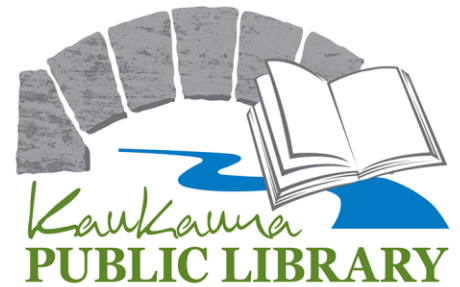


# LIBRARY BOARD MEETING

City of Kaukauna  
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 24, 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, August 27, 2024 Meeting Minutes](#)
4. Public Participation and Communications
5. Action Items
  - a. [Bill Register August 2024](#)
  - b. [Bylaws Update](#)
  - c. [OWLS Automation Agreement](#)
6. Information Items
  - a. [Directors Report](#)
  - b. [Adult Services Librarian Report](#)
  - c. [Youth Services Librarian Report](#)
  - d. [Trustee Topic 19](#)
  - e. [Statistics](#)
7. Adjournment

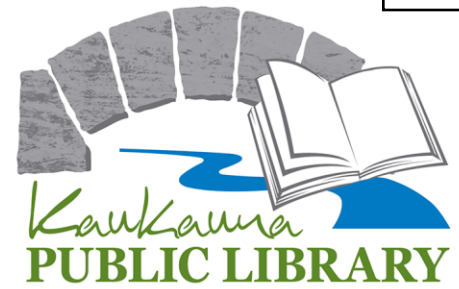
## NOTICES

**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 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, August 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 by President M.J. Kilgas at 5:31p.
2. Roll call of membership
  - a. Present: M.J. Kilgas, J. Vondracekt, J. Sager, J. Van De Hey, C. Avanzi, C. Van Boxtel & A. Neumeier
  - b. Excused: J. Lucas, C. Fallona
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, June 25, 2024 Meeting Minutes
    - i. A. Neumeier made a motion to approve the Tuesday, June 25, 2024 Meeting Minutes seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
  - a. A. Thiem-Menning read a thank you note from Round House Manor. Staff donated personal funds towards food for residents when they were displaced.
  - b. A. Thiem-Menning read correspondence received with a donation: Dear Director and Friends of the Kaukauna Public Library, As part of the InfoSoup Road Trip sponsored by OWLS, we visited the Kaukauna Library last week. We were amazed at the beautiful space you have created. We have told so many other librarians to please stop and see your marvelous creations. Even more amazing was the wealth of programs and services you provide the community. Chatting with the librarian on duty, we learned of the Friends group and all they do to support. Enclosed is a small donation to continue this work. Thank you for taking care of your community.
5. Action Items

- a. Bill Register June 2024
  - i. A. Neumeier made a motion to approve the Bill Register June 2024, seconded by J. Vondracek. Motion carries; all in favor.
- b. Bill Register July 2024
  - i. A. Neumeier made a motion to approve the Bill Register July 2024, seconded by J. Vondracek. Motion carries; all in favor.
- c. Election of Officers
  - i. J. Sager made a motion to appoint the same slate of officers: M. J. Kilgas as President, C. Fallona as Vice President, J. Vondracek as Treasurer and A. Neumeier as Secretary, seconded by C. Van Boxtel. Motion carries; all in favor.
- d. Committee Assignments
  - i. A. Neumeier made a motion to appoint the following members to committees: Personnel as follows: C. Fallona, C. Van Boxtel, A. Neumeier, J. Sager & C. Avanzi, Finance as follows: J. Van De Hey, J. Lucas and J. Vondracek. Motion seconded by J. Van De Hey. Motion carries; all in favor.
- e. Circulation Policy Update
  - i. C. Van Boxtel made a motion to approve the Circulation Policy Update, seconded by A. Neumeier. Motion carries; all in favor.
- f. 2025 Calendar Approval
  - i. J. Sager made a motion to approve the proposed 2025 calendar, with the addition of Saturday, April 19<sup>th</sup> 2025 as a closed day. Motion seconded by J. Vondracek. Motion carries; all in favor.
- 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
    - i. Discussion was held and the group agreed that the Nominating Committee is not necessary at this time and can be moved to the Ad Hoc Committee section. A. Thiem-Menning will make this change for adoption at the September meeting.
  - g. Trustee Topic 18

h. Statistics

- i. 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 7:07p.

Join Zoom Meeting

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



**Kaukauna Public Library**  
*2024 Revenue Report*

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 3.74	\$ 467.91	\$ 53.60	\$ 22.00	\$ 547.25					\$ 547.25	\$ 92.84
February	\$ 26.50	\$ 469.20	\$ 63.50	\$ 19.60	\$ 578.80					\$ 578.80	\$ 36.11
March	\$ 12.32	\$ 580.95	\$ 57.50	\$ 1.00	\$ 651.77					\$ 651.77	\$ 145.00
April	\$ 8.97	\$ 587.36	\$ 73.35	\$ 3.00	\$ 672.68	\$ 95,259.00	\$ 97,524.00	\$ 19,386.00	\$ 212,169.00	\$ 212,841.68	\$ 141.50
May	\$ 3.44	\$ 589.26	\$ 94.50	\$ 1.00	\$ 688.20					\$ 688.20	\$ 142.05
June	\$ 20.10	\$ 528.85	\$ 45.60	\$ 1.25	\$ 595.80					\$ 595.80	\$ 87.82
July	\$ 13.48	\$ 623.46	\$ 82.65	\$ -	\$ 719.59					\$ 719.59	\$ 106.09
August	\$ 30.88	\$ 672.62	\$ 70.20	\$ 2.00	\$ 775.70					\$ 775.70	\$ 160.06
<b>Totals</b>	<b>\$ 119.43</b>	<b>\$ 4,519.61</b>	<b>\$ 540.90</b>	<b>\$ 49.85</b>	<b>\$ 5,229.79</b>	<b>\$95,259.00</b>	<b>\$97,524.00</b>	<b>\$19,386.00</b>	<b>\$212,169.00</b>	<b>\$ 217,398.79</b>	<b>\$ 911.47</b>

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_  
Jane Vondracek  
Financial Secretary

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

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Nu	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$20,263.88	Gross Earnings
	Journal	8/15/2024	Aug 2024	JE470		\$20,365.55	Gross Earnings
	Journal	8/29/2024	Aug 2024	JE474		\$19,444.88	Gross Earnings
<b>Total - 5101 - Regular Payroll</b>						<b>\$60,074.31</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$1,777.62	Seasonal
	Journal	8/15/2024	Aug 2024	JE470		\$2,370.89	Seasonal
	Journal	8/29/2024	Aug 2024	JE474		\$1,970.36	Seasonal
<b>Total - 5104 - Temporary Payroll</b>						<b>\$6,118.87</b>	
<b>5151 - Retirement Plan</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$1,076.21	ERWRSGen
	Journal	8/15/2024	Aug 2024	JE470		\$1,073.17	ERWRSGen
	Journal	8/29/2024	Aug 2024	JE474		\$1,068.01	ERWRSGen
<b>Total - 5151 - Retirement Plan</b>						<b>\$3,217.39</b>	
<b>5152 - Residency</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$55.80	401a
	Journal	8/15/2024	Aug 2024	JE470		\$55.49	401a
	Journal	8/29/2024	Aug 2024	JE474		\$50.47	401a
<b>Total - 5152 - Residency</b>						<b>\$161.76</b>	
<b>5154 - Social Security</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$915.62	Employer Social Security Expense
	Journal	8/1/2024	Aug 2024	JE465		\$307.57	Employer Medicare Expense
	Journal	8/15/2024	Aug 2024	JE470		\$317.67	Employer Medicare Expense
	Journal	8/15/2024	Aug 2024	JE470		\$912.90	Employer Social Security Expense
	Journal	8/29/2024	Aug 2024	JE474		\$298.51	Employer Medicare Expense
	Journal	8/29/2024	Aug 2024	JE474		\$908.27	Employer Social Security Expense
<b>Total - 5154 - Social Security</b>						<b>\$3,660.54</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$3,671.93	ER Health
	Journal	8/1/2024	Aug 2024	JE465		\$207.00	HRA Monthly
	Journal	8/15/2024	Aug 2024	JE470		\$3,671.93	ER Health
	Journal	8/29/2024	Aug 2024	JE474		\$3,671.93	ER Health
<b>Total - 5157 - Group Health Insurance</b>						<b>\$11,222.79</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$19.90	ER Life
	Journal	8/15/2024	Aug 2024	JE470		\$19.90	ER Life
	Journal	8/29/2024	Aug 2024	JE474		\$19.90	ER Life
<b>Total - 5160 - Group Life Insurance</b>						<b>\$59.70</b>	
<b>5163 - Workers Compensation</b>							
	Journal	8/1/2024	Aug 2024	JE465		\$37.45	WC Admin
	Journal	8/15/2024	Aug 2024	JE470		\$38.63	WC Admin
	Journal	8/29/2024	Aug 2024	JE474		\$36.39	WC Admin
<b>Total - 5163 - Workers Compensation</b>						<b>\$112.47</b>	
<b>5211 - Education &amp; Memberships</b>							
	Credit Card	8/16/2024	Aug 2024		RAMP.ac21fdt V1207 Miscellaneous Retail Vendor (Ramp)	\$155.00	Ashley Thiem-Menning - conference
<b>Total - 5211 - Education &amp; Memberships</b>						<b>\$155.00</b>	
<b>5303 - Communications</b>							
	Vendor Invoice	7/21/2024	Aug 2024	072124	V0755 T-Mobile	\$29.32	Phone 6/21-7/20/24
	Journal	8/15/2024	Aug 2024	JE470		\$25.00	Cell Reimb
	Credit Card	8/17/2024	Aug 2024		RAMP.3361ca V0755 T-Mobile	\$29.32	Spencer Heise - library materials/communications
<b>Total - 5303 - Communications</b>						<b>\$83.64</b>	
<b>5306 - Heating Fuels</b>							

	Vendor Invoice	7/30/2024	Aug 2024	5119444303	V0705 We Energies	\$29.59	Gas Service - July
<b>Total - 5306 - Heating Fuels</b>						<b>\$29.59</b>	
<b>5312 - Maintenance - Buildings</b>							
	Vendor Invoice	8/5/2024	Aug 2024	080124	V0016 Grand Kakalin LLC	\$8,683.00	August -Maintenance
<b>Total - 5312 - Maintenance - Buildings</b>						<b>\$8,683.00</b>	
<b>5313 - Lease - Buildings</b>							
	Vendor Invoice	8/5/2024	Aug 2024	080124	V0016 Grand Kakalin LLC	\$11,993.00	August - Rent
<b>Total - 5313 - Lease - Buildings</b>						<b>\$11,993.00</b>	
<b>5325 - Contractual Services</b>							
	Vendor Invoice	8/1/2024	Aug 2024	02-37244	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - August
<b>Total - 5325 - Contractual Services</b>						<b>\$2,277.40</b>	
<b>5328 - Advertising</b>							
	Credit Card	8/20/2024	Aug 2024	RAMP.b0d2fec	V1315 Facebook Ads	\$10.00	Ashley Thiem-Menning - Advertising for library
<b>Total - 5328 - Advertising</b>						<b>\$10.00</b>	
<b>5401 - Office Supplies</b>							
	Credit Card	7/21/2024	Aug 2024	RAMP.34aa96	V1173 Amazon	\$269.55	Spencer Heise - Office supplies
	Credit Card	8/1/2024	Aug 2024	RAMP.4b7d23	V1173 Amazon	\$8.99	Spencer Heise - office supplies/book purchases
	Credit Card	8/14/2024	Aug 2024	RAMP.40891f	V1328 Premium Waters, Inc.	\$41.95	Spencer Heise - library office supplies
	Credit Card	8/16/2024	Aug 2024	RAMP.46e13fc	V1173 Amazon	\$78.58	Spencer Heise - office supplies
<b>Total - 5401 - Office Supplies</b>						<b>\$399.07</b>	
<b>5422 - Data Processing Supplies</b>							
	Vendor Invoice	8/5/2024	Aug 2024	4437	V0528 Outagamie Waupaca Library System	\$120.00	OWLS Spine Labels
	Vendor Invoice	8/6/2024	Aug 2024	329132	V0754 Showcases	\$270.00	DVD Cases
	Credit Card	8/9/2024	Aug 2024	RAMP.1dee68	V0006 Complete Office of Wisconsin	\$73.35	Spencer Heise - library processing supplies
	Credit Card	8/9/2024	Aug 2024	RAMP.36cb46	V1207 Miscellaneous Retail Vendor (Ramp)	\$193.69	Spencer Heise - library processing supplies
	Credit Card	8/12/2024	Aug 2024	RAMP.c1f39bt	V0006 Complete Office of Wisconsin	\$44.01	Spencer Heise - Library processing supplies -
<b>Total - 5422 - Data Processing Supplies</b>						<b>\$701.05</b>	
<b>5431 - Postage</b>							
	Credit Card	8/6/2024	Aug 2024	RAMP.3a0871	V0680 U.S. Postal Service - Postmaster	\$6.90	Spencer Heise - Post office
	Credit Card	8/7/2024	Aug 2024	RAMP.6171ea	V0680 U.S. Postal Service - Postmaster	\$5.58	Ashley Thiem-Menning - postage
	Credit Card	8/8/2024	Aug 2024	RAMP.1e1309	V0628 Stoneridge Piggly Wiggly	\$8.40	Spencer Heise - mail package
<b>Total - 5431 - Postage</b>						<b>\$20.88</b>	
<b>5441 - Library Materials</b>							
	Vendor Invoice	7/17/2024	Aug 2024	19157	V0576 Rivistas Subscription Services	\$1,813.69	Annual Magazine Subscription - Rivistas
	Vendor Invoice	7/21/2024	Aug 2024	072124	V0755 T-Mobile	\$361.90	Hotspots 6/21-7/20/24
	Vendor Invoice	7/24/2024	Aug 2024	CAL348109	V0134 Cavendish Square	\$119.61	Books
	Credit Card	7/29/2024	Aug 2024	RAMP.9cff6be	V1173 Amazon	\$31.59	Spencer Heise - Library book purchases
	Vendor Invoice	7/29/2024	Aug 2024	82933901	V0323 Ingram	\$12.98	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933904	V0323 Ingram	\$12.88	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933897	V0323 Ingram	\$12.95	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933903	V0323 Ingram	\$19.35	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933899	V0323 Ingram	\$36.13	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933894	V0323 Ingram	\$12.44	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933895	V0323 Ingram	\$16.93	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933902	V0323 Ingram	\$16.94	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933900	V0323 Ingram	\$40.19	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933896	V0323 Ingram	\$16.88	Books
	Vendor Invoice	7/29/2024	Aug 2024	82933898	V0323 Ingram	\$5.70	Books
	Vendor Invoice	7/31/2024	Aug 2024	82978962	V0323 Ingram	\$17.47	Books
	Vendor Invoice	7/31/2024	Aug 2024	82978963	V0323 Ingram	\$13.66	Books
	Vendor Invoice	7/31/2024	Aug 2024	CAL3482611	V0134 Cavendish Square	\$186.03	Books
	Vendor Invoice	7/31/2024	Aug 2024	82978961	V0323 Ingram	\$16.61	Books
	Vendor Invoice	7/31/2024	Aug 2024	82978964	V0323 Ingram	\$12.73	Books
	Vendor Invoice	7/31/2024	Aug 2024	505844044	V0472 Midwest Tape	\$1,143.20	Hoopla - Digital Library Material
	Vendor Invoice	7/31/2024	Aug 2024	82978960	V0323 Ingram	\$18.22	Books
	Credit Card	8/1/2024	Aug 2024	RAMP.4b7d23	V1173 Amazon	\$35.31	Spencer Heise - office supplies/book purchases
	Vendor Invoice	8/2/2024	Aug 2024	83021770	V0323 Ingram	\$9.00	Books
	Vendor Invoice	8/2/2024	Aug 2024	83021772	V0323 Ingram	\$15.17	Books

Item 5.a.

Vendor Invoice	8/2/2024	Aug 2024	83021773	V0323 Ingram	\$20.64	Books	
Vendor Invoice	8/2/2024	Aug 2024	83021771	V0323 Ingram	\$9.42	Books	
Vendor Invoice	8/5/2024	Aug 2024	4437	V0528 Outagamie Waupaca Library System	\$12.00	OWLS License	
Credit Card	8/6/2024	Aug 2024	RAMP.8b0793	V1207 Miscellaneous Retail Vendor (Ramp)	\$20.02	Spencer Heise - Library Materials purchase	
Vendor Invoice	8/6/2024	Aug 2024	83057921	V0323 Ingram	\$34.72	Books	
Vendor Invoice	8/6/2024	Aug 2024	83057922	V0323 Ingram	\$18.29	Books	
Vendor Invoice	8/6/2024	Aug 2024	83057925	V0323 Ingram	\$11.27	Books	
Vendor Invoice	8/6/2024	Aug 2024	83063086	V0323 Ingram	\$20.41	Books	
Vendor Invoice	8/6/2024	Aug 2024	83057924	V0323 Ingram	\$32.37	Books	
Vendor Invoice	8/6/2024	Aug 2024	83057923	V0323 Ingram	\$40.41	Books	
Vendor Invoice	8/6/2024	Aug 2024	83057920	V0323 Ingram	\$14.51	Books	
Vendor Credit	8/8/2024	Aug 2024	83109907	V0323 Ingram	(\$10.59)	Books	
Credit Card	8/9/2024	Aug 2024	RAMP.c39c7bi	V1173 Amazon	\$15.88	Spencer Heise - Library book purchases	
Vendor Invoice	8/13/2024	Aug 2024	83159840	V0323 Ingram	\$9.40	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159838	V0323 Ingram	\$10.77	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159844	V0323 Ingram	\$30.42	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159846	V0323 Ingram	\$16.44	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159842	V0323 Ingram	\$54.04	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159839	V0323 Ingram	\$13.58	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159841	V0323 Ingram	\$21.10	Books	
Vendor Invoice	8/13/2024	Aug 2024	83166962	V0323 Ingram	\$32.65	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159843	V0323 Ingram	\$49.09	Books	
Vendor Invoice	8/13/2024	Aug 2024	83159845	V0323 Ingram	\$12.25	Books	
Vendor Invoice	8/14/2024	Aug 2024	83184499	V0323 Ingram	\$12.49	Books	
Vendor Invoice	8/14/2024	Aug 2024	83184498	V0323 Ingram	\$8.65	Books	
Credit Card	8/15/2024	Aug 2024	RAMP.017458	V1173 Amazon	\$41.99	Ashley Thiem-Menning - Library materials purchas	
Credit Card	8/15/2024	Aug 2024	RAMP.26d1a2	V0796 Baker & Taylor	\$110.13	Spencer Heise - Library book purchases	
Credit Card	8/15/2024	Aug 2024	RAMP.706b9b	V0796 Baker & Taylor	\$16.86	Spencer Heise - Library book purchases	
Vendor Invoice	8/15/2024	Aug 2024	83203071	V0323 Ingram	\$19.16	Books	
Vendor Invoice	8/15/2024	Aug 2024	83203070	V0323 Ingram	\$19.16	Books	
Vendor Invoice	8/15/2024	Aug 2024	83203069	V0323 Ingram	\$10.95	Books	
Credit Card	8/16/2024	Aug 2024	RAMP.90ca16	V0796 Baker & Taylor	\$7.21	Spencer Heise - Library book purchases	
Vendor Invoice	8/16/2024	Aug 2024	83223400	V0323 Ingram	\$177.27	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223410	V0323 Ingram	\$154.90	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223395	V0323 Ingram	\$12.86	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223406	V0323 Ingram	\$127.29	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223409	V0323 Ingram	\$113.77	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223397	V0323 Ingram	\$79.94	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223411	V0323 Ingram	\$165.11	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223399	V0323 Ingram	\$38.58	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223396	V0323 Ingram	\$73.22	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223405	V0323 Ingram	\$210.22	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223401	V0323 Ingram	\$158.08	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223413	V0323 Ingram	\$375.57	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223398	V0323 Ingram	\$171.20	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223407	V0323 Ingram	\$44.58	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223402	V0323 Ingram	\$45.15	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223416	V0323 Ingram	\$34.03	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223412	V0323 Ingram	\$182.35	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223415	V0323 Ingram	\$130.77	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223404	V0323 Ingram	\$41.35	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223414	V0323 Ingram	\$435.57	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223408	V0323 Ingram	\$43.78	Books	
Vendor Invoice	8/16/2024	Aug 2024	83223403	V0323 Ingram	\$68.16	Books	
Credit Card	8/17/2024	Aug 2024	RAMP.3361ca	V0755 T-Mobile	\$361.90	Spencer Heise - library materials/communications	
Credit Card	8/17/2024	Aug 2024	RAMP.88bacb	V1173 Amazon	\$24.09	Ashley Thiem-Menning - Library materials purchas	
Credit Card	8/17/2024	Aug 2024	RAMP.7327a3	V1173 Amazon	\$12.77	Spencer Heise - Library book purchases	
Credit Card	8/22/2024	Aug 2024	RAMP.be875b	V0796 Baker & Taylor	\$6.81	Spencer Heise - Library book purchases	

Item 5.a.



	Credit Card	8/22/2024	Aug 2024	RAMP.a8ad20 V1173 Amazon	\$15.99	Spencer Heise - Library book purcha
<b>Total - 5441 - Library Materials</b>					<b>\$8,038.56</b>	
<b>5442 - Service Contracts</b>						
	Vendor Invoice	7/17/2024	Aug 2024	19157 V0576 Rivistas Subscription Services	\$136.99	Annual Subscription - SLJ
	Vendor Invoice	7/29/2024	Aug 2024	9334 V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawnscape Maint.
	Vendor Invoice	7/31/2024	Aug 2024	37122591 V0440 Marco	\$248.09	Copier Contract
	Credit Card	8/20/2024	Aug 2024	RAMP.cd2b71 V0422 Library Journal	\$159.00	James Berven - Library journal subscription
<b>Total - 5442 - Service Contracts</b>					<b>\$794.08</b>	
<b>5444 - Library Programs</b>						
	Credit Card	8/10/2024	Aug 2024	RAMP.62591b V1173 Amazon	\$66.95	Spencer Heise - Library programming supplies
<b>Total - 5444 - Library Programs</b>					<b>\$66.95</b>	
<b>5499 - Miscellaneous</b>						
	Credit Card	8/11/2024	Aug 2024	RAMP.b61158 V1282 Walmart	\$5.11	Ashley Thiem-Menning - miscellaneous expense
	Credit Card	8/18/2024	Aug 2024	RAMP.2bcb9e V1282 Walmart	\$11.94	Ashley Thiem-Menning - Miscellaneous expense
<b>Total - 5499 - Miscellaneous</b>					<b>\$17.05</b>	
<b>Total - Expense</b>					<b>\$117,897.10</b>	
<b>Net Income</b>					<b>(\$117,897.10)</b>	

Item 5.a.

**City of Kaukauna**  
**City - Budget vs. Actual**  
**From Jan 2024 to Aug 2024**

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
<b>Expense</b>				
5101 - Regular Payroll	\$346,787.26	\$549,130.00	(\$202,342.74)	63.15%
5104 - Temporary Payroll	\$29,718.89	\$24,000.00	\$5,718.89	123.83%
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	\$17,924.10	\$27,761.00	(\$9,836.90)	64.57%
5152 - Residency	\$875.61	\$2,612.00	(\$1,736.39)	33.52%
5154 - Social Security	\$20,500.34	\$33,255.00	(\$12,754.66)	61.65%
5157 - Group Health Insurance	\$70,950.74	\$101,153.00	(\$30,202.26)	70.14%
5160 - Group Life Insurance	\$330.04	\$562.00	(\$231.96)	58.73%
5163 - Workers Compensation	\$684.33	\$977.00	(\$292.67)	70.04%
5208 - Travel - City Business	\$4,391.72	\$4,669.00	(\$277.28)	94.06%
5211 - Education & Memberships	\$1,193.85	\$4,738.00	(\$3,544.15)	25.20%
5303 - Communications	\$463.70	\$600.00	(\$136.30)	77.28%
5306 - Heating Fuels	\$3,117.46	\$8,000.00	(\$4,882.54)	38.97%
5309 - Water Sewer & Electric	\$8,217.10	\$16,200.00	(\$7,982.90)	50.72%
5312 - Maintenance - Buildings	\$71,711.87	\$119,000.00	(\$47,288.13)	60.26%
5313 - Lease - Buildings	\$95,944.00	\$143,916.00	(\$47,972.00)	66.67%
5325 - Contractual Services	\$22,249.10	\$29,291.00	(\$7,041.90)	75.96%
5328 - Advertising	\$638.29	\$2,050.00	(\$1,411.71)	31.14%
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	\$4,553.37	\$6,000.00	(\$1,446.63)	75.89%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$7,188.42	\$5,500.00	\$1,688.42	130.70%
5431 - Postage	\$1,226.98	\$1,250.00	(\$23.02)	98.16%
5441 - Library Materials	\$71,535.11	\$92,552.00	(\$21,016.89)	77.29%
5442 - Service Contracts	\$53,771.20	\$64,106.00	(\$10,334.80)	83.88%
5444 - Library Programs	\$2,831.95	\$4,000.00	(\$1,168.05)	70.80%
5499 - Miscellaneous	\$916.86	\$1,000.00	(\$83.14)	91.69%
5804 - Equipment (including Office)	\$744.49	\$9,800.00	(\$9,055.51)	7.60%
<b>Total - Expense</b>	<b>\$962,347.96</b>	<b>\$1,378,259.00</b>	<b>(\$415,911.04)</b>	<b>69.82%</b>
<b>Net Income</b>	<b>(\$962,347.96)</b>	<b>(\$1,378,259.00)</b>	<b>\$415,911.04</b>	<b>69.82%</b>

**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. 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.
    - i. When necessary, an Ad Hoc Nominating Committee may be established. 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. Authority. No committee shall have other than advisory powers.
3. Appointment. All library board members and officers shall be appointed to at least one (1) committee.
4. Meetings. The time, date, and location of committee meetings shall be determined by the chair of the committee or their designee.
5. Quorum. A quorum of transaction of business at any committee meeting shall consist of a simple majority.
6. Minutes. Minutes are not required to be taken at committee meetings.
7. 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.
8. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings law (§ 19.81- 19.98).
9. 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.

Amended by the Board of Trustees of the Kaukauna Public Library on 9/24/2024.

President Signature: \_\_\_\_\_



**Automation Services Agreement**  
Outagamie Waupaca Library System  
Kaukauna Public Library

**Article I: General**

The Outagamie Waupaca Library System and the Kaukauna Public Library do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in a library automation network providing, but not limited to, the following functions and services: resource sharing, circulation control, cataloging, online public access catalog, acquisitions, and Internet access.

**Article II: Definitions**

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, also referred to as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Kaukauna Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Kaukauna Public Library.
- (4) The Kaukauna Public Library, also referred to as KAU, is the agency established under Section 43.57 of the *Wisconsin Statutes* by the City of Kaukauna to provide municipal public library service.
- (5) The shared library automation network, also known as OWLSnet, is a program established by OWLS to provide an integrated library automation system and network services to OWLS, NFLS and other area libraries.

**Article III: Outagamie Waupaca Library System Responsibilities**

It is mutually agreed that OWLS shall:

- (1) Provide to KAU all of the automated library functions available from OWLSnet during all hours that KAU is regularly open. All reasonable efforts will be made to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.
- (2) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (3) Contribute financially to the operation of OWLSnet in accordance with the annual OWLSnet

budget.

- (4) Acquire appropriate products from vendors as requested by KAU and deliver or install the products at the desired branch public library location according to a mutually agreed upon schedule.
- (5) Invoice KAU for any products ordered upon delivery of such orders. Any product ordered will become the property of KAU upon payment of the invoice.
- (6) Investigate the feasibility of providing additional products or services to OWLSnet members.
- (7) Provide staff services to support KAU's participation in OWLSnet.
- (8) Provide for ongoing training of KAU staff in the use of software and hardware.
- (9) Determine the annual membership fee for any given calendar year prior to July 1 of the preceding year.
- (10) Work with KAU to develop an efficient, effective, and equitable method for cataloging materials and adding records to the OWLSnet database.

**Article IV: Kaukauna Public Library Responsibilities**

It is mutually agreed that the Kaukauna Public Library shall:

- (1) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (2) Meet all applicable requirements for participation in the TEACH Wisconsin and federal E-rate programs and designate OWLS to be KAU's agent for TEACH Wisconsin and federal E-rate participation.
- (3) Place orders for appropriate products through OWLS and pay all invoices for such orders, including transportation and handling charges, within 60 days after the date of the invoice unless other arrangements have been made with OWLS.
- (4) Hold title to all items acquired upon payment of invoice for such items.
- (5) Be responsible for all internal cabling necessary to connect KAU equipment to the OWLSnet's telecommunication network, unless other arrangements have been agreed to by OWLS.
- (6) Attach only devices approved by OWLS to the OWLSnet staff network. KAU shall not inter-connect OWLSnet with any other network without the consent of OWLS.
- (7) Ensure that networking hardware is not modified without the approval of OWLSnet. KAU shall be responsible for any costs resulting from an unauthorized connection to another network.

- (8) Be responsible for the maintenance or repair of all local equipment, including performing regular operating system software updates, unless other arrangements have been agreed to by OWLS.
- (9) Pay an annual membership fee, unless otherwise agreed upon by OWLS. The annual membership fee represents KAU's share of ongoing operational costs.
- (10) Retain ownership of all KAU bibliographic, item, and patron records held in the shared automation network database.
- (11) Send a representative to attend Administrative Advisory Committee meetings. Representatives are responsible for disseminating meeting information to other KAU staff.
- (12) Comply with all applicable federal and state laws regarding confidentiality and the privacy of public library records. KAU agrees to hold all library staff and volunteers accountable for complying with such laws.

#### **Article V: Mutual Understandings**

It is mutually understood and agreed that:

- (1) The OWLS Board has legal authority for the establishment, operation, and maintenance of OWLSnet. An Administrative Advisory Committee, including representation from all network participants, shall make recommendations to the OWLS Board or staff regarding the administration of the network in accordance with the procedures specified in the shared automation network bylaws.
- (2) Implementation of this agreement is consistent with the provisions of state and federal law. Should any part of this agreement that does not impede OWLSnet's ability to provide services and equitably recover costs become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, but the balance of this agreement shall remain in full force and effect. If such state or federal law impedes OWLSnet's ability to provide services or recover costs equitably, this agreement shall be void.
- (3) All libraries participating in OWLSnet have a responsibility to develop their local materials collections to support the basic needs of their patrons. It is unfair for libraries to rely primarily on other members of the network to meet their patrons' basic needs.
- (4) OWLS and KAU have a responsibility to monitor compliance of the parties with OWLSnet agreements, bylaws, policies, and procedures. OWLS may take appropriate action in the case of KAU noncompliance with OWLSnet agreements, bylaws, or policies. KAU has the right to appeal to the OWLS Board if it believes that OWLS does not comply with OWLSnet agreements, bylaws, or policies.
- (5) This agreement shall become effective upon signing of the agreement by all parties. This agreement shall continue in force through December 31, 2027 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2027, the term of this agreement will be automatically extended through December 31, 2028.

(6) This agreement may be terminated by any party, effective December 31 of the year, by notifying the other two parties in writing of intent to terminate, prior to July 1 of the same year.

(7) This agreement may be amended at any time as is mutually agreeable to the parties.

For the Kaukauna Public Library:

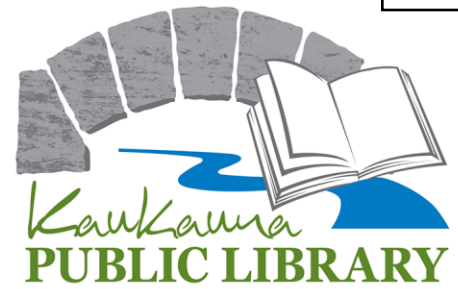
\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

For the Outagamie Waupaca Library System:

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)



To: Kaukauna Public Library Board of Trustees  
 From: Library Director A. Thiem-Menning  
 Date: 9/17/2024  
 Re: Community Partnership Updates

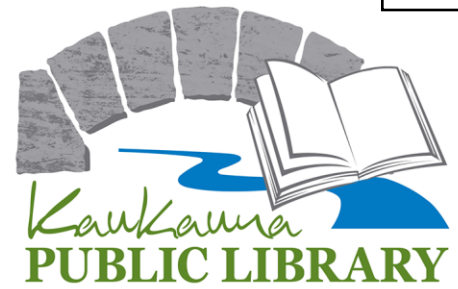
The KHS Civic Engagement class will be completing another community wide food drive for us. We do not have exact dates yet, but we have been working with students on the flyer.

We took a call from Channel 5 on 9/16 asking if they could do a story on the Little Free Pantry. Naturally we said yes and they were here and filming within 30 minutes.

The KASD Title III program plans two events annually for families. In an effort to revamp their schedule, the winter program they usually host at a school is being moved up to October and will be held here as more of a welcome back. This is wonderful timing for a revamp as Youth Services Librarian, Sarah Wroblewski, has recently received a grant from Dollar General with a focus on supporting Spanish language speakers and English language learners. The event will include the opportunities for families to have some dinner, receive tutorials of infinite campus in the Board Room, make a self-affirming craft, receive free books, get library cards, and use our fun green screen for a photo opportunity.

At our meeting, we learned that as of last year, 14 different languages were being spoken in the district or at home in the district. The top four languages besides English were Spanish, Hmong, Swahili and Arabic. Followed also by: Albanian, Hindi, Kannada, Hiligayon, Kinyarwanda, Punjabi, Russian, Somali, Urdu, French, Haitian Creole, Vietnamese, and Wolof. This is very helpful information for collection development. We do have books in some of these languages, but not all of them, so we can actively work to develop collection offerings.





To: Kaukauna Public Library Board of Trustees  
 From: Library Director A. Thiem-Menning  
 Date: 9/17/2024  
 Re: 2024 Goals

**Secure funding for summer Saturday hours.**

This goal was accomplished and I have included data for Saturdays in a separate memo. Summer Saturdays were well utilized by the community and I am very excited to have met this goal for expanded access in our Strategic Plan, which is fully satisfied now.

**Work with the Friends of the Library to better develop the organization, including, but not limited to writing policy, updating financials, and creating a fundraising plan.**

This goal has not been met and I am uncertain if it will be completed this year or not. I have not had the time to work on this as I had hoped. I have made progress in terms of securing the card reading machine for book sales and I will be meeting with the bank in regards to investing into CDs with the Friends account. In terms of fundraising, our staff is a bit burned out, so I will work towards this goal next year.

**Explore opportunities to address space constraints within the building.**

This year the Library was awarded a \$400,000 capital improvement to begin work on the sorting machine and officers. This will help with the efficiency of check in, saving staff time, and will also offer some help in secure space for staff to work.

**Create a toolkit for volunteers to help advocate for the library.**

This was a goal for our Communications Coordinator and will be handed out at the meeting. This document will be given to new volunteers, Friends of the Library, and Board members, highlighting the importance of advocating for the library and how simple it can be to click share on social media to help spread the reach of our programs and services.

**Increase outreach to local school districts.**

This was a goal for our Youth Services Librarian. I believe that this goal was met. In an effort to build rapport with teachers, Sarah completed almost all of the Summer Reading Program promotional talks to the districts by herself. Special thanks go to Kim, Rachel and Donna for helping her with the visits she could not make herself. The Library has also been present this year at every event the district invited us to including open houses, celebrations, and family nights.

**Translate all library event and informational brochures and flyers into Spanish.**

This goal was mostly met, but there were certain special event flyers that did not get translated in time. Now that we are down to one translator, it is not as feasible considering the number of brochures and flyers we create in a year. However, this year does mark the year where we have had the most brochures and flyers translated.

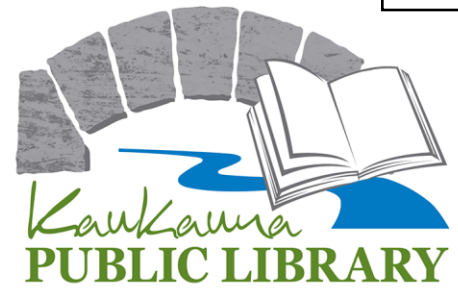
**Create game-based programming for older adults.**

This goal was for the Adult Services Librarian and has been met. With the help of our Game Master John, we have added Sheepshead and Scrabble programming, as well as a Board Game Night. At times, the Sheepshead players have stayed up to four hours after the program concluded to play!

**Create a technology recycle plan and complete asset inventory.**

This was a goal for the Technology Coordinator. We anticipate this being completed by December. This plan will help us for future budgeting cycles to replace technology more consistently so it does not all need to be replaced at the same time.





To: Kaukauna Public Library Board of Trustees  
From: Library Director A. Thiem-Menning  
Date: 9/17/2024  
Re: Saturdays

Saturdays from January to May accounted for 3,510 people. Saturdays from June to August accounted for 1,663. We were open 20 Saturdays from January to May; that is an average of 175.5 people per Saturday. We were open 13 Saturdays over the summer, an average of 127.9 people per Saturday.

In all, for our first summer Saturdays open, I am very pleased with the statistics. We have not had summer hours for more than 20 years, so I do think it will take time for people to learn that we are now open in the summer.

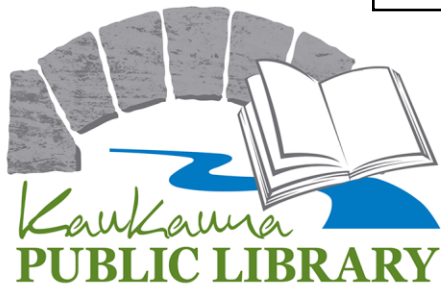
### January through May

	Counter Name	People In	People Out
Sunday	Kaukauna Public Library	7	32
Monday	Kaukauna Public Library	8,635	8,690
Tuesday	Kaukauna Public Library	8,487	8,588
Wednesday	Kaukauna Public Library	8,640	8,528
Thursday	Kaukauna Public Library	9,343	9,495
Friday	Kaukauna Public Library	6,721	6,610
Saturday	Kaukauna Public Library	3,510	3,473
<b>Total</b>		<b>45,343</b>	<b>45,416</b>

### June through August

	Counter Name	People In	People Out
Sunday	Kaukauna Public Library	0	0
Monday	Kaukauna Public Library	7,699	7,780
Tuesday	Kaukauna Public Library	5,625	5,637
Wednesday	Kaukauna Public Library	5,730	5,642
Thursday	Kaukauna Public Library	5,120	5,102
Friday	Kaukauna Public Library	4,229	4,298
Saturday	Kaukauna Public Library	1,663	1,620
<b>Total</b>		<b>30,066</b>	<b>30,079</b>





To: Kaukauna Public Library Board of Trustees  
 From: Library Director A. Thiem-Menning  
 Date: 9/17/2024  
 Re: Draft Budget

On September 9, the first draft of our budget was due. Below is the budget as submitted. We have had one department head meeting regarding the budget with another scheduled for September 25.

2025 BUDGET						
FUND:	101	DIVISION: COMMUNITY ENRICHMENT				
DEPT:	55110	DEPARTMENT: LIBRARY				
OBJECT CODE	DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED ACTUAL	2025 BUDGET
<b>NON-PERSONNEL SERVICES</b>						
<i>Travel/Training</i>						
5208	Travel - City Business	1,000	1,539	4,669	4,669	3,820
5211	Education & Memberships	2,230	2,282	4,738	4,738	2,804
<i>Purchased Services</i>						
5303	Communications	300	300	600	695	700
5306	Heating Fuels	7,500	6,182	8,000	5,000	8,000
5309	Water, Sewer & Electric	14,600	16,343	16,200	12,500	16,450
5312	Maintenance - Building	110,000	110,000	119,000	115,000	119,000
5313	Lease - Building	143,916	143,946	143,916	143,916	143,916
5325	Contractual Services	35,000	29,645	29,291	35,000	35,584
5328	Advertising	1,550	1,683	2,050	2,050	2,550
5331	General Insurance	7,982	7,982	8,262	8,262	8,421
5332	Shared Services	103,430	103,430	115,565	115,565	122,094
<i>Supplies</i>						
5401	Office Supplies	5,500	6,245	6,000	6,800	7,500
5402	Desktop Printing Expense	800	978	800	800	800
5422	Data Processing Supplies	4,500	5,261	5,500	9,000	7,500
5431	Postage	850	1,162	1,250	1,300	1,500
5441	Library Material	77,552	87,021	92,552	93,000	107,552
5442	Service Contracts	51,871	51,060	64,106	62,000	69,784
5444	Library Programs	3,000	3,809	4,000	4,000	6,000
5499	Miscellaneous	1,000	1,363	1,000	1,400	1,500
<b>TOTAL NON-PERSONNEL SERVICES</b>		<b>572,581</b>	<b>580,231</b>	<b>627,499</b>	<b>625,695</b>	<b>665,475</b>
<b>OUTLAY</b>						
5804	Office Equipment	9,700	6,104	9,800	9,800	9,420
<b>TOTAL OUTLAY</b>		<b>9,700</b>	<b>6,104</b>	<b>9,800</b>	<b>9,800</b>	<b>9,420</b>
<b>TOTAL LIBRARY</b>		<b>582,281</b>	<b>586,334</b>	<b>637,299</b>	<b>635,495</b>	<b>674,895</b>

# Adult Services Librarian Report

## Programming

### Recyclist E-Bike Experience and Education

Lora from Recyclist hosted another E-Bike event for the public to learn about and try out e-bikes. We are happy to say it was our biggest turnout yet, with about 15 people attending! In fact, it went so well that Lora told me two patrons followed her back to the store and immediately purchased two e-bikes!



*Patrons trying out E-bikes with Lora from Recyclist.*

### Taste of Central and South America

Yenny took patrons to Puerto Rico via her presentation during September’s Taste of Central and South America program. Her presentation covered Puerto Rico’s culture, climate, history, landmarks, and gastronomy. She also prepared fresh Mofongo, Tembleque, and Pina Colada’s. Mofongo is a dish made with plantains, garlic, and pork rinds. Tembleque is a desert made with coconut milk and cinnamon. It most attendee’s first time trying the food, and the Tembleque seemed to be a hit.



*Yenny presenting and serving patrons during Taste of Central and South America.*

### Walking Club

Donna resumed the library walking club on September 4<sup>th</sup>. Patrons meet up at a pre-decided upon location to walk one of Kaukauna’s many trails. The program will run weekly for 9 weeks, until October 30<sup>th</sup>.

### Collection Development

#### Dafina’s Project

I’d like to recognize Dafina’s hard work while she has been ensuring every book in the science fiction section has the same stickers. While replacing the stickers she has also made a note of every item in a series in that collection. By doing so it allows me to identify gaps in our series, either ordering books to fill them in, or weeding books that aren’t circulating well. It is our goal to have all books in each series that are housed in the library. We don’t want patrons to read the first book of a series to find we only have the fourth volume available to them. This has been on my to-do list for quite a while, but I haven’t been able to find the time. She is also doing this process in the romance section. Thank you Dafina!

# Youth Services at a Glance

August 2024

Teacher Packs- 4

Youth Programs- 11

Youth Attendance- 1613

General Interest Programs- 11

General Interest Attendance- 2211

## Program Highlights

Adventure and fun were on the agenda for our Narwhal and Jelly Party at the library this August. From sun butter waffles to a colorful tusk toss, everyone had a fin-tastic time! Attendees were invited to make a jellyfish hat and create other ocean-themed crafts throughout the event.

The Glow Dance Party was an energetic blast. Patrons of all ages lit the room with vibrant glow sticks while Mr. Gavin played the music. On a warm Thursday evening, 50 attendees came in to showcase their finest moves. This type of library event helps to promote physical activity while fostering connections within the community. The memories made here will last a lifetime!

Creativity abounds when one enters Kaukauna Public Library's Cardboard Kingdom! There was no shortage of boxes or tape, but markers were the key to unlocking 105 little imaginations. Adventurers were challenged to find the cozy reading nook and write their names inside. While dismantling the kingdom, "bes day evr" was found, a reminder that we continually provide quality experiences in everything we do.

School has begun! More importantly, Summer Learning Program is packed and put away until next year. We traveled and explored, we learned and grew together. Every program and challenge brought new excitement to our patrons. Throughout the summer we gave away 900 take-and-make kits and over 2200 books. Our participation numbers doubled from last summer in all youth age groups. Every school visit or outreach event we attend,

every field trip we host, and every program we hold, helps build anticipation for SLP and fosters a lifelong love of learning and reading!

### **Collaboration Fun**

Programs tend to slow down near the end of August but our Fairy Walk still has us flying! Attendance was slightly lower this year with just over 600 friends making their way to 1000 Islands Environmental Center for the annual Fairy Walk. Visitors could choose from several stations to join the whimsical forest fun, even Tinkerbell was there! This year, Zoomalata and Friends crafted one-of-a-kind balloon masterpieces while lines formed for fairy hair and face paint. DJ Dan was there to play lively music while friends danced in the bubbles, many donning fairy wings. Dancing and fun can create a snack hole, and Carnival Time was there to fill it! For a quiet moment, patrons were encouraged to walk through the enchanted fairy house garden and vote for their favorite. Three best-in-show houses were announced and their respective builders received Pagoni's gift certificates. Other stations included a forest fairy hunt, fairy crafts, and an inflatable obstacle course. A special thank you to Kaukauna Utilities for their second year as the sole sponsor of this lighthearted community event.

Slide 1

**Trustee Topics 19**  
Library Director Certification

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Slide 2

**Background**

- The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law.
- Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

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Slide 3

**Library Board Responsibilities**

- Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.
- A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate must apply for it within three months of the date of hire

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Slide 4

Summary of Certification Requirements

- Grade I: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade I certificates. Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

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Slide 5

Summary of Certification Requirements

- Grade II: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade II certificates. Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses: Basic Public Library Administration, Advanced Public Library Administration, Organization and Management of Collections, Public and Community Services OR Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration.

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Slide 6

Summary of Certification Requirements

- Grade III: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates. Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas: Basic Public Library Administration, Advanced Public Library Administration, Organization and Management of Collections, Public and Community Services.

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Slide 7

**Continuing Education**

- Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs — as long as the activities are directly related to the individuals' position or will permit advancement in the profession.
- Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians must report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

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Slide 8



<b>2024 Statistics</b>	<b>2023 Statistics</b>
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Circulation	January	February	March	April	May	June	July	August	2024 Y-T-D	August 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
<b>Total Circulation and Renewal</b>	12,854	11,558	12,302	11,814	11,528	15,241	16,167	14,290	105,752	13,312	97,165	978	7%
Overdrive Usage	2,382	2,430	2,686	2,373	2,554	2,393	2,494	2,505	19,817	2,164	16,889	341	16%
Hoopla Usage	415	361	441	445	493	438	481	463	3,537	541	3,652	-78	-14%
Items Loaned	2,894	2,828	2,979	2,926	2,768	2,680	2,981	2,882	22,938	2,524	18,321	358	14%
Items Borrowed	3,974	3,220	3,618	3,462	3,065	3,523	3,847	3,723	28,432	3,107	23,841	616	20%
Teacher Packs	3	4	2	2	0	2	0	4	17	1	18	3	300%
Door Count	8,467	9,805	9,496	9,033	8,542	10,187	9,852	10,027	75,409	8,369	66,290	1,658	20%

Services	January	February	March	April	May	June	July	August	2024 Y-T-D	August 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	321	288	276	295	338	2,598	373	2,359	-35	-9%
Wireless Usage by Session	1,225	1,282	1,286	1,416	1,312	1,211	1,227	1,277	10,236	1,314	11,323	-37	-3%
Youth Programs	24	28	34	26	103	29	26	11	281	20	266	-9	-45%
Youth Program Attendance	595	705	994	2,447	2,847	856	814	1,613	10,871	1,067	8,569	546	51%
Adult Programs	10	16	15	16	21	17	11	12	118	13	106	-1	-8%
Adult Program Attendance	91	169	157	169	240	168	104	187	1,285	95	1,060	92	97%
General Interest Programs	7	5	4	13	8	15	12	11	75	10	61	1	10%
General Interest Attendance	691	526	160	1,075	143	1,433	1,757	2,211	7,996	1,432	5,647	779	54%
Meeting Room Usage	61	80	76	71	60	60	54	55	517	82	488	-27	-33%
Study Room	128	146	139	162	143	150	142	168	1,178	141	1,151	27	19%
Volunteer Hours	100	87	98	115	76	81	75	80	712	105	838	-25	-24%
Local History Inquiries	10	18	14	10	10	11	10	13	96	15	116	-2	-13%
Technology Instruction 1:1	12	15	11	6	12	10	8	7	81	6	99	1	17%
Proctor	0	1	1	1	0	0	0	0	3	0	1	0	0%
Notary	0	2	1	1	0	0	2	3	9	0	10	3	0%

Social Statistics	January	February	March	April	May	June	July	August	2024 Y-T-D	August 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Website Views	2,595	2,370	2,721	2,819	2,627	3,115	3,333	3,597	23,177	2,633	34,863	964	37%
Facebook Page Like	46	68	55	61	30	62	56	28	406	142	715	-114	-80%
Facebook Followers	87	203	108	136	71	130	120	63	918	205	759	-142	-69%
TikTok Followers	11	11	8	0	6	19	16	10	81	50	570	-40	-80%

Items Held by Library	January	February	March	April	May	June	July	August	Month to Month # +/-	August 2023	# +/-
<b>Total Titles Held by Library</b>	62,678	62,813	63,155	63,802	64,255	64,605	65,330	65,872	647	67,794	-1,922
<b>Total Items Held by Library</b>	67,250	67,356	67,414	68,039	68,593	69,005	69,761	70,268	625	69,514	754
<b>Kaukauna Card Holding Patrons</b>	10,211	10,211	10,211	10,211	10,211	10,211	10,658	10,658	0	10,772	-114

Quarterly Report