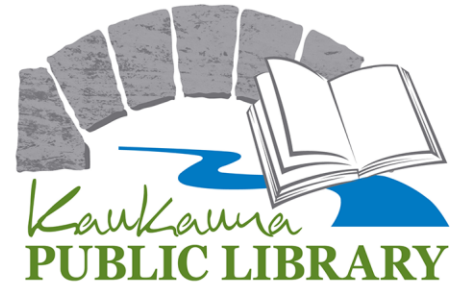


# LIBRARY BOARD MEETING

City of Kaukauna  
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 26, 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 Minutes
  - a. [Tuesday, February 27, 2024 meeting minutes](#)
4. Public Participation and Communications
5. Action Items
  - a. [Bill Register February 2024](#)
6. Information Items
  - a. [Directors Report](#)
  - b. [Adult Services Librarian Report](#)
  - c. [Youth Services Librarian Report](#)
  - d. [Local Historian Report](#)
  - e. [Trustee Topic 14](#)
  - f. [Statistics](#)
7. Adjournment

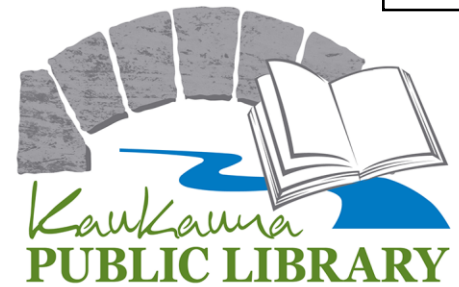
## NOTICES

**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, February 27, 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 at 5:32p by President Kilgas.
2. Roll call of membership
  - a. Present: M.J. Kilgas, J. Lucas, C. Van Boxtel, A. Neumeier, A. Schneider, J. Vondracek, J. Van De Hey & K. Hietpas
  - b. Excused: C. Fallona
  - c. Also Present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, January 23, 2024 meeting minutes.
    - i. C. Van Boxtel made a motion to approve the Tuesday, January 23, 2024 meeting minutes, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
  - a. C. Van Boxtel commented on the excellent emergency response by staff when a very bad fall took place in the library resulting in the need for EMS. She noted that the quarterly closures for staff training and safety training have really helped in the efficiency of response during the accident and she was very impressed with how the staff handled it.
5. Action Items
  - a. Bill Register January 2023
    - i. J. Vondracek made a motion to approve the Bill Register January 2023, seconded by K. Hietpas. Motion carries; all in favor.
  - b. Approve the 2023 DPI Report
    - i. A. Thiem-Menning briefly went through the report noting the changes from 2022 to 2023, highlighting some additional

changes the library will be making in an effort to simplify data collection for the report starting now.

- ii. J. Van De Hey made a motion to approve the 2023 DPI Report, seconded by J. Lucas. Motion carries; all in favor.
- iii. The report will be signed by M.J. Kilgas after the meeting and J. Vondracek has signed the required Treasurer's letter.

## 6. Information Items

### a. Directors Report

- i. A. Thiem-Menning talked about some of the work that will be taking place with the Friends group in the coming months.

### b. Adult Services Librarian Report

- i. The Board was very impressed with the data J. Berven compiled regarding collections. It should be noted that circulation of our own materials increased a massive 11% in 2023, a major accolade for the library and a direct result of an increase to the materials allocation.

### c. Youth Services Librarian Report

### d. Local Historian Report

- i. The Board noted how impressed they were with the report, as well as with Dr. Simpson as a speaker.

### e. Trustee Topic 13

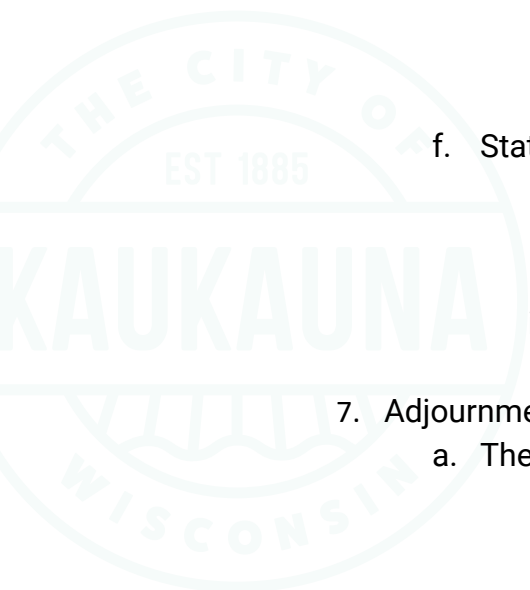
- i. This month's topic was on advocacy. A. Thiem-Menning noted that J. Schink would be working on an advocacy tool kit for Board members.

### f. Statistics

- i. A. Thiem-Menning noted the strong start to circulation in January, up 26% from the previous January, a total of 2,623 more items.
- ii. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier. Motion carries; all in favor.

## 7. Adjournment

- a. The meeting adjourned at 6:16p.



**City of Kaukauna**  
**City of Kaukauna**  
**City - Budget vs. Actual**  
**Jan 2024, Feb 2024**  
**Options: Activity Only**

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Over Budget</b>	<b>% of Budget</b>
<b>Expense</b>				
5101 - Regular Payroll	\$58,089.70	\$549,130.00	(\$491,040.30)	10.58%
5104 - Temporary Payroll	\$5,362.27	\$24,000.00	(\$18,637.73)	22.34%
5119 - Longevity Pay	\$0.00	\$1,510.00	(\$1,510.00)	0.00%
5151 - Retirement Plan	\$2,983.62	\$27,761.00	(\$24,777.38)	10.75%
5152 - Residency	\$149.23	\$2,612.00	(\$2,462.77)	5.71%
5154 - Social Security	\$3,423.38	\$33,255.00	(\$29,831.62)	10.29%
5157 - Group Health Insurance	\$18,301.72	\$101,153.00	(\$82,851.28)	18.09%
5160 - Group Life Insurance	\$69.36	\$562.00	(\$492.64)	12.34%
5163 - Workers Compensation	\$152.63	\$977.00	(\$824.37)	15.62%
5208 - Travel - City Business	\$745.20	\$4,669.00	(\$3,923.80)	15.96%
5211 - Education & Memberships	\$470.00	\$4,738.00	(\$4,268.00)	9.92%
5303 - Communications	\$79.29	\$600.00	(\$520.71)	13.22%
5306 - Heating Fuels	\$1,715.86	\$8,000.00	(\$6,284.14)	21.45%
5309 - Water Sewer & Electric	\$2,165.95	\$16,200.00	(\$14,034.05)	13.37%
5312 - Maintenance - Buildings	\$17,640.00	\$119,000.00	(\$101,360.00)	14.82%
5313 - Lease - Buildings	\$23,986.00	\$143,916.00	(\$119,930.00)	16.67%
5325 - Contractual Services	\$4,109.31	\$29,291.00	(\$25,181.69)	14.03%
5328 - Advertising	\$23.76	\$2,050.00	(\$2,026.24)	1.16%
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	\$252.31	\$6,000.00	(\$5,747.69)	4.21%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$4,444.84	\$5,500.00	(\$1,055.16)	80.82%
5431 - Postage	\$276.90	\$1,250.00	(\$973.10)	22.15%
5441 - Library Materials	\$18,675.14	\$92,552.00	(\$73,876.86)	20.18%
5442 - Service Contracts	\$2,370.82	\$64,106.00	(\$61,735.18)	3.70%
5444 - Library Programs	\$254.05	\$4,000.00	(\$3,745.95)	6.35%
5499 - Miscellaneous	\$522.87	\$1,000.00	(\$477.13)	52.29%
5801 - Land & Buildings	\$0.00	\$250,000.00	(\$250,000.00)	0.00%
5804 - Equipment (including Office)	\$744.49	\$9,800.00	(\$9,055.51)	7.60%
<b>Total - Expense</b>	<b>\$290,835.70</b>	<b>\$1,628,259.00</b>	<b>(\$1,337,423.30)</b>	<b>17.86%</b>
<b>Net Income</b>	<b>(\$290,835.70)</b>	<b>(\$1,628,259.00)</b>	<b>\$1,337,423.30</b>	<b>17.86%</b>

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

**Options: Activity Only**

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$20,841.09	Gross Earnings
	Journal	2/1/2024	Feb 2024	JE310		\$80.76	WRSELG Payout
	Journal	2/15/2024	Feb 2024	JE311		\$21,007.63	Gross Earnings
<b>Total - 5101 - Regular Payroll</b>						<b>\$41,929.48</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$2,083.63	Seasonal
	Journal	2/15/2024	Feb 2024	JE311		\$1,749.52	Seasonal
<b>Total - 5104 - Temporary Payroll</b>						<b>\$3,833.15</b>	
<b>5151 - Retirement Plan</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$1,067.54	ERWRSGen
	Journal	2/15/2024	Feb 2024	JE311		\$1,067.51	ERWRSGen
<b>Total - 5151 - Retirement Plan</b>						<b>\$2,135.05</b>	
<b>5152 - Residency</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$52.98	401a
	Journal	2/15/2024	Feb 2024	JE311		\$56.12	401a
<b>Total - 5152 - Residency</b>						<b>\$109.10</b>	
<b>5154 - Social Security</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$321.53	Employer Medicare Expense
	Journal	2/1/2024	Feb 2024	JE310		\$907.84	Employer Social Security Expense
	Journal	2/15/2024	Feb 2024	JE311		\$317.95	Employer Medicare Expense
	Journal	2/15/2024	Feb 2024	JE311		\$907.82	Employer Social Security Expense
<b>Total - 5154 - Social Security</b>						<b>\$2,455.14</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$3,671.93	ER Health
	Journal	2/1/2024	Feb 2024	JE310		\$207.00	HRA Monthly
	Journal	2/15/2024	Feb 2024	JE311		\$3,671.93	ER Health
<b>Total - 5157 - Group Health Insurance</b>						<b>\$7,550.86</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$17.34	ER Life
	Journal	2/15/2024	Feb 2024	JE311		\$17.34	ER Life
<b>Total - 5160 - Group Life Insurance</b>						<b>\$34.68</b>	
<b>5163 - Workers Compensation</b>							
	Journal	2/1/2024	Feb 2024	JE310		\$39.12	WC Admin
	Journal	2/15/2024	Feb 2024	JE311		\$38.68	WC Admin
<b>Total - 5163 - Workers Compensation</b>						<b>\$77.80</b>	
<b>5303 - Communications</b>							
	Journal	2/15/2024	Feb 2024	JE311		\$25.00	Cell Reimb
<b>Total - 5303 - Communications</b>						<b>\$25.00</b>	
<b>5309 - Water Sewer &amp; Electric</b>							
	Vendor Invoice	2/23/2024	Feb 2024	500114-01 022324	V0383 Kaukauna Utilities	\$1,017.39	Water, Sewer, & Electric

<b>Total - 5309 - Water Sewer &amp; Electric</b>							<b>\$1,017.39</b>
<b>5312 - Maintenance - Buildings</b>							
Vendor Invoice	2/1/2024	Feb 2024	020124	V0016 Grand Kakalin LLC	\$8,820.00	February Maint.	
<b>Total - 5312 - Maintenance - Buildings</b>							<b>\$8,820.00</b>
<b>5313 - Lease - Buildings</b>							
Vendor Invoice	2/1/2024	Feb 2024	020124	V0016 Grand Kakalin LLC	\$11,993.00	February Rent	
<b>Total - 5313 - Lease - Buildings</b>							<b>\$11,993.00</b>
<b>5325 - Contractual Services</b>							
Vendor Invoice	2/1/2024	Feb 2024	02-35569	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - February	
<b>Total - 5325 - Contractual Services</b>							<b>\$2,277.40</b>
<b>5422 - Data Processing Supplies</b>							
Vendor Invoice	2/9/2024	Feb 2024	328119	V0754 Showcases	\$449.60	CD Albums	
Vendor Invoice	2/14/2024	Feb 2024	328146	V0754 Showcases	\$254.13	CD Albums	
Vendor Invoice	2/14/2024	Feb 2024	328151	V0754 Showcases	\$356.40	CD Pages	
<b>Total - 5422 - Data Processing Supplies</b>							<b>\$1,060.13</b>
<b>5441 - Library Materials</b>							
Vendor Invoice	2/1/2024	Feb 2024	80249965	V0323 Ingram	\$8.42	Books	
Vendor Invoice	2/1/2024	Feb 2024	80249967	V0323 Ingram	\$44.74	Books	
Vendor Invoice	2/1/2024	Feb 2024	80249966	V0323 Ingram	\$99.87	Books	
Vendor Invoice	2/1/2024	Feb 2024	80249969	V0323 Ingram	\$17.31	Books	
Vendor Invoice	2/1/2024	Feb 2024	80249968	V0323 Ingram	\$9.06	Books	
Vendor Invoice	2/1/2024	Feb 2024	80249964	V0323 Ingram	\$10.98	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266745	V0323 Ingram	\$14.22	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266744	V0323 Ingram	\$35.24	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266748	V0323 Ingram	\$22.69	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266742	V0323 Ingram	\$20.78	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266735	V0323 Ingram	\$34.69	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266731	V0323 Ingram	\$18.06	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266741	V0323 Ingram	\$14.21	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266729	V0323 Ingram	\$24.24	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266732	V0323 Ingram	\$29.91	Books	
Vendor Invoice	2/2/2024	Feb 2024	80273472	V0323 Ingram	\$16.42	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266743	V0323 Ingram	\$53.27	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266722	V0323 Ingram	\$26.07	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266736	V0323 Ingram	\$78.30	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266737	V0323 Ingram	\$10.79	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266726	V0323 Ingram	\$54.44	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266752	V0323 Ingram	\$17.16	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266733	V0323 Ingram	\$8.39	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266738	V0323 Ingram	\$13.08	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266749	V0323 Ingram	\$35.97	Books	
Vendor Invoice	2/2/2024	Feb 2024	80273474	V0323 Ingram	\$10.83	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266747	V0323 Ingram	\$23.56	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266721	V0323 Ingram	\$16.72	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266750	V0323 Ingram	\$15.41	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266734	V0323 Ingram	\$32.93	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266719	V0323 Ingram	\$50.81	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266723	V0323 Ingram	\$17.58	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266730	V0323 Ingram	\$37.77	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266740	V0323 Ingram	\$19.30	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266727	V0323 Ingram	\$19.15	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266728	V0323 Ingram	\$30.60	Books	
Vendor Invoice	2/2/2024	Feb 2024	80266724	V0323 Ingram	\$11.86	Books	

Vendor Invoice	2/2/2024	Feb 2024	80266746	V0323 Ingram	\$81.67	Books
Vendor Invoice	2/2/2024	Feb 2024	80266751	V0323 Ingram	\$40.33	Books
Vendor Invoice	2/2/2024	Feb 2024	80273473	V0323 Ingram	\$8.96	Books
Vendor Invoice	2/2/2024	Feb 2024	80266739	V0323 Ingram	\$25.46	Books
Vendor Invoice	2/2/2024	Feb 2024	80266725	V0323 Ingram	\$16.99	Books
Vendor Invoice	2/2/2024	Feb 2024	80266720	V0323 Ingram	\$37.09	Books
Vendor Invoice	2/6/2024	Feb 2024	80329169	V0323 Ingram	\$18.24	Books
Vendor Invoice	2/6/2024	Feb 2024	80329170	V0323 Ingram	\$52.10	Books
Vendor Invoice	2/6/2024	Feb 2024	80329171	V0323 Ingram	\$13.50	Books
Vendor Invoice	2/6/2024	Feb 2024	80329172	V0323 Ingram	\$19.49	Books
Vendor Invoice	2/13/2024	Feb 2024	80447509	V0323 Ingram	\$90.09	Books
Vendor Invoice	2/13/2024	Feb 2024	80447514	V0323 Ingram	\$48.50	Books
Vendor Invoice	2/13/2024	Feb 2024	80447510	V0323 Ingram	\$20.10	Books
Vendor Invoice	2/13/2024	Feb 2024	80447516	V0323 Ingram	\$11.70	Books
Vendor Invoice	2/13/2024	Feb 2024	80447506	V0323 Ingram	\$17.84	Books
Vendor Invoice	2/13/2024	Feb 2024	80447507	V0323 Ingram	\$15.78	Books
Vendor Invoice	2/13/2024	Feb 2024	80447511	V0323 Ingram	\$432.65	Books
Vendor Invoice	2/13/2024	Feb 2024	80447504	V0323 Ingram	\$61.99	Books
Vendor Invoice	2/13/2024	Feb 2024	80447515	V0323 Ingram	\$20.80	Books
Vendor Invoice	2/13/2024	Feb 2024	80447512	V0323 Ingram	\$69.29	Books
Vendor Invoice	2/13/2024	Feb 2024	80447517	V0323 Ingram	\$10.63	Books
Vendor Invoice	2/13/2024	Feb 2024	80447505	V0323 Ingram	\$43.61	Books
Vendor Invoice	2/13/2024	Feb 2024	021324	V0700 Voyageur Magazine	\$20.00	Voyageur Annual 2024
Vendor Invoice	2/13/2024	Feb 2024	80447513	V0323 Ingram	\$238.88	Books
Vendor Invoice	2/13/2024	Feb 2024	80447508	V0323 Ingram	\$69.67	Books
Vendor Invoice	2/14/2024	Feb 2024	80479620	V0323 Ingram	\$11.79	Books
Vendor Invoice	2/14/2024	Feb 2024	80479624	V0323 Ingram	\$12.38	Books
Vendor Invoice	2/14/2024	Feb 2024	80479623	V0323 Ingram	\$21.75	Books
Vendor Invoice	2/14/2024	Feb 2024	80479622	V0323 Ingram	\$182.63	Books
Vendor Invoice	2/14/2024	Feb 2024	80479621	V0323 Ingram	\$235.28	Books
Vendor Invoice	2/18/2024	Feb 2024	80533990	V0323 Ingram	\$16.88	Books
Vendor Invoice	2/18/2024	Feb 2024	80533987	V0323 Ingram	\$40.35	Books
Vendor Invoice	2/18/2024	Feb 2024	80533989	V0323 Ingram	\$10.18	Books
Vendor Invoice	2/18/2024	Feb 2024	80533991	V0323 Ingram	\$18.16	Books
Vendor Invoice	2/18/2024	Feb 2024	80533988	V0323 Ingram	\$18.96	Books
Vendor Invoice	2/18/2024	Feb 2024	80533992	V0323 Ingram	\$25.79	Books
Vendor Invoice	2/19/2024	Feb 2024	80545466	V0323 Ingram	\$14.91	Books
Vendor Invoice	2/19/2024	Feb 2024	80545471	V0323 Ingram	\$18.41	Books
Vendor Invoice	2/19/2024	Feb 2024	80545465	V0323 Ingram	\$81.35	Books
Vendor Invoice	2/19/2024	Feb 2024	80545467	V0323 Ingram	\$44.18	Books
Vendor Invoice	2/19/2024	Feb 2024	80545469	V0323 Ingram	\$25.05	Books
Vendor Invoice	2/19/2024	Feb 2024	80545470	V0323 Ingram	\$11.20	Books
Vendor Invoice	2/19/2024	Feb 2024	80545468	V0323 Ingram	\$16.49	Books
Vendor Invoice	2/20/2024	Feb 2024	18348	V0576 Rivistas Subscription Services	\$105.04	Magazines
Vendor Invoice	2/22/2024	Feb 2024	PC0078034 022224	V0281 Gannett Wisconsin Media	\$759.83	Post Crescent Annual

<b>Total - 5441 - Library Materials</b>					<b>\$4,160.80</b>	
<b>Total - Expense</b>					<b>\$87,478.98</b>	
<b>Net Income</b>					<b>(\$87,478.98)</b>	

**Kaukauna Public Library**  
2024 Revenue Report

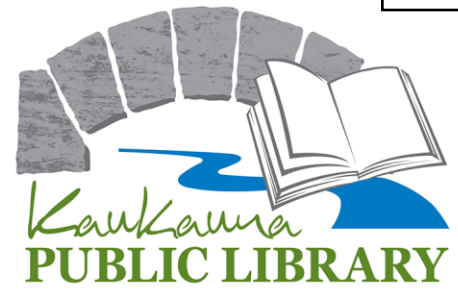
						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	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
<b>Totals</b>	<b>\$ 30.25</b>	<b>\$ 937.11</b>	<b>\$ 117.10</b>	<b>\$ 41.60</b>	<b>\$ 1,126.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 1,126.06</b>	<b>\$ 128.94</b>

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_

Jane Vondracek  
Financial Secretary





To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 3/21/24  
 Re: Public Library Association

*On Tuesday April 2, Sarah, James and I will be flying to Columbus, Ohio for the biennial national PLA conference, along with Board member Schneider. The conference is three full days..*

*I am extremely excited about the conference this year. The program line up looks very promising. I am most excited that Ta-Nehisi Coats, author of Between the World and Me, The Water Dancer, We Were Eight Years in Power and The Beautiful Struggle, will be presenting as part of the Big Idea Series.*

*Some of the sessions I am excited to attend include:*

*Employee Resource Groups and Why They Matter: I am currently a leader in the City's new Belonging & Inclusion Resource Group and am excited to increase my knowledge on ERG's.*

*Black Men in Public Libraries: This panel addresses the fact that Black men hold less than 1% of all MLIS degrees. The session will discuss workplace diversity initiatives, workplace culture, climates, and the value that Black men bring to public libraries and beyond.*

*Leadership by Design: A Human-Centered Approach for Library Leaders: Discusses how service design can clarify strategic objectives, and align staff roles to help solve community problems.*

*Indigenizing the Library: How Idaho Created a Statewide Training for Indigenous Inclusion: Discusses the 2022 statewide training course for all state librarians on how to make inclusive spaces for Indigenous peoples and improve foundational knowledge of library staff about Indigenous peoples.*

*Changing Subject Headings for a More Inclusive Library: There is outdated language in the standardize subject headings in many library catalogs. This session will explore using the language people choose for themselves in an effort to promote diversity, equity, and inclusion.*

*Breaking Barriers: Engaging Immigrants and Building More Inclusive Communities: This session aims to provide actionable ideas and strategies for developing and sustaining relationships with immigrant communities.*

*Amplifying Programming around Culture, Faith, and Diversity: This session explores how LA County libraries expanded their library programming around culture, faith, and diverse experiences.*

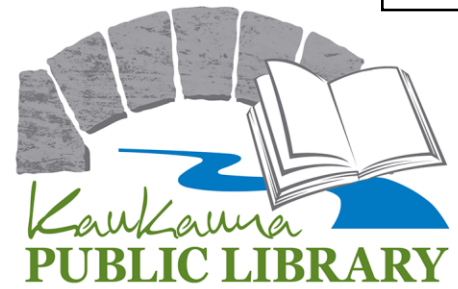
*Three Must-Have Activities for New Employee Training: Discusses intentional training plans: This I hope will be helpful as we curate our new onboarding and training process and procedures.*

*African American Isn't a Genre: Collecting and Promoting Black Books: This session focuses on anti-racist practices in reader's advisory conversations as well as collection development processes.*

*Increase Religious Equity by Reclassifying Dewey 200's: In 2019, OCLC provided an alternate arrangement for DDS's religion section, which organizes subjects more equitably by chronology and geography, rather than centering on Christianity.*

*Spanish for Library Staff: Bridging the Language Barrier: This session includes program overviews, information on how to get to know your community's Latinx members and engage in outreach.*





To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 3/21/24  
 Re: HootCon

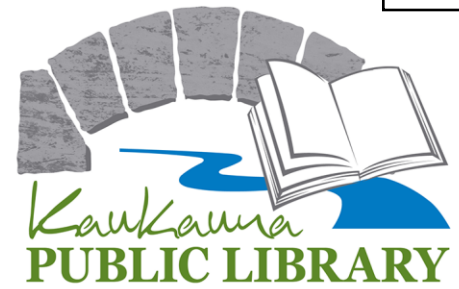
On March 12<sup>th</sup> OWLS offered their HootCon conference in Little Chute. Five staff members from our Library opted to attend.

Staff attended a variety of presentations during the day.

The session I enjoyed the most was Giving Great Service by Jamie Matczak from Wisconsin Valley Library Service. The presenter had recently attended the Disney Institute for a training called Disney's Approach to Quality Service. I learned a lot from her presentation and we will be making some changes here as a result. I plan to use what I learned from her presentation for a session on customer service during our next staff-training day.

My key takeaways from her presentation:

- 3 in 4 customers say a bad interaction with a business can ruin their day. She pointed out how critical customer service can be.
- She gave some great examples of industry service standards and even recommended developing a service standard document for our organization, which we will be working on. This may include things like response times for email, voicemail etc.
- She discussed the rigorous training that Disney employees go through before they are allowed to interact with guests. That translates well to increasing the amount of customer service training we do with our new hires, so this will affect our onboarding process and training in a positive way.
- Cleanliness also plays a large role in customer service. She stated that consumer perception on a space is developed within the first seven seconds they enter a space. We had some discussions after as a staff about ensuring that we schedule cleaning points during the day to re-set high traffic areas to ensure that perception is more consistent throughout the day on cleanliness.



To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 3/21/24  
 Re: Community Partners

*I had a meeting with the Fox Cities Marathon Director to discuss our involvement in the events again this year in September. We discussed how their activity program went last year here and how we can get more libraries involved. We made some changes to the activity program and we will be offering it again here in conjunction with our Summer Reading Program. Youth that participate can enter to win a free entry to one of the Kids Fun Runs. I have an email out to area libraries to gauge their interest in participating and we will be setting up a meeting with the Race Director. Last year over 500 children participated in the Kids Fun Run event and we had staff on site for outreach. That number will likely increase this year and the libraries were offered a table to conduct outreach during the event.*

*I met with School Superintendent Mike Slowinski this month to discuss KASD's involvement in the race, as well as general partnerships we hold with the school.*

*I also met with Feeding America this month to discuss hunger issues in the area. I anticipate following up with them again later this month or early next.*

*We will be receiving our second shipment from the Monthlies Project this month. I had to double our order number based on how quickly our stock from the first month ran out.*

*Our Hispanic Outreach Coordinator, Ana, met with the Hispanic Outreach Coordinator from the Appleton Public Library this month to discuss outreach efforts.*

*Our library has also joined a new area organization called the Network for Wellbeing and we have been attending the monthly meetings. The organization offers networking opportunities for basic needs organizations to meet and discuss their needs and services, and the group will be setting some service-based goals soon.*

*We recently ran out of snacks for the afterschool kids and posted on Facebook about our need. The community did not disappoint and we received many donations. Trim Hunger also saw our request and spent close to 1K on snacks and food for the pantry. Kaukauna Utilities also saw the post and brought two carts worth of food as well. A big thank you to all our donors! We have enough snacks now to last the rest of the school year.*

# Adult Services Librarian Report

## Programming

### Taste of Central and South America

On Monday, March 18, 2024 Ana presented a PowerPoint presentation on the culture and history of Honduras. Participants ate a Honduran dish called baledas, which consists of flour tortillas, avocado, sour cream, cheese, and beans!

### Coffee and Conversation with Ashley Thiem-Menning

On Friday, March 15th library director Ashley spoke to our patrons about the operations and projects going on at the library. Topics discussed included how WI libraries are governed and funded, our organizational chart, and our 2023 accolades. Patrons were able to ask questions for about 15 minutes after the presentation. Next month Kaukauna Utilities Director Michael Avanzi will be stopping by!



*Library Director Ashley speaking to the public about library operations.*

### Puzzle Palooza

The library's 4th Puzzle Palooza competition was held on Saturday, March 16th. The entire competition filled up, with 40 competitors in 10 teams of 4 people. A team new to the competition, JKLS won first place with a time of 45minutes 46 seconds.



*Team JKLS won first place at our fourth Puzzle Palooza!*

### Sheepshead

John has been doing a great job teaching new players sheepshead. It has been growing in popularity lately! After Jenny send out a press release it has been gaining traction steadily each event, from 0 to 5 to 7!



*Five patrons enjoying an afternoon playing sheepshead in the board room.*

### Heart of the Valley Travel

Christine from Heart of the Valley Travel gave a presentation Ireland for St. Patrick's Day. The program drew a large crowd as usual, and patrons stayed for quite a while afterwards talking about potential future travel plans.

## Continuing Education

### Book Repair Workshop

Organized by Angela Schneider at the Winneconne Public Library, Dafina and I attended a fantastic book repair workshop. She and I repair all the library's damaged materials but were never formally trained on the process. We learned we were doing nearly everything wrong or inefficiently! We came away with suggestions for new tools, technology, techniques, and opportunities to cut costs when repair library materials. I will make suggestions for improvement this month. We both agreed it was time well spent and look forward to future continuing education opportunities.

# Youth Services at a Glance

February 2024

Teacher Packs- 4

Youth Programs- 28

Youth Attendance- 705

General Interest Programs- 5

General Interest Attendance- 526

## Program Highlights

Weekly storytimes continue to draw a crowd in every age group. Bright Babies has had a substantial turnaround, with attendance almost tripled from last year! Patrons enjoy the opportunity for social time at the end and have relayed how wonderful all of our programmers are.

Kaukauna tweens continue to join in the ATLAS fun after school. Do the snacks bring them in? Most definitely. Do they stay for the crafts? Sometimes! Button making, Perler beads, and Shrinky Dinks are the true stars!

Once again, Miss Rachel was all the rage with a February Glow Dance Party! Little friends were encouraged to grab a glow stick and show off their best moves in our half-dark conference room. On a Thursday night, 72 participants took that request and, well, danced with it! We anticipate even more attendees when we repeat this party in July. Rave on!

The Teen Advisory Board held its first event in February with pizza and large games. With a total of 12 in attendance and 3 new members, we are eager to see where this group goes!





Fig. 1 Teens enjoying the TAB Meet and Greet

### Collaboration Fun

The moon was bright, the sky was clear, and the wind was blowing for our Moonlight Hike, but that did not stop 101 of Kaukauna’s finest from enjoying a warm fire and a s’more (or two) after a hike along the boardwalk this February. Attendees shared stories around the fire with plenty of laughter and good vibes.

To say the Tanner Family Extravaganza was a success would be a gross understatement. The event ran from 5:30-6:30 PM, and we saw 323 participants in that hour! There were several stations to explore, encouraging families to visit all library areas. In adult fiction, attendees could find a family engineering challenge, a physics challenge, and a read-aloud station. In the conference room, they could find a bookmark creation station, penny spinners, and refreshments! A few large games were scattered in the children’s department, and we offered a few reserved tables in adult nonfiction for families seeking a quiet space. This event truly

highlighted what an amazing and supportive community we have!



Fig 2. Clockwise from left: A engineering challenge; bookmarks; Principal physics challenge; The refreshment table; Miss Tanner Tigers; Happy faces checkers.



child working on the family Families working on Thoreson helping with the amazing KHS volunteers at the Rachel reading to a group ready to start a game of



## Local History Report

March 2024

(Gavin Schmitt)

### General Housekeeping



As of this writing, I've presented two of the four "Founders Series" talks I have set up this spring. The February talk on Indian Agent George Boyd was one of our better-attended history programs, and this is great because I'm so proud of the work that went into it. This series combines previously published material with "new" sources from state and national archives. The series topics were chosen to avoid reliance on microfilm newspapers, because I did not know which reels would be missing each month. Also, these serve as something of a "rough draft" for a long-term project to get Kaukauna recognized as a key and central location in Wisconsin's founding.

Speaking of microfilm reels, by the time you read this the newspaper reels should be scanned and digitized from 1880-1965. We are authorized to continue right up through the newest reel (I believe roughly 2017). We have internal access to the scans (as opposed to public access) and I can confirm they look great. Some images are less than perfect because of scratched or poorly focused source material, but the third party doing the scanning has enhanced the images to their fullest. Within one week, I utilized the new link multiple times – which freed up time for other activities.

## RootsTech 2024

On February 29-March 1, I attended eight sessions of RootsTech, an annual genealogy conference sponsored by FamilySearch, the world's greatest family history website. I attended virtually, which had dozens of free sessions, so this continuing education opportunity was achieved at no cost beyond regular hours.

Topics I sat in on were German genealogy (two sessions), Irish Genealogy (two sessions), Quebecois genealogy, Dutch genealogy, Jewish genealogy, and an overview of genetic genealogy as it celebrates its 25<sup>th</sup> anniversary (1999-2024). The quality of each session varied depending on the quality of the presenter, but I learned things in each one that can be used to assist patrons.

In addition to assisting patrons directly, I've created handouts to help them in self-guided research. See the next page for an example (I'll update it with new things soon.) Assorted "fun facts" for you to enjoy, and for me to fill this page:

- Prior to 1941, Germans used a kind of handwriting called *Kurrentschrift*. People born after that time cannot read it without being specifically taught!
- Irish women are notoriously hard to find. In addition to already scarce records, Irish women could not vote or hold property before 1870. Further, the Irish constitution *to this day* strongly encourages women to avoid employment outside the home.
- There are two distinct groups of "French-Canadians" – the Quebecois and Acadians. They have wide variations in language, culture, etc. The French who settled in Wisconsin are overwhelmingly Quebecois.
- No such country as "Germany" existed prior to 1871. Germany was formed from a fusion of 39 separate states. If your ancestor lists their birthplace as "Germany," this does not tell you very much about them.
- The Dutch have no middle names. They may have multiple first names, but no middle name. If a man is named John Henry but goes by Henry, he is not using his middle name – both John and Henry are acceptable first names.
- If you hit a brick wall, try the FAN method – searching friends, associates and neighbors. Immigrants often came in groups, so knowing where one family came from can lead you to another... never give up!

## Irish Genealogy 101

Revised 3/23/2022

**The Bad News:** A fire destroyed many wills, legal court records, Church of Ireland parish records and national censuses from 1821 to 1851. This could potentially create a large gap in what is available, especially for those whose ancestors came to America in the 1840s.

**The Good News:** Many other things remain, and those gaps can be filled in with supplemental material. Things to try:

1. **Ancestry.com.** Ancestry is free with your library card, though not all the records are available that a paid subscription will get you. If you only need select records, keep your eyes open for trial memberships and don't forget to cancel after! Ancestry is home to: Royal Irish Constabulary records (1816-1921) and the browsable Famine Relief Commission papers (1844-1847). Perhaps best of all, an indexed collection of more than 700,000 names in Roman Catholic parish registers: baptism, marriage, burial and very unusually, confirmations from 73 parishes in the counties of Armagh, Carlow, Donegal, Dublin, Galway, Kildare, Laois, Limerick, Londonderry, Louth, Mayo, Meath, Sligo, Tipperary, Westmeath and Wicklow. The earliest records date from 1763.
2. **FamilySearch.org.** FamilySearch is free, and they have an agreement with the National Archives of Ireland (NAI) that allows duplication of nearly all the NAI's records except the 1901 and 1911 censuses. Indexes to Landed Estate Court Records 1850-1885 and Irish Prison Registers 1790-1924 are online. Other potentially useful collections are Ireland Births and Baptisms, 1620-1881 and Ireland Marriages, 1619-1898 which, together, hold just under 6 million records. Some of these are only INDEXES and you will have to request the actual image from an LDS Center, but more documents are going online daily!
3. **Findmypast.com.** This is a paid site, but does have a large collection of Irish records, including the Poverty Relief Loans, 1821-1874 and 70+ newspapers going back to the 1700s.
4. **General Register Office of Northern Ireland.** This free site features an online database of civil registration records for counties Antrim, Armagh, Down, Londonderry, Fermanagh and Tyrone. Its birth records date from 1864, marriages from 1845, and deaths from 1864 to 50 years ago.

5. **JohnGrenham.com.** John Grenham's book on Irish genealogy is considered the best, and this is his website. It has no records, but does offer plenty of free advice on what steps to take. The Research Wizard tool analyses the details of what you already know about an ancestor and produces specific recommendations for further research.
6. **IrishGenealogy.ie.** This free database holds nearly 3 million transcriptions of pre-20th century church records of baptisms, marriages and burials for selected Church of Ireland and Roman Catholic parishes in counties Kerry, Cork and Carlow and the city of Dublin, plus one Presbyterian register for Lucan in County Dublin. Much of this is also available through FamilySearch.
7. **<https://genealogy.nationalarchives.ie/> (National Archives of Ireland).** This site is FREE and has Census of Ireland (1901, 1911), Census Search Forms (1841–51), Tithe Applotment Books, (1823–37), Soldiers' Wills (1914–1918), Calendars of Wills and Administrations (1858–1922), Prerogative and diocesan copies of some wills and indexes to others (1596–1858), Diocesan and Prerogative Marriage License Bonds Indexes (1623–1866), Catholic qualification & convert rolls (1700–1845), Valuation Office house, field, tenure and quarto books (1824–1856), Shipping agreements and crew lists (1863–1921), Will Registers (1858–1900).
8. **<http://www.nli.ie/> (National Library of Ireland).** This free site has a collection of Ireland's Roman Catholic parish registers dating from the 1740s to the 1880s. These registers cover 1,091 parishes and consist primarily of baptismal and marriage records.
9. **Public Record Office of Northern Ireland (PRONI).** The site contains Will Calendars (1858–1965), Street Directories (1819–1900), the Ulster Covenant (1912), Freeholders Records (pre-1840), and the Londonderry Corporation Records (minutes, 1673–1901) and Valuation Revision Books (1864–1933). A Name Search database allows you to search a number of indexes to pre-1858 wills, surviving fragments of the 1740 and 1766 religious censuses, 1775 dissenters' petitions and coroners' inquest papers from 1872 to 1920.

## Trustee Essentials

### Chapter 14: Open Meeting Law

#### Location and Conduct of Meetings

- Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

#### Email, “Walking Quorums” and Other Potential Open Meetings Violations

- Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

#### Meeting Notice

- Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required.
- The meeting notice must contain the time, date, place, and all subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting

#### Location and Conduct of Meetings

- Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.
- All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

#### Email, “Walking Quorums” and Other Potential Open Meetings Violations

- Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

## Email, “Walking Quorums” and Other Potential Open Meetings Violations

- Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.
- An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law.

## Meeting Minutes

- Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see Trustee Essential #15: The Library Board and the Public Records Law for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a The Library Board and the Open Meetings Law roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

## Legal Reasons for Conducting a Closed Session

- The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

## Legal Reasons for Conducting a Closed Session

- Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

## Legal Reasons for Conducting a Closed Session

- In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:
  - Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
  - Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
  - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
  - Consideration of requests for confidential written advice from an ethics board.

## Legal Reasons for Conducting a Closed Session

- A closed session is not allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a particular employee.
- A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.



## Procedures for Holding a Closed Session

1. The meeting notice must indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.

## Procedures for Holding a Closed Session

4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and roll call vote to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.

## Procedures for Holding a Closed Session

7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes may possibly be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

## Avoiding Legal Penalties

- Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In The Library Board and the Open Meetings Law TE14-5 addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

## Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

2024 Statistics	2023 Statistics
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Circulation	January	February	2023 Y-T-D	February 2023	2022 Y-T-D	Monthly Difference from 2022	% +/-
<b>Total Circulation and Renewal</b>	12,854	11,558	24,412	10,354	20,585	1,204	12%
<b>Overdrive Usage</b>	2,382	2,430	4,812	1,900	4,017	530	28%
<b>Hoopla Usage</b>	415	361	776	400	785	-39	-10%
<b>Items Loaned</b>	2,894	2,828	5,722	1,962	4,150	866	44%
<b>Items Borrowed</b>	3,974	3,220	7,194	2,786	5,882	434	16%
<b>Teacher Packs</b>	3	4	7	4	8	0	0%
<b>Door Count</b>	8,467	9,805	18,272	7,233	14,312	2,572	36%

Services	January	February	2023 Y-T-D	February 2023	2022 Y-T-D	Monthly Difference from 2022	% +/-
<b>Public Internet Usage/Hr.</b>	303	375	678	242	505	133	55%
<b>Wireless Usage by Session</b>	1,225	1,282	2,507	1,450	2,785	-168	-12%
<b>Youth Programs</b>	24	28	52	26	39	2	8%
<b>Youth Program Attendance</b>	595	705	1,300	512	869	193	38%
<b>Adult Programs</b>	10	16	26	14	24	2	14%
<b>Adult Program Attendance</b>	91	169	260	112	215	57	51%
<b>General Interest Programs</b>	7	5	12	8	19	-3	-38%
<b>General Interest Attendance</b>	691	526	1,217	705	2,688	-179	-25%
<b>Meeting Room Usage</b>	61	80	141	65	106	15	23%
<b>Study Room</b>	128	146	274	139	252	7	5%
<b>Volunteer Hours</b>	100	87	187	95	203	-8	-8%
<b>Local History Inquiries</b>	10	18	28	11	26	7	64%
<b>Technology Instruction 1:1</b>	12	15	27	15	26	0	0%
<b>Proctor</b>	0	1	1	0	0	1	#DIV/0!
<b>Notary</b>	0	2	2	0	1	2	#DIV/0!

Social Statistics	January	February	2023 Y-T-D	February 2023	2022 Y-T-D	Monthly Difference from 2022	% +/-
<b>Website Views</b>	2,595	2,370	4,965	7,233	11,999	-4,863	-67%
<b>Facebook Page Like</b>	46	68	114	36	138	32	89%
<b>Facebook Followers</b>	87	203	290	NEW	STAT	NO HIS TORY	
<b>TikTok Followers</b>	11	11	22	NEW	STAT	NO HIS TORY	
<b>Instagram Followers</b>	6		6	20	30	-20	-100%

Items Held by Library	January	February	Month to Month # +/-	February 2023	# +/-
<b>Total Titles Held by Library</b>	62,678	62,813	-1,888	61,520	1,293
<b>Total Items Held by Library</b>	67,250	61,356	-2,007	65,862	-4,506
<b>Kaukauna Card Holding Patrons</b>	11,476	11,476	215	11,476	0

Quarterly Report