	\$ 1.00	\$ 506.80	\$ 75.50	\$ 35.50	\$ 618.80					\$ 618.80	\$ 57.96
June	\$ 17.31	\$ 473.90	\$ 84.25	\$ 24.00	\$ 599.46					\$ 599.46	\$ 118.19
July	\$ 23.18	\$ 327.46	\$ 76.20	\$ 8.00	\$ 434.84					\$ 434.84	\$ 162.72
August	\$ 41.05	\$ 499.50	\$ 84.00	\$ 11.00	\$ 635.55	\$ 90,339.50			\$ 90,339.50	\$ 90,975.05	\$ 309.31
September	\$ 8.51	\$ 416.55	\$ 55.00	\$ 8.00	\$ 488.06					\$ 488.06	\$ 169.04
October	\$ 18.29	\$ 438.24	\$ 99.05	\$ 1.00	\$ 556.58					\$ 556.58	\$ 104.32
November	\$ -	\$ 454.41	\$ 51.50	\$ 14.00	\$ 519.91					\$ 519.91	\$ 49.00
Totals	\$ 200.22	\$ 4,857.97	\$ 810.50	\$ 157.50	\$ 6,026.19	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00	\$ 311,351.19	\$ 1,585.65
2023 Budget	\$250.00	\$3,000.00	\$700.00	\$50.00	\$4,000.00	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00		
Balance	(\$49.78)	\$1,857.97	\$110.50	\$107.50	\$ 2,026.19	\$0.00	\$0.00	\$0.00	\$0.00	\$311,351.19	\$ 1,585.65
<i>% of Budget Accrued</i>	80%	162%	116%	315%	151%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City - Income Statement Detail
Nov 2023

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	11/9/2023	Nov 2023	JE169		\$21,283.14	Gross Earnings
	Journal	11/22/2023	Nov 2023	JE172		\$20,551.07	Gross Earnings
	Journal	11/22/2023	Nov 2023	JE172		\$243.48	Bereave
Total - 5101 - Regular Payroll						\$42,077.69	
5104 - Temporary Payroll							
	Journal	11/9/2023	Nov 2023	JE169		\$1,419.41	Seasonal
	Journal	11/22/2023	Nov 2023	JE172		\$1,414.63	Seasonal
Total - 5104 - Temporary Payroll						\$2,834.04	
5119 - Longevity Pay							
	Journal	11/9/2023	Nov 2023	JE169		\$1,326.40	Longevity
Total - 5119 - Longevity Pay						\$1,326.40	
5151 - Retirement Plan							
	Journal	11/9/2023	Nov 2023	JE169		\$1,091.83	ERWRSGen
	Journal	11/22/2023	Nov 2023	JE172		\$1,020.63	ERWRSGen
Total - 5151 - Retirement Plan						\$2,112.46	
5152 - Residency							
	Journal	11/9/2023	Nov 2023	JE169		\$120.96	401a
	Journal	11/22/2023	Nov 2023	JE172		\$111.39	401a
Total - 5152 - Residency						\$232.35	
5154 - Social Security							
	Journal	11/9/2023	Nov 2023	JE169		\$945.68	Employer Social Security Expense
	Journal	11/9/2023	Nov 2023	JE169		\$336.79	Employer Medicare Expense
	Journal	11/22/2023	Nov 2023	JE172		\$310.39	Employer Medicare Expense
	Journal	11/22/2023	Nov 2023	JE172		\$880.77	Employer Social Security Expense
Total - 5154 - Social Security						\$2,473.63	
5157 - Group Health Insurance							
	Journal	11/9/2023	Nov 2023	JE169		\$207.00	HRA Monthly
	Journal	11/9/2023	Nov 2023	JE169		\$3,307.31	ER Health
	Journal	11/22/2023	Nov 2023	JE172		\$3,307.31	ER Health
Total - 5157 - Group Health Insurance						\$6,821.62	
5160 - Group Life Insurance							
	Journal	11/9/2023	Nov 2023	JE169		\$17.34	ER Life
	Journal	11/22/2023	Nov 2023	JE172		\$17.34	ER Life
Total - 5160 - Group Life Insurance						\$34.68	
5163 - Workers Compensation							
	Journal	11/9/2023	Nov 2023	JE169		\$40.85	WC Admin
	Journal	11/22/2023	Nov 2023	JE172		\$37.74	WC Admin
Total - 5163 - Workers Compensation						\$78.59	
5208 - Travel - City Business							
	Vendor Invoice	11/30/2023	Nov 2023	113023	V1066 James Berven	\$409.24	Library Outreach & Conference - Mileage
Total - 5208 - Travel - City Business						\$409.24	
5211 - Education & Memberships							

	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$68.07	Memberships
Total - 5211 - Education & Memberships						\$68.07	
5303 - Communications							
	Journal	11/22/2023	Nov 2023	JE172		\$25.00	Cell Reimb
Total - 5303 - Communications						\$25.00	
5309 - Water Sewer & Electric							
	Vendor Invoice	11/24/2023	Nov 2023	500114-01 112423	V0383 Kaukauna Utilities	\$1,038.82	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$1,038.82	
5312 - Maintenance - Buildings							
	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$192.06	Maint
	Vendor Invoice	11/6/2023	Nov 2023	110623	V0016 Grand Kakalin LLC	\$8,820.00	November - Maintenance
	Vendor Invoice	11/21/2023	Nov 2023	LSPQ49877	V0409 Lappen Security Products, Inc.	\$3,657.44	Door Operator
Total - 5312 - Maintenance - Buildings						\$12,669.50	
5313 - Lease - Buildings							
	Vendor Invoice	11/6/2023	Nov 2023	110623	V0016 Grand Kakalin LLC	\$11,993.00	November - Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$1,142.27	Contractual Services
	Vendor Invoice	11/3/2023	Nov 2023	29599-613	V1053 Environment Control of WI	\$1,596.00	Monthly Janitorial - November
Total - 5325 - Contractual Services						\$2,738.27	
5328 - Advertising							
	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$23.76	Advertising
	Vendor Invoice	10/21/2023	Nov 2023	1-900-937-9997	V0755 T-Mobile	\$29.25	October 23
Total - 5328 - Advertising						\$53.01	
5401 - Office Supplies							
	Vendor Invoice	10/4/2023	Nov 2023	125048	V0324 Insta Prints Plus, Inc.	\$222.21	Library Staff Business Cards
	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$261.60	Office Supplies
Total - 5401 - Office Supplies						\$483.81	
5422 - Data Processing Supplies							
	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$28.73	Data Processing Supplies
Total - 5422 - Data Processing Supplies						\$28.73	
5431 - Postage							
	Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$89.06	Postage
Total - 5431 - Postage						\$89.06	
5441 - Library Materials							
	Vendor Invoice	9/19/2023	Nov 2023	77960830	V0323 Ingram	\$6.72	Books
	Vendor Invoice	9/19/2023	Nov 2023	77952497	V0323 Ingram	\$12.22	Books
	Vendor Invoice	9/19/2023	Nov 2023	77960829	V0323 Ingram	\$25.69	Books
	Vendor Invoice	9/19/2023	Nov 2023	77952499	V0323 Ingram	\$25.95	Books
	Vendor Invoice	9/19/2023	Nov 2023	77952498	V0323 Ingram	\$105.28	Books
	Vendor Invoice	9/19/2023	Nov 2023	77952501	V0323 Ingram	\$49.52	Books
	Vendor Invoice	9/19/2023	Nov 2023	77952500	V0323 Ingram	\$12.23	Books
	Vendor Invoice	9/19/2023	Nov 2023	77952496	V0323 Ingram	\$56.59	Books
	Vendor Invoice	10/4/2023	Nov 2023	78208907	V0323 Ingram	\$55.76	Books
	Vendor Invoice	10/4/2023	Nov 2023	78208908	V0323 Ingram	\$7.60	Books
	Vendor Invoice	10/4/2023	Nov 2023	78208906	V0323 Ingram	\$34.27	Books
	Vendor Invoice	10/4/2023	Nov 2023	78208909	V0323 Ingram	\$35.52	Books
	Vendor Invoice	10/4/2023	Nov 2023	78208910	V0323 Ingram	\$35.52	Books
	Vendor Invoice	10/21/2023	Nov 2023	1-900-937-9997	V0755 T-Mobile	\$352.98	9/21 - 10/20/23 Hotspots
	Vendor Invoice	10/24/2023	Nov 2023	78505164	V0323 Ingram	\$7.90	Books

Vendor Invoice	10/31/2023	Nov 2023	504578927	V0472 Midwest Tape	\$749.58	Digital Library Materials
Vendor Invoice	11/7/2023	Nov 2023	78713811	V0323 Ingram	\$12.34	Books
Vendor Invoice	11/7/2023	Nov 2023	78713805	V0323 Ingram	\$18.02	Books
Vendor Invoice	11/7/2023	Nov 2023	78713807	V0323 Ingram	\$11.73	Books
Vendor Invoice	11/7/2023	Nov 2023	78713803	V0323 Ingram	\$34.14	Books
Vendor Invoice	11/7/2023	Nov 2023	78713795	V0323 Ingram	\$38.95	Books
Vendor Invoice	11/7/2023	Nov 2023	78713814	V0323 Ingram	\$18.10	Books
Vendor Invoice	11/7/2023	Nov 2023	78713804	V0323 Ingram	\$35.94	Books
Vendor Invoice	11/7/2023	Nov 2023	78713798	V0323 Ingram	\$14.06	Books
Vendor Invoice	11/7/2023	Nov 2023	78713796	V0323 Ingram	\$18.01	Books
Vendor Invoice	11/7/2023	Nov 2023	78713806	V0323 Ingram	\$38.62	Books
Vendor Invoice	11/7/2023	Nov 2023	78713801	V0323 Ingram	\$17.10	Books
Vendor Invoice	11/7/2023	Nov 2023	78713810	V0323 Ingram	\$40.64	Books
Vendor Invoice	11/7/2023	Nov 2023	78713802	V0323 Ingram	\$54.84	Books
Vendor Invoice	11/7/2023	Nov 2023	78713800	V0323 Ingram	\$18.08	Books
Vendor Invoice	11/7/2023	Nov 2023	78713812	V0323 Ingram	\$6.65	Books
Vendor Invoice	11/7/2023	Nov 2023	78713813	V0323 Ingram	\$19.11	Books
Vendor Invoice	11/7/2023	Nov 2023	78713797	V0323 Ingram	\$85.58	Books
Vendor Invoice	11/7/2023	Nov 2023	78713799	V0323 Ingram	\$12.52	Books
Vendor Invoice	11/7/2023	Nov 2023	78713808	V0323 Ingram	\$35.04	Books
Vendor Invoice	11/7/2023	Nov 2023	78713809	V0323 Ingram	\$12.32	Books
Total - 5441 - Library Materials					\$2,115.12	
5442 - Service Contracts						
Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$34.75	Service Contracts
Vendor Invoice	10/31/2023	Nov 2023	35204189	V0440 Marco	\$248.09	Copier Agreement
Total - 5442 - Service Contracts					\$282.84	
5499 - Miscellaneous						
Vendor Invoice	10/16/2023	Nov 2023	101623	V0123 Elan Financial Services	\$198.86	Misc
Total - 5499 - Miscellaneous					\$198.86	
Total - Expense					\$90,184.79	
Net Income					(\$90,184.79)	

City of Kaukauna
City - Income Statement Detail
Dec-23
Draft

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	12/7/2023	Dec 2023	JE196		\$20,295.72	Gross Earnings
	Journal	12/8/2023	Dec 2023	JE197		(\$450.00)	Wellness Incentive Reimbursement
	Journal	12/21/2023	Dec 2023	JE209		\$19,419.41	Gross Earnings
Total - 5101 - Regular Payroll						\$39,265.13	
5104 - Temporary Payroll							
	Journal	12/7/2023	Dec 2023	JE196		\$1,179.30	Seasonal
	Journal	12/21/2023	Dec 2023	JE209		\$3,052.54	Seasonal
Total - 5104 - Temporary Payroll						\$4,231.84	
5151 - Retirement Plan							
	Journal	12/7/2023	Dec 2023	JE196		\$1,013.50	ERWRSGen
	Journal	12/21/2023	Dec 2023	JE209		\$1,020.75	ERWRSGen
Total - 5151 - Retirement Plan						\$2,034.25	
5152 - Residency							
	Journal	12/7/2023	Dec 2023	JE196		\$99.22	401a
	Journal	12/21/2023	Dec 2023	JE209		\$73.05	401a
Total - 5152 - Residency						\$172.27	
5154 - Social Security							
	Journal	12/7/2023	Dec 2023	JE196		\$302.68	Employer Medicare Expense
	Journal	12/7/2023	Dec 2023	JE196		\$914.78	Employer Social Security Expense
	Journal	12/21/2023	Dec 2023	JE209		\$314.02	Employer Medicare Expense
	Journal	12/21/2023	Dec 2023	JE209		\$880.16	Employer Social Security Expense
Total - 5154 - Social Security						\$2,411.64	
5157 - Group Health Insurance							
	Journal	12/7/2023	Dec 2023	JE196		\$207.00	HRA Monthly
	Journal	12/7/2023	Dec 2023	JE196		\$3,671.93	ER Health
	Journal	12/21/2023	Dec 2023	JE209		\$3,671.93	ER Health
Total - 5157 - Group Health Insurance						\$7,550.86	
5160 - Group Life Insurance							
	Journal	12/7/2023	Dec 2023	JE196		\$17.34	ER Life
	Journal	12/21/2023	Dec 2023	JE209		\$17.34	ER Life
Total - 5160 - Group Life Insurance						\$34.68	
5163 - Workers Compensation							
	Journal	12/7/2023	Dec 2023	JE196		\$35.75	WC Admin
	Journal	12/21/2023	Dec 2023	JE209		\$38.21	WC Admin
Total - 5163 - Workers Compensation						\$73.96	
5208 - Travel - City Business							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$673.36	Travel
	Vendor Invoice	12/5/2023	Dec 2023	103123	V0067 Ashley Thiem-Menning	\$172.92	WLA Conference - Mileage
Total - 5208 - Travel - City Business						\$846.28	
5303 - Communications							

	Journal	12/21/2023	Dec 2023	JE209		\$25.00	Cell Reimb
Total - 5303 - Communications						\$25.00	
5309 - Water Sewer & Electric							
	Vendor Invoice	12/26/2023	Dec 2023	500114-01 122623	V0383 Kaukauna Utilities	\$1,014.34	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$1,014.34	
5312 - Maintenance - Buildings							
	Vendor Invoice	12/7/2023	Dec 2023	LSPQ50079	V0409 Lappen Security Products, Inc.	\$138.75	IT Door
	Vendor Invoice	12/7/2023	Dec 2023	23438	V0230 Enterprise Electric Inc	\$274.27	Library GFCI's
	Vendor Invoice	12/20/2023	Dec 2023	122023	V0016 Grand Kakalin LLC	\$6,818.35	December - Maintenance
Total - 5312 - Maintenance - Buildings						\$7,231.37	
5313 - Lease - Buildings							
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0016 Grand Kakalin LLC	\$11,993.00	December Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$137.58	Contractual Services
	Vendor Invoice	12/1/2023	Dec 2023	29984-613	V1053 Environment Control of WI	\$1,596.00	December 2023
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$172.66	Contractual Services
Total - 5325 - Contractual Services						\$1,906.24	
5328 - Advertising							
	Vendor Invoice	10/11/2023	Dec 2023	5551	V0383 Kaukauna Utilities	\$459.07	5551 Insert
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$23.76	Advertising
	Vendor Invoice	11/21/2023	Dec 2023	112123	V0755 T-Mobile	\$29.25	Phone
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$43.40	Advertising
Total - 5328 - Advertising						\$555.48	
5401 - Office Supplies							
	Vendor Invoice	11/11/2023	Dec 2023	4261	V0528 Outagamie Waupaca Library System	\$160.00	Receipt paper - 2 cases
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$214.66	Office Supplies
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$55.94	Office Supplies
Total - 5401 - Office Supplies						\$430.60	
5422 - Data Processing Supplies							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$169.34	Data Processing Supplies
Total - 5422 - Data Processing Supplies						\$169.34	
5431 - Postage							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$12.07	Postage
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$36.65	Postage
Total - 5431 - Postage						\$48.72	
5441 - Library Materials							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$195.56	Library Material
	Vendor Invoice	11/21/2023	Dec 2023	112123	V0755 T-Mobile	\$334.12	Hotspots 10/21 - 11/20/23
	Vendor Invoice	11/21/2023	Dec 2023	CAL345O28I	V0134 Cavendish Square	\$131.45	Books
	Vendor Invoice	11/22/2023	Dec 2023	CAL345121I	V0134 Cavendish Square	\$204.44	Books
	Vendor Invoice	12/1/2023	Dec 2023	79125626	V0323 Ingram	\$114.03	Library Materials
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$116.11	Library Material
	Vendor Invoice	12/27/2023	Dec 2023	504722027	V0472 Midwest Tape	\$749.71	
	Journal	12/31/2023	Dec 2023	JE236		\$1,426.19	Ingram Invoices
Total - 5441 - Library Materials						\$3,271.61	
5442 - Service Contracts							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$14.76	Service Contracts
	Vendor Invoice	11/30/2023	Dec 2023	35413098	V0440 Marco	\$248.09	Copier Lease
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$14.76	Service Contracts

Total - 5442 - Service Contracts						\$277.61	
5444 - Library Programs							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$51.32	Library Programs
Total - 5444 - Library Programs						\$51.32	
5499 - Miscellaneous							
	Vendor Invoice	11/15/2023	Dec 2023	111523	V0123 Elan Financial Services	\$98.88	Misc.
	Vendor Invoice	12/14/2023	Dec 2023	121423	V0123 Elan Financial Services	\$185.32	Misc.
Total - 5499 - Miscellaneous						\$284.20	
Total - Expense						\$83,879.74	
Net Income						(\$83,879.74)	

Kaukauna Public Library

2023 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
March	\$ 15.29	\$ 605.88	\$ 89.00	\$ 13.00	\$ 723.17					\$ 723.17	\$ 146.37
April	\$ 30.87	\$ 354.45	\$ 64.40	\$ 30.00	\$ 479.72	\$ 90,339.50	\$ 101,693.00	\$ 22,953.00	\$ 214,985.50	\$ 215,465.22	\$ 179.34
May	\$ 1.00	\$ 506.80	\$ 75.50	\$ 35.50	\$ 618.80					\$ 618.80	\$ 57.96
June	\$ 17.31	\$ 473.90	\$ 84.25	\$ 24.00	\$ 599.46					\$ 599.46	\$ 118.19
July	\$ 23.18	\$ 327.46	\$ 76.20	\$ 8.00	\$ 434.84					\$ 434.84	\$ 162.72
August	\$ 41.05	\$ 499.50	\$ 84.00	\$ 11.00	\$ 635.55	\$ 90,339.50			\$ 90,339.50	\$ 90,975.05	\$ 309.31
September	\$ 8.51	\$ 416.55	\$ 55.00	\$ 8.00	\$ 488.06					\$ 488.06	\$ 169.04
October	\$ 18.29	\$ 438.24	\$ 99.05	\$ 1.00	\$ 556.58					\$ 556.58	\$ 104.32
November	\$ -	\$ 454.41	\$ 51.50	\$ 14.00	\$ 519.91					\$ 519.91	\$ 49.00
December	\$ -	\$ 307.60	\$ 139.70	\$ 12.00	\$ 459.30					\$ 459.30	\$ 81.87
Totals	\$ 200.22	\$ 5,165.57	\$ 950.20	\$ 169.50	\$ 6,485.49	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00	\$ 311,810.49	\$ 1,667.52
2023 Budget	\$250.00	\$3,000.00	\$700.00	\$50.00	\$4,000.00	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00		
Balance	(\$49.78)	\$2,165.57	\$250.20	\$119.50	\$ 2,485.49	\$0.00	\$0.00	\$0.00	\$0.00	\$311,810.49	\$ 1,667.52
<i>% of Budget Accrued</i>	80%	172%	136%	339%	162%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City - Budget vs. Actual
From Jan 2023 to Adjust 2023 (12/31 - 12/31)
DRAFT

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$498,688.12	\$529,791.00	(\$31,102.88)	94.13%
5104 - Temporary Payroll	\$33,780.74	\$15,000.00	\$18,780.74	225.20%
5119 - Longevity Pay	\$1,326.40	\$0.00	\$1,326.40	0.00%
5151 - Retirement Plan	\$25,213.83	\$27,571.00	(\$2,357.17)	91.45%
5152 - Residency	\$2,563.27	\$5,867.00	(\$3,303.73)	43.69%
5154 - Social Security	\$29,245.06	\$31,990.00	(\$2,744.94)	91.42%
5157 - Group Health Insurance	\$94,137.74	\$106,056.00	(\$11,918.26)	88.76%
5160 - Group Life Insurance	\$514.15	\$684.00	(\$169.85)	75.17%
5163 - Workers Compensation	\$951.44	\$922.00	\$29.44	103.19%
5208 - Travel - City Business	\$1,538.72	\$1,000.00	\$538.72	153.87%
5211 - Education & Memberships	\$2,281.53	\$2,230.00	\$51.53	102.31%
5303 - Communications	\$300.00	\$300.00	\$0.00	100.00%
5306 - Heating Fuels	\$5,643.52	\$7,500.00	(\$1,856.48)	75.25%
5309 - Water Sewer & Electric	\$16,343.39	\$14,600.00	\$1,743.39	111.94%
5312 - Maintenance - Buildings	\$110,000.00	\$110,000.00	\$0.00	100.00%
5313 - Lease - Buildings	\$143,946.25	\$143,916.00	\$30.25	100.02%
5325 - Contractual Services	\$29,644.77	\$35,000.00	(\$5,355.23)	84.70%
5328 - Advertising	\$1,683.17	\$1,550.00	\$133.17	108.59%
5331 - General Insurance	\$7,982.00	\$7,982.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$103,430.00	\$103,430.00	\$0.00	100.00%
5401 - Office Supplies	\$6,245.11	\$5,500.00	\$745.11	113.55%
5402 - Desktop Printer/Fax Expense	\$977.72	\$800.00	\$177.72	122.22%
5422 - Data Processing Supplies	\$5,261.29	\$4,500.00	\$761.29	116.92%
5431 - Postage	\$1,161.62	\$850.00	\$311.62	136.66%
5441 - Library Materials	\$84,812.22	\$77,552.00	\$7,260.22	109.36%
5442 - Service Contracts	\$49,980.08	\$51,871.00	(\$1,890.92)	96.35%
5444 - Library Programs	\$3,808.65	\$3,000.00	\$808.65	126.96%
5499 - Miscellaneous	\$1,363.15	\$1,000.00	\$363.15	136.32%
5804 - Equipment (including Office)	\$6,103.60	\$9,700.00	(\$3,596.40)	62.92%
Total - Expense	\$1,268,927.54	\$1,300,162.00	(\$31,234.46)	97.60%
Net Income	(\$1,268,927.54)	(\$1,300,162.00)	\$31,234.46	97.60%

Meeting Room Policy

The meeting rooms at the Kaukauna Public Library are available for use by community groups for presentations of informational, recreational, or educational meetings/programs in keeping with the mission of the Library.

In this policy, meeting rooms are defined as the Conference Room, Board Room, Garden Amphitheater, Upper Garden Seating Area, Local History Room, Tween/Teen Computer Lab, and Study Room A. The Library reserves the right to define additional spaces within the Library as meeting space.

Library programs take precedence over availability of bookings to use meeting room spaces. Meeting rooms will be made available on an equitable basis; first come, first served, so long as the individuals or groups requesting their use fall under this policy.

Meeting rooms may be used for meetings, which are open to the public, including lectures, panels, discussions, presentations, concerts, programs as well as to organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities. Exception to this is shared building tenants, which may use the space at the discretion of the Library Director.

Meeting rooms may not be used for any purpose for which may interfere with the operation of the Library, nor programs involving sales, advertising, solicitation, or promotion of commercial products and services, or personal products and services. Meeting rooms are also not available for private functions including, but not limited to weddings, baby showers, and personal parties.

Groups using meeting rooms on a regular basis may be limited in the number of bookings they may reserve based on the demand for space. This determination will be made by the Library Director. Exceptions to this include Library programs and City of Kaukauna programs.

Bookings are limited to two per month to ensure equitable booking availability due to demand.

The Library cannot guarantee room setup for events. The Library will make every effort to have requested room setup ready for events, but at times staffing levels may prohibit this.

Meeting room requests must be taken through the booking software. Users must book directly from the website. If this is a barrier, users may phone or stop in and ask Library staff to fill out the form for them.

No fee's, nor donations may be sought from meeting attendees, except by local non-profit, educational, social service, or cultural organizations without the specific permission of the Library Director. Exceptions include Library fundraising activities and any fees associated with participating in Library or City of Kaukauna sponsored functions.

The Library reserves the right to cancel meetings due to unforeseen circumstances, including but not limited to: weather, power outage, staffing levels, issues within the meeting space, and in conjunction with the Pandemic Policy. The Library will strive to make notice any cancelations as soon as possible.

All individuals using a meeting room must follow the Library Appropriate Use Policy. Violations to that policy during a booking may result in use of the room being terminated immediately, even in the middle of use.

No fee will be made by the Library for use of the meeting rooms, with the exception of any damage to property, loss of property, or cleaning fees.

The Library reserves the right to take photographs of events for its own records and for future promotional materials. Please see Kaukauna Public Library Photography and Film Policy for further details.

Use of the Library meeting rooms does not imply endorsement by the City of Kaukauna, Kaukauna Public Library, or the Kaukauna Public Library Board of Trustees of the viewpoints presented.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Failure to follow this policy and use guidelines may result in immediate termination of meeting space use, the cancelation of future bookings, or even a permanent ban on use of space pending the depth of the policy violation, at the discretion of the Library Director.

Use Guidelines

Users may book meeting rooms one week prior to use. Three times a year there is a hold on bookings while the Library determines seasonal library programming needs. Requests for use during that time are chronologically listed by date for preference.

An authorized member of the group requesting use of the room will be required to sign or electronically submit a Meeting Room Request Form, providing information regarding use of room and request room set-up. By signing and submitting the form, or booking a room over the phone, the authorized user agrees that they have read and understood the Meeting Room Policy and Use Guidelines. Authorized users assume financial responsibility for any and all damages caused to the building or equipment beyond normal wear and tear. They also assume financial responsibility for any cleaning fees assessed as a result of using the room. Failure to abide by this policy may result in a forfeiture of the right to any future use of the room.

Meetings must be held during regular Library business hours. Exceptions include Library and City use, or under the discretion of the Library Director. Meetings must end at the time indicated when booking; failure to leave on time may also result in the forfeiture of future meeting room use. Meeting rooms must be vacated at least five minutes prior to closing unless prior approval is given by the Library Director.

Food or beverages (no alcohol) may be served, however authorized room users are responsible for cleaning up and reporting any spills or stains. If staff must provide more than reasonable cleanup, a minimum fee of \$25 will be assessed. The fee must be paid in full prior to any future reservations or room use by the user, group or organization.

Groups that will be engaging in craft activities or any messy projects must disclose this information prior to use so that tables can be properly covered. **Groups may not use library property stored in the room without prior written confirmation from the library for approval of use, including, but not limited to: storytime equipment found in the accessible, unlocked closet, storytime toys, programming Legos, craft supplies, and items within and on the kitchenette. Tables, chairs, and any specifically referenced audiovisual equipment does not need prior written consent.**

Doors to all meeting spaces must remain closed to contain noise unless individuals are entering or exiting. Failure to comply may result in the cancelation of future bookings. The double set of emergency exit doors in the conference room, which lead into the lobby of the building, must remain closed at all times. Any exceptions need written confirmation from the library for approval to be open during the booking time prior to use.

Room users must follow the Library Appropriate Use Policy and must leave the meeting room in reasonable condition.

Any special set-up and presentation equipment must be included in the meeting room request. Authorized users are financially and legally responsible for all requested library equipment in meeting rooms. An authorized member of the group must sign off on the borrowed equipment at the front desk of the library when they arrive and prior to room use. Users will be responsible for damage or replacement of the following items, including, but not limited to: laptops, HDMI cables, adaptor cables, audio cables, microphones, mice, clickers, projectors, screens, flag, and document cameras. Any payments necessary for loss or damages must be paid in full before the room can be booked by the user, group or organization.

The Library cannot provide operators for equipment. Those needing instruction must make a special appointment to learn how to use the software/equipment requested as staffing levels during all meeting times are not guaranteed.

The Library will allow tentative bookings; however, the library will only hold bookings for two weeks before the option will become open to other users, if a formal booking is not confirmed.

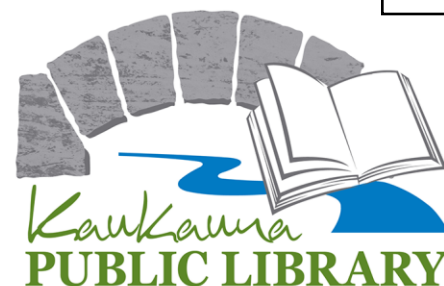
Meeting room users may not attempt to take down or move the Conference Room wall divider. Doing so will result in immediate forfeiture of use of the space and future bookings in the space. The wall divider can only be moved by trained staff and requires a special tool not available to room users.

The Library does not allow for presentations to conflict with copyright laws.

Any press releases, poster, or publicity which may list the event as at the Library may not state or imply Library sponsorship or endorsement without the express permission of the Library Director. The Library logo may not be used without permission of the Library Director. Advertising that lists the library must include a disclaimer stating that it is not a library sponsored event. Failure to follow this policy will result in the booking being canceled.

The Library will post public meetings booked at least a week in advance on the Library calendar. Any posters or directional signage for a booking must be approved by Library Staff prior to it being put up.

No signs, papers, or posters may be attached to the walls of any meeting room space.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/18/2023
Re: City & Library Updates

There have been a few changes within the City, which will affect the Library. First, the departure of Naturalist Deb Nowak will have an impact on partner programs at the beginning of the year as we work with them monthly on programming. I was invited to sit on the interview panel for the new hire, as we have significant collaboration with them.

The City has hired a full time Communications Coordinator, Andrea Fencil. I was able to participate in the hiring process and am very pleased with the outcome. While this does not have a major impact on the Library, we are looking forward to working with Andrea to help build a cohesive Kaukauna brand. Library Communication Coordinator Schink and I met with Andrea on January 16th.

This month we will be kicking off strategic planning for this year. Department heads will be meeting to begin discussing progress made on tactics, concerns, and how we intend to share updates.

We are finishing the financial year, and hope to have all invoices dated for either 2023 or 2024 by mid-January. The DPI report login will open January 25th and we need concrete financials to determine that.

After numerous complaints regarding font size, I have finally enlarged our library card application form to a full 8.5 X 11" sheet. With the help of Yenny, we now have the Spanish translation right on the back so it can be flipped between English and Spanish on one form.

Norma Oliveras, Hispanic Outreach Specialist, from Appleton Public Library visited with Yenny in December. Yenny and Norma discussed outreach efforts and we gave Norma a tour of our facility. In January, when Ana returns from maternity leave, we will plan a visit with Norma over at the new temporary APL location. As Norma has been in her position for many years, she is very knowledgeable on this topic.

The Library of Lights was officially turned off on 1/8. It was our most challenging year in terms of blown fuses and issues with lights. This year when the weather improves, we will be adding additional power sources with Friends funds. We do have a mostly open fuse box specifically for the garden, so we should not have any major issues adding this.

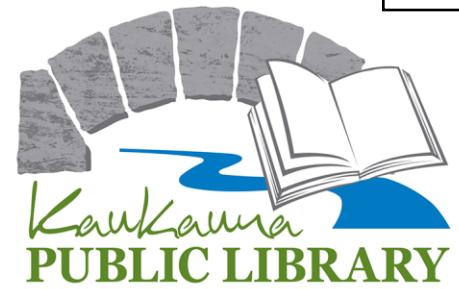
We were closed on 1/12 for staff training. Unfortunately, due to the weather, we did send all staff home by 2:00p which is when the City shut down. Stanley Steamer was not able to come either due to the road conditions, so we have rescheduled them for

our next closure. We were able to get many of our weeding lists completed, however we were not able to get any collections shifted, but will slowly work on it until spring.

We received our first shipment from The Monthlies Project, which was very well received on social media. The items were put into the Little Free Pantry and we also supplied all of our restrooms with a small basket with the products in it.

Our apprenticeship with Libraries in Bloom (LIB) has been mostly concluded. Our apprentice, Camille, is an artist and with the funds from LIB, she designed a table covering with our logo and indigenous graphics to be used for outreach visits, as well as stickers. Funds were also used to order circulating materials including titles from native Wisconsin authors. We plan to use some of these materials for our Eagles Days activities on January 27th. The display will include the book display, stickers, and winter tea. Native American Outreach & Engagement Coordinator, Kim, was also asked to join the Libraries in Bloom board, which is very exciting. The board meets virtually quarterly.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 1/9/2023
 Re: Community Partnerships

We received another patriotic book donation from the American Legion Auxiliary #41. They were able to donate ten books to our collection ranging in format from picture book to chapter book.



For the second year in a row, Bernatello's Foods included us in their holiday gift giving, having employees donate to the Little Free Pantry for extra holiday raffle tickets. They were able to donate ten boxes of non-perishable goods.



We had a very lovely surprise from Park Community Charter School on 12/22. Third graders came up with the idea of opening up a snack shop to raise money for a good cause. They selected our Summer Feeding Program as the recipient and brought us over \$450 that they raised for the lunches! They visited the library to bring us the donation and told us all about their project and how they sold snacks for .50 cents

and how they counted it several times for their math unit. We sent them with a bunch of the brown lunch bags we use so that the third grade could color positive messages on them for this summer. Special thanks to Anna and Ellie Neumeier.



Another community kindness occurred on 12/21. A patron brought in six full holiday meals for patrons; each included a bag of non-perishable items, a bag of cold items, and a bag of produce, plus a few coloring books and small toys.



Adult Services Librarian Report

Programming

Are You Smarter Than a Librarian?

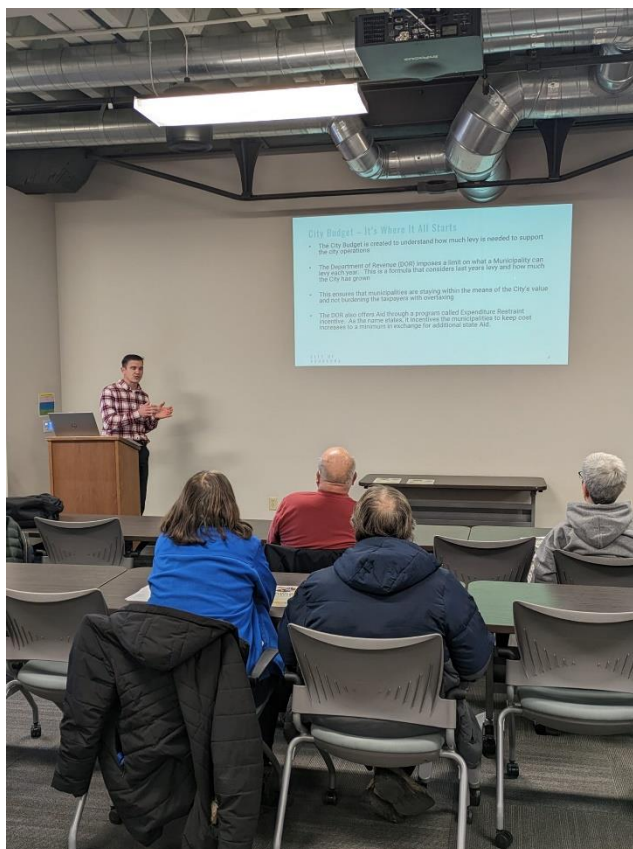
The library hosted its own trivia event to see if our patrons were smarter than our best trivia player on staff, Gavin. I created the trivia which included pictures and music as well as traditional questions. In the end, nobody was able to defeat Gavin and everyone would like a rematch against him!



Gavin remains undefeated in library trivia.

Property Taxes with Will Van Rossum

On December 7th City Finance Director Will Van Rossum held two programs teaching patrons all about their Kaukauna property taxes.



City Finance Director Will Van Rossum talking about property taxes.

Taste of Central and South America

Library staff members Ana and Yenny have begun a new monthly program called Taste of Central and South America. They will give a presentation on the history and/or culture of the chosen country and create a dish from the chosen country for patrons to try!

Adult Card and Board Games

New library staff member John Hammond will host board game nights and sheephead afternoons for patrons to enjoy. There is potential to add one-off competitions similar to Puzzle Palooza as well, such as a cribbage tournament.

Other Programs

Dungeons and Dragons continues to be well attended. Make and Mingles are very well attended. Our patrons love Jenny's ability to teach crafts! Our partnership programs are continuing into the spring including Alzheimer's Education series with St. Paul Elder Services, various travel programs with Heart of the Valley Travel, TAQ Trivia, Bricks and Brews at TAQ, Recyclist E-Bike Tryout, and other various department heads coming in to visit.

Volunteers

Library Plant Care Volunteers

Becca and her mother Julie Rivera will take care of the plants at the library. They will come in every week or two to water the plants and make sure they are healthy. Library staff member Carrie used to perform this task and taught them how to do it before she left. We are very thankful for their help!



Library Plant Care Volunteers Becca and Julie Rivera.

Trustee Essentials

Chapter 12: Library Standards

Library Standards

- All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.
- Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

Library Standards

- WPLS attempts to cover the services, resources, and other requirements for basic library service that should be available to all residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the Standards publication.

How to Use the Standards

- If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.
- Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent.

Library Planning and the Standards

- In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The Standards can also help the planning committee establish objectives for the plan.

Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

2023 Statistics													2022 Statistics			
Circulation	January	February	March	April	May	June	July	August	September	October	November	2023 Y-T-D	November 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,354	12,137	10,639	10,828	15,835	13,829	13,312	10,499	11,192	11,587	130,443	10,239	128,195	1,348	13%
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	2,140	2,238	2,164	2,099	2,237	2,258	23,483	1,728	21,486	530	31%
Hoopla Usage	385	400	450	443	460	464	509	541	319	326	374	4,671	370	2,600	4	1%
Items Loaned	2,188	1,962	2,372	2,311	2,195	2,323	2,446	2,524	2,568	2,629	2,519	26,037	1,939	20,676	580	30%
Items Borrowed	3,096	2,786	3,340	2,834	2,813	3,079	2,786	3,107	3,012	3,019	3,294	33,166	2,940	35,679	354	12%
Teacher Packs	4	4	3	2	1	2	1	1	5	10	6	39	2	31	4	200%
Door Count	7,079	7,233	9,062	8,484	8,078	9,893	8,092	8,369	6,987	8,436	8,792	90,505	6,782	74,811	2,010	30%
Services	January	February	March	April	May	June	July	August	September	October	November	2023 Y-T-D	November 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	282	357	280	373	369	275	341	3,344	220	2,410	121	55%
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	1,464	1,330	1,314	1,355	1,046	1,331	15,055	1,444	14,264	-113	-8%
Youth Programs	13	26	28	25	116	21	17	20	17	34	31	348	24	303	7	29%
Youth Program Attendance	357	512	855	1,398	3,017	563	800	1,067	370	1,034	912	10,885	695	13,184	217	31%
Adult Programs	10	14	8	16	14	15	16	13	13	21	21	161	12	95	9	75%
Adult Program Attendance	103	112	131	158	160	150	151	95	129	237	257	1,683	132	1,366	125	95%
General Interest Programs	11	8	4	2	1	14	11	10	5	12	7	85	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	86	1,041	108	1,432	202	355	178	6,382	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	57	58	47	82	51	74	76	689	64	570	12	19%
Study Room	113	139	175	164	121	131	167	141	136	185	153	1,625	109	842	44	40%
Volunteer Hours	108	95	101	124	98	115	92	105	105	106	86	1,135	117	1,130	-31	-26%
Local History Inquiries	15	11	23	10	16	13	13	15	13	12	10	151	13	155	-3	-23%
Technology Instruction 1:1	11	15	16	13	10	19	9	6	8	11	12	130	12	115	0	0%
Proctor	0	0	0	1	0	0	0	0	0	0	0	1	0	5	0	0%
Notary	1	0	0	3	1	3	2	0	3	2	3	18	0	25	3	0%
Social Statistics	January	February	March	April	May	June	July	August	September	October	November	2023 Y-T-D	November 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	3,892	4,073	5,398	2,724	2,633	2,391	2,398	2,263	41,915	3,566	45,318	-1,303	-37%
Facebook Page Like	102	36	27	23	27	94	264	142	46	46	48	855	56	642	-8	-14%
Facebook Followers	-	-	-	50	53	107	344	205	88	75	81	1,003	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	23	52	34	50	12	28	20	630	NEW	STAT	NO HIS	TORY
Instagram Followers	10	20	17	15	13	19	8	19	19	11	10		NEW	STAT	NO HIS	TORY
Items Held by Library	January	February	March	April	May	June	July	August	September	October	November	Month to Month # +/-	November 2022	# +/-		
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	63,943	64,370	67,794	64,430	64,462	64,554	-3,364	61,693	2,861		
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	68,664	69,128	69,514	69,093	69,103	69,247	-421	66,159	3,088		
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	10,772	10,772	10,772	11,042	11,042	11,261	270	11,476	-215	Quarterly Report	

2023 Statistics																	2022 Statistics		
Circulation	January	February	March	April	May	June	July	August	September	October	November	December	2023 Y-T-D	December 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-		
Total Circulation and Renewal	10,231	10,354	12,137	10,639	10,828	15,835	13,829	13,312	10,499	11,192	11,587	11,154	141,597	9,203	137,398	1,951	21%		
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	2,140	2,236	2,164	2,099	2,237	2,258	2,292	25,775	1,738	23,224	554	32%		
Hoopla Usage	385	400	450	443	460	464	509	541	319	326	374	317	4,988	314	2,914	3	1%		
Items Loaned	2,188	1,962	2,372	2,311	2,195	2,323	2,446	2,524	2,568	2,629	2,519	2,117	28,154	1,924	22,600	193	10%		
Items Borrowed	3,096	2,786	3,340	2,834	2,813	3,079	2,786	3,107	3,012	3,019	3,294	3,242	36,408	2,722	38,401	520	19%		
Teacher Packs	4	4	3	2	1	2	1	1	5	10	6	3	42	3	34	0	0%		
Door Count	7,079	7,233	9,062	8,484	8,078	9,893	8,092	8,369	6,987	8,436	8,792	7,513	98,018	6,027	80,838	1,486	25%		
Services	January	February	March	April	May	June	July	August	September	October	November	December	2023 Y-T-D	December 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-		
Public Internet Usage/Hr.	263	242	313	249	282	357	280	373	369	275	341	326	3,670	212	2,622	114	54%		
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	1,464	1,330	1,314	1,355	1,046	1,331	1,194	16,249	1,286	15,550	-92	-7%		
Youth Programs	13	26	28	25	116	21	17	20	17	34	31	29	377	22	325	7	32%		
Youth Program Attendance	357	512	855	1,398	3,017	563	800	1,067	370	1,034	912	571	11,456	709	13,893	-138	-19%		
Adult Programs	10	14	8	16	14	15	16	13	13	21	21	9	170	4	99	5	125%		
Adult Program Attendance	103	112	131	158	160	150	151	95	129	237	257	74	1,757	24	1,390	50	208%		
General Interest Programs	11	8	4	2	1	14	11	10	5	12	7	6	91	NEW	STAT	NO HI	STORY		
General Interest Attendance	1,983	705	233	59	86	1,041	108	1,432	202	355	178	484	6,866	NEW	STAT	NO HI	STORY		
Meeting Room Usage	41	65	73	65	57	58	47	82	51	74	76	55	744	22	592	33	150%		
Study Room	113	139	175	164	121	131	167	141	136	185	153	115	1,740	90	932	25	28%		
Volunteer Hours	108	95	101	124	98	115	92	105	105	106	86	69	1,204	83	1,213	-14	-17%		
Local History Inquiries	15	11	23	10	16	13	13	15	13	12	10	16	167	13	168	3	23%		
Technology Instruction 1:1	11	15	16	13	10	19	9	6	8	11	12	3	133	5	120	-2	-40%		
Proctor	0	0	0	1	0	0	0	0	0	0	0	0	1	1	6	-1	-100%		
Notary	1	0	0	3	1	3	2	0	3	2	3	1	19	2	27	-1	-50%		
Social Statistics	January	February	March	April	May	June	July	August	September	October	November	December	2023 Y-T-D	December 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-		
Website Views	4,766	7,233	4,144	3,892	4,073	5,398	2,724	2,633	2,391	2,398	2,263	2,166	44,081	3,162	48,480	-996	-31%		
Facebook Page Like	102	36	27	23	27	94	264	142	46	46	48	48	903	72	714	-24	-33%		
Facebook Followers	-	-	-	50	53	107	344	205	88	75	81	86	1,089	NEW	STAT	NO HIS	TORY		
TikTok Followers	-	-	330	81	23	52	34	50	12	28	20	23	653	NEW	STAT	NO HIS	TORY		
Instagram Followers	10	20	17	15	13	19	8	19	19	11	10	7	NEW	NEW	STAT	NO HIS	TORY		
Items Held by Library	January	February	March	April	May	June	July	August	September	October	November	December	Month to Month # +/-	December 2022	# +/-				
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	63,943	64,370	67,794	64,430	64,462	64,554	64,566	12	61,975	2,591				
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	68,664	69,128	69,514	69,093	69,103	69,247	69,257	10	66,197	3,060				
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	10,772	10,772	10,772	11,042	11,042	11,261	11,261	0	11,476	-215	Quarterly Report			