

LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 27, 2024 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 of Minutes
 - a. Tuesday, June 25, 2024 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - a. Bill Register June 2024
 - b. Bill Register July 2024
 - c. Election of Officers
 - d. Committee Assignments
 - e. Circulation Policy Update
 - f. 2025 Calendar Approval
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Communications Coordinator Report
 - f. Review Bylaws
 - g. Trustee Topic 18
 - h. Statistics
7. Adjournment

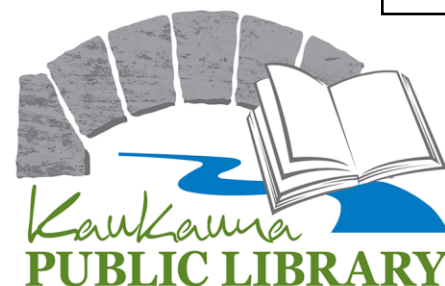
NOTICES

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

In person meeting in Library Board Room and via Zoom

Join Zoom Meeting

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



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 25, 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 V.P. C. Fallona at 5:30p.
2. Roll call of membership
 - a. Present: C. Fallona, C. Van Boxtel, J. Lucas, J. Van De Hey, J. Vondracek, & A. Neumeier
 - b. Excused: M.J. Kilgas, A. Schneider & J. Sager
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, May 28, 2024 Meeting Minutes
 - i. J. Vondracek made a motion to approve the May 28, 2024 Meeting Minutes with the grammatical change from teachers to teaches, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register May 2024
 - i. A. Neumeier made a motion to approve the Bill Register May 2024, seconded by C. Van Boxtel. Motion carries; all in favor.
 1. A. Thiem-Menning noted that we now have a landscaping service caring for the garden.
 2. A. Thiem-Menning noted that one staff member is trying out a new credit card service the City is working with called Ramp. It will allow staff to directly upload receipts and assign them to the correct budget line.
 3. The Board also commented on the way that materials purchases display in the GL, with some individual item charges and some bulk item charges.

6. Information Items

a. Directors Report

- i. A. Thiem-Menning noted that 18 volunteers from Associated Bank came to the Library in June to do community service. Volunteers helped to pack lunches, put together summer make and take projects, dusted, and cleaned for us. Big thanks to Associated Bank!
- ii. A discussion was held in regards to the report submitted on staffing. The Board was pleased with the thoroughness of the report and continues to be concerned with the staffing level of the Library. A. Thiem-Menning noted that youth summer programming was reduced this year due to staff burnout and fall youth programming has been further reduced.

b. Adult Services Librarian Report

c. Youth Services Librarian Report

d. Local Historian Report

e. Trustee Topic 17

- i. The topic this month was on being part of a library system.

f. Statistics

- i. A. Thiem-Menning noted that the reduction in youth program attendance is due to the new age breakdowns in the annual DPI report, with the addition of the general interest programs, which are up 700% because they are a new statistic and represent intergenerational programming, which do we a fair amount of.
- ii. J. Vondracek made a motion to receive and place the reports on file. Seconded by A. Neumeier. Motion carries; all in favor.

7. Adjournment

- a. The meeting adjourned at 6:24p.

Join Zoom Meeting

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

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual
From Jan 2024 to Jun 2024
Options: Activity Only

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$246,199.58	\$549,130.00	(\$302,930.42)	44.83%
5104 - Temporary Payroll	\$20,334.79	\$24,000.00	(\$3,665.21)	84.73%
5107 - Overtime Pay	\$54.18	\$0.00	\$54.18	0.00%
5119 - Longevity Pay	\$0.00	\$1,510.00	(\$1,510.00)	0.00%
5151 - Retirement Plan	\$12,571.82	\$27,761.00	(\$15,189.18)	45.29%
5152 - Residency	\$613.22	\$2,612.00	(\$1,998.78)	23.48%
5154 - Social Security	\$14,413.56	\$33,255.00	(\$18,841.44)	43.34%
5157 - Group Health Insurance	\$52,177.09	\$101,153.00	(\$48,975.91)	51.58%
5160 - Group Life Insurance	\$230.54	\$562.00	(\$331.46)	41.02%
5163 - Workers Compensation	\$497.48	\$977.00	(\$479.52)	50.92%
5208 - Travel - City Business	\$4,385.72	\$4,669.00	(\$283.28)	93.93%
5211 - Education & Memberships	\$1,038.85	\$4,738.00	(\$3,699.15)	21.93%
5303 - Communications	\$325.74	\$600.00	(\$274.26)	54.29%
5306 - Heating Fuels	\$3,062.76	\$8,000.00	(\$4,937.24)	38.28%
5309 - Water Sewer & Electric	\$5,230.29	\$16,200.00	(\$10,969.71)	32.29%
5312 - Maintenance - Buildings	\$52,797.40	\$119,000.00	(\$66,202.60)	44.37%
5313 - Lease - Buildings	\$71,958.00	\$143,916.00	(\$71,958.00)	50.00%
5325 - Contractual Services	\$14,516.46	\$29,291.00	(\$14,774.54)	49.56%
5328 - Advertising	\$579.53	\$2,050.00	(\$1,470.47)	28.27%
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	\$2,971.81	\$6,000.00	(\$3,028.19)	49.53%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$6,086.62	\$5,500.00	\$586.62	110.67%
5431 - Postage	\$1,087.95	\$1,250.00	(\$162.05)	87.04%
5441 - Library Materials	\$52,737.43	\$92,552.00	(\$39,814.57)	56.98%
5442 - Service Contracts	\$48,841.45	\$64,106.00	(\$15,264.55)	76.19%
5444 - Library Programs	\$2,024.50	\$4,000.00	(\$1,975.50)	50.61%
5499 - Miscellaneous	\$362.22	\$1,000.00	(\$637.78)	36.22%
5804 - Equipment (including Office)	\$744.49	\$9,800.00	(\$9,055.51)	7.60%
Total - Expense	\$739,670.48	\$1,378,259.00	(\$638,588.52)	53.67%
Net Income	(\$739,670.48)	(\$1,378,259.00)	\$638,588.52	53.67%

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
Totals	\$ 75.07	\$ 3,223.53	\$ 388.05	\$ 47.85	\$ 3,734.50	\$95,259.00	\$97,524.00	\$19,386.00	\$212,169.00	\$ 215,903.50	\$ 645.32

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City - Income Statement Detail
Jun 2024

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	6/6/2024	Jun 2024	JE415		\$20,827.25	Gross Earnings
	Journal	6/20/2024	Jun 2024	JE416		\$20,795.18	Gross Earnings
Total - 5101 - Regular Payroll						\$41,622.43	
5104 - Temporary Payroll							
	Journal	6/6/2024	Jun 2024	JE415		\$1,573.34	Seasonal
	Journal	6/20/2024	Jun 2024	JE416		\$2,512.99	Seasonal
Total - 5104 - Temporary Payroll						\$4,086.33	
5151 - Retirement Plan							
	Journal	6/6/2024	Jun 2024	JE415		\$1,067.29	ERWRSGen
	Journal	6/20/2024	Jun 2024	JE416		\$1,073.06	ERWRSGen
Total - 5151 - Retirement Plan						\$2,140.35	
5152 - Residency							
	Journal	6/6/2024	Jun 2024	JE415		\$50.16	401a
	Journal	6/20/2024	Jun 2024	JE416		\$55.18	401a
Total - 5152 - Residency						\$105.34	
5154 - Social Security							
	Journal	6/6/2024	Jun 2024	JE415		\$312.79	Employer Medicare Expense
	Journal	6/6/2024	Jun 2024	JE415		\$907.61	Employer Social Security Expense
	Journal	6/20/2024	Jun 2024	JE416		\$912.80	Employer Social Security Expense
	Journal	6/20/2024	Jun 2024	JE416		\$325.95	Employer Medicare Expense
Total - 5154 - Social Security						\$2,459.15	
5157 - Group Health Insurance							
	Journal	6/6/2024	Jun 2024	JE415		\$207.00	HRA Monthly
	Journal	6/6/2024	Jun 2024	JE415		\$3,671.93	ER Health
	Journal	6/20/2024	Jun 2024	JE416		\$3,671.93	ER Health
Total - 5157 - Group Health Insurance						\$7,550.86	
5160 - Group Life Insurance							
	Journal	6/6/2024	Jun 2024	JE415		\$19.90	ER Life
	Journal	6/20/2024	Jun 2024	JE416		\$19.90	ER Life
Total - 5160 - Group Life Insurance						\$39.80	
5163 - Workers Compensation							
	Journal	6/6/2024	Jun 2024	JE415		\$38.07	WC Admin
	Journal	6/20/2024	Jun 2024	JE416		\$39.58	WC Admin
Total - 5163 - Workers Compensation						\$77.65	
5208 - Travel - City Business							
	Vendor Invoice	5/14/2024	Jun 2024	WLS2852	V1240 Winnefox Library System	\$457.60	2024 PLA Hotel
	Vendor Invoice	6/4/2024	Jun 2024	050824	V1204 Kim Cackowski	\$258.62	WIEA Conference; Lac du Flambeau - Mileage
Total - 5208 - Travel - City Business						\$716.22	
5303 - Communications							
	Journal	6/20/2024	Jun 2024	JE416		\$25.00	Cell Reimb
Total - 5303 - Communications						\$25.00	
5306 - Heating Fuels							
	Vendor Invoice	5/30/2024	Jun 2024	5045950778	V0705 We Energies	\$61.69	Gas Service - May '24
Total - 5306 - Heating Fuels						\$61.69	
5309 - Water Sewer & Electric							
	Vendor Invoice	5/24/2024	Jun 2024	500114-01 052424	V0383 Kaukauna Utilities	\$932.53	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$932.53	
5312 - Maintenance - Buildings							
	Vendor Invoice	6/4/2024	Jun 2024	060124	V0016 Grand Kakalin LLC	\$8,683.00	June - Maint.
Total - 5312 - Maintenance - Buildings						\$8,683.00	
5313 - Lease - Buildings							
	Vendor Invoice	6/4/2024	Jun 2024	060124	V0016 Grand Kakalin LLC	\$11,993.00	June - Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	6/1/2024	Jun 2024	02-36608	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - June '24

Total - 5325 - Contractual Services

\$2,277.40

5328 - Advertising

Vendor Invoice	6/6/2024	Jun 2024	5686	V0383 Kaukauna Utilities	\$460.73	Summer Insert 2024
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Item 5.a.

Total - 5328 - Advertising

\$460.73

5441 - Library Materials

Vendor Invoice	5/24/2024	Jun 2024	82068168	V0323 Ingram	\$12.78	Books
Vendor Invoice	5/24/2024	Jun 2024	82068169	V0323 Ingram	\$30.30	Books
Vendor Invoice	5/24/2024	Jun 2024	82068167	V0323 Ingram	\$15.67	Books
Vendor Invoice	5/24/2024	Jun 2024	82068166	V0323 Ingram	\$14.74	Books
Vendor Invoice	5/30/2024	Jun 2024	82126392	V0323 Ingram	\$65.16	Books
Vendor Invoice	5/30/2024	Jun 2024	82126387	V0323 Ingram	\$19.29	Books
Vendor Invoice	5/30/2024	Jun 2024	82126390	V0323 Ingram	\$18.15	Books
Vendor Invoice	5/30/2024	Jun 2024	82126394	V0323 Ingram	\$9.32	Books
Vendor Invoice	5/30/2024	Jun 2024	82126393	V0323 Ingram	\$15.30	Books
Vendor Invoice	5/30/2024	Jun 2024	82126391	V0323 Ingram	\$35.16	Books
Vendor Invoice	5/30/2024	Jun 2024	82126389	V0323 Ingram	\$13.03	Books
Vendor Invoice	5/30/2024	Jun 2024	82126388	V0323 Ingram	\$36.73	Books
Vendor Invoice	5/31/2024	Jun 2024	505561522	V0472 Midwest Tape	\$1,127.94	Digital materials
Vendor Invoice	5/31/2024	Jun 2024	82149156	V0323 Ingram	\$13.56	Books
Vendor Invoice	5/31/2024	Jun 2024	82149157	V0323 Ingram	\$26.55	Books
Vendor Invoice	6/3/2024	Jun 2024	82174538	V0323 Ingram	\$16.65	Books
Vendor Invoice	6/3/2024	Jun 2024	82174537	V0323 Ingram	\$41.08	Books
Vendor Invoice	6/6/2024	Jun 2024	82245424	V0323 Ingram	\$133.42	Books
Vendor Invoice	6/6/2024	Jun 2024	82240822	V0323 Ingram	\$13.01	Books
Vendor Invoice	6/6/2024	Jun 2024	82240821	V0323 Ingram	\$68.50	Books
Vendor Invoice	6/6/2024	Jun 2024	82245427	V0323 Ingram	\$68.77	Books
Vendor Invoice	6/6/2024	Jun 2024	82240824	V0323 Ingram	\$14.20	Books
Vendor Invoice	6/6/2024	Jun 2024	82240828	V0323 Ingram	\$6.32	Books
Vendor Invoice	6/6/2024	Jun 2024	82245425	V0323 Ingram	\$5.68	Books
Vendor Invoice	6/6/2024	Jun 2024	82245423	V0323 Ingram	\$46.31	Books
Vendor Invoice	6/6/2024	Jun 2024	82240823	V0323 Ingram	\$16.94	Books
Vendor Invoice	6/6/2024	Jun 2024	82240825	V0323 Ingram	\$17.44	Books
Vendor Invoice	6/6/2024	Jun 2024	82245430	V0323 Ingram	\$433.04	Books
Vendor Invoice	6/6/2024	Jun 2024	82240826	V0323 Ingram	\$50.38	Books
Vendor Invoice	6/6/2024	Jun 2024	82245429	V0323 Ingram	\$14.70	Books
Vendor Invoice	6/6/2024	Jun 2024	82245426	V0323 Ingram	\$36.17	Books
Vendor Invoice	6/6/2024	Jun 2024	82245422	V0323 Ingram	\$13.63	Books
Vendor Invoice	6/6/2024	Jun 2024	82245428	V0323 Ingram	\$28.30	Books
Vendor Invoice	6/6/2024	Jun 2024	82240827	V0323 Ingram	\$18.89	Books
Vendor Invoice	6/7/2024	Jun 2024	82260352	V0323 Ingram	\$131.75	Books
Vendor Invoice	6/7/2024	Jun 2024	82260355	V0323 Ingram	\$13.49	Books
Vendor Invoice	6/7/2024	Jun 2024	82260354	V0323 Ingram	\$24.64	Books
Vendor Invoice	6/7/2024	Jun 2024	82260345	V0323 Ingram	\$73.90	Books
Vendor Invoice	6/7/2024	Jun 2024	82260353	V0323 Ingram	\$117.50	Books
Vendor Invoice	6/7/2024	Jun 2024	82260346	V0323 Ingram	\$17.87	Books
Vendor Invoice	6/7/2024	Jun 2024	82260351	V0323 Ingram	\$54.41	Books
Vendor Invoice	6/7/2024	Jun 2024	82260350	V0323 Ingram	\$32.90	Books
Vendor Invoice	6/7/2024	Jun 2024	82260356	V0323 Ingram	\$1,340.87	Books
Vendor Invoice	6/7/2024	Jun 2024	82260349	V0323 Ingram	\$116.29	Books
Vendor Invoice	6/7/2024	Jun 2024	82260348	V0323 Ingram	\$13.55	Books
Vendor Invoice	6/7/2024	Jun 2024	82260347	V0323 Ingram	\$18.00	Books
Vendor Invoice	6/10/2024	Jun 2024	82284793	V0323 Ingram	\$8.12	Books
Vendor Invoice	6/10/2024	Jun 2024	82284794	V0323 Ingram	\$11.17	Books
Vendor Invoice	6/10/2024	Jun 2024	82284792	V0323 Ingram	\$18.90	Books
Vendor Invoice	6/11/2024	Jun 2024	82304745	V0323 Ingram	\$18.19	Books
Vendor Invoice	6/11/2024	Jun 2024	82304744	V0323 Ingram	\$36.49	Books
Vendor Invoice	6/12/2024	Jun 2024	82329219	V0323 Ingram	\$90.07	Books
Vendor Invoice	6/12/2024	Jun 2024	82329222	V0323 Ingram	\$17.47	Books
Vendor Invoice	6/12/2024	Jun 2024	82329217	V0323 Ingram	\$16.86	Books
Vendor Invoice	6/12/2024	Jun 2024	82329224	V0323 Ingram	\$20.82	Books
Vendor Invoice	6/12/2024	Jun 2024	82329218	V0323 Ingram	\$17.46	Books

	Vendor Invoice	6/12/2024	Jun 2024	82329223	V0323 Ingram	\$15.83	Books	<div>Item 5.a.</div>
	Vendor Invoice	6/12/2024	Jun 2024	82329225	V0323 Ingram	\$19.56	Books	
	Vendor Invoice	6/12/2024	Jun 2024	82329220	V0323 Ingram	\$8.45	Books	
	Vendor Invoice	6/12/2024	Jun 2024	82329221	V0323 Ingram	\$53.07	Books	
Total - 5441 - Library Materials						\$4,804.74		
5442 - Service Contracts								
	Vendor Invoice	5/31/2024	Jun 2024	36681608	V0440 Marco	\$248.09	Copier Contract - May '24	
	Vendor Invoice	6/1/2024	Jun 2024	9271	V1220 Killian's Landscaping, Inc.	\$250.00	Killians' - June '24	
Total - 5442 - Service Contracts						\$498.09		
Total - Expense						\$88,534.31		
Net Income						(\$88,534.31)		

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual
From Jan 2024 to Jul 2024
Options: Activity Only

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$286,712.95	\$549,130.00	(\$262,417.05)	52.21%
5104 - Temporary Payroll	\$23,600.02	\$24,000.00	(\$399.98)	98.33%
5107 - Overtime Pay	\$54.18	\$0.00	\$54.18	0.00%
5119 - Longevity Pay	\$0.00	\$1,510.00	(\$1,510.00)	0.00%
5151 - Retirement Plan	\$14,706.71	\$27,761.00	(\$13,054.29)	52.98%
5152 - Residency	\$713.85	\$2,612.00	(\$1,898.15)	27.33%
5154 - Social Security	\$16,839.80	\$33,255.00	(\$16,415.20)	50.64%
5157 - Group Health Insurance	\$59,727.95	\$101,153.00	(\$41,425.05)	59.05%
5160 - Group Life Insurance	\$270.34	\$562.00	(\$291.66)	48.10%
5163 - Workers Compensation	\$571.86	\$977.00	(\$405.14)	58.53%
5208 - Travel - City Business	\$4,391.72	\$4,669.00	(\$277.28)	94.06%
5211 - Education & Memberships	\$1,038.85	\$4,738.00	(\$3,699.15)	21.93%
5303 - Communications	\$380.06	\$600.00	(\$219.94)	63.34%
5306 - Heating Fuels	\$3,087.87	\$8,000.00	(\$4,912.13)	38.60%
5309 - Water Sewer & Electric	\$8,217.10	\$16,200.00	(\$7,982.90)	50.72%
5312 - Maintenance - Buildings	\$63,028.87	\$119,000.00	(\$55,971.13)	52.97%
5313 - Lease - Buildings	\$83,951.00	\$143,916.00	(\$59,965.00)	58.33%
5325 - Contractual Services	\$19,971.70	\$29,291.00	(\$9,319.30)	68.18%
5328 - Advertising	\$628.29	\$2,050.00	(\$1,421.71)	30.65%
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	\$4,154.30	\$6,000.00	(\$1,845.70)	69.24%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$6,487.37	\$5,500.00	\$987.37	117.95%
5431 - Postage	\$1,206.10	\$1,250.00	(\$43.90)	96.49%
5441 - Library Materials	\$63,496.55	\$92,552.00	(\$29,055.45)	68.61%
5442 - Service Contracts	\$52,977.12	\$64,106.00	(\$11,128.88)	82.64%
5444 - Library Programs	\$2,765.00	\$4,000.00	(\$1,235.00)	69.13%
5499 - Miscellaneous	\$899.81	\$1,000.00	(\$100.19)	89.98%
5804 - Equipment (including Office)	\$744.49	\$9,800.00	(\$9,055.51)	7.60%
Total - Expense	\$844,450.86	\$1,378,259.00	(\$533,808.14)	61.27%
Net Income	(\$844,450.86)	(\$1,378,259.00)	\$533,808.14	61.27%

Kaukauna Public Library

2024 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
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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
Totals	\$ 88.55	\$ 3,846.99	\$ 470.70	\$ 47.85	\$ 4,454.09	\$95,259.00	\$97,524.00	\$19,386.00	\$212,169.00	\$ 216,623.09	\$ 751.41

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City - Income Statement Detail
Jul 2024

Item 5.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	7/3/2024	Jul 2024	JE438		\$20,218.39	Gross Earnings
	Journal	7/18/2024	Jul 2024	JE439		\$20,294.98	Gross Earnings
Total - 5101 - Regular Payroll						\$40,513.37	
5104 - Temporary Payroll							
	Journal	7/3/2024	Jul 2024	JE438		\$1,823.95	Seasonal
	Journal	7/18/2024	Jul 2024	JE439		\$1,441.28	Seasonal
Total - 5104 - Temporary Payroll						\$3,265.23	
5151 - Retirement Plan							
	Journal	7/3/2024	Jul 2024	JE438		\$1,067.60	ERWRSGen
	Journal	7/18/2024	Jul 2024	JE439		\$1,067.29	ERWRSGen
Total - 5151 - Retirement Plan						\$2,134.89	
5152 - Residency							
	Journal	7/3/2024	Jul 2024	JE438		\$50.47	401a
	Journal	7/18/2024	Jul 2024	JE439		\$50.16	401a
Total - 5152 - Residency						\$100.63	
5154 - Social Security							
	Journal	7/3/2024	Jul 2024	JE438		\$907.90	Employer Social Security Expense
	Journal	7/3/2024	Jul 2024	JE438		\$307.58	Employer Medicare Expense
	Journal	7/18/2024	Jul 2024	JE439		\$303.15	Employer Medicare Expense
	Journal	7/18/2024	Jul 2024	JE439		\$907.61	Employer Social Security Expense
Total - 5154 - Social Security						\$2,426.24	
5157 - Group Health Insurance							
	Journal	7/3/2024	Jul 2024	JE438		\$3,671.93	ER Health
	Journal	7/3/2024	Jul 2024	JE438		\$207.00	HRA Monthly
	Journal	7/18/2024	Jul 2024	JE439		\$3,671.93	ER Health
Total - 5157 - Group Health Insurance						\$7,550.86	
5160 - Group Life Insurance							
	Journal	7/3/2024	Jul 2024	JE438		\$19.90	ER Life
	Journal	7/18/2024	Jul 2024	JE439		\$19.90	ER Life
Total - 5160 - Group Life Insurance						\$39.80	
5163 - Workers Compensation							
	Journal	7/3/2024	Jul 2024	JE438		\$37.44	WC Admin
	Journal	7/18/2024	Jul 2024	JE439		\$36.94	WC Admin
Total - 5163 - Workers Compensation						\$74.38	
5208 - Travel - City Business							
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$6.00	Travel
Total - 5208 - Travel - City Business						\$6.00	
5303 - Communications							
	Vendor Invoice	6/21/2024	Jul 2024	062124	V0755 T-Mobile	\$29.32	Phone Exp 05/21 - 06/20/24
	Journal	7/18/2024	Jul 2024	JE439		\$25.00	Cell Reimb
Total - 5303 - Communications						\$54.32	
5306 - Heating Fuels							
	Vendor Invoice	6/27/2024	Jul 2024	5081298872	V0705 We Energies	\$25.11	Gas Usage - June
Total - 5306 - Heating Fuels						\$25.11	
5309 - Water Sewer & Electric							
	Vendor Invoice	6/25/2024	Jul 2024	500114-01 062524	V0383 Kaukauna Utilities	\$1,227.70	Water, Sewer, & Electric
	Vendor Invoice	7/25/2024	Jul 2024	500114-01 072524	V0383 Kaukauna Utilities	\$1,759.11	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$2,986.81	
5312 - Maintenance - Buildings							
	Vendor Invoice	7/2/2024	Jul 2024	23853	V0001 Amplitel Technologies LLC	\$382.50	Security Keypad Issue
	Vendor Invoice	7/2/2024	Jul 2024	23854	V0001 Amplitel Technologies LLC	\$127.50	PA System Repairs
	Vendor Invoice	7/3/2024	Jul 2024	070124	V0016 Grand Kakalin LLC	\$8,683.00	July Maintenance
	Vendor Invoice	7/15/2024	Jul 2024	23864	V0001 Amplitel Technologies LLC	\$1,038.47	Security
Total - 5312 - Maintenance - Buildings						\$10,231.47	
5313 - Lease - Buildings							
	Vendor Invoice	7/3/2024	Jul 2024	070124	V0016 Grand Kakalin LLC	\$11,993.00	July Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$3,177.84	Contractual Services
	Vendor Invoice	7/1/2024	Jul 2024	02-36929	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - July
Total - 5325 - Contractual Services						\$5,455.24	
5328 - Advertising							
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$48.76	Advertising
Total - 5328 - Advertising						\$48.76	
5401 - Office Supplies							
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$531.46	Office Supplies
	Vendor Invoice	6/27/2024	Jul 2024	4419	V0528 Outagamie Waupaca Library System	\$160.00	Receipt paper - 2 cases
	Credit Card	7/9/2024	Jul 2024	RAMP.a4dfecaf-1230-4001-9376-d29488e228b2	V1173 Amazon	\$5.99	Spencer Heise - Library book purchases/programming/general supplies
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$405.10	Office Supplies
	Credit Card	7/18/2024	Jul 2024	RAMP.eeaeaa1d-ce6e-46b0-8241-debad1fac28f	V1173 Amazon	\$28.95	Spencer Heise - office supplies
	Credit Card	7/18/2024	Jul 2024	RAMP.56ab9fe2-b9f8-4f7e-ab66-e805956ef68b	V1173 Amazon	\$50.99	Spencer Heise - office supplies
Total - 5401 - Office Supplies						\$1,182.49	
5422 - Data Processing Supplies							

	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$161.23	Data Processing Supplies	
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$239.52	Data Processing Supplies	
Total - 5422 - Data Processing Supplies						\$400.75		
5431 - Postage								
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$100.58	Postage	
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$17.57	Postage	
Total - 5431 - Postage						\$118.15		
5441 - Library Materials								
	Vendor Invoice	6/13/2024	Jul 2024	82354087	V0323 Ingram	\$37.40	Books	
	Vendor Invoice	6/13/2024	Jul 2024	82354088	V0323 Ingram	\$15.06	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369596	V0323 Ingram	\$12.97	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369602	V0323 Ingram	\$15.35	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369604	V0323 Ingram	\$48.96	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369601	V0323 Ingram	\$75.64	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369600	V0323 Ingram	\$15.24	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369599	V0323 Ingram	\$8.84	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369595	V0323 Ingram	\$18.12	Books	
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$1,802.94	Library Material	
	Vendor Invoice	6/14/2024	Jul 2024	82369603	V0323 Ingram	\$14.29	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369598	V0323 Ingram	\$17.80	Books	
	Vendor Invoice	6/14/2024	Jul 2024	82369597	V0323 Ingram	\$16.87	Books	
	Vendor Invoice	6/21/2024	Jul 2024	062124	V0755 T-Mobile	\$303.57	Hotspots 05/21 - 06/20/24	
	Vendor Invoice	6/24/2024	Jul 2024	82474433	V0323 Ingram	\$41.05	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474431	V0323 Ingram	\$16.20	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474437	V0323 Ingram	\$42.36	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474430	V0323 Ingram	\$54.31	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474429	V0323 Ingram	\$46.03	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474435	V0323 Ingram	\$86.22	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474425	V0323 Ingram	\$36.01	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474426	V0323 Ingram	\$21.37	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474432	V0323 Ingram	\$17.33	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474427	V0323 Ingram	\$62.34	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474424	V0323 Ingram	\$12.93	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474428	V0323 Ingram	\$17.32	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474436	V0323 Ingram	\$16.59	Books	
	Vendor Invoice	6/24/2024	Jul 2024	82474434	V0323 Ingram	\$16.35	Books	
	Vendor Invoice	6/25/2024	Jul 2024	82497112	V0323 Ingram	\$29.44	Books	
	Vendor Invoice	6/25/2024	Jul 2024	82497111	V0323 Ingram	\$17.35	Books	
	Vendor Invoice	6/25/2024	Jul 2024	82497113	V0323 Ingram	\$28.76	Books	
	Vendor Invoice	6/25/2024	Jul 2024	82497114	V0323 Ingram	\$53.66	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547463	V0323 Ingram	\$13.54	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547460	V0323 Ingram	\$16.61	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547457	V0323 Ingram	\$13.53	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547462	V0323 Ingram	\$16.96	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547461	V0323 Ingram	\$71.70	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547465	V0323 Ingram	\$35.08	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547459	V0323 Ingram	\$49.10	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547456	V0323 Ingram	\$10.75	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547464	V0323 Ingram	\$21.47	Books	
	Vendor Invoice	6/28/2024	Jul 2024	82547458	V0323 Ingram	\$29.46	Books	
	Credit Card	6/29/2024	Jul 2024	RAMP.ae6b2e8e-4457-4e38-92d3-50ff4a7784e3	V1173 Amazon	\$36.66	Spencer Heise - Library book purchases	
	Vendor Invoice	6/30/2024	Jul 2024	82562777	V0323 Ingram	\$85.41	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562783	V0323 Ingram	\$29.39	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562771	V0323 Ingram	\$29.10	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562770	V0323 Ingram	\$21.62	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562772	V0323 Ingram	\$30.28	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562773	V0323 Ingram	\$63.44	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562778	V0323 Ingram	\$38.70	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562781	V0323 Ingram	\$20.53	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562784	V0323 Ingram	\$16.86	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562768	V0323 Ingram	\$16.19	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562782	V0323 Ingram	\$41.35	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562775	V0323 Ingram	\$46.25	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562779	V0323 Ingram	\$46.51	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562785	V0323 Ingram	\$14.50	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562776	V0323 Ingram	\$88.23	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562780	V0323 Ingram	\$55.48	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562767	V0323 Ingram	\$11.44	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562774	V0323 Ingram	\$3.94	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562769	V0323 Ingram	\$111.18	Books	
	Vendor Invoice	6/30/2024	Jul 2024	505703066	V0472 Midwest Tape	\$1,024.23	Hoopla - June 24	
	Vendor Invoice	6/30/2024	Jul 2024	82562786	V0323 Ingram	\$16.77	Books	
	Vendor Invoice	6/30/2024	Jul 2024	82562766	V0323 Ingram	\$21.11	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608543	V0323 Ingram	\$15.69	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608546	V0323 Ingram	\$11.51	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608513	V0323 Ingram	\$13.47	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608527	V0323 Ingram	\$23.27	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608514	V0323 Ingram	\$66.60	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608531	V0323 Ingram	\$326.63	Books	
	Vendor Invoice	7/3/2024	Jul 2024	82608520	V0323 Ingram	\$11.42	Books	

Item 5.b.

Vendor Invoice	7/3/2024	Jul 2024	82608537	V0323 Ingram	\$122.72	Books
Vendor Invoice	7/3/2024	Jul 2024	82608533	V0323 Ingram	\$62.73	Books
Vendor Invoice	7/3/2024	Jul 2024	82608534	V0323 Ingram	\$177.84	Books
Vendor Invoice	7/3/2024	Jul 2024	82608539	V0323 Ingram	\$139.95	Books
Vendor Invoice	7/3/2024	Jul 2024	82608536	V0323 Ingram	\$138.90	Books
Vendor Invoice	7/3/2024	Jul 2024	82608542	V0323 Ingram	\$16.82	Books
Vendor Invoice	7/3/2024	Jul 2024	82608532	V0323 Ingram	\$186.78	Books
Vendor Invoice	7/3/2024	Jul 2024	82608515	V0323 Ingram	\$35.93	Books
Vendor Invoice	7/3/2024	Jul 2024	82608517	V0323 Ingram	\$6.59	Books
Vendor Invoice	7/3/2024	Jul 2024	82608538	V0323 Ingram	\$173.44	Books
Vendor Invoice	7/3/2024	Jul 2024	82608522	V0323 Ingram	\$75.54	Books
Vendor Invoice	7/3/2024	Jul 2024	82608524	V0323 Ingram	\$94.56	Books
Vendor Invoice	7/3/2024	Jul 2024	82608516	V0323 Ingram	\$22.47	Books
Vendor Invoice	7/3/2024	Jul 2024	82608521	V0323 Ingram	\$155.07	Books
Vendor Invoice	7/3/2024	Jul 2024	82608528	V0323 Ingram	\$35.40	Books
Vendor Invoice	7/3/2024	Jul 2024	82608544	V0323 Ingram	\$15.72	Books
Vendor Invoice	7/3/2024	Jul 2024	82608525	V0323 Ingram	\$311.28	Books
Vendor Invoice	7/3/2024	Jul 2024	82608518	V0323 Ingram	\$26.05	Books
Vendor Invoice	7/3/2024	Jul 2024	82608535	V0323 Ingram	\$88.21	Books
Vendor Invoice	7/3/2024	Jul 2024	82608529	V0323 Ingram	\$49.89	Books
Vendor Invoice	7/3/2024	Jul 2024	82608526	V0323 Ingram	\$138.87	Books
Vendor Invoice	7/3/2024	Jul 2024	82608523	V0323 Ingram	\$384.82	Books
Vendor Invoice	7/3/2024	Jul 2024	82608512	V0323 Ingram	\$33.56	Books
Vendor Invoice	7/3/2024	Jul 2024	82608540	V0323 Ingram	\$172.64	Books
Vendor Invoice	7/3/2024	Jul 2024	82608541	V0323 Ingram	\$14.06	Books
Vendor Invoice	7/3/2024	Jul 2024	82608530	V0323 Ingram	\$66.31	Books
Vendor Invoice	7/3/2024	Jul 2024	82608519	V0323 Ingram	\$16.44	Books
Vendor Invoice	7/3/2024	Jul 2024	82608545	V0323 Ingram	\$21.38	Books
Vendor Invoice	7/5/2024	Jul 2024	82627013	V0323 Ingram	\$16.46	Books
Vendor Invoice	7/5/2024	Jul 2024	82627012	V0323 Ingram	\$12.79	Books
Vendor Invoice	7/5/2024	Jul 2024	82627015	V0323 Ingram	\$18.66	Books
Vendor Invoice	7/5/2024	Jul 2024	82627014	V0323 Ingram	\$20.39	Books
Vendor Invoice	7/5/2024	Jul 2024	82627011	V0323 Ingram	\$28.94	Books
Credit Card	7/9/2024	Jul 2024	RAMP.a4dfecaf-1230-4001-9376-d29488e228b2	V1173 Amazon	\$47.97	Spencer Heise - Library book purchases/programming/general supplies
Vendor Invoice	7/11/2024	Jul 2024	82698492	V0323 Ingram	\$33.14	Books
Vendor Invoice	7/11/2024	Jul 2024	82698487	V0323 Ingram	\$34.95	Books
Vendor Invoice	7/11/2024	Jul 2024	82698480	V0323 Ingram	\$17.35	Books
Vendor Invoice	7/11/2024	Jul 2024	82698486	V0323 Ingram	\$110.40	Books
Vendor Invoice	7/11/2024	Jul 2024	82698483	V0323 Ingram	\$24.43	Books
Vendor Invoice	7/11/2024	Jul 2024	82698478	V0323 Ingram	\$17.32	Books
Vendor Invoice	7/11/2024	Jul 2024	82698489	V0323 Ingram	\$9.47	Books
Vendor Invoice	7/11/2024	Jul 2024	82698477	V0323 Ingram	\$34.14	Books
Vendor Invoice	7/11/2024	Jul 2024	82698474	V0323 Ingram	\$16.19	Books
Vendor Invoice	7/11/2024	Jul 2024	82698488	V0323 Ingram	\$16.37	Books
Vendor Invoice	7/11/2024	Jul 2024	82698490	V0323 Ingram	\$13.52	Books
Vendor Invoice	7/11/2024	Jul 2024	82698491	V0323 Ingram	\$33.25	Books
Vendor Invoice	7/11/2024	Jul 2024	82698476	V0323 Ingram	\$16.59	Books
Vendor Invoice	7/11/2024	Jul 2024	82698482	V0323 Ingram	\$23.67	Books
Vendor Invoice	7/11/2024	Jul 2024	82698484	V0323 Ingram	\$38.75	Books
Vendor Invoice	7/11/2024	Jul 2024	82698475	V0323 Ingram	\$13.53	Books
Vendor Invoice	7/11/2024	Jul 2024	82698479	V0323 Ingram	\$22.71	Books
Vendor Invoice	7/11/2024	Jul 2024	82698485	V0323 Ingram	\$22.35	Books
Vendor Invoice	7/11/2024	Jul 2024	82698481	V0323 Ingram	\$5.50	Books
Vendor Invoice	7/12/2024	Jul 2024	82722741	V0323 Ingram	\$14.22	Books
Vendor Invoice	7/12/2024	Jul 2024	82722740	V0323 Ingram	\$21.33	Books
Vendor Invoice	7/15/2024	Jul 2024	82737540	V0323 Ingram	\$32.89	Books
Vendor Invoice	7/15/2024	Jul 2024	82737536	V0323 Ingram	\$13.61	Books
Vendor Invoice	7/15/2024	Jul 2024	82737539	V0323 Ingram	\$14.20	Books
Vendor Invoice	7/15/2024	Jul 2024	82737535	V0323 Ingram	\$26.53	Books
Vendor Invoice	7/15/2024	Jul 2024	82737541	V0323 Ingram	\$10.81	Books
Vendor Invoice	7/15/2024	Jul 2024	82737537	V0323 Ingram	\$23.22	Books
Vendor Invoice	7/15/2024	Jul 2024	82737538	V0323 Ingram	\$58.29	Books
Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$773.15	Library Materials
Credit Card	7/18/2024	Jul 2024	RAMP.7437769e-be55-45d9-a2e0-b4e69aa84be9	V1173 Amazon	\$22.49	Spencer Heise - Library book purchases
Vendor Invoice	7/19/2024	Jul 2024	82807594	V0323 Ingram	\$23.92	Books
Vendor Invoice	7/19/2024	Jul 2024	82807585	V0323 Ingram	\$19.94	Books
Vendor Invoice	7/19/2024	Jul 2024	82807595	V0323 Ingram	\$19.40	Books
Vendor Invoice	7/19/2024	Jul 2024	82807587	V0323 Ingram	\$12.21	Books
Vendor Invoice	7/19/2024	Jul 2024	82807598	V0323 Ingram	\$15.40	Books
Vendor Invoice	7/19/2024	Jul 2024	82807596	V0323 Ingram	\$18.19	Books
Vendor Invoice	7/19/2024	Jul 2024	82807591	V0323 Ingram	\$29.73	Books
Vendor Invoice	7/19/2024	Jul 2024	82807593	V0323 Ingram	\$27.05	Books
Vendor Invoice	7/19/2024	Jul 2024	82807597	V0323 Ingram	\$35.84	Books
Vendor Invoice	7/19/2024	Jul 2024	82807599	V0323 Ingram	\$47.10	Books
Vendor Invoice	7/19/2024	Jul 2024	82807590	V0323 Ingram	\$16.20	Books
Vendor Invoice	7/19/2024	Jul 2024	82807584	V0323 Ingram	\$53.20	Books
Vendor Invoice	7/19/2024	Jul 2024	82807592	V0323 Ingram	\$16.20	Books
Vendor Invoice	7/19/2024	Jul 2024	82807588	V0323 Ingram	\$8.68	Books
Vendor Invoice	7/19/2024	Jul 2024	82807586	V0323 Ingram	\$15.42	Books
Vendor Invoice	7/19/2024	Jul 2024	82807589	V0323 Ingram	\$7.47	Books

	Vendor Credit	7/23/2024	Jul 2024	82868422	V0323 Ingram	(\$26.33)	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850324	V0323 Ingram	\$10.70	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850322	V0323 Ingram	\$13.03	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850327	V0323 Ingram	\$12.37	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850323	V0323 Ingram	\$46.95	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850329	V0323 Ingram	\$11.43	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850328	V0323 Ingram	\$79.79	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850326	V0323 Ingram	\$7.54	Books
	Vendor Invoice	7/23/2024	Jul 2024	82850325	V0323 Ingram	\$11.24	Books
	Vendor Invoice	7/24/2024	Jul 2024	82872987	V0323 Ingram	\$11.80	Books
	Vendor Invoice	7/24/2024	Jul 2024	82872986	V0323 Ingram	\$19.28	Books
	Vendor Invoice	7/24/2024	Jul 2024	82877416	V0323 Ingram	\$22.28	Books
	Vendor Invoice	7/24/2024	Jul 2024	82872989	V0323 Ingram	\$13.51	Books
	Vendor Invoice	7/24/2024	Jul 2024	82872988	V0323 Ingram	\$5.84	Books
	Vendor Invoice	7/24/2024	Jul 2024	82872985	V0323 Ingram	\$13.93	Books
	Vendor Invoice	7/24/2024	Jul 2024	82877415	V0323 Ingram	\$13.99	Books
	Vendor Invoice	7/25/2024	Jul 2024	82893800	V0323 Ingram	\$24.58	Books
	Vendor Invoice	7/25/2024	Jul 2024	82893801	V0323 Ingram	\$23.06	Books
Total - 5441 - Library Materials						\$10,759.12	
5442 - Service Contracts							
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$1,149.20	Service Contracts
	Vendor Invoice	6/25/2024	Jul 2024	7001139678	V1279 Staples	\$299.99	Staples Membership
	Vendor Invoice	6/28/2024	Jul 2024	9306	V1220 Killian's Landscaping, Inc.	\$250.00	MONTHLY LAWN AND LANDSCAPE MAINTENANCE - JULY 2024
	Vendor Invoice	7/1/2024	Jul 2024	36902180	V0440 Marco	\$1,532.97	Copier Contract
	Vendor Invoice	7/8/2024	Jul 2024	2971	V0577 RMC Imaging, Inc.	\$845.00	Annual Support - ST Viewscan Digital Library Reader
	Vendor Invoice	7/13/2024	Jul 2024	INV12713059	V0441 Marco Technologies LLC	\$43.75	Copier Service Contract
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$14.76	Service Contracts
Total - 5442 - Service Contracts						\$4,135.67	
5444 - Library Programs							
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$181.41	Library Programs
	Credit Card	7/9/2024	Jul 2024	RAMP.34b69998-7c14-41d0-8e9b-0daf1dd05024	V1173 Amazon	\$60.62	Spencer Heise - Programming Supplies
	Credit Card	7/9/2024	Jul 2024	RAMP.a4dfecaf-1230-4001-9376-d29488e228b2	V1173 Amazon	\$26.99	Spencer Heise - Library book purchases/programming/general supplies
	Credit Card	7/13/2024	Jul 2024	RAMP.8ed4f2a3-7934-43f4-873d-47338e8210a4	V1173 Amazon	\$48.20	Spencer Heise - Library Programming
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$359.52	Library Programs
	Credit Card	7/18/2024	Jul 2024	RAMP.7437769e-be55-45d9-a2e0-b4e69aa84be9	V1173 Amazon	\$63.76	Spencer Heise - Library book purchases
Total - 5444 - Library Programs						\$740.50	
5499 - Miscellaneous							
	Vendor Invoice	6/14/2024	Jul 2024	061424	V0123 Elan Financial Services	\$322.15	Misc
	Vendor Invoice	7/16/2024	Jul 2024	071624	V0123 Elan Financial Services	\$215.44	Misc
Total - 5499 - Miscellaneous						\$537.59	
Total - Expense						\$104,780.38	
Net Income						(\$104,780.38)	

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 will need to re-register for a library card to ensure proper confidentiality. A custodial parent or legal guardian must still be present to sign for the account and show the appropriate identification. 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 will be transferred to the parent/legal guardian who signed for the library card account.

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 six (6) 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.

2025 Kaukauna Public Library Closed/Important Dates

Wednesday	January 1 – New Year’s Day
Friday	January 17 – <u>Staff Training</u>
Friday	April 25 – <u>Staff Training</u>
Saturday - Monday	May 24-26 – Memorial Day
Friday - Saturday	July 4-5 – Independence Day
Saturday - Monday	August 30 - September 1 – Labor Day
Friday	September 12 – <u>Staff Training</u>
Friday	November 7 – <u>Staff Training</u>
Thursday - Saturday	November 27-29 – Fall Break
Tuesday	December 2 – Close at 4 for City Holiday Parade
Wednesday - Thursday	December 24-25 – Winter break
Wednesday	December 31 – Close at 4pm

Board Meetings Tuesdays at 5:30p

January	28th
February	25th
March	25th
April	22nd
May	27th
June	24th
July	NO MEETING
August	26th
September	23rd
October	28th
November	25th
December	NO MEETING

Spring Book Sale

April 26 - May 3
SLP 10 weeks
June 9 - August 16
School Supply Drive
August 15 (Friday) 8:15
Fairy Walk
August 18 (Monday) 5-8

Coat Drive

October 11 (Saturday)

Garden Closes

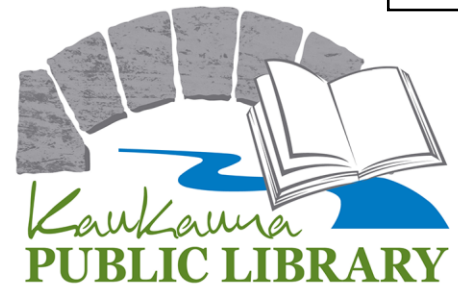
November 10 (Monday)

Fall Book Sale

November 21-26

KU Library of Lights

December 8 (Monday)

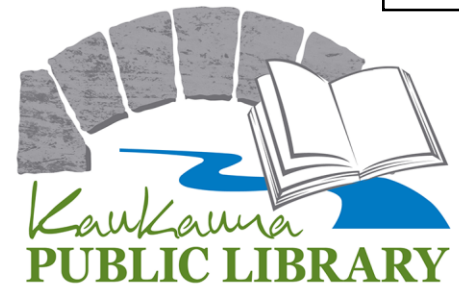


To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/20/24
Re: 2025 Calendar

The City is currently working on their Citywide 2025 calendar. There are not many changes for next year, with the exception of when we schedule our closed days for staff training. We needed to refine the May date we had for 2024, as it was too close to summer visits, which is why we are proposing April for 2025 instead. We also feel like December is such a busy month that we also plan to move to November.

Please note that there may be changes to this after the fact, as we are looking at possible construction late into this year or early next year. While I am confident that the construction can be done while we are open, I am not in the construction industry, and will follow their safety protocols in terms of any closures while certain work is being completed.





To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/20/24
Re: Credit Card Service

We have canceled all of our staff credit cards through ELAN Financial Services. For several months, the company has been saying they are receiving our payments late, which has resulted in late fees and interest fees. While I was able to get most of them reversed, we have since sent payments earlier. Even sending payment seven days in advance, the company is still stating they were receiving them late citing issues with the post office.

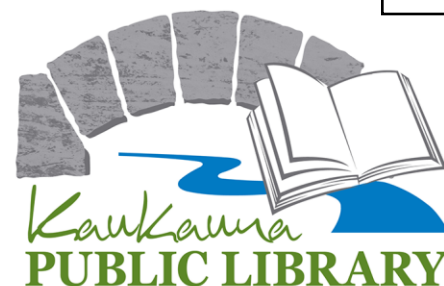
As one staff member has been successfully using their new Ramp card through the City, I opted to cancel all of our credit cards and the Finance Department was gracious enough to allow four of our staff members to have Ramp cards. The cards do have a \$15 a month fee; however, their efficiency is worth the expense.

When we make a purchase with the Ramp card, we receive a notification. We can then take a picture of our screen or the receipt and automatically reconcile the statement by selecting which account the expenditure should be coming from.

Typically, we would turn in paper receipts to Liz and when the credit card statement came, she would have to reconcile the receipts we gave her with the statement and assign each expenditure a line. When people forget to give her receipts, which is often, she has to hunt them down in the building, get the receipts from them, and find out which lines they want the expenses to come from. This is difficult when statements come out and staff members are on vacation or out sick when she needs to reconcile.

The Ramp card makes this a seamless process now; cutting out all the time it takes to collect receipts and make copies and prep everything to go to City for payment to the credit card company. This is a major increase in efficiency for us and we are very pleased with the product.

We will budget for the monthly fee in 2025 to continue to use the product.



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/20/24
Re: Personnel Updates

In July, I spent time assisting in the hire of the new City Human Resource Director. We are happy to welcome Elisa Hodge to the City August 19th. Thanks go to Will Van Rossum and Tyler Ault in Finance for acting as interim HR for our hiring. Both positions remain open at this time and we will continue to interview, however we did hire a second On-Call candidate out of the pool of applicants.

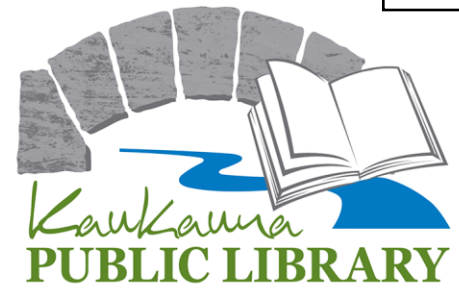
We had a meeting regarding Phase II of the City Staffing Assessment in late July. From the meeting we determined that we need to be blocking off more regular time for this effort as a group. Another meeting is scheduled in September, at which time we will discuss these questions:

1. What are staff currently doing? Consider not just the “what” but also the “how” (processes, procedures, tools, etc.).
2. How could staff alignment be adjusted to better meet core duties?
3. What technology could be utilized to better support staff and core functions?

This conversation will help with phase II findings, which leads into Phase III, which is requesting staff to address unmet core duties.

All annual reviews had to be completed this year by August 15 to be ready for budget season. All the Library reviews were completed on time. My review was also completed for the Mayor. We typically have my review on the agenda for October. While my review with the Mayor will likely come first, I will work with the new Human Resource Director to find a way, similar to last year, for you to do my review.

In 2025, we will shift our timeline for my review to meet City standards, which I hear may be earlier than August. With HR being out this year in the summer, I recommend that we continue with the review in October unless you would like for me to push for a September closed session.



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/21/24
Re: Budget

The 2025 budget process is underway already! Please see the City schedule from the Finance Department attached. First up will be Capital Improvement Plan meetings and discussions.

At the same time, we are internally meeting to build the budget now and will get a meeting scheduled for the first week in September with the Board Finance Committee.

Budgets are due to City on September 9th. As a group, Department Heads will then meet to see where all the departments combined are in terms of overall budget to see where any cuts may need to be made.

On the personnel side, we will be requesting a full-time Public Services Coordinator position again this year.



2025 Budget Preparation and Approval Process Schedule

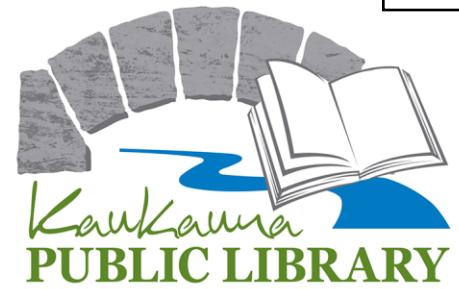
August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- August 1– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 5 – Distribution of Budget Worksheets to Department Managers
- September 4 – Review CIP Internally with Department Heads
- September 9 – Non –Personnel Budgets Due
- September 16 – through 20 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 17 – Present 5-year Capital Improvement CIP to Council for Feedback
- September 30 – Present Non-Personnel Items and Tax Rate to Committee of the Whole for feedback
- October 14 – Present Personnel items to Committee of the Whole for feedback
- **October 24 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- *Week of October 28th – Print Budget Books and Distribute*
- November 11 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 19 – Public Hearing and Budget Adoption



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/20/24
Re: Friends of the Library

The Friends of the Library met on July 30th. The group voted to add a Clover credit card reading device for book sales and merchandise sales. During the spring book sale we received more complaints than usual about our cash/check only sale. We were approached by Associated Bank about the Clover product and sat in on a demo. It will be extremely helpful to offer a card option at book sales, as we are seeing few people carrying cash and checks. This will also help with the mug and book sales at the front desk, as we only take cash or check for those as well.

The Friends have decided not to pursue any specific fundraisers this fall or winter, but will send out an end of year donation request letter prior to giving Tuesday on behalf of the Library. The group would like to create acknowledgment of donations similar to that of a playbill or event guide annually, possibly with donor levels like types of books: chapbook, paperback, hardcover, limited edition, or book lover related options like: bookworm, bibliophile, bibliomaniac, literary critic, scholar, which would be included in our end of the year report and displayed on our screens internally.



Adult Services Librarian Report

Programming

David Jones True Crime Night



Local Authors Gavin, Sarah, and David discussing the writing process.

Local author David Jones joined us for True Crime night on Wednesday, July 17th. Sarah Read moderated a great panel between David and Gavin Schmitt. The questions contrasted David's fiction writing with Gavin's nonfiction experience. There was particularly interesting overlap between their writing processes because David used to be a police chief, and Gavin regularly requests police records with redacted material to aid in his research while writing his books. David was able to give context to the police's side of the process of writing, redacting, and releasing police records. The audience was engaged the entire program and asked many questions at the end.

Make and Mingle



Jenny continues to enjoy great attendance at her Make and Mingles.

Jenny continues to host our make and mingle craft events once a month on Wednesday evenings. July and August's were painting lavender and rhinestone bookmarks respectively!

Inclusive Board Game Play



Sorry and Monopoly were played in July.

We have continued our partnership with Valley Packaging Industries (VPI). Once a month they stop by with adults with intellectual and developmental disabilities and library games master John teaches them various board games. It has gone so well that we are continuing the program through at least December!

Puzzle Palooza



Some Assembly Required set the new record with a time of 31 minutes 55 seconds!



Puzzle Perfect, (left) Puzzles Chinchilla (right).

Our 5th Puzzle Palooza was our most exciting yet! Some Assembly Required set the new record, completing the 500 piece puzzle in only 31 minutes 55 seconds! Puzzle Perfect, the second place also beat out the previous record with a time of 37 minutes 01 seconds. Also impressive was the two-person team Puzzles Chinchilla who completed the puzzle in 40 minutes and 44 seconds! For reference, the previous record was 38 minutes and 01 second.

Taste of Central and South America

Yenny gave patrons a taste of Peru during August's Taste of Central and South America program. She gave a presentation on Peru's culture, climate, history, and gastronomy. She also prepared fresh ceviche, lemonade, and made Peruvian alfajores, which are a type of cookie. It was every attendee's first time trying ceviche and alfajores. The generally liked the taste!



Ceviche is a Central and South American dish made with fish cured with lemon and lime juice.

Asian Cultural Day

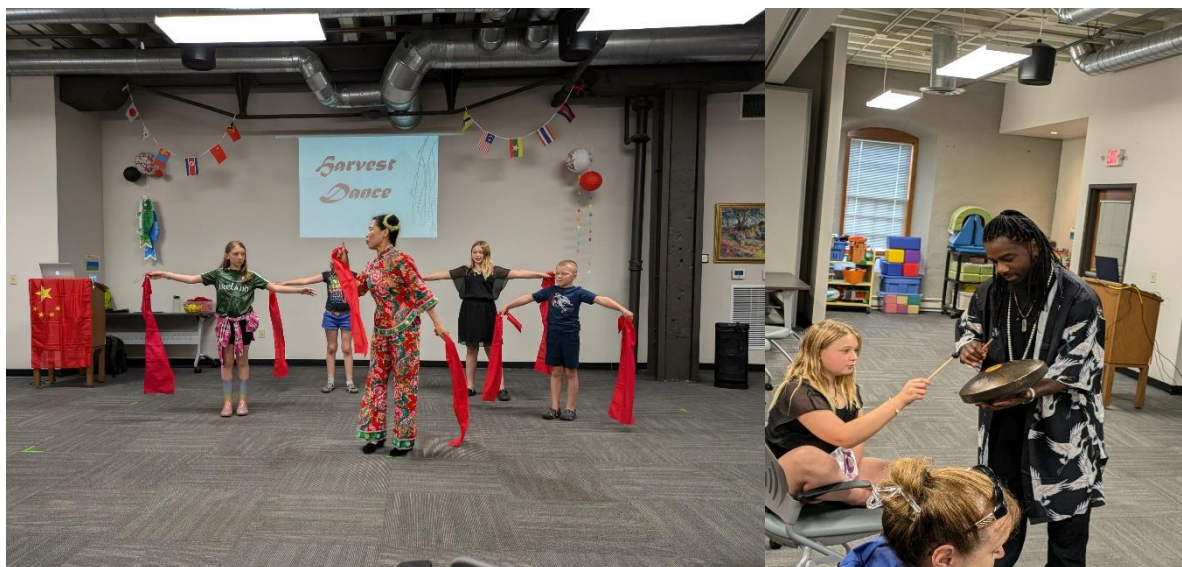
Asian Cultural Day was held on August 5th and was a great success! 7 groups performed at the library from 10AM-6:30PM including drummers, dancers, artists, and a multi-instrumentalist! We had three culturally relevant crafts from three areas of Asia as well as a food truck out front. 1,129 people attended the event! To make this event possible, we received \$1,000 from UW Madison's Center for East Asian Studies, \$2,500 from US Venture, and a \$2,000 grant from Community Foundation's Community Vision Fund. The funds were used to pay for the performers, decorations, and craft supplies.



Sarah and I on WLUK!



Oshkosh Taiko drumming (left) and Nkauj Zai Dance Academy dancing (right)!



Joy Chen from Blue Willow Dance with audience participants(left) Ace Champion showing Ruby how to drum (right)

Youth Services at a Glance

June & July 2024

Teacher Packs- 2

Youth Programs- 55

Youth Attendance- 2368

General Interest Programs- 27

General Interest Attendance- 2572

Program Highlights

In June the library held a kick-off party to promote our Summer Learning Program. Attendees were invited to paint rocks in the Learning Garden, join a bubble party in the lower parking lot, and end their fun with a colorful freeze pop! With the help of generous donations from local sponsors, the amazing Zoomalata performed twice, engaging over 400 patrons of all ages and abilities. The party outside came to an abrupt end with a quick and powerful rain shower and no shortage of smiles.

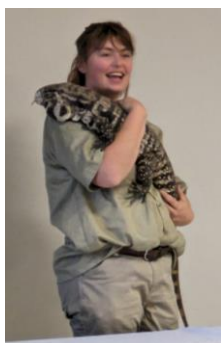


Lizards, snakes, and spiders- oh my! J&R Aquatic Animal Rescue of Neenah brought quite the adventure to the library this summer. As patrons learned about native environments and how to properly handle and care for each animal, they could not help but notice the rumbling in one giant tub.

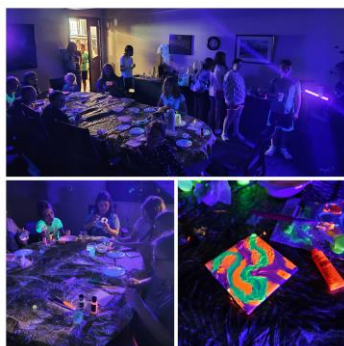
Whispers of guesses waved through the crowd of 200, a few fingers were



after
with



crossed for a dinosaur, and waiting, we met a giant tegu! Attendees could get up close the critters and ask their questions one-on-one after the engaging presentation.



Kaukauna teens tested their art skills during the Teen Glow Painting Party. We offered two sessions throughout the day, with 22 elusive teenagers designing coasters and candle holders in the boardroom under the discrete cover of blacklights.

Miss Kim and her Adventures in the Park kept a steady attendance this summer. The last adventure had 42 friends outside gathering around the giant parachute and singing songs.

This summer was the second year we held a double feature for the Outdoor Movie Night. Pre-show activities drew an early crowd to have faces painted, balloons twisted, and spend time with the 4-H Buchanan Badgers petting zoo. The day was hot and humid with rain in the early afternoon, but we still had over 300 attendees find space on the



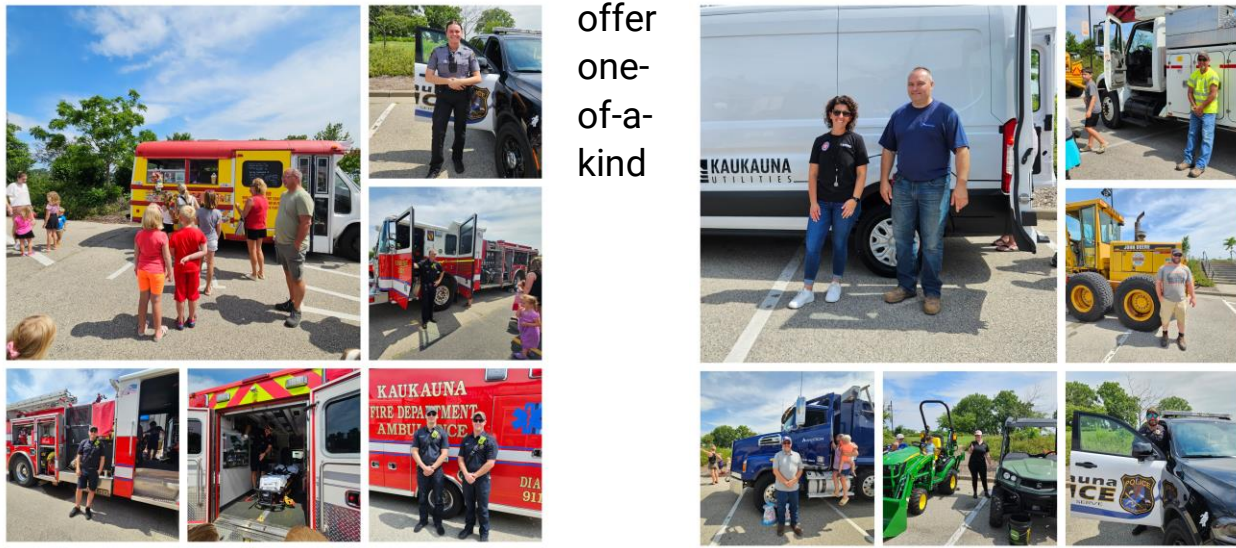
lawn and grab a snack from Carnival Time.



Collaboration Fun

Ice Cream Storytime was too sweet at Sweet Treats Candies & Sweets with Miss Donna. There were 40 friends with smiling faces waiting to hear *Pete the Cat Scream for Ice Cream* and enjoy a small scoop of ice cream for breakfast. Kaukauna has all the fun!

Touch-a-Truck was held at Hydro Park for the second year this summer. Various businesses from the community volunteered their time and staff to



opportunities to our smallest friends. From Kaukauna Utilities to Ahlstrom-Munksjo, we had a variety of vehicles on-site to entertain and engage. Once again the Buchanan Badgers provided a petting zoo, this time with a cow! The Cool Bus provided concessions to keep patrons cool while they waited their turn to meet Chase, Skye, and Marshall from Paw Patrol. We had a record number of 769 attendees!



Local History Report

August 2024

Gavin Schmitt, Local Historian

A few updates this month.

RECOLLECTION WISCONSIN

DPLA (the national digital database Recollection Wisconsin, and Kaukauna Public Library, feeds into) was scheduled to shut down by the end of 2024. There was scrambling to create a Midwest alternative. However, a large public library system (not yet announced) stepped forward and will be taking on the hosting duties. As I understand it, that means no changes on the local or state level aside from possible interruptions late 2024 / early 2025 as things are moved over.

The bulk of the discussion centered on changing metadata and ways people search for information to reach communities that are traditionally under-represented. Metadata criteria created in 2000 may not reflect how we see the world in 2024. Recollection Wisconsin is framing these revisions as “metadata accuracy.” The Dewey Decimal System, as well, was created from a narrow framework. This is reflected in how Dewey treats religion, for example – the vast majority of the numbers correspond to Christianity. Some belief systems end up in “folklore” and are not treated as real religions at all. On the local level, we have little control over Dewey and we are unlikely to replace it (though some state libraries such as Whitefish Bay have), but being aware of its limitations is a good first step.

Recollection Wisconsin, as part of this re-balancing, is encouraging members to tackle topics that may be embarrassing. UW-Milwaukee has a project called *Mapping Racism and Resistance* where they have maps outlining covenants that created Milwaukee’s ongoing de facto segregation. Kaukauna, to my knowledge, never actively put in place ordinances or policies to create racial divides. However, negative racial attitudes can be found in “minstrel shows” and the way the newspapers wrote about indigenous neighbors. Walworth County is contemplating a presentation called “Things We Should Be Embarrassed About.” I would not advise going quite that far, but we should be honest about our history, and not just the things we take pride in.

One thing I would love to see is an expansion of Hmong material in the local history collection. We have had a sizable Hmong minority for 50 years, but that presence is largely absent from our archive. Oral histories of adapting, assimilating and maintaining culture would be of great value to the community, particularly in decades to come as first-generation immigrants fade away.

Lastly, three student-led digitization projects chosen for the fall semester are Ho-Chunk language learning materials, the *Edgerton Reporter* and *Wisconsin Tobacco Reporter*, and documenting tourism and recreation in the Eagle River area (historic resorts and supper clubs). How these projects could shape Kaukauna history research remains to be seen, but if there’s one thing I cannot stress enough about Wisconsin history: we are all connected, nothing is ever truly “local.”

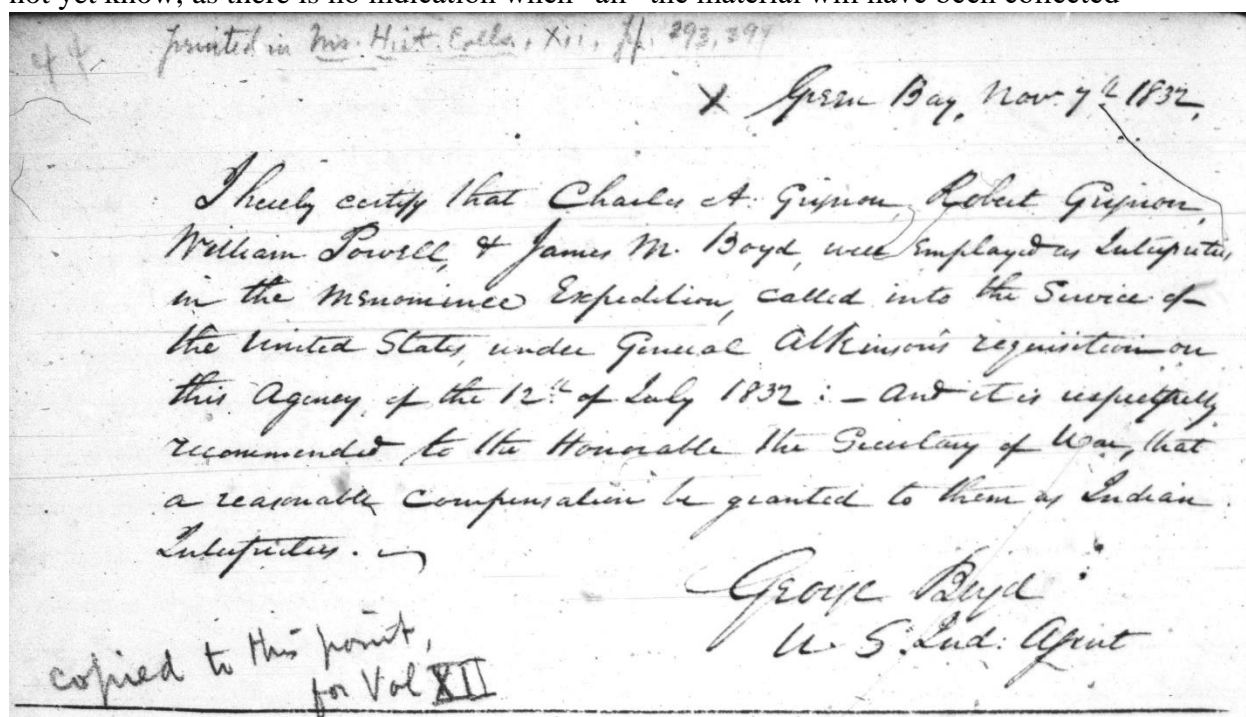
MILITARY PROJECT

Lyle Hansen continues to provide military-related news clippings and our wonderful volunteer staff has been adding in photos to PastPerfect. While not directly related, I will have a WWI display in November, so it is a great year for honoring our veterans and preserving their memory.

LONGER-TERM: POLICE AND GRIGNON

At the suggestion of Carol VB, I have been assembling a history of the Kaukauna Police Department. Initially I hoped to have it done at the end of 2024, but now think early 2025 is more likely. This will be in book format, and proceeds will benefit the library.

Even further out will be some sort of Grignon project. I have been amassing materials from Appleton, Green Bay, Madison, Chicago, Detroit, and elsewhere. I swore I would not do a book on the Grignon Family, but Cassidy Mickelson has been wearing me down, and I now have 500 pages of notes and 100s more documents that have not been incorporated into said notes. I feel very strongly that the Grignon Family has a central place in Wisconsin's creation and development, and this story has still not been told to its fullest extent. What comes of this I do not yet know, as there is no indication when "all" the material will have been collected



UPCOMING PRESENTATIONS

This year: Eagle Mill (Sept), Greyhound Park (Oct), World War I (Nov), Polio (Dec).

We also have two presenters hopefully arriving in early 2025 – one speaking on the Grignon role in the Black Hawk War (1832), and the other on the lime kilns of High Cliff.

Communications Coordinator Board Report (April – July 2024)

April 2024



Staff participated in a PEEP diorama contest as a fundraiser for National Library Week in April. The Huck Finn diorama was our winner, gaining **\$537.49** in donations. Total raised was \$666.94. We also hosted a “Spirit Week” during National Library week for staff and patrons, with themed days such as Kaukauna Pride day and Wacky Socks Day.

Our Little Free Pantry also caught the attention of Rachel Manek from Fox 11 News. She interviewed us in 3 live segments on Good Day Wisconsin featuring our Fork Farms Hydroponic Garden and the Little Free Pantry.



June 2024

OWLS unveiled their second annual InfoSoup Road Trip. I was interviewed on Local 5 Live regarding the program and was able to highlight some Wisconsin travel books from our collection on TV.



July 2024

As part of the 2024 Marketing Plan focusing on local and small businesses, I approached Sweet Treats Candies & Sweets in Kaukauna for a possible partnership. We did host an ice cream themed storytime there on July 13 led by our on-call staff, Donna. It was well attended, and the business offered a special for storytime participants and their families. We are hoping to partner with another local business, Fast Taco, for a Spanish or bilingual storytime with our Hispanic Outreach Coordinator in the near future.

The annual Touch a Truck event took place on July 10. Both Fox 11 and WFRV came to do news segments highlighting our commitment to connecting our community with free events for families that offer learning opportunities and library promotion.



Also in July, I attended the Marketing Meetup Monthly group at the Heart of the Valley Chamber of Commerce for a special guest speaker from BConnected in Appleton on the topic of Meta. I was able to learn how to make our Facebook page more secure and put in place some measures in the event our page was to get hacked. Since our Facebook page is one of our main communication methods with patrons, it is important to have multiple access points in the event we get locked out. This recently happened to Appleton Public Library's social media, and we are now prepared in the event something similar happens.

Social Media

Our social media monetization is going well, it is passive income each month for just posting across Meta networks.


April \$54.31

May \$55.69

June \$50.24

July \$51.60

Our top performing posts as far as reach and engagement continue to be our 1000 Books Before Kindergarten milestone posts.



Boost

...

×

Savannah made her 300 book milestone! She's on her way...

July 23, 2024, 3:40 PM
ID: 88829489004710

Interactions

1,655 reactions

85 comments

14 shares

Overview

Performance

Feed preview

Performance

Top performer

Continue getting results when you boost this post and spend \$7 each day

Estimated daily results
561 - 1.7K more reach

Boost

Overview

Reach ⓘ	Impressions ⓘ	Interactions ⓘ	Link clicks ⓘ
66,669	68,694	1,706	--
Higher than typical	Higher than typical	Higher than typical	

ARTICLE I: IDENTIFICATION

The name of this organization is the Board of Trustees of the Kaukauna Public Library, located in Kaukauna, Wisconsin, established by the Wisconsin municipality of Kaukauna, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

ARTICLE II: MISSION

Enhancing people's lives and opening doors for curious minds.

ARTICLE III: MEMEBERSHIP

1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections § 43.54. The library board shall consist of nine (9) members, one (1) whom must be a Kaukauna Area School District administrator or the administrator's representative. All members must be appointed by the mayor of Kaukauna with the approval of the common council. Not more than one (1) member of the Common Council shall at any time be a member of the library board. A county chairperson, with the approval of the county board, may also appoint members to the library board pursuant to § 43.60.
2. Term. The regular term of office shall be three (3) years.
3. Youth Representative. By a majority vote of the Library Board, a Youth Representative, aged 15-18, nominated by the School Representative, may serve as an ad hoc member of the Library Board for a one-year term to run from June 1 to May 31 of the following year. The Youth Representative shall not be an official member of the Board and shall not have voting rights, but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the Board. The Youth Representative shall be excluded from any closed session. The Youth Representative may be removed from this advisory position by a majority vote of the Library Board. The Youth Representative will be expected to volunteer a minimum of three hours during the summer, in addition to any scheduled board meetings.

ARTICLE IV: OFFICERS

1. Officers. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office with the exception of the secretary and treasurer. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs and will retain the position until the close of the meeting where the successor is elected.
2. Terms. Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected.

3. Duties of President. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with the office of president.
4. Duties of Vice President. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.
5. Duties of Secretary. The secretary shall keep a true and accurate record of all meetings of the board and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the board to perform any or all of the secretary duties.
6. Duties of Treasurer. The treasurer shall hold office only during membership on the library board and shall be elected annually at the same time and in the same manner as the other officers on the library board. In accordance with § 43.58, the treasurer shall be bonded in an amount as may be required by a resolution of the Board and not less than the value of any property held by him or her if funds are held by the treasurer for investment outside of transferring funds to the municipality, depositing with a public depository, transferring to a charitable organization exempt from federal income tax, or transfer to a community foundation. The treasurer shall make an annual report to the library board showing in detail the amount, investment income, and disbursements from the trust funds in their charge. Such report shall also be appended to the annual report of the library board under § 43.58.

ARTICLE V: MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be held for the purpose of electing officers shall be held at the May meeting annually. If the election cannot be held at the May meeting, it must be scheduled at the next available regularly scheduled meeting, not to exceed 60 days past the scheduled May meeting.
2. Regular Meetings. The regular meetings shall be held once each calendar month with the exception of the months of July & December, where there will be no meetings. Dates and times of Board meetings should be set up to one (1) year in advance. Meeting dates and times may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve quorum. Members shall be expected to attend all meetings except as they are prevented by a valid reason.
3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.

4. Special Meetings. Special meetings may be called at the direction of the president, or by the written request of three (3) members for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special meeting. In no case may less than two hours' notice be given. Notice may be by mail, phone, or email.
5. Quorum. A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board present in person. If the Board has a vacancy, quorum shall consist of a simple majority.
6. Minutes. Minutes of all meetings shall indicate library board members and officers present, all items of business, all motions (except those withdrawn), and the result of votes taken.
7. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.
8. Open Meetings Law Compliance. All Board meetings shall be held in compliance with Wisconsin's open meetings law (§ 19.81-19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.

ARTICLE VI: COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the president at the first regular meeting following the organizational meeting:
 - a. Personnel and Policy Committee: Make recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director and works with the president to communicate the review to the director.
 - b. Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns. The common council representative on the library board shall serve on the Finance Committee.
 - c. Nominating Committee: A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.
2. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion

of the purpose for which it was appointed and after the final report is made to the board.

3. Authority. No committee shall have other than advisory powers.
4. Appointment. All library board members and officers shall be appointed to at least one (1) committee.
5. Meetings. The time, date, and location of committee meetings shall be determined by the chair of the committee or their designee.
6. Quorum. A quorum of transaction of business at any committee meeting shall consist of a simple majority.
7. Minutes. Minutes are not required to be taken at committee meetings.
8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest edition, shall govern the parliamentary procedure of committee meetings, including all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
9. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings law (§ 19.81- 19.98).
10. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VI: DUTIES OF THE BOARD OF TRUSTEES

1. Responsibility. Legal responsibility for the operation of the Kaukauna Public Library is vested in the Board of Trustees. Subject to state and federal law, the board has the power and duty to determine policies, plans, and services of the library, as well as bylaws, service policies, mission statement, long range plan, changes in service or hours and budget.
2. Library Director. The board shall select, appoint, and supervise an ALA accredited, certified, and competent library director.
3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.
4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget, and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library, and shall approve all financial registers. The Kaukauna Public Library will be audited within the City of Kaukauna's annual audit. It is the responsibility of the library board to ensure the annual audit of the library is clean and completed. Any person having a claim or demand against the municipality growing out of any act or omission of the library shall file with the library board a written statement thereof. If the claim or demand or any part thereof is disallowed the claimant may bring action against the municipality.
5. Community Relations. The library board shall cooperate with other public officials and board and maintain vital public relations. The library board represents the library to the community and the community to the library.

6. Legislation. The library board shall study and support legislation that will benefit library patrons. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.
7. Annual Report. The library board shall approve and submit the required annual report to The Wisconsin Department of Public Instruction on time, within sixty (60) days after the conclusion of the fiscal year of the municipality.
8. Programs. The library board may employ competent persons to deliver lectures upon scientific, literary, historical or educational subjects; the library board may also partner with other agencies to secure such programs or to foster and encourage by other means the wide use of books and other materials.
9. Appeals. A person affected by and dissatisfied with a decision made by the library director as it relates to policy may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or they may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board is final.
10. Gifts and Donations. The library board may receive, manage and dispose of gifts and donations following statute § 43.58 (7).

ARTICLE VII: LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.
2. Duties. The library shall be the executive and administrative officer of the library under the review and direction of the library board.
3. Meetings. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.

ARTICLE VIII: CONFLICT OF INTEREST

1. Private Capacity. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Kaukauna Public Library in which they have a direct or indirect financial interest.
2. Recusal. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for their withdrawal or the nature of the conflict of interest.
3. Remuneration. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.
4. Compensation. No compensation or expenses shall be paid to the members of the library board.

ARTICLE X. GENERAL

1. Voting. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.
2. Amendments. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon. Amendments shall be mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.
3. Rule Suspension. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds six (6) of the members of the Board are present and two-thirds of those present so approve.

Adopted by the Board of Trustees of the Kaukauna Public Library on 9/22/2020.

President Signature: _____

Trustee Topic 18

Board Appointments and Composition

Chapter 43

- In Wisconsin, citizen board 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.
- Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures.

Diversity of Viewpoint and Expertise

- Another traditional public library ideal is that the library serves all members of the community equitably.
- It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board.

Statutory Requirements

- The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes.
- To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers.

Municipal Library Boards

- The mayor, village president, town chair, or tribal chair makes appointments to a municipal public library board, with the approval of the municipal governing body, for three-year terms.
- Not more than two board members may reside outside of the municipality.
- Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term

Municipal Library Boards

- One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located.
- Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

Municipal Library Boards

- If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).
- If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board.

Municipal Library Boards

- Wisconsin Statutes Section 43.60(3) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality.
- Outagamie County does allocate 1/6 and could have a member on our Board, which would be in addition to the municipal appointments.

Second and Third Class Cities

- Kaukauna falls under the population definition of Third Class. Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

Discussion Questions

1. What are possible reasons why the statutes provide for a school district representative on the library board?
2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?
3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

2024 Statistics							2023 Statistics				
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Circulation	January	February	March	April	May	June	2024 Y-T-D	June 2023	2023 T-D Y	Monthly Difference from 2023	% +/-
Total Circulation and Renewal	12,854	11,558	12,302	11,814	11,526	15,241	75,295	15,835	70,024	-594	-4%
Overdrive Usage	2,382	2,430	2,686	2,373	2,554	2,393	14,818	2,140	12,489	253	12%
Hoopla Usage	415	361	441	445	493	438	2,593	464	2,602	-26	-6%
Items Loaned	2,894	2,828	2,979	2,926	2,768	2,680	17,075	2,323	13,351	357	15%
Items Borrowed	3,974	3,220	3,618	3,462	3,065	3,523	20,862	3,079	17,948	444	14%
Teacher Packs	3	4	2	2	0	2	13	2	16	0	0%
Door Count	8,467	9,805	9,496	9,033	8,542	10,187	55,530	9,893	49,829	294	3%

Services	January	February	March	April	May	June	2024 Y-T-D	June 2023	2023 T-D Y	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	321	288	276	1,965	357	1,706	-81	-23%
Wireless Usage by Session	1,225	1,282	1,286	1,416	1,312	1,211	7,732	1,464	8,679	-253	-17%
Youth Programs	24	28	34	26	103	29	244	21	229	8	38%
Youth Program Attendance	595	705	994	2,447	2,847	856	8,444	563	6,702	293	52%
Adult Programs	10	16	15	16	21	17	95	15	77	2	13%
Adult Program Attendance	91	169	157	169	240	168	994	150	814	18	12%
General Interest Programs	7	5	4	13	8	15	52	14	40	1	7%
General Interest Attendance	691	526	160	1,075	143	1,433	4,028	1,041	4,107	392	38%
Meeting Room Usage	61	80	76	71	60	60	408	58	359	2	3%
Study Room	128	146	139	162	143	150	868	131	843	19	15%
Volunteer Hours	100	87	98	115	76	81	557	115	641	-34	-30%
Local History Inquiries	10	18	14	10	10	11	73	13	88	-2	-15%
Technology Instruction 1:1	12	15	11	6	12	10	66	19	84	-9	-47%
Proctor	0	1	1	1	0	0	3	0	1	0	0%
Notary	0	2	1	1	0	0	4	3	8	-3	-100%

Social Statistics	January	February	March	April	May	June	2024 Y-T-D	June 2023	2023 T-D Y	Monthly Difference from 2023	% +/-
Website Views	2,595	2,370	2,721	2,819	2,627	3,115	16,247	5,398	29,506	-2,283	-42%
Facebook Page Like	46	68	55	61	30	62	322	94	309	-32	-34%
Facebook Followers	87	203	108	136	71	130	735	107	210	23	21%
TikTok Followers	11	11	8	0	6	19	55	52	486	-33	-63%

Items Held by Library	January	February	March	April	May	June	Month to Month # +/-	June 2023	# +/-
Total Titles Held by Library	62,678	62,813	63,155	63,802	64,255	64,805	647	63,943	662
Total Items Held by Library	67,250	67,356	67,414	68,039	68,593	69,005	625	68,664	341
Kaukauna Card Holding Patrons	10,211	10,211	10,211	10,211	10,211	10,211	0	10,772	-561

Quarterly Report

2024 Statistics								2023 Statistics	
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Circulation	January	February	March	April	May	June	July	2024 Y-T-D	July 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	91,462	13,829	83,853	-13,710	17%
Overdrive Usage	2,382	2,430	2,686	2,373	2,554	2,393	2,494	17,312	2,236	14,725	-2,117	12%
Hoopla Usage	415	361	441	445	493	438	481	3,074	509	3,111	-390	-6%
Items Loaned	2,894	2,828	2,979	2,926	2,768	2,680	2,981	20,056	2,446	15,797	-2,327	22%
Items Borrowed	3,974	3,220	3,618	3,462	3,065	3,523	3,847	24,709	2,786	20,734	-2,667	38%
Teacher Packs	3	4	2	2	0	2	0	13	1	17	118	-100%
Door Count	8,467	9,805	9,496	9,033	8,542	10,187	9,852	65,382	8,092	57,921	-7,973	22%

Services	January	February	March	April	May	June	July	2024 Y-T-D	July 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	321	288	276	295	2,260	280	1,986	15	5%
Wireless Usage by Session	1,225	1,282	1,286	1,416	1,312	1,211	1,227	8,959	1,330	10,009	-103	-8%
Youth Programs	24	28	34	26	103	29	26	270	17	246	9	53%
Youth Program Attendance	595	705	994	2,447	2,847	856	814	9,258	800	7,502	14	2%
Adult Programs	10	16	15	16	21	17	11	106	16	93	-5	-31%
Adult Program Attendance	91	169	157	169	240	168	104	1,098	151	965	-47	-31%
General Interest Programs	7	5	4	13	8	15	12	64	11	51	1	9%
General Interest Attendance	691	526	160	1,075	143	1,433	1,757	5,785	108	4,215	1,649	1527%
Meeting Room Usage	61	80	76	71	60	60	54	462	47	406	7	15%
Study Room	128	146	139	162	143	150	142	1,010	167	1,010	-25	-15%
Volunteer Hours	100	87	98	115	76	81	75	632	92	733	-17	-18%
Local History Inquiries	10	18	14	10	10	11	10	83	13	101	-3	-23%
Technology Instruction 1:1	12	15	11	6	12	10	8	74	9	93	-1	-11%
Proctor	0	1	1	1	0	0	0	3	0	1	0	0%
Notary	0	2	1	1	0	0	2	6	2	10	0	0%

Social Statistics	January	February	March	April	May	June	July	2024 Y-T-D	July 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	19,580	2,724	32,230	609	22%
Facebook Page Like	46	68	55	61	30	62	56	378	264	573	-208	-79%
Facebook Followers	87	203	108	136	71	130	120	855	344	554	-224	-65%
TikTok Followers	11	11	8	0	6	19	16	71	34	520	-18	-53%

Items Held by Library	January	February	March	April	May	June	July	Month to Month # +/-	July 2023	# +/-
Total Titles Held by Library	62,678	62,813	63,155	63,802	64,255	64,605	65,330	647	64,370	960
Total Items Held by Library	67,250	67,356	67,414	68,039	68,593	69,005	69,761	625	69,128	633
Kaukauna Card Holding Patrons	10,211	10,211	10,211	10,211	10,211	10,211	10,658	0	10,772	-114

Quarterly Report