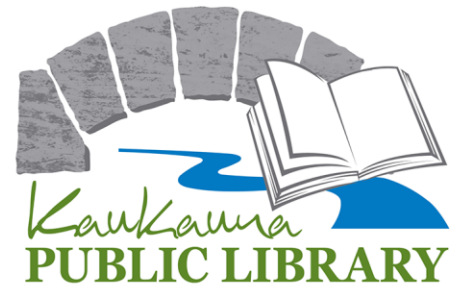


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 28, 2025 at 5:30 PM



AGENDA

In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. [Tuesday, November 26, 2024 Meeting Minutes](#)
4. Public Participation and Communications
5. Action Items
 - a. [Bill Register November 2024](#)
 - b. [Bill Register December 2024](#)
 - c. [Update Circulation Policy](#)
6. Information Items
 - a. [Directors Report](#)
 - b. [Adult Services Librarian Report](#)
 - c. [Youth Services Librarian Report](#)
 - d. [Communication Coordinator's Report](#)
 - e. [Local Historians Report](#)
 - f. [Trustee Topic 22](#)
 - g. [Statistics](#)
7. Adjournment

NOTICES

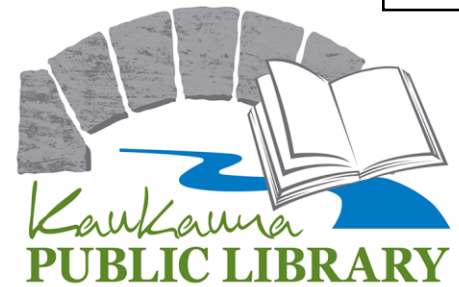
IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

In person meeting in Library Board Room and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/82343512027?pwd=DUneYtdgQn38Poko2fTxFSuMx4igP.1>

Meeting ID: 823 4351 2027



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 26, 2024 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 by President M.J. Kilgas at 5:31p.
2. Roll call of membership
 - a. Present: M.J. Kilgas, C. Fallona, A. Neumeier, J. Sager, J. Lucas, J. Vondracek & J. Van De Hey.
 - b. Excused: C. Avanzi and C. Van Boxel
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, October 22, 2024 Meeting Minutes
 - i. A. Neumeier made a motion to approve the Tuesday, October 22, 2024 Meeting Minutes, seconded by C. Fallona. Motion carries; all in favor.
 - b. Tuesday, October 22, 2024 Closed Session Meeting Minutes
 - c. A. Neumeier made a motion to approve the Tuesday, October 22, 2024 Closed Session Meeting Minutes, seconded by J. Sager. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register October 2024
 - i. J. Vondracek made a motion to approve the Bill Register October 2024, seconded by C. Fallona. Motion carries; all in favor.
 - b. Adopt 2025 Budget
 - i. J. Van De Hey made a motion to adopt the 2025 Library Budget, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Update Circulation Policy

- i. J. Sager made a motion to Update the Circulation 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. Communication Coordinator's Report
- e. Local Historian's Report
- f. Trustee Topic 21
- g. Statistics
 - i. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier. Motion carries; all in favor.

7. Adjournment

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



Kaukauna Public Library
2024 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	\$ 3.74	\$ 467.91	\$ 53.60	\$ 22.00	\$ 547.25					\$ 547.25	\$ 92.84
February	\$ 26.50	\$ 469.20	\$ 63.50	\$ 19.60	\$ 578.80					\$ 578.80	\$ 36.11
March	\$ 12.32	\$ 580.95	\$ 57.50	\$ 1.00	\$ 651.77					\$ 651.77	\$ 145.00
April	\$ 8.97	\$ 587.36	\$ 73.35	\$ 3.00	\$ 672.68	\$ 95,259.00	\$ 97,524.00	\$ 19,386.00	\$ 212,169.00	\$ 212,841.68	\$ 141.50
May	\$ 3.44	\$ 589.26	\$ 94.50	\$ 1.00	\$ 688.20					\$ 688.20	\$ 142.05
June	\$ 20.10	\$ 528.85	\$ 45.60	\$ 1.25	\$ 595.80					\$ 595.80	\$ 87.82
July	\$ 13.48	\$ 623.46	\$ 82.65	\$ -	\$ 719.59					\$ 719.59	\$ 106.09
August	\$ 30.88	\$ 672.62	\$ 70.20	\$ 2.00	\$ 775.70					\$ 775.70	\$ 160.06
September	\$ 1.48	\$ 464.58	\$ 87.40	\$ 6.00	\$ 559.46	\$ 95,259.00			\$ 95,259.00	\$ 95,818.46	\$ 183.59
October	\$ 3.42	\$ 469.72	\$ 49.50	\$ 6.00	\$ 528.64					\$ 528.64	\$ 198.27
November	\$ 12.68	\$ 375.58	\$ 50.60	\$ 8.00	\$ 446.86					\$ 446.86	\$ 68.97
Totals	\$ 137.01	\$ 5,829.49	\$ 728.40	\$ 69.85	\$ 6,764.75	\$190,518.00	\$97,524.00	\$19,386.00	\$307,428.00	\$ 314,192.75	\$ 1,362.30

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual (Years 2022-2024)
From Jan 2024 to Nov 2024

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$467,612.40	\$549,130.00	(\$81,517.60)	85.16%
5104 - Temporary Payroll	\$46,520.18	\$24,000.00	\$22,520.18	193.83%
5107 - Overtime Pay	\$54.18	\$0.00	\$54.18	0.00%
5119 - Longevity Pay	\$1,293.00	\$1,510.00	(\$217.00)	85.63%
5151 - Retirement Plan	\$24,423.83	\$27,761.00	(\$3,337.17)	87.98%
5152 - Residency	\$1,199.66	\$2,612.00	(\$1,412.34)	45.93%
5154 - Social Security	\$27,974.55	\$33,255.00	(\$5,280.45)	84.12%
5157 - Group Health Insurance	\$93,603.32	\$101,153.00	(\$7,549.68)	92.54%
5160 - Group Life Insurance	\$449.44	\$562.00	(\$112.56)	79.97%
5163 - Workers Compensation	\$920.46	\$977.00	(\$56.54)	94.21%
5208 - Travel - City Business	\$4,682.68	\$4,669.00	\$13.68	100.29%
5211 - Education & Memberships	\$2,116.85	\$4,738.00	(\$2,621.15)	44.68%
5303 - Communications	\$597.34	\$600.00	(\$2.66)	99.56%
5306 - Heating Fuels	\$3,204.86	\$8,000.00	(\$4,795.14)	40.06%
5309 - Water Sewer & Electric	\$13,573.74	\$16,200.00	(\$2,626.26)	83.79%
5312 - Maintenance - Buildings	\$100,860.87	\$119,000.00	(\$18,139.13)	84.76%
5313 - Lease - Buildings	\$131,923.00	\$143,916.00	(\$11,993.00)	91.67%
5325 - Contractual Services	\$30,427.25	\$29,291.00	\$1,136.25	103.88%
5328 - Advertising	\$1,754.82	\$2,050.00	(\$295.18)	85.60%
5331 - General Insurance	\$8,262.00	\$8,262.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$115,565.00	\$115,565.00	\$0.00	100.00%
5401 - Office Supplies	\$5,729.27	\$6,000.00	(\$270.73)	95.49%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$14.65	\$0.00	\$14.65	0.00%
5422 - Data Processing Supplies	\$8,695.42	\$5,500.00	\$3,195.42	158.10%
5431 - Postage	\$1,337.13	\$1,250.00	\$87.13	106.97%
5441 - Library Materials	\$98,909.07	\$92,552.00	\$6,357.07	106.87%
5442 - Service Contracts	\$53,761.23	\$64,106.00	(\$10,344.77)	83.86%
5444 - Library Programs	\$4,237.56	\$4,000.00	\$237.56	105.94%
5499 - Miscellaneous	\$921.06	\$1,000.00	(\$78.94)	92.11%
5804 - Equipment (including Office)	\$6,363.63	\$9,800.00	(\$3,436.37)	64.94%
Total - Expense	\$1,256,988.45	\$1,378,259.00	(\$121,270.55)	91.20%
Net Income	(\$1,256,988.45)	(\$1,378,259.00)	\$121,270.55	91.20%

**City of Kaukauna
City - Income Statement Detail
Nov 2024**

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	11/7/2024	Nov 2024	JE550		\$20,908.55	Gross Earnings
	Journal	11/21/2024	Nov 2024	JE552		\$20,902.91	Gross Earnings
Total - 5101 - Regular Payroll						\$41,811.46	
5104 - Temporary Payroll							
	Journal	11/7/2024	Nov 2024	JE550		\$2,996.98	Seasonal
	Journal	11/21/2024	Nov 2024	JE552		\$2,866.48	Seasonal
Total - 5104 - Temporary Payroll						\$5,863.46	
5119 - Longevity Pay							
	Journal	11/7/2024	Nov 2024	JE550		\$1,293.00	Longevity
Total - 5119 - Longevity Pay						\$1,293.00	
5151 - Retirement Plan							
	Journal	11/7/2024	Nov 2024	JE550		\$1,152.69	ERWRSGen
	Journal	11/21/2024	Nov 2024	JE552		\$1,066.41	ERWRSGen
Total - 5151 - Retirement Plan						\$2,219.10	
5152 - Residency							
	Journal	11/7/2024	Nov 2024	JE550		\$66.36	401a
	Journal	11/21/2024	Nov 2024	JE552		\$50.47	401a
Total - 5152 - Residency						\$116.83	
5154 - Social Security							
	Journal	11/7/2024	Nov 2024	JE550		\$353.38	Employer Medicare Expense
	Journal	11/7/2024	Nov 2024	JE550		\$984.34	Employer Social Security Expense
	Journal	11/21/2024	Nov 2024	JE552		\$332.67	Employer Medicare Expense
	Journal	11/21/2024	Nov 2024	JE552		\$906.83	Employer Social Security Expense
Total - 5154 - Social Security						\$2,577.22	
5157 - Group Health Insurance							
	Journal	11/7/2024	Nov 2024	JE550		\$3,671.93	ER Health
	Journal	11/7/2024	Nov 2024	JE550		\$207.00	HRA Monthly
	Journal	11/21/2024	Nov 2024	JE552		\$3,671.93	ER Health
Total - 5157 - Group Health Insurance						\$7,550.86	
5160 - Group Life Insurance							
	Journal	11/7/2024	Nov 2024	JE550		\$19.90	ER Life
	Journal	11/21/2024	Nov 2024	JE552		\$19.90	ER Life
Total - 5160 - Group Life Insurance						\$39.80	
5163 - Workers Compensation							
	Journal	11/7/2024	Nov 2024	JE550		\$42.85	WC Admin
	Journal	11/21/2024	Nov 2024	JE552		\$40.38	WC Admin
Total - 5163 - Workers Compensation						\$83.23	
5303 - Communications							
	Credit Card	10/18/2024	Nov 2024	RAMP.374ffb41-ea7b-4e00-t	V0755 T-Mobile	\$29.32	Spencer Heise - Library materials/communications
	Credit Card	11/17/2024	Nov 2024	RAMP.1da04442-40f4-4c1a-	V0755 T-Mobile	\$29.32	Spencer Heise - library materials/communications
	Journal	11/21/2024	Nov 2024	JE552		\$25.00	Cell Reimb
Total - 5303 - Communications						\$83.64	
5312 - Maintenance - Buildings							
	Vendor Invoice	11/9/2024	Nov 2024	9467	V1220 Killian's Landscaping, Inc.	\$480.00	11/7/24 Fall Site Clean Up
	Vendor Invoice	11/14/2024	Nov 2024	111424	V0016 Grand Kakalin LLC	\$8,546.00	November Maintenance
Total - 5312 - Maintenance - Buildings						\$9,026.00	
5313 - Lease - Buildings							
	Vendor Invoice	11/14/2024	Nov 2024	111424	V0016 Grand Kakalin LLC	\$11,993.00	November Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	11/1/2024	Nov 2024	02-38232	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - November
	Credit Card	11/18/2024	Nov 2024	RAMP.f8f664e1-be01-4dce-9	V0006 Complete Office of Wisconsin	\$182.51	Spencer Heise - Office supplies for library operations
Total - 5325 - Contractual Services						\$2,459.91	
5328 - Advertising							

	Credit Card	11/3/2024	Nov 2024	RAMP.0e71f6c8-657f-4f67-a V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library advertising
	Credit Card	11/5/2024	Nov 2024	RAMP.027e85d7-eed3-47e5-V1207 Miscellaneous Retail Vendor (Ramp)	\$247.00	Ashley Thiem-Menning - advertising
Total - 5328 - Advertising					\$270.76	
5401 - Office Supplies						
	Credit Card	10/8/2024	Nov 2024	RAMP.fc4628eb-2696-42c4-V0006 Complete Office of Wisconsin	\$22.44	Spencer Heise - Library office supplies
	Credit Card	10/10/2024	Nov 2024	RAMP.8381bdc8-6d05-4238-V1328 Premium Waters, Inc.	\$52.95	Spencer Heise - Library office supplies
	Credit Card	10/29/2024	Nov 2024	RAMP.82ab79a7-1567-4e21-V0006 Complete Office of Wisconsin	\$196.99	Spencer Heise - Library office supplies
	Credit Card	10/31/2024	Nov 2024	RAMP.89f5e361-9f37-43e8-t V1173 Amazon	\$37.76	Spencer Heise - library office supplies
	Credit Card	11/4/2024	Nov 2024	RAMP.fd28d6e3-d9f7-473f-a V1328 Premium Waters, Inc.	\$40.95	Spencer Heise - Library office supplies
	Credit Card	11/4/2024	Nov 2024	RAMP.5d19920d-8513-439d-V0006 Complete Office of Wisconsin	\$54.31	Spencer Heise - Office supplies. Total should be \$251.30. Complete
	Credit Card	11/6/2024	Nov 2024	RAMP.16d3955b-25c7-4af3-V1173 Amazon	\$52.99	Spencer Heise - Office supplies
	Credit Card	11/18/2024	Nov 2024	RAMP.f8f664e1-be01-4dce-t V0006 Complete Office of Wisconsin	\$35.74	Spencer Heise - Office supplies for library operations
Total - 5401 - Office Supplies					\$494.13	
5431 - Postage						
	Credit Card	10/11/2024	Nov 2024	RAMP.ec521855-2d8a-47e2-V0628 Stoneridge Piggly Wiggly	\$5.38	Spencer Heise - Postage
	Credit Card	10/17/2024	Nov 2024	RAMP.0d0b7d7d-b24d-40c3-V0628 Stoneridge Piggly Wiggly	\$9.26	Spencer Heise - postage
	Credit Card	10/29/2024	Nov 2024	RAMP.e6acaf78-667a-40d3-V0628 Stoneridge Piggly Wiggly	\$28.95	Spencer Heise - Postage
	Credit Card	11/13/2024	Nov 2024	RAMP.42b09f35-faa3-4b90-t V0628 Stoneridge Piggly Wiggly	\$7.10	Spencer Heise - Postage
Total - 5431 - Postage					\$50.69	
5441 - Library Materials						
	Credit Card	10/10/2024	Nov 2024	RAMP.24a3cd2a-4699-481b-V1207 Miscellaneous Retail Vendor (Ramp)	\$345.12	Ashley Thiem-Menning - Library materials purchase
	Credit Card	10/11/2024	Nov 2024	RAMP.a29a78ba-05d0-4b1c-V1173 Amazon	\$143.99	Ashley Thiem-Menning - Library materials purchase
	Credit Card	10/13/2024	Nov 2024	RAMP.5b2d9138-dd46-4d19-V1173 Amazon	\$71.25	James Berven - Library materials purchase
	Credit Card	10/14/2024	Nov 2024	RAMP.5b399e31-e928-47a6-V1173 Amazon	\$72.57	Spencer Heise - Library book purchases
	Credit Card	10/15/2024	Nov 2024	RAMP.313edef0-debd-466d-V0796 Baker & Taylor	\$12.95	Spencer Heise - Library book purchases
	Credit Card	10/15/2024	Nov 2024	RAMP.e8b6cd4a-8264-4cfd-V0796 Baker & Taylor	\$28.79	Spencer Heise - Library book purchases
	Credit Card	10/16/2024	Nov 2024	RAMP.3013ec55-b09d-40f4-V0796 Baker & Taylor	\$30.94	Spencer Heise - library book purchase
	Credit Card	10/16/2024	Nov 2024	RAMP.840e392b-868f-4094-V1173 Amazon	\$69.00	Ashley Thiem-Menning - library material
	Credit Card	10/16/2024	Nov 2024	RAMP.3c098b30-0a14-4c00-V0796 Baker & Taylor	\$7.19	Spencer Heise - library book purchase
	Vendor Invoice	10/17/2024	Nov 2024	84294450 V0323 Ingram	\$13.52	Books
	Vendor Invoice	10/17/2024	Nov 2024	84294451 V0323 Ingram	\$332.36	Books
	Vendor Invoice	10/17/2024	Nov 2024	84294449 V0323 Ingram	\$17.36	Books
	Vendor Invoice	10/17/2024	Nov 2024	84294452 V0323 Ingram	\$18.11	Books
	Credit Card	10/18/2024	Nov 2024	RAMP.374ffb41-ea7b-4e00-t V0755 T-Mobile	\$328.77	Spencer Heise - Library materials/communications
	Credit Card	10/18/2024	Nov 2024	RAMP.cd9f8db8-c582-43be-V0796 Baker & Taylor	\$33.08	Spencer Heise - library book purchase
	Credit Card	10/18/2024	Nov 2024	RAMP.673Beeab-Q22b-4f2b-V0796 Baker & Taylor	\$33.07	Spencer Heise - library book purchase
	Credit Card	10/20/2024	Nov 2024	RAMP.7b55f587-d517-42d4-V1173 Amazon	\$32.98	Spencer Heise - Library book purchases
	Credit Card	10/21/2024	Nov 2024	RAMP.5103e6f6-a2e0-44a9-V0796 Baker & Taylor	\$43.15	Spencer Heise - Library book purchases
	Credit Card	10/21/2024	Nov 2024	RAMP.6910baae-873e-42e5-V0796 Baker & Taylor	\$41.74	Spencer Heise - Library book purchases
	Credit Card	10/21/2024	Nov 2024	RAMP.c1d84895-31f4-4614-V0796 Baker & Taylor	\$33.08	Spencer Heise - Library book purchase
	Credit Card	10/22/2024	Nov 2024	RAMP.95f7f7c9-0c22-4b8a-t V1173 Amazon	\$37.30	Spencer Heise - Library book purchases
	Credit Card	10/22/2024	Nov 2024	RAMP.58c2c1e3-1085-4204-V1173 Amazon	\$79.99	Ashley Thiem-Menning - Library materials purchase
	Credit Card	10/23/2024	Nov 2024	RAMP.cdd72f9e-5e65-4e34-V0796 Baker & Taylor	\$110.82	Spencer Heise - Library book purchases
	Credit Card	10/23/2024	Nov 2024	RAMP.17f71586-2e88-4f2a-t V1207 Miscellaneous Retail Vendor (Ramp)	\$0.01	Spencer Heise - test transaction for card reader payment
	Credit Card	10/23/2024	Nov 2024	RAMP.e5102102-db2c-4141-V0796 Baker & Taylor	\$45.67	Spencer Heise - Library book purchases
	Vendor Invoice	10/23/2024	Nov 2024	84400569 V0323 Ingram	\$35.36	Books
	Vendor Invoice	10/23/2024	Nov 2024	84400570 V0323 Ingram	\$16.74	Books
	Vendor Invoice	10/23/2024	Nov 2024	84400571 V0323 Ingram	\$11.45	Books
	Vendor Invoice	10/23/2024	Nov 2024	84400572 V0323 Ingram	\$10.18	Books
	Credit Card	10/24/2024	Nov 2024	RAMP.0ec5c861-ac43-4c11-V1173 Amazon	\$81.93	James Berven - Library materials purchase
	Vendor Invoice	10/24/2024	Nov 2024	84414572 V0323 Ingram	\$45.25	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414574 V0323 Ingram	\$17.98	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414568 V0323 Ingram	\$12.93	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414570 V0323 Ingram	\$12.92	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414571 V0323 Ingram	\$14.16	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414581 V0323 Ingram	\$30.90	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414577 V0323 Ingram	\$17.95	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414578 V0323 Ingram	\$12.93	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414569 V0323 Ingram	\$17.36	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414583 V0323 Ingram	\$28.09	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414575 V0323 Ingram	\$17.92	Books
	Vendor Invoice	10/24/2024	Nov 2024	84414576 V0323 Ingram	\$12.32	Books

Vendor Invoice	10/24/2024	Nov 2024	84414573	V0323 Ingram	\$17.98	Books
Vendor Invoice	10/24/2024	Nov 2024	84414580	V0323 Ingram	\$61.90	Books
Vendor Invoice	10/24/2024	Nov 2024	84414579	V0323 Ingram	\$14.20	Books
Vendor Invoice	10/24/2024	Nov 2024	84414582	V0323 Ingram	\$31.15	Books
Credit Card	10/25/2024	Nov 2024	RAMP.768e43b3-8d18-4ddb	V1173 Amazon	\$49.94	Ashley Thiem-Menning - Library materials purchase
Credit Card	10/25/2024	Nov 2024	RAMP.03730343-38a8-4abf-	V1173 Amazon	\$13.77	Spencer Heise - Library book purchases/library programs
Credit Card	10/28/2024	Nov 2024	RAMP.838bf481-3857-4532-	V0796 Baker & Taylor	\$14.39	Spencer Heise - Library book purchases
Credit Card	10/28/2024	Nov 2024	RAMP.39fa8135-bdba-456c-	V0796 Baker & Taylor	\$21.52	Spencer Heise - Library book purchases
Credit Card	10/28/2024	Nov 2024	RAMP.9fb5dd96-8ae5-4237-	V0796 Baker & Taylor	\$21.57	Spencer Heise - Library book purchases
Credit Card	10/29/2024	Nov 2024	RAMP.59e75826-94c2-4229-	V0796 Baker & Taylor	\$43.18	Spencer Heise - Library book purchases
Credit Card	10/29/2024	Nov 2024	RAMP.76c757be-3e42-4a97-	V0796 Baker & Taylor	\$48.95	Spencer Heise - Library book purchases
Credit Card	10/30/2024	Nov 2024	RAMP.e0a30325-3258-429b-	V1173 Amazon	\$15.81	James Berven - Library materials purchase
Vendor Invoice	10/30/2024	Nov 2024	84518329	V0323 Ingram	\$12.33	Books
Vendor Invoice	10/30/2024	Nov 2024	84518325	V0323 Ingram	\$19.18	Books
Vendor Invoice	10/30/2024	Nov 2024	84518334	V0323 Ingram	\$7.38	Books
Vendor Invoice	10/30/2024	Nov 2024	84518333	V0323 Ingram	\$16.98	Books
Vendor Invoice	10/30/2024	Nov 2024	84518330	V0323 Ingram	\$34.59	Books
Vendor Invoice	10/30/2024	Nov 2024	84518336	V0323 Ingram	\$24.79	Books
Vendor Invoice	10/30/2024	Nov 2024	84518326	V0323 Ingram	\$17.42	Books
Vendor Invoice	10/30/2024	Nov 2024	84518331	V0323 Ingram	\$15.30	Books
Vendor Invoice	10/30/2024	Nov 2024	84518335	V0323 Ingram	\$32.34	Books
Vendor Invoice	10/30/2024	Nov 2024	84518332	V0323 Ingram	\$16.98	Books
Vendor Invoice	10/30/2024	Nov 2024	84518328	V0323 Ingram	\$12.30	Books
Vendor Invoice	10/30/2024	Nov 2024	84518327	V0323 Ingram	\$13.47	Books
Vendor Invoice	10/30/2024	Nov 2024	84518324	V0323 Ingram	\$14.17	Books
Vendor Invoice	10/31/2024	Nov 2024	84544166	V0323 Ingram	\$11.28	Books
Vendor Invoice	10/31/2024	Nov 2024	84544162	V0323 Ingram	\$7.65	Books
Vendor Invoice	10/31/2024	Nov 2024	84544163	V0323 Ingram	\$12.60	Books
Vendor Invoice	10/31/2024	Nov 2024	84544161	V0323 Ingram	\$13.86	Books
Vendor Invoice	10/31/2024	Nov 2024	84544165	V0323 Ingram	\$18.62	Books
Vendor Invoice	10/31/2024	Nov 2024	84544164	V0323 Ingram	\$13.86	Books
Credit Card	11/1/2024	Nov 2024	RAMP.2b81501b-fc8c-4471-	V0796 Baker & Taylor	\$61.89	Spencer Heise - Library book purchases
Credit Card	11/1/2024	Nov 2024	RAMP.89c03796-9bac-4c7e-	V0796 Baker & Taylor	\$35.49	Spencer Heise - Library book purchases
Credit Card	11/1/2024	Nov 2024	RAMP.0b4c2061-8260-4736-	V1173 Amazon	\$37.99	Spencer Heise - Library book purchases
Credit Card	11/1/2024	Nov 2024	RAMP.b6106f0a-c7e0-4de6-	V1173 Amazon	\$69.00	Ashley Thiem-Menning - Library materials purchase
Credit Card	11/1/2024	Nov 2024	RAMP.a9eff6f0-2a2f-4e9c-9f-	V0796 Baker & Taylor	\$43.18	Spencer Heise - Library book purchases
Credit Card	11/4/2024	Nov 2024	RAMP.c781f73a-c7fd-461e-e-	V0796 Baker & Taylor	\$17.99	Spencer Heise - Library book purchases
Credit Card	11/4/2024	Nov 2024	RAMP.8e10b512-519f-46ef-f-	V0796 Baker & Taylor	\$44.62	Spencer Heise - Library book purchases
Credit Card	11/5/2024	Nov 2024	RAMP.f3bb7167-07bf-462d-d-	V1173 Amazon	\$27.20	Ashley Thiem-Menning - Library materials purchase
Vendor Invoice	11/5/2024	Nov 2024	84618285	V0323 Ingram	\$18.61	Books
Vendor Invoice	11/5/2024	Nov 2024	84618284	V0323 Ingram	\$52.67	Books
Vendor Invoice	11/5/2024	Nov 2024	84618272	V0323 Ingram	\$134.00	Books
Vendor Invoice	11/5/2024	Nov 2024	84618263	V0323 Ingram	\$47.71	Books
Vendor Invoice	11/5/2024	Nov 2024	84618282	V0323 Ingram	\$362.14	Books
Vendor Invoice	11/5/2024	Nov 2024	84618283	V0323 Ingram	\$92.87	Books
Vendor Invoice	11/5/2024	Nov 2024	84618274	V0323 Ingram	\$20.29	Books
Vendor Invoice	11/5/2024	Nov 2024	84618273	V0323 Ingram	\$450.60	Books
Vendor Invoice	11/5/2024	Nov 2024	84618265	V0323 Ingram	\$29.43	Books
Vendor Invoice	11/5/2024	Nov 2024	84618269	V0323 Ingram	\$27.52	Books
Vendor Invoice	11/5/2024	Nov 2024	84618278	V0323 Ingram	\$272.27	Books
Vendor Invoice	11/5/2024	Nov 2024	84618264	V0323 Ingram	\$10.69	Books
Vendor Invoice	11/5/2024	Nov 2024	84618281	V0323 Ingram	\$456.93	Books
Vendor Invoice	11/5/2024	Nov 2024	84618279	V0323 Ingram	\$275.36	Books
Vendor Invoice	11/5/2024	Nov 2024	84618266	V0323 Ingram	\$190.50	Books
Vendor Invoice	11/5/2024	Nov 2024	84618267	V0323 Ingram	\$189.90	Books
Vendor Invoice	11/5/2024	Nov 2024	84618280	V0323 Ingram	\$327.51	Books
Vendor Invoice	11/5/2024	Nov 2024	84618268	V0323 Ingram	\$151.49	Books
Vendor Invoice	11/5/2024	Nov 2024	84618277	V0323 Ingram	\$414.99	Books
Vendor Invoice	11/5/2024	Nov 2024	84618276	V0323 Ingram	\$65.32	Books
Vendor Invoice	11/5/2024	Nov 2024	84618275	V0323 Ingram	\$127.54	Books
Vendor Invoice	11/5/2024	Nov 2024	84618262	V0323 Ingram	\$12.86	Books
Vendor Invoice	11/5/2024	Nov 2024	84618270	V0323 Ingram	\$113.20	Books

Vendor Invoice	11/5/2024	Nov 2024	84618271	V0323 Ingram	\$50.21	Books
Credit Card	11/6/2024	Nov 2024	RAMP.d4c35d40-442a-4733-	V0796 Baker & Taylor	\$32.33	Spencer Heise - Library book purchase
Vendor Invoice	11/6/2024	Nov 2024	84653716	V0323 Ingram	\$97.32	Books
Vendor Invoice	11/6/2024	Nov 2024	84653708	V0323 Ingram	\$11.68	Books
Vendor Invoice	11/6/2024	Nov 2024	84653707	V0323 Ingram	\$12.29	Books
Vendor Invoice	11/6/2024	Nov 2024	84653715	V0323 Ingram	\$35.68	Books
Vendor Invoice	11/6/2024	Nov 2024	84653714	V0323 Ingram	\$68.27	Books
Vendor Invoice	11/6/2024	Nov 2024	84653720	V0323 Ingram	\$43.41	Books
Vendor Invoice	11/6/2024	Nov 2024	84653706	V0323 Ingram	\$48.53	Books
Vendor Invoice	11/6/2024	Nov 2024	84653704	V0323 Ingram	\$81.80	Books
Vendor Invoice	11/6/2024	Nov 2024	84653702	V0323 Ingram	\$20.61	Books
Vendor Invoice	11/6/2024	Nov 2024	84653712	V0323 Ingram	\$90.01	Books
Vendor Invoice	11/6/2024	Nov 2024	84653705	V0323 Ingram	\$55.90	Books
Vendor Invoice	11/6/2024	Nov 2024	84653709	V0323 Ingram	\$66.10	Books
Vendor Invoice	11/6/2024	Nov 2024	84653713	V0323 Ingram	\$121.51	Books
Vendor Invoice	11/6/2024	Nov 2024	84653719	V0323 Ingram	\$35.25	Books
Vendor Invoice	11/6/2024	Nov 2024	84653710	V0323 Ingram	\$13.11	Books
Vendor Invoice	11/6/2024	Nov 2024	84653721	V0323 Ingram	\$22.75	Books
Vendor Invoice	11/6/2024	Nov 2024	84653718	V0323 Ingram	\$67.91	Books
Vendor Invoice	11/6/2024	Nov 2024	84653717	V0323 Ingram	\$286.21	Books
Vendor Invoice	11/6/2024	Nov 2024	84653711	V0323 Ingram	\$17.78	Books
Credit Card	11/7/2024	Nov 2024	RAMP.61cf6d29-5ecd-4724-	V0796 Baker & Taylor	\$679.48	Spencer Heise - Library book purchases
Credit Card	11/8/2024	Nov 2024	RAMP.5c6524af-e6c5-46cc-	V0796 Baker & Taylor	\$257.59	Spencer Heise - Library book purchases
Vendor Invoice	11/8/2024	Nov 2024	84683533	V0323 Ingram	\$15.15	Books
Vendor Invoice	11/8/2024	Nov 2024	84683542	V0323 Ingram	\$26.63	Books
Vendor Invoice	11/8/2024	Nov 2024	84683541	V0323 Ingram	\$13.60	Books
Vendor Invoice	11/8/2024	Nov 2024	84683534	V0323 Ingram	\$15.76	Books
Vendor Invoice	11/8/2024	Nov 2024	84683537	V0323 Ingram	\$20.86	Books
Vendor Invoice	11/8/2024	Nov 2024	84683538	V0323 Ingram	\$11.38	Books
Vendor Invoice	11/8/2024	Nov 2024	84683539	V0323 Ingram	\$21.61	Books
Vendor Invoice	11/8/2024	Nov 2024	84683535	V0323 Ingram	\$18.64	Books
Vendor Invoice	11/8/2024	Nov 2024	84683540	V0323 Ingram	\$16.54	Books
Vendor Invoice	11/8/2024	Nov 2024	84683536	V0323 Ingram	\$41.56	Books
Credit Card	11/11/2024	Nov 2024	RAMP.08af7e77-cf9d-48b8-ε	V0796 Baker & Taylor	\$33.07	Spencer Heise - Library book purchase
Vendor Invoice	11/12/2024	Nov 2024	84742000	V0323 Ingram	\$6.73	Books
Vendor Invoice	11/12/2024	Nov 2024	84741999	V0323 Ingram	\$16.55	Books
Vendor Invoice	11/12/2024	Nov 2024	84741997	V0323 Ingram	\$12.10	Books
Vendor Invoice	11/12/2024	Nov 2024	84742002	V0323 Ingram	\$30.94	Books
Vendor Invoice	11/12/2024	Nov 2024	84741996	V0323 Ingram	\$37.23	Books
Vendor Invoice	11/12/2024	Nov 2024	84742001	V0323 Ingram	\$18.40	Books
Credit Card	11/13/2024	Nov 2024	RAMP.3087547e-b97d-4561-	V1173 Amazon	\$59.99	Ashley Thiem-Menning - Library materials purchase
Credit Card	11/14/2024	Nov 2024	RAMP.196a6754-3d3f-422f-	V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper renewal
Credit Card	11/14/2024	Nov 2024	RAMP.ecdc34df-f4c7-4a08-t	V0796 Baker & Taylor	\$175.58	Spencer Heise - library book purchase
Credit Card	11/14/2024	Nov 2024	RAMP.08f544b4-1aeb-4563-	V1173 Amazon	\$12.65	Ashley Thiem-Menning - Library materials acquisition
Credit Card	11/15/2024	Nov 2024	RAMP.1a7a0c75-885e-41e2-	V0796 Baker & Taylor	\$53.98	Spencer Heise - Library book acquisitions
Vendor Invoice	11/15/2024	Nov 2024	84801036	V0323 Ingram	\$11.95	Books
Vendor Invoice	11/15/2024	Nov 2024	84801031	V0323 Ingram	\$24.81	Books
Vendor Invoice	11/15/2024	Nov 2024	84801018	V0323 Ingram	\$24.60	Books
Vendor Invoice	11/15/2024	Nov 2024	84801014	V0323 Ingram	\$31.40	Books
Vendor Invoice	11/15/2024	Nov 2024	84801028	V0323 Ingram	\$8.57	Books
Vendor Invoice	11/15/2024	Nov 2024	84801024	V0323 Ingram	\$36.93	Books
Vendor Invoice	11/15/2024	Nov 2024	84801032	V0323 Ingram	\$38.28	Books
Vendor Invoice	11/15/2024	Nov 2024	84801027	V0323 Ingram	\$9.99	Books
Vendor Invoice	11/15/2024	Nov 2024	84801013	V0323 Ingram	\$17.35	Books
Vendor Invoice	11/15/2024	Nov 2024	84801023	V0323 Ingram	\$16.75	Books
Vendor Invoice	11/15/2024	Nov 2024	84801021	V0323 Ingram	\$26.20	Books
Vendor Invoice	11/15/2024	Nov 2024	84801025	V0323 Ingram	\$9.31	Books
Vendor Invoice	11/15/2024	Nov 2024	84801017	V0323 Ingram	\$17.89	Books
Vendor Invoice	11/15/2024	Nov 2024	84801035	V0323 Ingram	\$18.00	Books
Vendor Invoice	11/15/2024	Nov 2024	84801019	V0323 Ingram	\$12.29	Books
Vendor Invoice	11/15/2024	Nov 2024	84801015	V0323 Ingram	\$32.02	Books
Vendor Invoice	11/15/2024	Nov 2024	84801016	V0323 Ingram	\$22.79	Books

Vendor Invoice	11/15/2024	Nov 2024	84801026	V0323 Ingram	\$18.97	Books
Vendor Invoice	11/15/2024	Nov 2024	84801030	V0323 Ingram	\$12.20	Books
Vendor Invoice	11/15/2024	Nov 2024	84801020	V0323 Ingram	\$11.75	Books
Vendor Invoice	11/15/2024	Nov 2024	84801037	V0323 Ingram	\$8.63	Books
Vendor Invoice	11/15/2024	Nov 2024	84801029	V0323 Ingram	\$11.72	Books
Credit Card	11/17/2024	Nov 2024	RAMP.1da04442-40f4-4c1a-	V0755 T-Mobile	\$317.86	Spencer Heise - library materials/communications
Vendor Invoice	11/19/2024	Nov 2024	84856332	V0323 Ingram	\$10.45	Books
Vendor Invoice	11/19/2024	Nov 2024	84856330	V0323 Ingram	\$8.66	Books
Vendor Invoice	11/19/2024	Nov 2024	84856327	V0323 Ingram	\$13.00	Books
Vendor Invoice	11/19/2024	Nov 2024	84856329	V0323 Ingram	\$23.43	Books
Vendor Invoice	11/19/2024	Nov 2024	84856331	V0323 Ingram	\$12.40	Books
Total - 5441 - Library Materials					\$10,954.41	
5444 - Library Programs						
Credit Card	10/11/2024	Nov 2024	RAMP.cb6db4a9-d050-47c4-	V1197 Miscellaneous Food Vendor (Ramp)	\$58.90	James Berven - Library program supplies
Credit Card	10/11/2024	Nov 2024	RAMP.118c831a-84b7-4e11-	V1207 Miscellaneous Retail Vendor (Ramp)	\$19.41	James Berven - Library program supplies
Credit Card	10/11/2024	Nov 2024	RAMP.e021730b-19d5-4b13-	V0628 Stoneridge Piggly Wiggly	\$10.01	James Berven - Library program
Credit Card	10/13/2024	Nov 2024	RAMP.0b267d30-7c24-44f3-	V1173 Amazon	\$61.11	Sarah Wroblewski - Supplies for educational programming
Credit Card	10/14/2024	Nov 2024	RAMP.2283e6dd-69be-4d34-	V1173 Amazon	\$70.87	Spencer Heise - Library program supplies
Credit Card	10/14/2024	Nov 2024	RAMP.73676e60-b9e5-4ea6-	V1173 Amazon	\$17.09	Sarah Wroblewski - Supplies for educational programming
Credit Card	10/18/2024	Nov 2024	RAMP.9a5f96bf-7d25-4b0e-z	V0628 Stoneridge Piggly Wiggly	\$13.47	Sarah Wroblewski - Supplies for library programs
Credit Card	10/18/2024	Nov 2024	RAMP.67eaa873-0bb7-4b66-	V1207 Miscellaneous Retail Vendor (Ramp)	\$129.72	Sarah Wroblewski - Cultural programming display
Credit Card	10/20/2024	Nov 2024	RAMP.a236ba80-8984-4e3a-	V1173 Amazon	\$26.06	Spencer Heise - Library Programming
Credit Card	10/23/2024	Nov 2024	RAMP.279d5119-fe67-404c-	V1207 Miscellaneous Retail Vendor (Ramp)	\$14.76	Spencer Heise - Library subscription renewal
Credit Card	10/25/2024	Nov 2024	RAMP.d1495eb8-3194-4efc-	V1173 Amazon	\$25.31	Spencer Heise - Library Programming
Credit Card	10/25/2024	Nov 2024	RAMP.03730343-38a8-4abf-	V1173 Amazon	\$23.96	Spencer Heise - Library book purchases/library programs
CCard Refund	10/30/2024	Nov 2024	RAMP.a738e6e2-8625-4fab-	V1173 Amazon	(\$15.99)	Sarah Wroblewski - Supplies for library programs
CCard Refund	10/30/2024	Nov 2024	RAMP.c999c2cb-753a-4ee3-	V1173 Amazon	(\$16.99)	Spencer Heise - Library program supplies
Credit Card	11/5/2024	Nov 2024	RAMP.a89a356f-2759-4270-	V0628 Stoneridge Piggly Wiggly	\$17.85	James Berven - Programming
Credit Card	11/8/2024	Nov 2024	RAMP.ae844007-c3e2-4248-	V1197 Miscellaneous Food Vendor (Ramp)	\$18.34	James Berven - Programming
Vendor Invoice	11/13/2024	Nov 2024	240894	V1430 ASL Partners, LLC	\$216.90	Interpreter Services 10/29/24
Credit Card	11/15/2024	Nov 2024	RAMP.136722ac-683e-486c-	V1207 Miscellaneous Retail Vendor (Ramp)	\$24.75	James Berven - Program
Total - 5444 - Library Programs					\$715.53	
5499 - Miscellaneous						
Credit Card	10/11/2024	Nov 2024	RAMP.52677ede-543b-4e0c-	V1207 Miscellaneous Retail Vendor (Ramp)	\$15.81	James Berven - Library supplies
Credit Card	10/12/2024	Nov 2024	RAMP.e0d581aa-9a74-4d33-	V1282 Walmart	\$42.15	Ashley Thiem-Menning - Miscellaneous library expense
Credit Card	11/9/2024	Nov 2024	RAMP.8f73056e-5121-415a-	V1282 Walmart	\$5.24	Ashley Thiem-Menning - Miscellaneous library expense
Total - 5499 - Miscellaneous					\$63.20	
Total - Expense					\$97,666.23	
Net Income					(\$97,666.23)	

Kaukauna Public Library
2024 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	\$ 3.74	\$ 467.91	\$ 53.60	\$ 22.00	\$ 547.25					\$ 547.25	\$ 92.84
February	\$ 26.50	\$ 469.20	\$ 63.50	\$ 19.60	\$ 578.80					\$ 578.80	\$ 36.11
March	\$ 12.32	\$ 580.95	\$ 57.50	\$ 1.00	\$ 651.77					\$ 651.77	\$ 145.00
April	\$ 8.97	\$ 587.36	\$ 73.35	\$ 3.00	\$ 672.68	\$ 95,259.00	\$ 97,524.00	\$ 19,386.00	\$ 212,169.00	\$ 212,841.68	\$ 141.50
May	\$ 3.44	\$ 589.26	\$ 94.50	\$ 1.00	\$ 688.20					\$ 688.20	\$ 142.05
June	\$ 20.10	\$ 528.85	\$ 45.60	\$ 1.25	\$ 595.80					\$ 595.80	\$ 87.82
July	\$ 13.48	\$ 623.46	\$ 82.65	\$ -	\$ 719.59					\$ 719.59	\$ 106.09
August	\$ 30.88	\$ 672.62	\$ 70.20	\$ 2.00	\$ 775.70					\$ 775.70	\$ 160.06
September	\$ 1.48	\$ 464.58	\$ 87.40	\$ 6.00	\$ 559.46	\$ 95,259.00			\$ 95,259.00	\$ 95,818.46	\$ 183.59
October	\$ 3.42	\$ 469.72	\$ 49.50	\$ 6.00	\$ 528.64					\$ 528.64	\$ 198.27
November	\$ 12.68	\$ 375.58	\$ 50.60	\$ 8.00	\$ 446.86					\$ 446.86	\$ 68.97
December	\$ 2.16	\$ 408.10	\$ 82.00	\$ 5.00	\$ 497.26					\$ 497.26	\$ 218.81
Totals	\$ 139.17	\$ 6,237.59	\$ 810.40	\$ 74.85	\$ 7,262.01	\$190,518.00	\$97,524.00	\$19,386.00	\$307,428.00	\$ 314,690.01	\$ 1,581.11

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna

City of Kaukauna

City - Budget vs. Actual (Years 2022-2024)
From Jan 2024 to Adjust 2024 (12/31 - 12/31)

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$539,624.86	\$549,130.00	(\$9,505.14)	98.27%
5104 - Temporary Payroll	\$53,580.23	\$24,000.00	\$29,580.23	223.25%
5107 - Overtime Pay	\$54.18	\$0.00	\$54.18	0.00%
5119 - Longevity Pay	\$1,293.00	\$1,510.00	(\$217.00)	85.63%
5151 - Retirement Plan	\$28,090.54	\$27,761.00	\$329.54	101.19%
5152 - Residency	\$1,571.26	\$2,612.00	(\$1,040.74)	60.16%
5154 - Social Security	\$32,221.80	\$33,255.00	(\$1,033.20)	96.89%
5157 - Group Health Insurance	\$102,629.82	\$101,153.00	\$1,476.82	101.46%
5160 - Group Life Insurance	\$492.50	\$562.00	(\$69.50)	87.63%
5163 - Workers Compensation	\$831.89	\$977.00	(\$145.11)	85.15%
5208 - Travel - City Business	\$5,167.63	\$4,669.00	\$498.63	110.68%
5211 - Education & Memberships	\$2,164.25	\$4,738.00	(\$2,573.75)	45.68%
5303 - Communications	\$651.66	\$600.00	\$51.66	108.61%
5306 - Heating Fuels	\$4,715.30	\$8,000.00	(\$3,284.70)	58.94%
5309 - Water Sewer & Electric	\$15,600.41	\$16,200.00	(\$599.59)	96.30%
5312 - Maintenance - Buildings	\$110,212.13	\$119,000.00	(\$8,787.87)	92.62%
5313 - Lease - Buildings	\$143,916.00	\$143,916.00	\$0.00	100.00%
5325 - Contractual Services	\$32,704.65	\$29,291.00	\$3,413.65	111.65%
5328 - Advertising	\$1,778.58	\$2,050.00	(\$271.42)	86.76%
5331 - General Insurance	\$8,262.00	\$8,262.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$115,565.00	\$115,565.00	\$0.00	100.00%
5401 - Office Supplies	\$5,851.71	\$6,000.00	(\$148.29)	97.53%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$14.65	\$0.00	\$14.65	0.00%
5422 - Data Processing Supplies	\$8,855.42	\$5,500.00	\$3,355.42	161.01%
5431 - Postage	\$1,517.05	\$1,250.00	\$267.05	121.36%
5441 - Library Materials	\$103,725.80	\$92,552.00	\$11,173.80	112.07%
5442 - Service Contracts	\$56,420.21	\$64,106.00	(\$7,685.79)	88.01%
5444 - Library Programs	\$4,655.32	\$4,000.00	\$655.32	116.38%
5499 - Miscellaneous	\$951.10	\$1,000.00	(\$48.90)	95.11%
5804 - Equipment (including Office)	\$6,363.63	\$9,800.00	(\$3,436.37)	64.94%
Total - Expense	\$1,389,482.58	\$1,378,259.00	\$11,223.58	100.81%
Net Income	(\$1,389,482.58)	(\$1,378,259.00)	(\$11,223.58)	100.81%

**City of Kaukauna
City - Income Statement Detail
Dec-24**

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	12/5/2024	Dec 2024	JE576		\$21,003.18	Gross Earnings
	Journal	12/19/2024	Dec 2024	JE582		\$21,199.60	Gross Earnings
	Journal	12/19/2024	Dec 2024	JE582		\$223.05	Bereavement
	Journal	12/31/2024	Dec 2024	JE621		\$20,914.27	Payroll Accrual @ 12/25/24
	Journal	12/31/2024	Dec 2024	JE630		\$8,672.36	Payroll Accrual @ 12/31/24
Total - 5101 - Regular Payroll						\$72,012.46	
5104 - Temporary Payroll							
	Journal	12/5/2024	Dec 2024	JE576		\$3,171.29	Seasonal
	Journal	12/19/2024	Dec 2024	JE582		\$1,674.83	Seasonal
	Journal	12/31/2024	Dec 2024	JE630		\$592.21	Payroll Accrual @ 12/31/24
	Journal	12/31/2024	Dec 2024	JE621		\$1,621.72	Payroll Accrual @ 12/25/24
Total - 5104 - Temporary Payroll						\$7,060.05	
5151 - Retirement Plan							
	Journal	12/5/2024	Dec 2024	JE576		\$1,078.86	ERWRSGen
	Journal	12/19/2024	Dec 2024	JE582		\$1,068.55	ERWRSGen
	Journal	12/31/2024	Dec 2024	JE630		\$443.76	Payroll Accrual @ 12/31/24
	Journal	12/31/2024	Dec 2024	JE621		\$1,075.54	Payroll Accrual @ 12/25/24
Total - 5151 - Retirement Plan						\$3,666.71	
5152 - Residency							
	Journal	12/5/2024	Dec 2024	JE576		\$56.43	401a
	Journal	12/19/2024	Dec 2024	JE582		\$50.79	401a
	Journal	12/31/2024	Dec 2024	JE621		\$187.35	Payroll Accrual @ 12/25/24
	Journal	12/31/2024	Dec 2024	JE630		\$77.03	Payroll Accrual @ 12/31/24
Total - 5152 - Residency						\$371.60	
5154 - Social Security							
	Journal	12/5/2024	Dec 2024	JE576		\$912.31	Employer Social Security Expense
	Journal	12/5/2024	Dec 2024	JE576		\$337.19	Employer Medicare Expense
	Journal	12/19/2024	Dec 2024	JE582		\$948.67	Employer Social Security Expense
	Journal	12/19/2024	Dec 2024	JE582		\$332.24	Employer Medicare Expense
	Journal	12/31/2024	Dec 2024	JE630		\$501.74	Payroll Accrual @ 12/31/24
	Journal	12/31/2024	Dec 2024	JE621		\$1,215.10	Payroll Accrual @ 12/25/24
Total - 5154 - Social Security						\$4,247.25	
5157 - Group Health Insurance							
	Journal	12/5/2024	Dec 2024	JE576		\$207.00	HRA Monthly
	Journal	12/5/2024	Dec 2024	JE576		\$4,409.75	ER Health
	Journal	12/19/2024	Dec 2024	JE582		\$4,409.75	ER Health
Total - 5157 - Group Health Insurance						\$9,026.50	
5160 - Group Life Insurance							
	Journal	12/5/2024	Dec 2024	JE576		\$21.53	ER Life
	Journal	12/19/2024	Dec 2024	JE582		\$21.53	ER Life
Total - 5160 - Group Life Insurance						\$43.06	
5163 - Workers Compensation							
	Journal	12/5/2024	Dec 2024	JE576		\$41.11	WC Admin
	Journal	12/19/2024	Dec 2024	JE582		\$39.26	WC Admin
	Journal	12/31/2024	Dec 2024	JE622		(\$168.94)	WC Adjustment @ 12/31
Total - 5163 - Workers Compensation						(\$88.57)	
5208 - Travel - City Business							
	Vendor Invoice	11/25/2024	Dec 2024	112524	V1439 Jenny Schink	\$149.58	Library Marketing Conference Meal & Parking Reimbursements
	Vendor Invoice	12/12/2024	Dec 2024	WLS3365	V1240 Winnefox Library System	\$335.37	Winnefox Conference
Total - 5208 - Travel - City Business						\$484.95	
5211 - Education & Memberships							
	Credit Card	12/12/2024	Dec 2024	RAMP 4ad98ff9-0b62-4	V1207 Miscellaneous Retail Vendor (Ramp)	\$47.40	Sarah Wroblewski - Educational membership support
Total - 5211 - Education & Memberships						\$47.40	

5303 - Communications	Credit Card	12/18/2024	Dec 2024	RAMP.cd36b542-c8cc-	V0755 T-Mobile	\$29.32	Spencer Heise - Library mobile communication services/materials
	Journal	12/19/2024	Dec 2024	JE582		\$25.00	Cell Reimb
Total - 5303 - Communications						\$54.32	
5306 - Heating Fuels	Vendor Invoice	11/27/2024	Dec 2024	5270507860	V0705 We Energies	\$279.84	November Gas Service
	Vendor Invoice	12/31/2024	Dec 2024	5308685481	V0705 We Energies	\$1,230.60	December Gas Service
Total - 5306 - Heating Fuels						\$1,510.44	
5309 - Water Sewer & Electric	Vendor Invoice	11/26/2024	Dec 2024	500114-01 112624	V0383 Kaukauna Utilities	\$1,016.41	Water, Sewer, & Electric
	Vendor Invoice	12/24/2024	Dec 2024	500114-01 122424	V0383 Kaukauna Utilities	\$1,010.26	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$2,026.67	
5312 - Maintenance - Buildings	Vendor Invoice	12/11/2024	Dec 2024	121124	V0016 Grand Kakalin LLC	\$8,683.00	Maintenance Payment - December
	Credit Card	12/16/2024	Dec 2024	RAMP.e2cfca9c-62fe-4	V0385 Keith Petersen Plumbing Inc.	\$668.26	Ashley Thiem-Menning - Plumbing system maintenance
Total - 5312 - Maintenance - Buildings						\$9,351.26	
5313 - Lease - Buildings	Vendor Invoice	12/11/2024	Dec 2024	121124	V0016 Grand Kakalin LLC	\$11,993.00	Lease Payment - December
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services	Vendor Invoice	12/1/2024	Dec 2024	02-38565	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - December
Total - 5325 - Contractual Services						\$2,277.40	
5328 - Advertising	Credit Card	12/3/2024	Dec 2024	RAMP.64e0a353-1489-	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter marketing
Total - 5328 - Advertising						\$23.76	
5401 - Office Supplies	Credit Card	12/2/2024	Dec 2024	RAMP.dd539e41-c2a2-	V0006 Complete Office of Wisconsin	\$62.22	Spencer Heise - Library office supplies
	Credit Card	12/18/2024	Dec 2024	RAMP.cdf12d6e-76b1-	V1173 Amazon	\$60.22	Spencer Heise - office supplies
Total - 5401 - Office Supplies						\$122.44	
5422 - Data Processing Supplies	Vendor Invoice	11/23/2024	Dec 2024	4503	V0528 Outagamie Waupaca Library System	\$160.00	Spine labels - 4 rolls
Total - 5422 - Data Processing Supplies						\$160.00	
5431 - Postage	Credit Card	11/26/2024	Dec 2024	RAMP.463d49d2-b565-	V0628 Stoneridge Piggly Wiggly	\$4.63	Spencer Heise - library postage
	Credit Card	12/2/2024	Dec 2024	RAMP.7d145787-0c96-	V0680 U.S. Postal Service - Postmaster	\$146.00	Ashley Thiem-Menning - postage
	Credit Card	12/20/2024	Dec 2024	RAMP.ac92e768-fb47-	V0628 Stoneridge Piggly Wiggly	\$29.29	Spencer Heise - library mail
Total - 5431 - Postage						\$179.92	
5441 - Library Materials	Vendor Invoice	10/24/2024	Dec 2024	84414584	V0323 Ingram	\$47.96	Books
	Vendor Invoice	10/25/2024	Dec 2024	84440399	V0323 Ingram	\$36.57	Books
	Vendor Invoice	10/25/2024	Dec 2024	84440398	V0323 Ingram	\$13.56	Books
	Credit Card	11/20/2024	Dec 2024	RAMP.727b95ee-4634-	V0796 Baker & Taylor	\$60.94	Spencer Heise - library book acquisition
	Vendor Invoice	11/20/2024	Dec 2024	84881077	V0323 Ingram	\$17.64	Books
	Vendor Invoice	11/20/2024	Dec 2024	84881081	V0323 Ingram	\$10.99	Books
	Vendor Invoice	11/20/2024	Dec 2024	84881079	V0323 Ingram	\$13.70	Books
	Vendor Invoice	11/20/2024	Dec 2024	84881076	V0323 Ingram	\$17.64	Books
	Vendor Invoice	11/20/2024	Dec 2024	84889788	V0323 Ingram	\$17.80	Books
	Vendor Invoice	11/20/2024	Dec 2024	84881080	V0323 Ingram	\$24.60	Books
	Vendor Invoice	11/20/2024	Dec 2024	84881078	V0323 Ingram	\$10.28	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929864	V0323 Ingram	\$12.88	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929865	V0323 Ingram	\$15.11	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929867	V0323 Ingram	\$12.28	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929866	V0323 Ingram	\$8.51	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929863	V0323 Ingram	\$29.21	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929862	V0323 Ingram	\$14.10	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929869	V0323 Ingram	\$11.73	Books
	Vendor Invoice	11/22/2024	Dec 2024	84929868	V0323 Ingram	\$39.64	Books
	Vendor Invoice	11/26/2024	Dec 2024	84975530	V0323 Ingram	\$17.99	Books
	Vendor Invoice	11/26/2024	Dec 2024	84975527	V0323 Ingram	\$40.00	Books
	Vendor Invoice	11/26/2024	Dec 2024	84975531	V0323 Ingram	\$16.44	Books
	Vendor Invoice	11/26/2024	Dec 2024	84975522	V0323 Ingram	\$18.04	Books

Vendor Invoice	11/26/2024	Dec 2024	84975529	V0323 Ingram	\$18.05	Books
Vendor Invoice	11/26/2024	Dec 2024	84975524	V0323 Ingram	\$36.09	Books
Vendor Invoice	11/26/2024	Dec 2024	84975523	V0323 Ingram	\$12.97	Books
Vendor Invoice	11/26/2024	Dec 2024	84975525	V0323 Ingram	\$8.55	Books
Vendor Invoice	11/26/2024	Dec 2024	84975532	V0323 Ingram	\$9.87	Books
Vendor Invoice	11/26/2024	Dec 2024	84975533	V0323 Ingram	\$10.82	Books
Vendor Invoice	11/26/2024	Dec 2024	84975528	V0323 Ingram	\$20.87	Books
Vendor Invoice	11/26/2024	Dec 2024	84975526	V0323 Ingram	\$27.42	Books
Credit Card	11/27/2024	Dec 2024	RAMP.8ea01192-a52c-	V0796 Baker & Taylor	\$29.18	Spencer Heise - library materials
Vendor Invoice	11/27/2024	Dec 2024	85004562	V0323 Ingram	\$34.76	Books
Vendor Invoice	11/27/2024	Dec 2024	85004565	V0323 Ingram	\$10.84	Books
Vendor Invoice	11/27/2024	Dec 2024	85004564	V0323 Ingram	\$17.28	Books
Vendor Invoice	11/27/2024	Dec 2024	85004563	V0323 Ingram	\$18.26	Books
Vendor Invoice	11/30/2024	Dec 2024	506414339	V0472 Midwest Tape	\$1,061.36	Digital Library Materials
Credit Card	12/2/2024	Dec 2024	RAMP.9bd5ba5e-1d39-	V1207 Miscellaneous Retail Vendor (Ramp)	\$8.91	Ashley Thiem-Menning - Library materials order
Vendor Invoice	12/2/2024	Dec 2024	85068336	V0323 Ingram	\$21.84	Books
Vendor Invoice	12/2/2024	Dec 2024	85068337	V0323 Ingram	\$11.55	Books
Vendor Invoice	12/2/2024	Dec 2024	85068334	V0323 Ingram	\$7.99	Books
Vendor Invoice	12/2/2024	Dec 2024	85068332	V0323 Ingram	\$12.55	Books
Vendor Invoice	12/2/2024	Dec 2024	85068331	V0323 Ingram	\$11.62	Books
Vendor Invoice	12/2/2024	Dec 2024	85068333	V0323 Ingram	\$27.98	Books
Vendor Invoice	12/2/2024	Dec 2024	85068330	V0323 Ingram	\$12.04	Books
Vendor Invoice	12/2/2024	Dec 2024	85068335	V0323 Ingram	\$11.74	Books
Credit Card	12/3/2024	Dec 2024	RAMP.88b31998-5228-	V0796 Baker & Taylor	\$36.83	Spencer Heise - Library book acquisitions
Credit Card	12/3/2024	Dec 2024	RAMP.5dd48d59-2c0f-	V0796 Baker & Taylor	\$21.59	Spencer Heise - Library book acquisitions
Credit Card	12/3/2024	Dec 2024	RAMP.2463803d-d8a6-	V0796 Baker & Taylor	\$25.18	Spencer Heise - Library book acquisitions
Credit Card	12/3/2024	Dec 2024	RAMP.08504615-c259-	V0796 Baker & Taylor	\$50.36	Spencer Heise - library book purchase
Vendor Invoice	12/6/2024	Dec 2024	85189435	V0323 Ingram	\$15.02	Books
Vendor Invoice	12/6/2024	Dec 2024	85189437	V0323 Ingram	\$30.98	Books
Vendor Invoice	12/6/2024	Dec 2024	85189438	V0323 Ingram	\$10.93	Books
Vendor Invoice	12/6/2024	Dec 2024	85189436	V0323 Ingram	\$19.56	Books
Vendor Invoice	12/6/2024	Dec 2024	85189439	V0323 Ingram	\$17.96	Books
Vendor Invoice	12/6/2024	Dec 2024	85189441	V0323 Ingram	\$25.54	Books
Vendor Invoice	12/6/2024	Dec 2024	85189440	V0323 Ingram	\$68.43	Books
Credit Card	12/10/2024	Dec 2024	RAMP.126db7fc-46a2-	V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book acquisitions
Credit Card	12/10/2024	Dec 2024	RAMP.053deee2-41ee-	V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book acquisitions
Credit Card	12/12/2024	Dec 2024	RAMP.75b98776-1038-	V0651 The Wall Street Journal	\$41.13	Spencer Heise - Library news subscription
Vendor Invoice	12/12/2024	Dec 2024	85315683	V0323 Ingram	\$26.78	Books
Vendor Invoice	12/12/2024	Dec 2024	85315685	V0323 Ingram	\$36.07	Books
Vendor Invoice	12/12/2024	Dec 2024	85315686	V0323 Ingram	\$52.55	Books
Vendor Invoice	12/12/2024	Dec 2024	85315681	V0323 Ingram	\$37.08	Books
Vendor Invoice	12/12/2024	Dec 2024	85315680	V0323 Ingram	\$13.72	Books
Vendor Invoice	12/12/2024	Dec 2024	85315682	V0323 Ingram	\$8.92	Books
Vendor Invoice	12/12/2024	Dec 2024	85315684	V0323 Ingram	\$18.40	Books
Credit Card	12/13/2024	Dec 2024	RAMP.dbc3087-5417-	V1173 Amazon	\$15.56	Spencer Heise - Library book acquisition
Vendor Invoice	12/13/2024	Dec 2024	CAL3498731	V0134 Cavendish Square	\$119.61	Books
Vendor Invoice	12/17/2024	Dec 2024	85415727	V0323 Ingram	\$67.62	Books
Vendor Invoice	12/17/2024	Dec 2024	85415729	V0323 Ingram	\$10.18	Books
Vendor Invoice	12/17/2024	Dec 2024	85415724	V0323 Ingram	\$40.12	Books
Vendor Invoice	12/17/2024	Dec 2024	85415730	V0323 Ingram	\$34.46	Books
Vendor Invoice	12/17/2024	Dec 2024	85415726	V0323 Ingram	\$32.62	Books
Vendor Invoice	12/17/2024	Dec 2024	85415722	V0323 Ingram	\$12.36	Books
Vendor Invoice	12/17/2024	Dec 2024	85415725	V0323 Ingram	\$10.76	Books
Vendor Invoice	12/17/2024	Dec 2024	85415720	V0323 Ingram	\$36.11	Books
Vendor Invoice	12/17/2024	Dec 2024	85415728	V0323 Ingram	\$30.41	Books
Vendor Invoice	12/17/2024	Dec 2024	85415723	V0323 Ingram	\$29.93	Books
Credit Card	12/18/2024	Dec 2024	RAMP.cd36b542-c8cc-	V0755 T-Mobile	\$369.08	Spencer Heise - Library mobile communication services/materials
Credit Card	12/20/2024	Dec 2024	RAMP.e7fcac12-160e-	V0796 Baker & Taylor	\$18.71	Spencer Heise - Library book purchases
Vendor Invoice	12/20/2024	Dec 2024	85523880	V0323 Ingram	\$28.86	Books
Vendor Invoice	12/20/2024	Dec 2024	85511593	V0323 Ingram	\$18.88	Books
Vendor Invoice	12/20/2024	Dec 2024	85511595	V0323 Ingram	\$11.30	Books
Vendor Invoice	12/20/2024	Dec 2024	85511598	V0323 Ingram	\$12.11	Books

Vendor Invoice	12/20/2024	Dec 2024	85511596	V0323 Ingram	\$5.60	Books
Vendor Invoice	12/20/2024	Dec 2024	85511594	V0323 Ingram	\$24.75	Books
Vendor Invoice	12/20/2024	Dec 2024	85511597	V0323 Ingram	\$10.98	Books
Vendor Invoice	12/27/2024	Dec 2024	85619433	V0323 Ingram	\$10.86	Books
Vendor Invoice	12/27/2024	Dec 2024	85619432	V0323 Ingram	\$15.44	Books
Vendor Invoice	12/27/2024	Dec 2024	85619430	V0323 Ingram	\$18.76	Books
Vendor Invoice	12/27/2024	Dec 2024	85619436	V0323 Ingram	\$15.87	Books
Vendor Invoice	12/27/2024	Dec 2024	85619429	V0323 Ingram	\$17.97	Books
Vendor Invoice	12/27/2024	Dec 2024	85619426	V0323 Ingram	\$16.84	Books
Vendor Invoice	12/27/2024	Dec 2024	85619427	V0323 Ingram	\$17.43	Books
Vendor Invoice	12/27/2024	Dec 2024	85619434	V0323 Ingram	\$12.04	Books
Vendor Invoice	12/27/2024	Dec 2024	85619428	V0323 Ingram	\$43.19	Books
Vendor Invoice	12/27/2024	Dec 2024	85619425	V0323 Ingram	\$11.50	Books
Vendor Invoice	12/27/2024	Dec 2024	85619435	V0323 Ingram	\$33.28	Books
Vendor Invoice	12/27/2024	Dec 2024	85619431	V0323 Ingram	\$11.61	Books
Vendor Invoice	12/31/2024	Dec 2024	506555101	V0472 Midwest Tape	\$1,094.37	Digital Library Material
Total - 5441 - Library Materials					\$4,816.73	
5442 - Service Contracts						
Vendor Invoice	12/2/2024	Dec 2024	38009987	V0440 Marco	\$248.09	Copier Contract
Vendor Invoice	12/16/2024	Dec 2024	1590	V0663 TOG Development LLC	\$1,080.00	Annual Calendar Renewal
Vendor Invoice	12/31/2024	Dec 2024	38227223	V0440 Marco	\$1,330.89	Copier Usage
Total - 5442 - Service Contracts					\$2,658.98	
5444 - Library Programs						
Credit Card	11/23/2024	Dec 2024	RAMP.58cd68af-76bb- V1173 Amazon	\$98.94	Sarah Wroblewski - Library program resource acquisition	
Credit Card	11/23/2024	Dec 2024	RAMP.a207782e-42a2- V1207 Miscellaneous Retail Vendor (Ramp)	\$14.76	Spencer Heise - library programming	
Credit Card	12/2/2024	Dec 2024	RAMP.ea355690-d114- V1207 Miscellaneous Retail Vendor (Ramp)	\$70.00	James Berven - Library program supplies	
Credit Card	12/4/2024	Dec 2024	RAMP.aa2f6e32-bd9b- V1173 Amazon	\$24.25	Sarah Wroblewski - Supplies for library programs	
Credit Card	12/5/2024	Dec 2024	RAMP.6d6b77c1-450d- V1207 Miscellaneous Retail Vendor (Ramp)	\$47.58	James Berven - Library program ingredients	
Credit Card	12/6/2024	Dec 2024	RAMP.c01be1cb-6192- V1207 Miscellaneous Retail Vendor (Ramp)	\$1.06	Sarah Wroblewski - Library program resource	
Credit Card	12/14/2024	Dec 2024	RAMP.52680595-79a6- V1173 Amazon	\$25.31	Sarah Wroblewski - Supplies for library programs	
Credit Card	12/14/2024	Dec 2024	RAMP.8f5a18b3-95ea- V1173 Amazon	\$36.20	Spencer Heise - programming supplies	
Credit Card	12/17/2024	Dec 2024	RAMP.50da0ffd-b534-4 V1207 Miscellaneous Retail Vendor (Ramp)	\$25.20	Sarah Wroblewski - Supplies for library programs	
Credit Card	12/22/2024	Dec 2024	RAMP.0e150674-24ab- V1282 Walmart	\$59.70	Sarah Wroblewski - Supplies for library programs	
Credit Card	12/23/2024	Dec 2024	RAMP.32000cb7-bf14- V1207 Miscellaneous Retail Vendor (Ramp)	\$14.76	Spencer Heise - library media subscription	
Total - 5444 - Library Programs					\$417.76	
5499 - Miscellaneous						
Credit Card	11/17/2024	Dec 2024	RAMP.4593954b-e738- V1207 Miscellaneous Retail Vendor (Ramp)	\$19.99	Ashley Thiem-Menning	
Credit Card Refund	11/24/2024	Dec 2024	RAMP.1015f7ad-0f93-4 V1207 Miscellaneous Retail Vendor (Ramp)	(\$19.99)	Ashley Thiem-Menning - fraud card replaced	
Credit Card	11/24/2024	Dec 2024	RAMP.310733ee-3c1b- V1282 Walmart	\$15.31	Ashley Thiem-Menning - Miscellaneous library expense	
Credit Card	12/28/2024	Dec 2024	RAMP.a7f2bbe3-c2d8- V1282 Walmart	\$14.73	Ashley Thiem-Menning - Miscellaneous library expense	
Total - 5499 - Miscellaneous					\$30.04	
Total - Expense					\$132,494.13	
Net Income					(\$132,494.13)	

Circulation Policy

Issuing Cards to Adults: All residents of the State of Wisconsin are eligible for a library card provided they present documentation proving identification (passport or any state issued identification such as a driver's license or photo identification) as well as proof of residency if their photo identification does not have a current address on it. Proof of residency includes a lease, deed to a home, or a current utility bill. The Library will not issue cards to out of state residents.

Only one card per person can be issued. Applicants must be willing to sign a statement accepting liability for materials checked out their account. The Library assumes that anyone presenting that library card is the person who owns that library card. To allow another user to pick up holds or use an account, they must have the physical library card with them, or they must be on the signed Holds Authorization form, which permits the pickup of holds without the physical cardholder being present.

Issuing Cards to Adults with a Court Appointed Guardian of the Person:

Adults who have a court appointed Guardian of the Person have rights to library materials, programs, and services per §54.25(2)(d)(2) and (3) and may apply for a library card as an individual. The Guardian of the Person has the right to receive notices and confidential records on behalf of the ward, as well as allow restrictions, such as an internet block or item block restriction, so long as they have provided proof of Court Appointed Guardianship.

Issuing Cards to Adults with a Court Appointed Guardian of the Estate:

Adults who have a court appointed Guardian of the Estate have the right to access any confidential information related to a ward's finances, including the right to any invoice to settle claims against the ward. As such, Guardians of the Estate also have the right to restrict accounts to maintain the ward's estate, pending proof of Court Appointed Guardian of the Estate.

Issuing Cards to Minors: Only a custodial parent or legal guardian may obtain a Library card for a minor under the age of 18. The custodial parent or legal guardian must be present and have their own photo identification and proof of address to register minors. The custodial parent or legal guardian assumes all responsibility for any debts incurred by that account and is responsible for the minor's entire use of library materials, programs, and/or services. Per §43.30 upon the request of a custodial parent or guardian of a child who is under the age of 16, the library shall disclose to the custodial parent or legal guardian all library records relating to the use of the library's documents or other materials, resources, or service by that child.

Minors ages 16 & 17

Per §43.30 a child aged 16 or older has the same rights to confidentiality as an adult. As such, any records which indicate the identity of any individual who borrows or uses the

Library's documents or other materials, resources, or services may not be disclosed to a custodial parent or legal guardian except under a narrow range of exceptions. Please note that custodial parents and legal guardians are still legally liable for any debts incurred by the minor, but that the minor will be invoiced directly for them.

Minors ages 16 & 17 who have an existing account **may** be issued a replacement library card to ensure proper confidentiality **if they so choose**. When a minor turns 16 or 17, they will be given an informational sheet explaining their rights per state statute 43. **At that time, a minor can choose to be re-issued a barcode, or they can continue to use their account**. The custodial parent or legal guardian still has the legal right to block internet access to the account and may do so at that time. When a child turns 18, they must re-register again as an adult using their own photo identification and proof of address. At that time, any debts incurred in their name as a minor **may** be transferred to the parent/legal guardian.

Community Cards

Community cards are available to individuals who have state of Wisconsin issued identification, but who do not have proof of current address. These cards may only be issued to adults and do have a two-item check out limit at Kaukauna Public Library only.

Loan Agreements: The Library follows circulation policies as set forth by Outagamie Waupaca Library System (OWLS) as approved and/or modified by the Library Board. Circulating equipment and higher cost items are subject to their own policies with their own loan agreements.

Fines: The Library is a fine free facility. However, the library does follow fine policies as set forth by the OWLS system, which does include libraries who charge late fees. Items checked out at libraries that charge fines may result in fines being accrued on a library account because fines are tied to where items are checked out. The Library also adheres to the OWLS policy of blocking accounts with balances over \$5.00.

Damaged Materials: The Library reserves the right to charge for damage to materials. The Library will automatically bill the full purchase price for any item that is returned damaged after the first check out. The Library does factor circulation history into the price of damaged items and will not charge full price for items that have circulated more than ten times, with the exception of equipment and higher cost materials. Damage to materials includes, but is not limited to stains, water damage, markings, rips/tears, odor, chew marks, or items that are cracked or smashed. Final determination of billing is at the discretion of the Library Director. Current library software only recognizes "lost" items, so items that are damaged show up on patron accounts as lost.

Once payment for damaged items has been received, the borrower may have the damaged item. The library only holds damaged items for a period of **three (3) months**. New copies supplied by the borrower of damaged items as payment are not acceptable.

Lost Materials: Any unreturned materials will be billed to the person who has the item checked out. It will remain in “overdue status” for 30 days after which the person on whose card the item was checked out will be billed for replacement costs. In the event of overdue items including, but not limited to laptops, tablets, and hotspots, the library retains the right to release library records to local law enforcement for recovery based on the specific overdue item policy. Library accounts remain blocked until the entire debt of the item has been resolved.

Within a period of 30 days, the library can issue a refund for lost items that have been found and paid for, if the item is still in good condition.

Collections: The Library reserves the rights to bill patrons for damaged or unreturned items and to turn delinquent accounts over to collection. The Library Director or their designee can forgive a bill or arrange for payment options that include a payment plan.

Checking out: A valid OWLSnet library card in the name of the person checking out the items is required for check out. In the event a patron does not have their card photo identification may be used. It is possible to check out materials to patrons able to verify information on their account e.g., address, phone number, birth date.

Checking Out Holds: Holds may not be checked out to anyone not possessing the card of the patron to whom the hold belongs unless a “Holds Release Form” is signed.

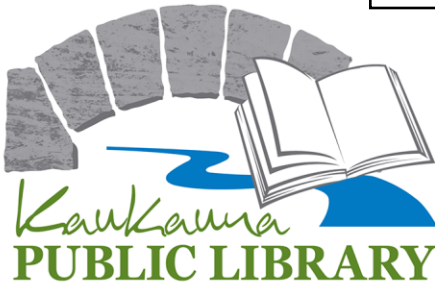
Circulating Equipment and Higher Cost Items:

Circulating equipment includes, but is not limited to: laptops, tablets, hotspots, ukuleles, projectors, and STEM kits. Higher cost items (notwithstanding circulating equipment) include but are not limited to videogames, playaways, audiobooks, and videos when ranging in replacement value of \$50 or more per item.

In an effort to safeguard public collections of potential high value or re-sale value from theft or conversion, after a certain number of days past due, as set forth in individual policy or OWLS policy, such materials not returned and listed as overdue shall be categorized as “suspected stolen” and may be reported to law enforcement for investigation and recovery of such materials.

The library reserves the right to petition the court for the release of public library records on circulating equipment and higher cost library materials including, but not limited to, videogames, laptops, tablets, hotspots, ukuleles, projectors and STEM kits in the event that there is reasonable suspicion of theft or resale of library materials. If granted, records will be released to local law enforcement for recovery.

In the event of overdue items including, but not limited to laptops, tablets, and hotspots, the library retains the right to release library records to local law enforcement for recovery based on the specific overdue item policy.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/22/25
Re: 2025 Staffing & CIP Update

Staffing

On January 6, a Committee of the Whole meeting was held to go over the strategic people plan, as well as present a recommendation on how to allocate for 2025 personnel expenditures.

The Library revised its request in December, offering two options to the committee: a full time Public Services Coordinator, or the start of a Library restructure, taking two part-time employees and moving them into fulltime positions at 31.5 hours a week. Council opted to move forward with the recommendation of the Library restructure at the next Council meeting.

Common Council met on January 21 to officially allocate the unallocated personnel funds for 2025, which included changing two part-time library positions from 20 hours a week to fulltime at 31.5 hours a week. Benefits are available for positions over 30 hours a week. Setting the schedule this way allows for a window in hours to still cover the occasional Saturday as well as being needed for a program outside of regular hours for example.

I met with Human Resources on January 14 to begin formulating a plan on how to disseminate this information to staff and to begin prepping for the internal interviews. A memo has been drafted and sent to HR, but has not been disseminated to staff as of today. Once HR has a plan for the internal application process, I will send a memo to staff outlining the opportunities and how the process will take place.

The restructure is to help with low staffing levels, as well as to slowly, over time, adjust the schedule to be more consistent. For example, current part-time staff may work the following shift: Monday 8a-12p, Tuesday 12p-4p, Wednesday 4-8p, Thursday 8a-12p and Friday 1-5p. As you can see, a schedule like this would make it very difficult to find a second job if necessary, because the times are so different. While the schedule is consistent at least by day, we attribute the high turnover for part-time positions to be schedule related, as well as benefit related, which is why we are moving towards the restructure.

The restructure will allow us to make shifts more consistent. For example, the future plan would still include part-time staff, however we would have staff consistently working the same shift, example Monday through Thursday 4-8p, with the exception of Fridays (as we aren't open the full twelve hours to keep that exact consistency). The new fulltime shifts would either be 8a-2:30p or 1:30-8p Monday through Thursday, and on Fridays it would be an eight-hour shift. This is the cleanest way to do the schedule and keep it as consistent as possible.

We did have a resignation recently by Dafina Hidri, a part time Library Assistant: Materials Processor, who took a fulltime position with the Door County Library System. We will not be posting this position until we have finished interviews for the positions, which will transition to fulltime. From there, we will evaluate the schedule to see how we can attempt to make the posting for the open part-time position fit within the scope of consistency we are looking for.

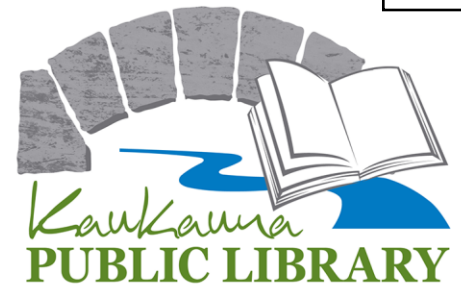
The overall plan will be to changeover at least three more part-time staff members to fulltime in the next few budget cycles. Our request for an Assistant Library Director has also been submitted to City for the 2026 budget cycle.

Capital Improvement Plan

The CAD plans for the Capital Improvement have been sent and reviewed. The architect is currently waiting on a few more estimates to get a sense of total cost before we release the project for bid. With the help of Adult Services Librarian, James Berven, we were able to get a draft request for proposal for the Automated Materials Handling System (AMHS).

During the recent staff training day, James and the staff were able to get the stacks closest to the future construction area moved to make room for the new offices. While the change is quite noticeable, the stacks are still ADA compliant, but certainly tighter than they were. We left the other side of the Adult Fiction area alone at this time, as the wall for an additional meeting room will only be possible if there are budget funds within the CIP to accommodate it while staying within the budget after the other elements of the improvement are complete.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/22/2025
Re: Materials Update

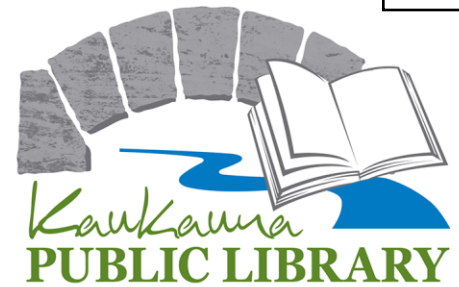
At the end of 2024 we purchased roughly 15 Vox books for children, which are regular books with a small audio player built into their inside cover that reads the story out loud. The intent of the book is so that people can listen and read at the same time independently, and as a helpful tool for individuals with dyslexia or other disabilities.

The books were purchased from Baker & Taylor during an end of year sale last year and went on the shelves on January 20th. The product is pricey, most coming in at about \$60; however, that is very close in cost to our Playaways and will be our response to the slow demise of the book on CD.

Vox is newer in the read-along book line. We purchased them as a test because of the discount being offered at the time. Wonderbooks, a product of Playaway have been on the market for some time. A majority of the books of this type are Wonderbooks and they are extremely popular in InfoSoup, rarely making it back to their home library because they are so widely requested. We will be purchasing Wonderbooks as well for the audiobook collections this year. After a lot of discussion, we opted to catalog these books as audiobooks, so they will be found in the child, teen, and adult audiobook collections, shelved by author last name or Dewey number.

While Vox does not currently offer any adult titles, Playaway is currently offering 33 adult titles on top of all their teen and child titles. We will be purchasing the entire adult collection this year, as well as spending a decent amount on teen and child titles to increase our holdings.

In a recent webinar about serving individuals with dyslexia, the presenters noted that when they told parents about this type of audiobook the families replied that the books were never on the shelf at their local library. This is likely a factual statement as they are extremely popular, which is why we plan to move forward in purchasing this product in place of audiobooks entirely in child and teen collections, so we can ensure they are on shelf. We will continue to purchase some books on CD for the adult collection; however, we will be reducing the number of titles ordered monthly in place of Wonderbook as most cars are no longer manufactured with CD players and they are becoming more difficult to find.



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

We had a very busy December! We had helpers from Down Syndrome Center of Wisconsin Fox Cities and 4Imprint come and help decorate the Library of Lights.

Ahlstrom gifted the Library with 100 period kits in size small through extra-large. The kits contain period underwear, leggings and feminine hygiene products. The company also held a children's book drive and brought down two carts worth of books as giveaways for Summer Reading Program.

313 Dodge stopped out and gifted the Friends of the Library a check from a summer series they held.

As a service project, Troop 2444 created hygiene kits, birthday boxes, and holiday dessert kits for those in need. They also created a collection box for can openers for us, as many cans we receive do not have openers on them, which makes it difficult for those without a can opener to eat.

The American Legion Auxiliary Unit 41 donated several new military books for our collection!

The Yarn It All Group that uses our gathering spaces graciously donated an entire packet of stars from our wish tree!

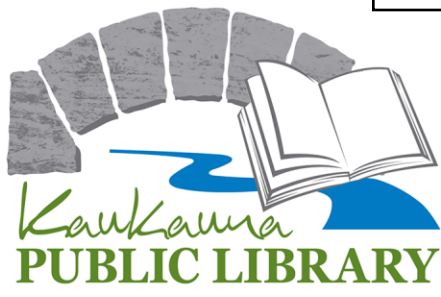
Ahlstrom and the Women of Steel hosted a food drive for the Little Free Pantry, bringing in two carts of food.

Bernatello's Foods also held a food drive for us and brought in several carts of food for the Little Free Pantry.

We honored the three students and the Civic Engagement class at the January 7 Council meeting for their efforts in collection food for the Little Free Pantry.

We have a bin in our lobby for a Local Girl Scout troop who are collecting plastic bags to make a bench for a service project.

The high school reached out asking if we could be a site for prom and winter ball dresses for students in need. We have collected a lot of dresses so far!



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/22/25
Re: Five-Year Snapshot

At a prior meeting, there was interest from the Board in seeing what revenue and allocations look like over a five-year period. I gathered data from 2019-2024, so the last six years, in the categories of total revenue to City (county allocations + fees from services), the total library budget (City allocated budget), and the materials allocation (specifically the line that we purchase materials from). I also included the data for 2025 that was available; total budget and materials allocation. Reminder, there will be a shift in our total budget now that the personnel requests were accepted by Council, meaning the total Library budget for 2025 will increase to cover the increase in personnel. I do not currently have those figures from Finance.

The former Library Director drafted the 2019 budget. I have been responsible for all the budgets from 2020 to current. As you can see, we have been able to increase our budget since 2021. We have also made some major strides in fixing the issue with the materials allocation line. For perspective, in 2011, the materials line was \$106,600, so this year, we finally surpassed our 2011 allocation. The cost of materials since 2011 has increased as technology has changed what we circulate. We are not getting as much product for our money as we did in 2011. Prior budget books show the library materials line increasing by roughly \$10,000 a year. With that figure, we should actually be sitting with a materials allocation of roughly: \$246,600 today. This would actually be comparable with one of our closest libraries based on size, Menasha Public Library, who is currently sitting with a materials budget of \$220,000.

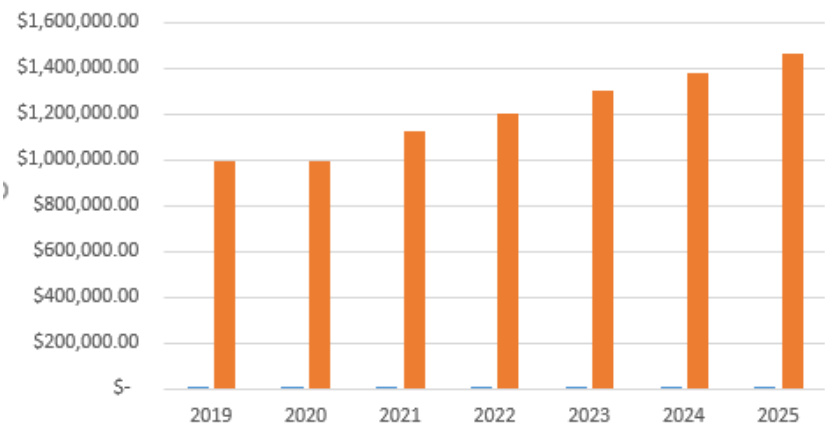
Below you will find the information in two formats.

Library Budget						
2019	2020	2021	2022	2023	2024	2025
\$995,342.00	\$996,230.00	\$1,125,188.00	\$1,201,607.00	\$1,300,162.00	\$1,378,259.00	\$1,461,107.00

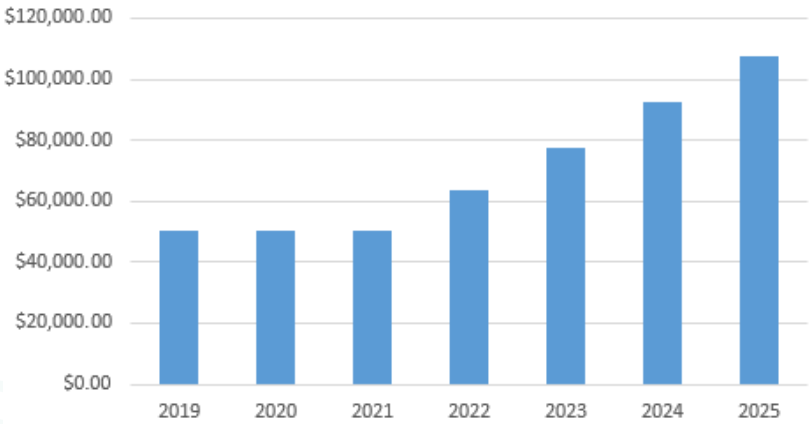
Total Revenue to City						
2019	2020	2021	2022	2023	2024	2025
\$281,172.86	\$277,135.98	\$271,997.59	\$297,275.66	\$311,810.49	\$314,690.01	Undetermined

Materials Allocation						
2019	2020	2021	2022	2023	2024	2025
\$50,300.00	\$50,300.00	\$50,300.00	\$63,552.00	\$77,552.00	\$92,552.00	\$107,552.00

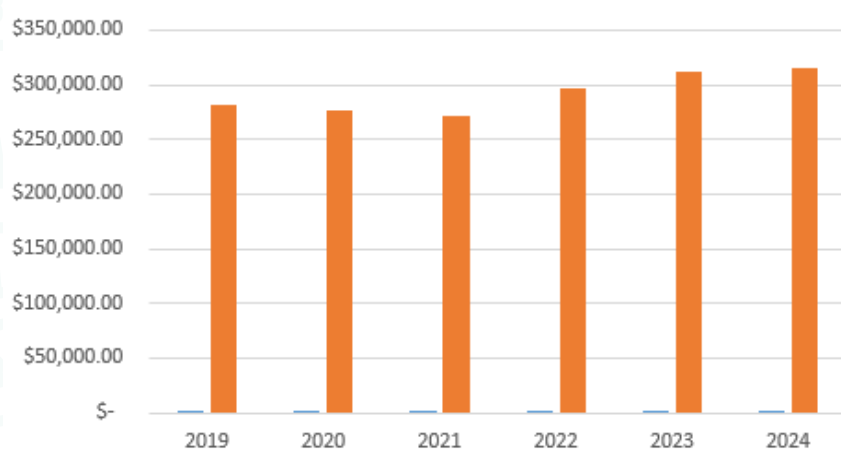
Library Budget



Materials Allocation



Total Revenue To City



Adult Services Librarian Report January 2025

Programming

Taste of Central and South America

Yenny took patrons to Venezuela via her presentation during January's Taste of Central and South America program. Her presentation covered Venezuela's culture, climate, history, landmarks, political strife, and gastronomy. She also prepared fresh arepas stuffed with a fresh Venezuelans salad complete with avocados, as well as papelon con limon, which is a drink made with sugar cane and lemons. Patrons noted Yenny's expertise in the country and nearly everyone in attendance told me how much they enjoy the program!



Yenny serving an arepa during Taste of Central and South America (left). The salad stuffing and fresh arepas (right).

Beading Circle

Kim started a new program this semester that has patrons come in to collectively work on beading projects together. Instructions and supplies are provided, and patrons can take projects home to work on later. Turnout was good for a first-time program at 4 patrons!



Kim teaching patrons how to bead, complete with video tutorial and supplies.

Make and Mingle

Jenny has continued to hold make and mingle craft programs in December and January. Attendance fell in December but picked back up to its usual fantastic attendance in January. In December, patrons drew Zen Doodles and in January they made cute tiny terrariums. Natural materials were used to create mini landscapes in small, corked vials for the terrariums.



A modest but enthusiastic December attendance (left). A patron’s tiny terrarium with a fish inside (right).

Games at the Library

Gavin has continued to host Library Trivia monthly. Attendance is as good as ever, drawing more than 20 patrons each time. John also continues to hold Dungeons and Dragons events that are primarily attended by children and teens, as well as a board game night on certain Tuesdays, and sheepshead and scrabble games on alternating Fridays. Both Friday games have drawn a small but loyal player base.

Collection Development and Other Projects

At the end of December I completed our first collection cleanup, with help from Dafina. We started in our Sci-Fi/Fantasy collection. She identified items in series that were missing and changed the stickers on the spines to match our new stickering style. I then evaluated each item to determine its circulation rate, popularity, existing items in a series owned in our collection, and correct call number among other criteria. I then weeded the books that failed the criteria and placed orders on books to ensure we have the complete series for each series we own in the collection. In total I weeded 194 items and ordered 254. I spread the orders for the materials throughout the year so we have the budget to order new materials alongside the materials that will complete our well circulating series that are already in the collection. By the end of the year, we should have a Sci-Fi/Fantasy series that has no series gaps! I plan on working on our romance section next.

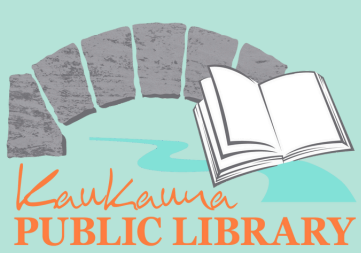
I also completed a draft of an RFP for our future automatic material handling system that was given to Ashley for final review. I am also working on an Artificial Intelligence library policy, and I completed our 2024 circulation statistics that you will find attached to this report.

Circulation Statistics 2024

The attached circulation statistics directly inform the amount allocated to each collection's budget throughout the year. We roughly order materials based on the percent of each collection's circulation for the year. Of course, we don't simply plug the percentages into a spreadsheet but discuss them each year to identify trends or outlier in the data. This allows us to use data driven justification for the amount allocated to each collection.

Observation Summary

- We are most pleased with our overall circulation increase of 7% for physical materials and Hoopla, and 14% for Overdrive. This continues a positive trend of an 11% increase in physical materials last year.
- Adult Nonfiction and Children Graphic Novels entered spots 4 and 5 of our top 5 circulating in house collections. This is the first time there has been a change since I started collecting these statistics in 2022.
- Our Adult Nonfiction and Western collections could use weeding, as less than half of the materials owned circulated last year for both collections.



2024 KPL CIRC STATS

In House Subject/ Total In House Circulation



Top 5 Circulating In House Collections

- Picture Books - 11.8% (13964)
 - Child Nonfiction - 10.8% (12830)
 - Bin Books - 7.9% (9328)
 - Adult Nonfiction - 6.1% (7194)
 - Children Graphic Novels - 5.3% (6336)
- (Adult Nonfiction and Children Graphic Novels replaced Early Readers and Early Chapter Books since last year)

In House Subject/ Total In House Circulation



Bottom 5 Circulating In House Collections

- Teen Magazine - 0.0% (7)
- Big Books - 0.1% (42)
- Children Magazines- 0.1% (47)
- Teen Audiobooks - 0.1% (64)
- Children BluRay- 0.1% (81)

Holds Filled Subject / Total Holds Filled



Top 5 Holds Filled Collections

- Adult Nonfiction - 12% (3019)
- Child Nonfiction - 10.4% (2611)
- Adult DVD - 9.2% (2314)
- Adult NEW - 9.1% (2286)
- Child Picture - 7.4% (1864)

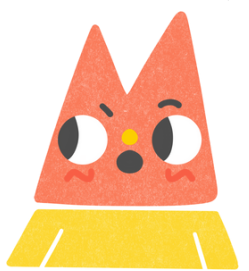
Holds Filled Subject/ Total Holds Filled



Bottom 5 Holds Filled Collections

- Teen Audiobooks - 0.1% (15)
- Child BluRay - 0.1% (17)
- Big Books- 0.1% (18)
- Child Music- 0.2% (45)
- Adult Magazines- 0.2% (48)

(Absolute Value of In House - Holds) / In House + Holds



Largest Ratio Of In House/ Filled Holds Difference

- Bin Books - 9099/229
- Adult Magazines - 1033/48
- Early Readers - 5825/346
- Board Books - 4020/304
- Kits - 743/83

(Absolute Value of In House - Holds) / In House + Holds



Smallest Ratio Of In House/ Filled Holds Difference

- Science Fiction/Fantasy- 551/507
- Adult NEW - 2005/2286
- Adult Music - 461/371
- Teen Videogame - 141/106
- Big Books- 24/18

(Total Subject - Unique Checkout 2023) /Total Subject



Top 5 Utilized Collections 2023 (Unique Checkouts)

- Bin Book - 100%
- Board Books - 100%
- Kits - 98%
- Child Videogames - 97%
- Child Graphic Novels - 89%

(Total Subject - Unique Checkout 2023) /Total Subject



Bottom 5 Utilized Collections 2023 (Unique Checkouts)

- Teen Magazines - 22%
- Teen Nonfiction - 38%
- Westerns - 41%
- Adult Nonfiction - 44%
- Adult BluRay - 47%

2022 to 2024

Physical Collection Circulation Change

	2022	2023	2024	% Change from 23
Adult				
Fiction	10,281	12,093	13,667	13%
Nonfiction	5,835	6,125	7,194	18%
Adult NEW	2,833	4,554	4,344	-5%
Graphic Novels	248	336	488	45%
Video Games	66	121	194	60%
DVD & BluRays	5,292	5,314	6,459	22%
Audiobooks	1,076	1,028	1,224	19%
Lucky Day	522	868	1,364	57%
Magazines	1,244	1,023	1,081	6%
Child				
Picture Books	13,311	13,636	13,964	2%
Nonfiction	12,140	12,416	12,830	3%
Graphic Novels	3,512	5,061	6,336	25%
Child NEW	1,882	2,473	1,492	-40%
Fiction	3,843	4,572	4,873	7%
Early Reader	6,289	6,301	6,171	-2%
Early Chapter	5,568	5,649	5,926	5%
Board Books	4,575	4,324	4,367	1%
Bin Books	6,696	8,356	9,328	12%
Video Games	742	914	1,237	35%
Teen				
Graphic Novels	1,559	1,797	3,075	71%
Fiction	2,088	2,450	2,539	4%
Nonfiction	376	400	403	1%
Total Circs	99,100	110,029	117,415	7%

(Some Small Collections Not Represented Above)

Top 5 Collections by Circulation Change

2023

Adult Video Games 83%
 Lucky Day 66%
 Adult NEW 61%
 Child Graphic 44%
 Adult Graphic 35%

2024

Teen Graphic Novels 71%
 Adult Video Games 60%
 Adult Lucky Day 57%
 Adult Graphic Novels 45%
 Child Video Games 35%

Bottom 5 Collections by Circulation Change

2023

Adult Magazines -17%
 Board Books -5%
 Adult Audiobooks -4%
 Early Reader 0.19%
 Adult DVD's/BluRays 0.41%

2024

Child NEW -40%
 Adult NEW -5% (Lucky Day Increased)
 Early Reader -2%
 Teen Nonfiction 1%
 Board Books 1%

2022 to 2024 E-Resource Circulation Change

Overdrive	2022	2023	2024	% Change from 23
Adult Fiction Audiobook	7,950	8,262	10,003	21%
Adult Fiction E-book	9,181	9,417	9,795	4%
Adult Non-Fiction Audiobook	1,698	1,814	2,060	14%
Adult Non-Fiction E-book	1,280	1,347	1,599	19%
Child Fiction Audiobook	1,414	1,555	1,707	10%
Child Fiction E-Book	1,462	1,642	1,673	2%
Child Non-Fiction Audiobook	55	32	63	96%
Child Non-Fiction E-Book	176	135	174	29%

Hoopla

Adult Fiction Audiobook	1,088	2,527	2,885	14%
Adult Fiction E-book	564	790	782	-1%
Adult Non-Fiction Audiobook	397	610	588	-4%
Adult Non-Fiction E-book	145	238	211	-11%
Child Fiction Audiobook	157	227	320	41%
Child Fiction E-Book	116	106	168	58%
Child Non-Fiction Audiobook	11	21	20	-5%
Child Non-Fiction E-Book	14	14	13	-7%

Total Circs

(Children and Teen are combined)

Overdrive	23,765	25,895	29,516	14%
Hoopla	2,914	4,988	5,355	7%

Top 5 Collections by Circulation Change

Overdrive Child Non-Fiction Audiobook 96%

Hoopla Child Fiction E-Book 58%

Hoopla Child Fiction Audiobook 41%

Overdrive Child Non-Fiction E-Book 29%

Overdrive Adult Fiction Audiobook 21%

Bottom 5 Collections by Circulation Change

Hoopla Adult Non-Fiction E-book -11%

Hoopla Child Non-Fiction E-Book -7%

Hoopla Child Non-Fiction Audiobook -5%

Hoopla Adult Non-Fiction Audiobook -4%

Hoopla Adult Fiction E-book -1%

Youth Services at a Glance

November & December 2024

Teacher Packs- 6

Youth Programs- 48

Youth Attendance- 1214

General Interest Programs- 17

General Interest Attendance- 655

Program Highlights

November is Native American Heritage Month. To educate and inspire the community, our Homeschool Heroes program invited Eliza Skenadore, a member of the Oneida Tribe, to present to the public during class time. The presentation, "Preserving Culture Through Art" provided an immersive experience into Indigenous art, the value and significance each piece holds, and the importance of preserving cultural knowledge. Available refreshments included traditional corn soup and strawberry drink.

It wouldn't be November at the library without Dinovember activities! This year we included a few extra passive activities to get the community excited about dinosaurs. In the youth department, patrons could take the dinosaur quiz to find out what kind of dinosaur they would be and add a red dot to the



and



matching area on the answer sheet. Our Dinovember activity sheet got patrons asking questions and reading books for a mini terrarium grand prize. The biggest attraction was the dinosaur egg. Patrons were invited to take a guess and enter their name and phone number for a chance to win what was inside. Best guess? A stuffed dinosaur. Clever Kaukauna!

We held our first interactive Polar Express Movie Night in December. Our on-staff conductor punched tickets and attendees cozied up with their

blankets in the conference room. Patrons arrived in pajamas and their tickets were punched by our on-staff conductor before they cozied up with blankets in the conference room. A hot cocoa cart was brought in to coincide with the movie and attendees went home with sleigh bells and smiles.



The library had a special guest reader before the holidays. Children’s author Christina Bryner read her book, *A Filipino Christmas Wish* for the Perfect Preschoolers Storytime. The group spent time sharing their family traditions before our friends were invited to craft paper parols; a star-shaped Christmas lantern.

We head our first interactive Polar Express Movie Night in December. Our on-staff conductor punched tickets and attendees cozied up with their blankets in the conference room. Patrons arrived in pajamas and their tickets were punched by our on-staff conductor before they cozied up with blankets in the conference room. A hot cocoa cart was brought in to coincide with the movie and attendees went home with sleigh bells and smiles.

This was the winter of firsts for our library. We held a Noon Year’s Eve Party to celebrate the new year. There was no shortage of music and dancing. Patrons could snap a photo at the 2025 photo wall. To add to the experience we ran the bubble machine and crafted a balloon drop. There was a craft station to make a festive noisemaker and a countdown to the big moment. This program is sure to make an appearance every year!



Community Outreach & Collaboration

The last two months of 2024 brought the magic of City Hall and Kaukauna Utilities to life for our Homeschool Heroes families. Mayor Tony Penterman led the group on a tour of city hall, ending in council chambers for questions. Kaukauna Utilities went behind the scenes, giving the group a look at the switchboard and the giant turbines. Providing this type of experience helps to ignite and inspire our youngest community members to

dream big. Families are encouraged to ask questions and continue the exploration at home, using materials found at the library.

Survival Skills at 1000 Islands Environmental Center wrapped up sessions in December with scout leader Steve Martin and his knot-tying class. Basic knots were demonstrated and their uses were detailed as attendees tried to complete each knot. The monkey fist is a fan favorite, although it takes more than a few tries to master it!



Kaukauna Public Library Facebook Page

Data is only available for the last 3 years.



8,682 Followers (currently)

When I entered this position in 2018, our closest Facebook page competitor was Neenah Public Library. It was my goal to surpass their following, even though their numbers were about 1,000 followers ahead of us. During the library shutdown of COVID, we took our content online as much as possible to continue to serve our patrons, and during that time we surpassed Neenah in followers. We continue to be second only to Appleton Public Library in social media presence. We also maintain a healthy lead of over 1000 followers above Neenah Public Library.



5,030,649 Impressions

Over the last 3 years, our content on Facebook has been viewed OVER 5 MILLION TIMES!



2.8% Engagement Rate

Engagement rate per impression is a metric that measures the percentage of users who interacted with a post compared to the total number of times it was seen. It's a key metric in social media marketing that shows how well an audience is engaging with content. The industry standard engagement rate is between 1% - 3.5%. Our percent is calculated over all time, but our engagement rate increased dramatically in March 2024 to 4.24%, peaked in September at 9.41%, and finished the year at 5.21%. These rates are high for industry standards and indicate our content is performing well, and engaging patrons.



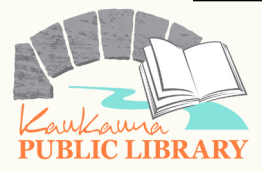
Facebook Monetization

Facebook invited our page to become "monetized" in the last quarter of 2023. In order to qualify for monetization, your page must be in good standing with Facebook community standards and be performing well. As a high performing page, Facebook gets "more bang for their buck" from their advertising as we have a robust following, and we get a cut of that. Just by doing what we already do! Since being monetized, the Kaukauna Public Library page has made over \$700 in passive income, with an average monthly payment of \$25-\$50.

Kaukauna Public Library Facebook Page

Conclusion

According to a Programming Survey the library conducted in mid-2023, our patrons rely on Facebook with an overwhelming 80% of responses indicating that Facebook is the way our community gets library information. We will continue to use Facebook as one of our main communication platforms and work to continue the success we've enjoyed so far. While Facebook is not the only social media platform we use, it is the most important for the patrons of Kaukauna Public Library.

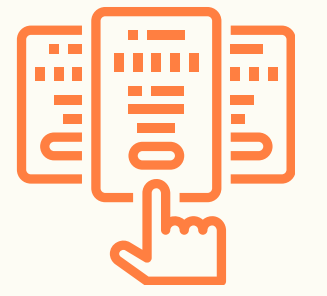


154,664
Total Items
Checked Out in
2024

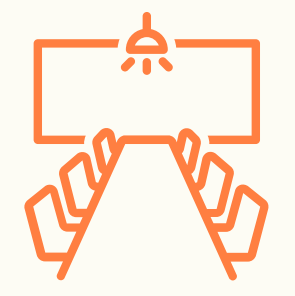
9.2% Increase
from 2023



109,887
Visitors to the
Library



34,574
Digital Items Checked Out



2,570
Meeting Room
Bookings



125
1 on 1 Tech Sessions



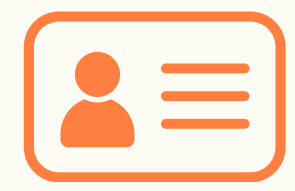
137
Local History Inquiries



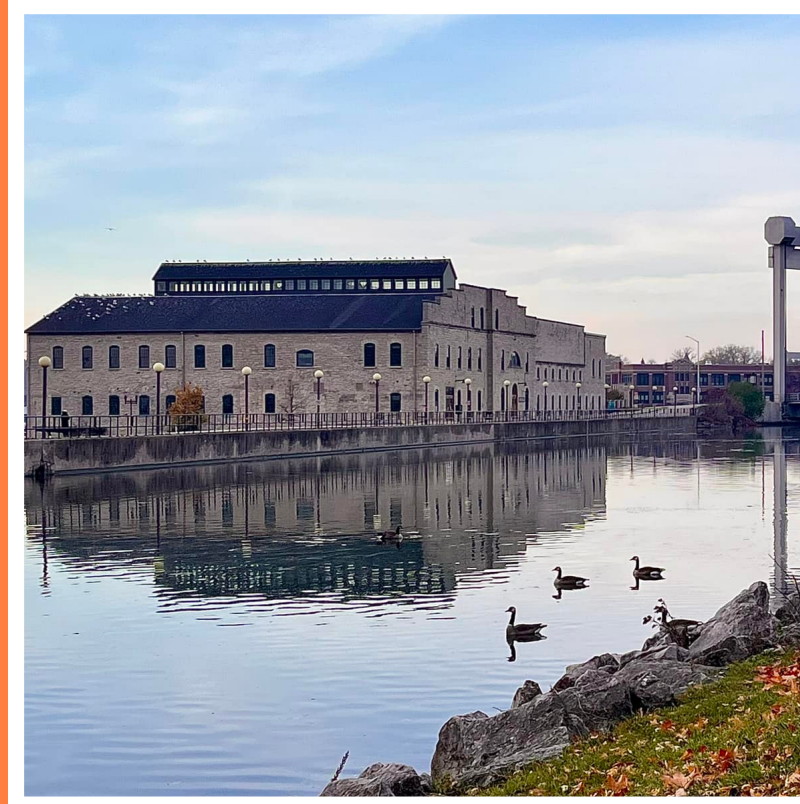
3,581
Public Computer
Sessions (in hours)



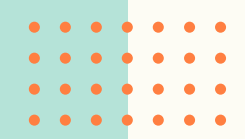
15,634
WiFi Connections



10,943
Kaukauna Library Card Holders



2024 Annual Report



Library Board

President: Mary Jo Kilgas
Vice President: Cindy Fallona
Secretary: Anna Neumeier
Treasurer: Jane Vondracek
School Board Representative: Janet Sager
Joseph Lucas
Carol Van Boxtel
Jim Van De Hey
Channy Avanzi

President's Message

One of the most notable achievements this year was the City Council's approval of funding to build much-needed office space, creating room for our staff and the installation of a new Automated Materials Handling (AMH) system. This investment in infrastructure will improve operational efficiency and enhance the library's ability to serve the community.

Additionally, the City Council and City staff recognize the importance of continually adding new materials to our collection. As a result, our budget for new library materials has continued grow over the last several years, ensuring that we can continue to offer the latest resources for all ages and interests.

Looking ahead, we are also excited to announce that additional staffing will be added in 2025. This approval from the City Council, Finance Department, and City staff, will provide the necessary support to meet the demands of our expanding services.

These milestones are a testament to the collaborative efforts of our Library team, the City Council, and City staff. As we move into 2025, we look forward to continuing to grow and strengthen our role as a vital community resource.

We are proud of all we've accomplished and eager for the opportunities the new year will bring. Thank you to everyone who has contributed to making 2024 another successful year for the Kaukauna Public Library!

Sincerely,
Mary Jo Kilgas, KPL Board President

2024

Donors

Jansen, Orlando & Janice
Johnson, Kirsten
Kaukauna Elks BPOE 962
Kaukauna Lions Club
Kaukauna Utilities
King, Daniel J.
Kramer, James & Patricia
Kratz, Melanie
Kress, Sue
Kuritz, Robert & Kathy
Lahm, Craig & Jeannette
Lambries, David
Lucas, Joe & Anna
Madsen Jolly, Laura
Mathis, Bruce & Teresa
McLernon, Linda
Neumeier, Marlene
Pautz, Pennie & Jack
Rock, Geri
Russo, Paul H. & Lou Mae T.
Sagan, Tracy & Andrew
Schaefer, Emily
Schaffer, Mary

Schatz, Kaycie
Schermitzler, Gayle
Schmidt, Dale & Nancy
Schmitt, Gavin
Schneider, Cheryl
Schneider, Nancy
Schultz, Sandy
Serwe, Kristine & James
Sheldon, Amy M.
Sherry, Suzanne
Thiem, Carl & Cindy
Unison Credit Union
Valentyn, Michael & Pat
Vander Zanden, Jenny & Adam
Verhagen, Donald & Kitty
Vondracek, Jane
Weiland, Mary
Welhouse, Linda
Yarn It All Fiber Arts Group
Ziegler, Gregory J.

2024

Item 6.d.

Kaukauna Public Library

Donors

Thanks to generous donors, the Friends of the Kaukauna Public Library are able to help the library go above and beyond their municipal budget allocation to enhance materials, programs and services. The Library is extremely grateful to all those who donate supplies, time, and funds to make the library the heart of our community. We would like to give thanks and credit to our 2024 donors below.

Albany International

Bartels, Melissa

Bender, Julian & Judith

Benson, Sandra & Peter

Bergeron, Susan

Bevers, Chris and Joyce

Biese, Tim

Binsfeld, Jennifer & Matthew

Bock, Cindy

Borchardt, Al & Donna

Bruhn, Kevin & Leigh

Bruhn, Scott

Buck, Karissa, Jared & Melody

Buechel, Ann

Busnelli, LuAnn

Cavangh, Virginia

Clear Approach Optometry, S.C.

Collins, Linda & Eugene

Constellation

Cronin, Kathryn

Culvers of Little Chute

De Bruin, Gary & Shirley

DeBruin, Rita

Dodge Street LLC

Drissen, Marcus

Fallona, Cindy & Mark

Frank, Trevor & Carol

Fuller, Charles & Grace

Geerts, Karen & Michael

Genzler, Gloria

Gmeindl, Becca

Gmeindl, John & Jean

Guenette, Angie

Hazod, Pamela

Hinkens, Susan

Hoffman, Karlene

Mission: The Kaukauna Public Library educates, inspires, and connects individuals and the community through materials, services, and programs.

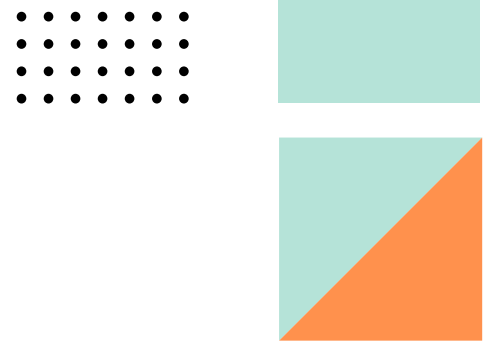
Vision: The Kaukauna Public Library will create a welcoming space, offering accessible and inclusive services to our community by connecting and engaging with them as a trusted resource. The Library will be a community leader in supporting the growth and development of individuals as a whole, recognizing the importance of literacy and lifelong learning, as well as mental, emotional, social, and physical wellbeing.

Values: At Kaukauna Public Library we strive to be:

- Inclusive
- Accessible
- Connected
- Imaginative
- Trusted
- Knowledgable



Library Programs

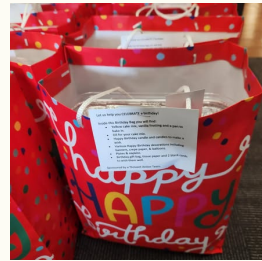


2024



KHS Civic Engagement Group
 Tim Roehrigs KHS Civic Engagement students collected three truckloads of food for the Little Free Pantry. These students organized the community drive, picked up donations from community member's homes, and organized the donations for the pantry. The City of Kaukauna donated the use of their trucks to deliver the donations to the library.

Item 6.d.



Thrivent Action Group



Tanner Elementary Teachers



Community Lemonade Stand



Baisch Engineering



Anonymous Family



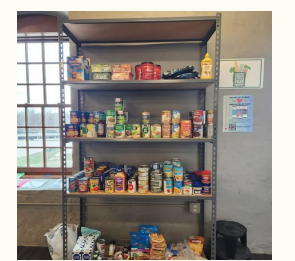
Wienke's Market



Niemuth Construction



Modern Woodworkers of America



Kaukauna Lion's Club



Ahlstrom



313 Dodge



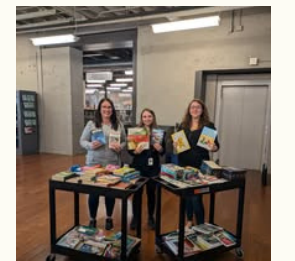
American Legion Auxilliary



Bernatello's Foods



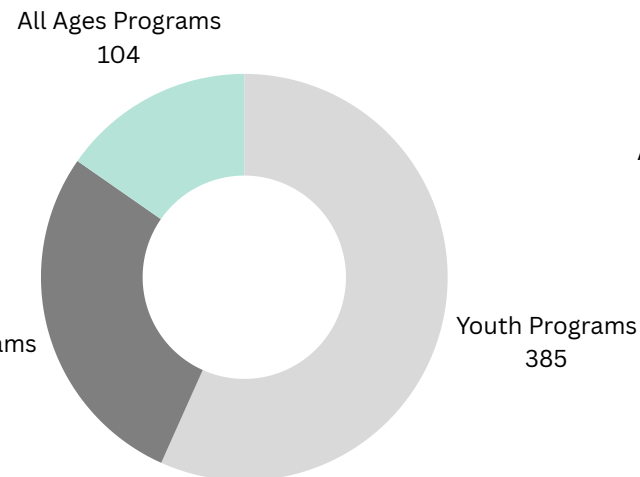
Women of Steel/Ahlstrom



Ahlstrom

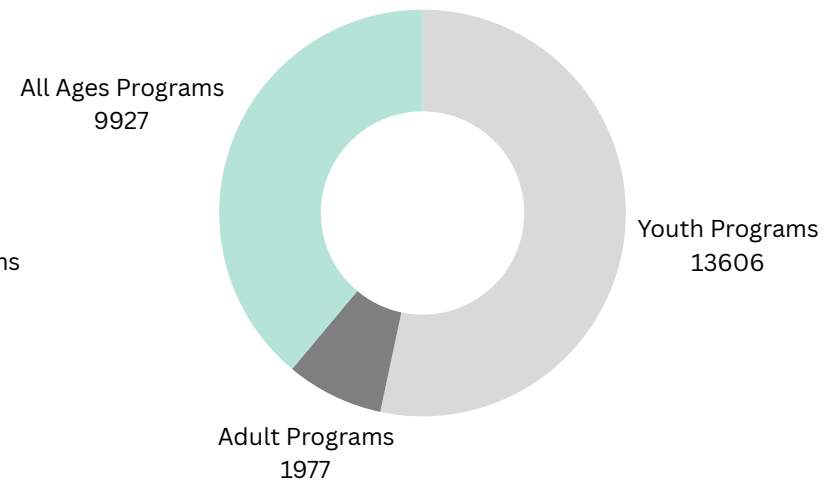
Total Programs

- Youth Programs
- Adult Programs
- All Ages Programs



Program Attendance

- Youth Programs
- Adult Programs
- All Ages Programs



Community Helpers

Throughout the year, many individuals, businesses, and community groups fundraise, donate, and complete service projects to help our library. We are so proud to be a connecting point for good!



Girl Scout Troop 2444



4 Imprint



Down Syndrome Association



Yarn It All Fiber Arts Group



Trim Hunger



Round House Manor



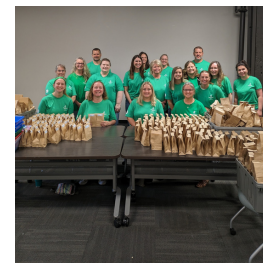
Kaukauna Utilities



Miss Landon



Sladek's Superheroes Social Studies Class



Associated Bank



Statesburgh Apartments



Miss Violet



Chillified Co.



Elks #962



Community Lemonade Stand

Grants

Asian Cultural Day Grants- \$5500

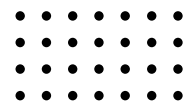
Funds from these grants include \$1000 from UW Madison's Center for East Asian Studies, \$2500 from US Venture, and \$2000 from the Community Foundation's Community Vision Fund. These monies were used to host our Asian Cultural Day in August of 2024. It financed the curry making class, a partnership with the Kanonji-Appleton Partnership, sponsored the many performers and speakers for the day, as well as Asian cookery books that were added to the library's collection. The library saw 1,129 visitors on Asian Cultural Day.

Dollar General Grant- \$5000

With this grant, the library purchased books in the native languages identified within our community. These books went directly to 50 families within the school district, helping to encourage early and ongoing literacy skills. The funding was also used for 12 weeks of an English language instruction program provided by Fox Valley Technical College ELL staff.



Marketing Highlights



In the last quarter of 2023, Facebook invited the Kaukauna Public Library page to become monetized. Because we have such a loyal and active following, we have raised over \$700 in a little over a year!

2,981,801

Times our content was viewed this year.

That is almost 3 million times!

1,142

New followers

6,336

Average daily reach

How many people see KPL content each day

120.45%

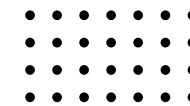
Engagement rate increase

Times a post was clicked, liked, or commented on

73rd Percentile

Our page performed better than 73% of Facebook pages, up 39 points from 2023

Volunteerism



15 Library Volunteers

Our regular library volunteers assist with many tasks around the library including, shelving books, plant care, programming assistance, and staffing our Friends of the Library book sales to name a few. Many of our volunteers put in regular, weekly service.

1,042 Volunteer Hours

In 2024, our volunteers worked 1,042 hours. Our volunteers extend the value of every tax dollar by providing an increased pool of labor and help build public awareness of the services offered by the library.



Local History Report

January 2025

Gavin Schmitt

General Housekeeping

Looking ahead into 2025...

Thanks to a generous donor, we were able to secure three guest speakers this spring for the monthly Focus on Local History program. This is great in itself (they are excellent speakers and topics), but also frees me up. FoLH tends to take the most time of my history-related duties, and now that time can be used on other, bigger projects.

Thanks to children's librarian Sarah, I now have a white board where I have written my long-term goals for improving and expanding our collection. Some of these have already been started. For example, I would like to add more politicians' personal papers to the archive if they have a strong Kaukauna connection. Outagamie County Executive Tom Nelson has agreed to pass along documents that will not be archived elsewhere. John Lambie and Ron VanDeHey would also be excellent subjects.

My #1 expansion goal for 2025 is related to Wisconsin International Raceway (WIR). Efforts in the past to collect material was only modestly successful. Considering the world famous figures who have been to Kaukauna because of WIR, it should have a much larger imprint in our collection. I will (more) actively seek out printed material and original photography.

Finally, I have mentioned in the past the creation of a Kaukauna Police Department book to be something of a companion to Carol VanBoxtel's fire department book. This has been perpetually back-burnered, but can now move to the front thanks to the guest speakers (Daniel Seurer, Dr. Patrick Jung and Dr. Antoinette Powell). Ideally, the book's rough draft would be completed by May. (Similar to Carol's books, sales would benefit the library, not me personally.)

Recollection Wisconsin Steering Committee

A meeting was held January 14, 2025. Notes are available on their website, but I want to highlight items that directly impact Kaukauna Public Library.

Digital Public Library of America (DPLA): This is the national depository that Recollection Wisconsin is connected to. Kaukauna has digital items (e.g. photos) on RW, which in turn are available on DPLA. This is good, as it gives Kaukauna a national presence. In 2024, the host of DPLA announced they could no longer host, creating a scramble to find a new home. Free Library of Philadelphia stepped in to be the new host, so there was no loss of function or access.

The most exciting update, and most relevant to Kaukauna, is the development of new ways to “harvest” data from partners of RW such as ourselves. Currently, RW pulls data and images from the Kaukauna Memory Project, which is hosted by the Milwaukee Public Library. This was before my time, so I am not sure the details on how this came to be or how the things shared on there were chosen.

RW is looking into ways to pull items from PastPerfect. This is a bit technical, but as I understand it, PastPerfect has an API (application programming interface), which can share data from one program to another. (For example, if you sell things on Amazon, you can use a non-Amazon program to list your products because Amazon API showing item information and pricing is available to other programs.)

RW can access PastPerfect API, but the current issue is in the translation of it into something usable. The state database relies on a format called XML. Nothing has to be done on our end, so there is no extra work for myself or the volunteers... someone on the state end will have to convert the data, and it sounds like this is something actively happening. Once complete, all of our 15,000+ images will be fully searchable on both the state and national level, exponentially improving the usefulness of our collection.

As archives are increasingly going digital, Kaukauna has been at the forefront of bringing our history, heritage and culture into the digital age. This is something I am proud to be a part of.

Trustee Topic 22

Freedom of Expression and Inquiry

Freedom of Expression and Inquiry

- In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure— an important concern especially in the development of your library’s collection and policies.
- The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes.

Collection Development Policy

- Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community.

Freedom of Expression and Inquiry

- Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for all citizens to the full range of ideas, including controversial or unpopular ideas.
- This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

Freedom of Expression and Inquiry

- The very beginning of Chapter 43 (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

- It is recommended that, at a minimum, the policy cover the following points:
 - purpose and scope of collection (separately defined for the adult and children’s sections)
 - types of materials to be purchased In This Trustee Essential
 - How the public library promotes freedom of expression and inquiry
 - Library board-approved policies that help protect intellectual freedom TE22-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
 - staff responsibility for selection; use of professional selection tools
 - basis and method of withdrawing and disposing of materials
 - acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
 - affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

Internet Access Policy

- The Internet brings a wealth of information to even the smallest library.
- The following questions may help your library in developing an “acceptable use policy”:
- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?

Internet Access Policy

- The following questions may help your library in developing an “acceptable use policy”:
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

Internet Access Policy

- The following questions may help your library in developing an “acceptable use policy”:
- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Internet Filtering

- Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children’s Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding).

Meeting Room, Exhibit, and Display Policies

- Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.
- In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual’s First Amendment rights when it refused him permission to use the public library’s meeting room for a program about creationism. The library’s policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

Meeting Room, Exhibit, and Display Policies

- The Federal District judge ruled that the library’s policies and practices permitting the use of the meeting room for various groups had created a “designated public forum.” In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

Meeting Room, Exhibit, and Display Policies

- Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to TE22-4 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for "commercial sales or presentations promoting specific companies or products" was also constitutionally acceptable.

Staff Development and Public Information

- One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library's collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

2024 Statistics	2023 Statistics
------------------------	------------------------

Circulation	January	February	March	April	May	June	July	August	September	October	November	December	2024 Y-T-D	December 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Total Circulation and Renewal	12,854	11,558	12,302	11,814	11,526	15,241	16,167	14,290	11,341	12,529	12,257	12,785	154,664	11,154	141,597	1,631	15%
Overdrive Usage	2,382	2,430	2,686	2,373	2,554	2,393	2,494	2,505	2,430	2,380	2,342	2,250	29,219	2,292	25,775	-42	-2%
Hoopla Usage	415	361	441	445	493	438	481	463	442	471	443	462	5,355	317	4,988	145	46%
Items Loaned	2,894	2,826	2,979	2,926	2,768	2,680	2,981	2,882	2,742	3,146	2,958	2,483	34,267	2,117	28,154	366	17%
Items Borrowed	3,974	3,220	3,618	3,462	3,065	3,523	3,847	3,723	3,501	3,697	3,709	3,906	43,245	3,242	36,408	664	20%
Teacher Packs	3	4	2	2	0	2	0	4	3	2	4	2	26	3	42	-1	-33%
Door Count	8,467	9,805	9,496	9,033	8,542	10,187	9,852	10,027	7,788	9,768	9,132	7,790	109,887	7,513	98,018	277	4%

Services	January	February	March	April	May	June	July	August	September	October	November	December	2024 Y-T-D	December 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	321	288	276	295	338	250	271	231	231	3,581	326	3,670	-95	-29%
Wireless Usage by Session	1,225	1,282	1,286	1,416	1,312	1,211	1,227	1,277	1,277	1,472	1,357	1,292	15,634	1,194	16,249	98	8%
Youth Programs	24	28	34	26	103	29	26	11	18	38	25	23	385	29	377	-6	-21%
Youth Program Attendance	595	705	994	2,447	2,847	856	814	1,613	351	1,170	670	544	13,606	571	11,456	-27	-5%
Adult Programs	10	16	15	16	21	17	11	12	21	19	18	14	190	9	170	5	56%
Adult Program Attendance	91	169	157	169	240	168	104	187	183	243	160	106	1,977	74	1,757	32	43%
General Interest Programs	7	5	4	13	8	15	12	11	3	9	11	6	104	6	91	0	0%
General Interest Attendance	691	526	160	1,075	143	1,433	1,757	2,211	73	1,203	411	244	9,927	484	6,866	-240	-50%
Meeting Room Usage	61	80	76	71	60	60	54	55	54	86	87	64	808	55	744	9	16%
Study Room	128	146	139	162	143	150	142	168	141	198	146	99	1,762	115	1,740	-16	-14%
Volunteer Hours	100	87	98	115	76	81	75	80	77	86	88	79	1,042	69	1,204	10	14%
Local History Inquiries	10	18	14	10	10	11	10	13	6	16	9	10	137	16	167	-6	-38%
Technology Instruction 1:1	12	15	11	6	12	10	8	7	11	9	9	15	125	3	133	12	400%
Proctor	0	1	1	1	0	0	0	0	0	0	0	0	3	0	1	0	0%
Notary	0	2	1	1	0	0	2	3	2	2	3	2	18	1	19	1	100%

Social Statistics	January	February	March	April	May	June	July	August	September	October	November	December	2024 Y-T-D	December 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Website Views	2,595	2,370	2,721	2,819	2,627	3,115	3,333	3,597	2,825	2,572	2,481	2,584	33,639	2,166	44,081	418	19%
Facebook Page Like	46	68	55	61	30	62	56	28	18	17	0	0	441	48	903	-48	-100%
Facebook Followers	87	203	108	136	71	130	120	63	70	57	70	52	1,167	86	1,089	-34	-40%
TikTok Followers	11	11	8	0	6	19	16	10	8	9	23	-4	117	23	653	-27	-117%

Items Held by Library	January	February	March	April	May	June	July	August	September	October	November	December	Month to Month # +/-	December 2023	# +/-
Total Titles Held by Library	62,678	62,813	63,155	63,802	64,255	64,605	65,330	65,872	66,263	66,665	67,066	67,099	33	64,566	2,533
Total Items Held by Library	67,250	67,356	67,414	68,039	68,593	69,005	69,761	70,268	70,722	71,133	71,511	71,531	20	69,257	2,274
Kaukauna Card Holding Patrons	10,211	10,211	10,211	10,211	10,211	10,211	10,658	10,658	10,943	10,943	10,943	10,943	0	11,261	-318

Quarterly Report