

# LIBRARY BOARD MEETING

City of Kaukauna

**Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 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, October 22, 2024 Meeting Minutes
  - b. Tuesday, October 22, 2024 Closed Session Meeting Minutes
4. Public Participation and Communications
5. Action Items
  - a. Bill Register October 2024
  - b. Adopt 2025 Budget
  - c. Update Circulation Policy
6. Information Items
  - a. Directors Report
  - b. Adult Services Librarian Report
  - c. Youth Services Librarian Report
  - d. Communication Coordinator's Report
  - e. Local Historian's Report
  - f. Trustee Topic 21
  - g. Statistics
7. Adjournment

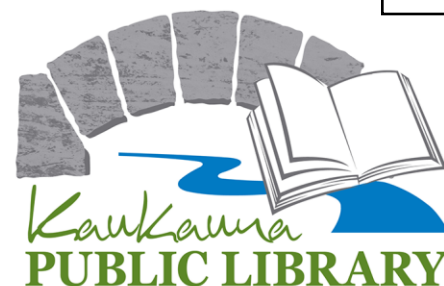
## NOTICES

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

In person meeting in Library Board room and via Zoom

Join Zoom Meeting

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



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 22, 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 Vice President C. Fallona at 5:32p.
2. Roll call of membership
  - a. Present: C. Fallona, C. Van Boxtel, J. Lucas, C. Avanzi, J. Van De Hey, A. Neumeier, & J. Sager
  - b. Excused: J. Vondracek, M.J. Kilgas
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, September 24, 2024 Meeting Minutes
  - b. J. Lucas made a motion to approve the Tuesday, September 24, 2024 Meeting Minutes, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register September 2024
  - b. A. Neumeier made a motion to approve the Bill Register September 2024, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items
  - a. Directors Report
    - i. A. Thiem-Menning gave a staffing update.
    - ii. Discussion ensued about current staffing levels and services.
  - b. Adult Services Librarian Report
  - c. Youth Services Librarian Report
  - d. Trustee Topic 20
  - e. Statistics
    - i. A. Neumeier made a motion to place the reports on file, seconded by J. Lucas. Motion carries; all in favor.

7. Closed Session
  - a. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director.
    - i. J. Lucas made a motion to go into closed session at 6:56p, seconded by A. Neumeier. Motion carries, all in favor.
8. Adjournment
  - a. The meeting adjourned in closed session at 7:48p.



# Kaukauna Public Library

## 2024 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 3.74	\$ 467.91	\$ 53.60	\$ 22.00	\$ 547.25					\$ 547.25	\$ 92.84
February	\$ 26.50	\$ 469.20	\$ 63.50	\$ 19.60	\$ 578.80					\$ 578.80	\$ 36.11
March	\$ 12.32	\$ 580.95	\$ 57.50	\$ 1.00	\$ 651.77					\$ 651.77	\$ 145.00
April	\$ 8.97	\$ 587.36	\$ 73.35	\$ 3.00	\$ 672.68	\$ 95,259.00	\$ 97,524.00	\$ 19,386.00	\$ 212,169.00	\$ 212,841.68	\$ 141.50
May	\$ 3.44	\$ 589.26	\$ 94.50	\$ 1.00	\$ 688.20					\$ 688.20	\$ 142.05
June	\$ 20.10	\$ 528.85	\$ 45.60	\$ 1.25	\$ 595.80					\$ 595.80	\$ 87.82
July	\$ 13.48	\$ 623.46	\$ 82.65	\$ -	\$ 719.59					\$ 719.59	\$ 106.09
August	\$ 30.88	\$ 672.62	\$ 70.20	\$ 2.00	\$ 775.70					\$ 775.70	\$ 160.06
September	\$ 1.48	\$ 464.58	\$ 87.40	\$ 6.00	\$ 559.46	\$ 95,259.00			\$ 95,259.00	\$ 95,818.46	\$ 183.59
October	\$ 3.42	\$ 469.72	\$ 49.50	\$ 6.00	\$ 528.64					\$ 528.64	\$ 198.27
<b>Totals</b>	<b>\$ 124.33</b>	<b>\$ 5,453.91</b>	<b>\$ 677.80</b>	<b>\$ 61.85</b>	<b>\$ 6,317.89</b>	<b>\$190,518.00</b>	<b>\$97,524.00</b>	<b>\$19,386.00</b>	<b>\$307,428.00</b>	<b>\$ 313,745.89</b>	<b>\$ 1,293.33</b>

As Financial Secretary I have reviewed and approved this report:

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

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

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Over Budget</b>	<b>% of Budget</b>
Expense				
5101 - Regular Payroll	\$425,800.94	\$549,130.00	(\$123,329.06)	77.54%
5104 - Temporary Payroll	\$40,656.72	\$24,000.00	\$16,656.72	169.40%
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	\$22,204.73	\$27,761.00	(\$5,556.27)	79.99%
5152 - Residency	\$1,082.83	\$2,612.00	(\$1,529.17)	41.46%
5154 - Social Security	\$25,397.33	\$33,255.00	(\$7,857.67)	76.37%
5157 - Group Health Insurance	\$86,052.46	\$101,153.00	(\$15,100.54)	85.07%
5160 - Group Life Insurance	\$409.64	\$562.00	(\$152.36)	72.89%
5163 - Workers Compensation	\$837.23	\$977.00	(\$139.77)	85.69%
5208 - Travel - City Business	\$4,682.68	\$4,669.00	\$13.68	100.29%
5211 - Education & Memberships	\$2,116.85	\$4,738.00	(\$2,621.15)	44.68%
5303 - Communications	\$513.70	\$600.00	(\$86.30)	85.62%
5306 - Heating Fuels	\$3,204.86	\$8,000.00	(\$4,795.14)	40.06%
5309 - Water Sewer & Electric	\$13,573.74	\$16,200.00	(\$2,626.26)	83.79%
5312 - Maintenance - Buildings	\$91,834.87	\$119,000.00	(\$27,165.13)	77.17%
5313 - Lease - Buildings	\$119,930.00	\$143,916.00	(\$23,986.00)	83.33%
5325 - Contractual Services	\$27,967.34	\$29,291.00	(\$1,323.66)	95.48%
5328 - Advertising	\$1,484.06	\$2,050.00	(\$565.94)	72.39%
5331 - General Insurance	\$8,262.00	\$8,262.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$115,565.00	\$115,565.00	\$0.00	100.00%
5401 - Office Supplies	\$5,235.14	\$6,000.00	(\$764.86)	87.25%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$14.65	\$0.00	\$14.65	0.00%
5422 - Data Processing Supplies	\$8,695.42	\$5,500.00	\$3,195.42	158.10%
5431 - Postage	\$1,286.44	\$1,250.00	\$36.44	102.92%
5441 - Library Materials	\$87,954.66	\$92,552.00	(\$4,597.34)	95.03%
5442 - Service Contracts	\$53,761.23	\$64,106.00	(\$10,344.77)	83.86%
5444 - Library Programs	\$3,522.03	\$4,000.00	(\$477.97)	88.05%
5499 - Miscellaneous	\$857.86	\$1,000.00	(\$142.14)	85.79%
5804 - Equipment (including Office)	\$6,363.63	\$9,800.00	(\$3,436.37)	64.94%
Total - Expense	\$1,159,322.22	\$1,378,259.00	(\$218,936.78)	84.11%
Net Income	(\$1,159,322.22)	(\$1,378,259.00)	\$218,936.78	84.11%

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

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$19,820.89	Gross Earnings
	Journal	10/24/2024	Oct 2024	JE526		\$19,946.63	Gross Earnings
<b>Total - 5101 - Regular Payroll</b>						<b>\$39,767.52</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$2,826.23	Seasonal
	Journal	10/24/2024	Oct 2024	JE526		\$2,821.57	Seasonal
<b>Total - 5104 - Temporary Payroll</b>						<b>\$5,647.80</b>	
<b>5151 - Retirement Plan</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$1,068.54	ERWRSGen
	Journal	10/24/2024	Oct 2024	JE526		\$1,068.48	ERWRSGen
<b>Total - 5151 - Retirement Plan</b>						<b>\$2,137.02</b>	
<b>5152 - Residency</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$50.16	401a
	Journal	10/24/2024	Oct 2024	JE526		\$50.47	401a
<b>Total - 5152 - Residency</b>						<b>\$100.63</b>	
<b>5154 - Social Security</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$316.36	Employer Medicare Expense
	Journal	10/10/2024	Oct 2024	JE522		\$908.73	Employer Social Security Expense
	Journal	10/24/2024	Oct 2024	JE526		\$318.13	Employer Medicare Expense
	Journal	10/24/2024	Oct 2024	JE526		\$908.69	Employer Social Security Expense
<b>Total - 5154 - Social Security</b>						<b>\$2,451.91</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$3,671.93	ER Health
	Journal	10/10/2024	Oct 2024	JE522		\$207.00	HRA Monthly
	Journal	10/24/2024	Oct 2024	JE526		\$3,671.93	ER Health
<b>Total - 5157 - Group Health Insurance</b>						<b>\$7,550.86</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$19.90	ER Life
	Journal	10/24/2024	Oct 2024	JE526		\$19.90	ER Life
<b>Total - 5160 - Group Life Insurance</b>						<b>\$39.80</b>	
<b>5163 - Workers Compensation</b>							
	Journal	10/10/2024	Oct 2024	JE522		\$38.48	WC Admin
	Journal	10/24/2024	Oct 2024	JE526		\$38.70	WC Admin
<b>Total - 5163 - Workers Compensation</b>						<b>\$77.18</b>	
<b>5264 - Programs</b>							
	Credit Card	10/24/2024	Oct 2024	RAMP.83b197f3-af10-4 V1207	Miscellaneous Retail Vendor (Ramp)	(\$23.21)	Ashley Thiem-Menning - garden
<b>Total - 5264 - Programs</b>						<b>(\$23.21)</b>	
<b>5303 - Communications</b>							
	Journal	10/24/2024	Oct 2024	JE526		\$25.00	Cell Reimb
<b>Total - 5303 - Communications</b>						<b>\$25.00</b>	
<b>5306 - Heating Fuels</b>							
	Vendor Invoice	9/27/2024	Oct 2024	5194174667	V0705 We Energies	\$25.11	Gas Service - Sept. 24
	Vendor Invoice	10/29/2024	Oct 2024	5234330101	V0705 We Energies	\$35.38	Gas Service - Oct. 24
<b>Total - 5306 - Heating Fuels</b>						<b>\$60.49</b>	
<b>5309 - Water Sewer &amp; Electric</b>							
	Vendor Invoice	10/25/2024	Oct 2024	500114-01 102524	V0383 Kaukauna Utilities	\$1,508.36	Water, Sewer, & Electric
<b>Total - 5309 - Water Sewer &amp; Electric</b>						<b>\$1,508.36</b>	
<b>5312 - Maintenance - Buildings</b>							
	Vendor Invoice	9/30/2024	Oct 2024	9424	V1220 Killian's Lawnscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maint. - October
	Vendor Invoice	10/9/2024	Oct 2024	100924	V0016 Grand Kakalin LLC	\$8,820.00	October - Maintenance
<b>Total - 5312 - Maintenance - Buildings</b>						<b>\$9,070.00</b>	
<b>5313 - Lease - Buildings</b>							
	Vendor Invoice	10/9/2024	Oct 2024	100924	V0016 Grand Kakalin LLC	\$11,993.00	October - Rent
<b>Total - 5313 - Lease - Buildings</b>						<b>\$11,993.00</b>	
<b>5325 - Contractual Services</b>							
	Credit Card	9/30/2024	Oct 2024	RAMP.8de07a94-a2e6-	V0006 Complete Office of Wisconsin	\$166.91	contractual services
	Vendor Invoice	10/1/2024	Oct 2024	02-37869	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - October

Total - 5325 - Contractual Services					\$2,444.31		Item 5.a.
5328 - Advertising							
	Credit Card	9/26/2024	Oct 2024	RAMP.7a712251-108f- V1207 Miscellaneous Retail Vendor (Ramp)	\$152.26	Ashley Thiem-Menning - Library advertising ma	
	Credit Card	10/3/2024	Oct 2024	RAMP.387e73ed-7eee- V1207 Miscellaneous Retail Vendor (Ramp)	\$23.76	Ashley Thiem-Menning - Library advertising	
	Vendor Invoice	10/9/2024	Oct 2024	5748 V0383 Kaukauna Utilities	\$461.37	Fall Flyer Insert	
Total - 5328 - Advertising					\$637.39		
5401 - Office Supplies							
	Credit Card	9/30/2024	Oct 2024	RAMP.8de07a94-a2e6- V0006 Complete Office of Wisconsin	\$134.28	office supplies	
	Credit Card	10/3/2024	Oct 2024	RAMP.9859641c-0677- V1173 Amazon	\$36.15	Spencer Heise - Office supplies	
	Credit Card	10/3/2024	Oct 2024	RAMP.48f018de-d497- V1173 Amazon	\$69.99	Spencer Heise - office supplies	
Total - 5401 - Office Supplies					\$240.42		
5441 - Library Materials							
	Vendor Invoice	8/26/2024	Oct 2024	83377983 V0323 Ingram	\$20.05	Books	
	CCard Refund	9/20/2024	Oct 2024	RAMP.a68f7dec-0399- V1173 Amazon	(\$27.12)	Spencer Heise - Library Materials Credit	
	CCard Refund	9/25/2024	Oct 2024	RAMP.d13c954d-ff8f-4 V1173 Amazon	(\$12.77)	Spencer Heise - amazon refund	
	Vendor Invoice	9/25/2024	Oct 2024	83918890 V0323 Ingram	\$12.26	Books	
	Vendor Invoice	9/25/2024	Oct 2024	4472 V0528 Outagamie Waupaca Library System	\$315.00	Swank Movie Lic #4472	
	Credit Card	9/26/2024	Oct 2024	RAMP.34cc135e-83f0- V1173 Amazon	\$69.99	Ashley Thiem-Menning - Library materials purchase	
	Credit Card	9/26/2024	Oct 2024	RAMP.f0f821a7-0ec5-4 V1173 Amazon	\$67.50	Ashley Thiem-Menning - Library materials purchase	
	Vendor Invoice	9/27/2024	Oct 2024	83970896 V0323 Ingram	\$24.80	Books	
	CCard Refund	9/29/2024	Oct 2024	RAMP.16985e21-d4af- V1173 Amazon	(\$0.99)	Ashley Thiem-Menning - Library materials refund	
	Credit Card	9/30/2024	Oct 2024	RAMP.734b0800-beb4- V0796 Baker & Taylor	\$38.64	Spencer Heise - Library book purchases	
	Vendor Invoice	9/30/2024	Oct 2024	83984886 V0323 Ingram	\$16.99	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984890 V0323 Ingram	\$11.21	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984884 V0323 Ingram	\$23.07	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984880 V0323 Ingram	\$21.44	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984889 V0323 Ingram	\$20.35	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984888 V0323 Ingram	\$6.58	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984887 V0323 Ingram	\$6.06	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984882 V0323 Ingram	\$12.98	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984879 V0323 Ingram	\$13.58	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984885 V0323 Ingram	\$49.00	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984891 V0323 Ingram	\$44.01	Books	
	Vendor Invoice	9/30/2024	Oct 2024	83984881 V0323 Ingram	\$9.98	Books	
	Vendor Invoice	9/30/2024	Oct 2024	506126907 V0472 Midwest Tape	\$1,070.31	Hoopla - Sep '24	
	Vendor Invoice	9/30/2024	Oct 2024	83984883 V0323 Ingram	\$17.42	Books	
	Credit Card	10/1/2024	Oct 2024	RAMP.573bcffe-04f5-4 V1207 Miscellaneous Retail Vendor (Ramp)	\$70.25	James Berven - Overdrive digital content	
	Vendor Invoice	10/2/2024	Oct 2024	84034139 V0323 Ingram	\$22.65	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034140 V0323 Ingram	\$12.95	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034135 V0323 Ingram	\$13.67	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034141 V0323 Ingram	\$10.85	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034136 V0323 Ingram	\$15.64	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034137 V0323 Ingram	\$17.66	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034138 V0323 Ingram	\$40.31	Books	
	Vendor Invoice	10/2/2024	Oct 2024	84034142 V0323 Ingram	\$12.51	Books	
	Credit Card	10/3/2024	Oct 2024	RAMP.d5968548-b8c1- V0796 Baker & Taylor	\$25.15	Spencer Heise - Library book purchases	
	Credit Card	10/3/2024	Oct 2024	RAMP.7f435a74-af68-4 V0796 Baker & Taylor	\$21.56	Spencer Heise - Library book purchases	
	Vendor Invoice	10/3/2024	Oct 2024	84059279 V0323 Ingram	\$7.69	Books	
	Vendor Invoice	10/3/2024	Oct 2024	84059281 V0323 Ingram	\$12.82	Books	
	Vendor Invoice	10/3/2024	Oct 2024	84059277 V0323 Ingram	\$32.68	Books	
	Vendor Invoice	10/3/2024	Oct 2024	84059280 V0323 Ingram	\$22.40	Books	
	Vendor Invoice	10/3/2024	Oct 2024	84054454 V0323 Ingram	\$37.52	Books	
	Vendor Invoice	10/3/2024	Oct 2024	84059278 V0323 Ingram	\$29.27	Books	
	Vendor Invoice	10/3/2024	Oct 2024	84054455 V0323 Ingram	\$11.67	Books	
	Credit Card	10/4/2024	Oct 2024	RAMP.597fadd3-62e2- V1173 Amazon	\$70.22	James Berven - Library materials purchase	
	Credit Card	10/4/2024	Oct 2024	RAMP.cecb475e-4a5b- V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book purchases	
	Credit Card	10/4/2024	Oct 2024	RAMP.c2084e7a-528c- V0796 Baker & Taylor	\$18.71	Spencer Heise - Library book purchases	
	Credit Card	10/4/2024	Oct 2024	RAMP.c5259a85-309f- V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book purchases	
	Credit Card	10/4/2024	Oct 2024	RAMP.ecc91a25-bf77- V1173 Amazon	\$59.99	Spencer Heise - Library materials acquisition	
	Vendor Invoice	10/4/2024	Oct 2024	84077755 V0323 Ingram	\$7.31	Books	
	Vendor Invoice	10/4/2024	Oct 2024	84077745 V0323 Ingram	\$71.85	Books	
	Vendor Invoice	10/4/2024	Oct 2024	84077761 V0323 Ingram	\$109.67	Books	
	Vendor Invoice	10/4/2024	Oct 2024	84077754 V0323 Ingram	\$26.46	Books	
	Vendor Invoice	10/4/2024	Oct 2024	84077759 V0323 Ingram	\$53.27	Books	
	Vendor Invoice	10/4/2024	Oct 2024	84077762 V0323 Ingram	\$199.96	Books	
	Vendor Invoice	10/4/2024	Oct 2024	84077748 V0323 Ingram	\$35.29	Books	

7

Item 5.a.

Vendor Invoice	10/4/2024	Oct 2024	84077746	V0323 Ingram	\$130.25	Books
Vendor Invoice	10/4/2024	Oct 2024	84077749	V0323 Ingram	\$61.31	Books
Vendor Invoice	10/4/2024	Oct 2024	84077751	V0323 Ingram	\$18.95	Books
Vendor Invoice	10/4/2024	Oct 2024	84077752	V0323 Ingram	\$291.39	Books
Vendor Invoice	10/4/2024	Oct 2024	84077753	V0323 Ingram	\$129.38	Books
Vendor Invoice	10/4/2024	Oct 2024	84077758	V0323 Ingram	\$56.90	Books
Vendor Invoice	10/4/2024	Oct 2024	84077750	V0323 Ingram	\$12.87	Books
Vendor Invoice	10/4/2024	Oct 2024	84077747	V0323 Ingram	\$64.94	Books
Vendor Invoice	10/4/2024	Oct 2024	84077756	V0323 Ingram	\$46.64	Books
Vendor Invoice	10/4/2024	Oct 2024	84077760	V0323 Ingram	\$373.39	Books
Vendor Invoice	10/4/2024	Oct 2024	84077757	V0323 Ingram	\$107.34	Books
Credit Card	10/7/2024	Oct 2024	RAMP.6ab5d63e-0ee8-	V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book purchases
Credit Card	10/7/2024	Oct 2024	RAMP.60c3788c-327a-	V0796 Baker & Taylor	\$43.90	Spencer Heise - Library book purchases
Vendor Invoice	10/7/2024	Oct 2024	84102594	V0323 Ingram	\$12.33	Books
Vendor Invoice	10/7/2024	Oct 2024	84102591	V0323 Ingram	\$17.99	Books
Vendor Invoice	10/7/2024	Oct 2024	84102604	V0323 Ingram	\$10.77	Books
Vendor Invoice	10/7/2024	Oct 2024	84102599	V0323 Ingram	\$29.71	Books
Vendor Invoice	10/7/2024	Oct 2024	84102601	V0323 Ingram	\$19.05	Books
Vendor Invoice	10/7/2024	Oct 2024	84102598	V0323 Ingram	\$36.06	Books
Vendor Invoice	10/7/2024	Oct 2024	84102600	V0323 Ingram	\$57.56	Books
Vendor Invoice	10/7/2024	Oct 2024	84102592	V0323 Ingram	\$17.99	Books
Vendor Invoice	10/7/2024	Oct 2024	84102596	V0323 Ingram	\$12.34	Books
Vendor Invoice	10/7/2024	Oct 2024	84102593	V0323 Ingram	\$23.56	Books
Vendor Invoice	10/7/2024	Oct 2024	84102595	V0323 Ingram	\$23.49	Books
Vendor Invoice	10/7/2024	Oct 2024	84102605	V0323 Ingram	\$18.81	Books
Vendor Invoice	10/7/2024	Oct 2024	84102602	V0323 Ingram	\$16.85	Books
Vendor Invoice	10/7/2024	Oct 2024	84102603	V0323 Ingram	\$17.52	Books
Vendor Invoice	10/7/2024	Oct 2024	84102597	V0323 Ingram	\$12.95	Books
Vendor Invoice	10/8/2024	Oct 2024	84134250	V0323 Ingram	\$50.82	Books
Vendor Invoice	10/8/2024	Oct 2024	84134249	V0323 Ingram	\$65.36	Books
Vendor Invoice	10/8/2024	Oct 2024	84134248	V0323 Ingram	\$15.34	Books
Vendor Invoice	10/8/2024	Oct 2024	84134257	V0323 Ingram	\$52.04	Books
Vendor Invoice	10/8/2024	Oct 2024	84134256	V0323 Ingram	\$31.51	Books
Vendor Invoice	10/8/2024	Oct 2024	84134259	V0323 Ingram	\$9.90	Books
Vendor Invoice	10/8/2024	Oct 2024	84134253	V0323 Ingram	\$63.49	Books
Vendor Invoice	10/8/2024	Oct 2024	84134258	V0323 Ingram	\$31.34	Books
Vendor Invoice	10/8/2024	Oct 2024	84134260	V0323 Ingram	\$7.30	Books
Vendor Invoice	10/8/2024	Oct 2024	84134254	V0323 Ingram	\$26.30	Books
Vendor Invoice	10/8/2024	Oct 2024	84134252	V0323 Ingram	\$38.97	Books
Vendor Invoice	10/8/2024	Oct 2024	84134251	V0323 Ingram	\$30.87	Books
Vendor Invoice	10/8/2024	Oct 2024	84134255	V0323 Ingram	\$46.47	Books
Vendor Invoice	10/14/2024	Oct 2024	84232476	V0323 Ingram	\$21.87	Books
Vendor Invoice	10/14/2024	Oct 2024	84232477	V0323 Ingram	\$20.46	Books
Vendor Invoice	10/15/2024	Oct 2024	84249795	V0323 Ingram	\$17.96	Books
Vendor Invoice	10/15/2024	Oct 2024	84249806	V0323 Ingram	\$68.04	Books
Vendor Invoice	10/15/2024	Oct 2024	84249799	V0323 Ingram	\$26.27	Books
Vendor Invoice	10/15/2024	Oct 2024	84249802	V0323 Ingram	\$12.32	Books
Vendor Invoice	10/15/2024	Oct 2024	84249796	V0323 Ingram	\$14.14	Books
Vendor Invoice	10/15/2024	Oct 2024	84249800	V0323 Ingram	\$26.44	Books
Vendor Invoice	10/15/2024	Oct 2024	84249794	V0323 Ingram	\$35.28	Books
Vendor Invoice	10/15/2024	Oct 2024	84249803	V0323 Ingram	\$11.70	Books
Vendor Invoice	10/15/2024	Oct 2024	84249804	V0323 Ingram	\$14.13	Books
Vendor Invoice	10/15/2024	Oct 2024	84249798	V0323 Ingram	\$20.84	Books
Vendor Invoice	10/15/2024	Oct 2024	84249807	V0323 Ingram	\$34.98	Books
Vendor Invoice	10/15/2024	Oct 2024	84249808	V0323 Ingram	\$11.49	Books
Vendor Invoice	10/15/2024	Oct 2024	84249809	V0323 Ingram	\$10.19	Books
Vendor Invoice	10/15/2024	Oct 2024	84249805	V0323 Ingram	\$32.38	Books
Vendor Invoice	10/15/2024	Oct 2024	84249801	V0323 Ingram	\$10.70	Books
Vendor Invoice	10/15/2024	Oct 2024	84249797	V0323 Ingram	\$37.03	Books
Vendor Invoice	10/16/2024	Oct 2024	84282356	V0323 Ingram	\$16.17	Books
Vendor Invoice	10/16/2024	Oct 2024	84282357	V0323 Ingram	\$9.55	Books
Vendor Invoice	10/16/2024	Oct 2024	84282355	V0323 Ingram	\$24.59	Books
Vendor Invoice	10/16/2024	Oct 2024	84282353	V0323 Ingram	\$13.49	Books
Vendor Invoice	10/29/2024	Oct 2024	102924	V0658 Times-Villager	\$80.00	Times Villager Paper 2 Years
Vendor Invoice	10/30/2024	Oct 2024	506274129	V0472 Midwest Tape	\$1,148.22	Hoopla Oct 24
Total - 5441 - Library Materials					\$6,828.08	



5442 - Service Contracts							Item 5.a.	
	Vendor Invoice	9/30/2024	Oct 2024	37555280	V0440 Marco	\$1,599.09		Copier Contract
	Vendor Invoice	10/31/2024	Oct 2024	37785206	V0440 Marco	\$248.09		Copier Contract
Total - 5442 - Service Contracts						\$1,847.18		
5444 - Library Programs								
	Credit Card	9/25/2024	Oct 2024	RAMP.59a3635d-272d- V1197 Miscellaneous Food Vendor (Ramp)		\$14.24	Sarah Wroblewski - Supplies for library programs	
	Credit Card	10/4/2024	Oct 2024	RAMP.b7a9f0bc-dcc8-4 V1173 Amazon		\$20.02	Ashley Thiem-Menning - programming	
	Credit Card	10/7/2024	Oct 2024	RAMP.c0d29e02-8c04- V1173 Amazon		\$16.87	Ashley Thiem-Menning - Library program supplies	
Total - 5444 - Library Programs						\$51.13		
5499 - Miscellaneous								
	Credit Card	10/6/2024	Oct 2024	RAMP.c9b3c1dd-9753- V1282 Walmart		\$12.25	Ashley Thiem-Menning - Miscellaneous library expense	
	Credit Card	10/24/2024	Oct 2024	RAMP.83b197f3-af10-4 V1207 Miscellaneous Retail Vendor (Ramp)		\$23.21	Ashley Thiem-Menning - garden	
Total - 5499 - Miscellaneous						\$35.46		
Total - Expense						\$92,490.33		
Net Income						(\$92,490.33)		



## CITY OF KAUKAUNA

## 2025 BUDGET

FUND: 101  
DEPT: 55110

DIVISION: COMMUNITY ENRICHMENT  
DEPARTMENT: LIBRARY

OBJECT CODE	DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED ACTUAL	2025 BUDGET
<b>PERSONNEL SERVICES</b>						
<i>Wages &amp; Salaries</i>						
5101	Regular Payroll	529,791	522,436	549,130	540,130	571,094
5104	Temporary Payroll	15,000	36,366	24,000	41,249	36,000
5107	Overtime Pay	0	0	0	55	0
5119	Longevity Pay	0	1,326	1,510	1,362	0
5151	Retirement Plan	27,571	26,464	27,761	28,064	29,548
5152	Residency	5,867	2,628	2,612	1,402	1,378
5154	Social Security	31,990	30,671	33,255	33,647	35,163
5157	Group Health Insurance	106,056	94,138	101,153	101,154	111,519
5160	Group Life Insurance	684	514	562	489	513
5163	Workers Compensation	922	784	977	991	971
<b>TOTAL PERSONNEL SERVICES</b>		<b>717,881</b>	<b>715,327</b>	<b>740,960</b>	<b>748,542</b>	<b>786,186</b>
<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	122,120
<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>665,501</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>1,300,162</b>	<b>1,301,661</b>	<b>1,378,259</b>	<b>1,384,037</b>	<b>1,461,107</b>

## Circulation Policy

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

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

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

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

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

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

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

**Minors ages 16 & 17**

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

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

Minors ages 16 & 17 who have an existing account will need to re-register for a library card to ensure proper confidentiality. A custodial parent or legal guardian must still be present to sign for the account and show the appropriate identification. The custodial parent or legal guardian still has the legal right to block internet access to the account and may do so at that time. When a child turns 18, they must re-register again as an adult using their own photo identification and proof of address. At that time, any debts incurred in their name as a minor will be transferred to the parent/legal guardian who signed for the library card account.

### Community Cards

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

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

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

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

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

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

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

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

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

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

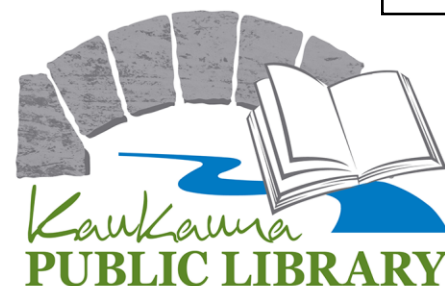
**Circulating Equipment and Higher Cost Items:**

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

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

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

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



To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 11/21/24  
 Re: Community Partners

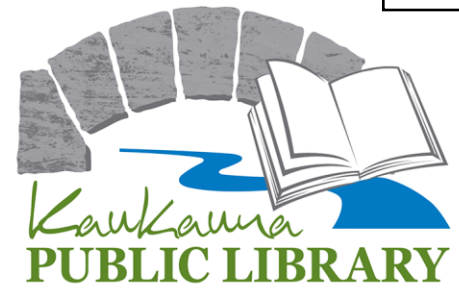
Trim Hunger is currently working with Wienke's Market and we received 15 bins of assorted squash from the farm for those in need on October 31. A big thank you to Wienke's Market for driving the produce here all the way from Algoma.

The Modern Woodmen of Appleton made a winter clothing donation on November 12<sup>th</sup>. I met one of their staff members at a business card exchange and they wanted to assist in our efforts in helping the community. They brought over brand new waterproof mittens, snow pants, and long underwear. Then they returned on November 18<sup>th</sup> with food for the Little Free Pantry. We are so excited to have them as a new partner. They are hoping to sponsor an event for us in 2025.

The KHS Civic Engagement class conducted their annual food drive for us. We filled three vehicles and students helped transport items from trucks into the library as well. This year students were kind enough to sort the donations by expiration date into boxes to increase efficiency. The pantry will remain well stocked for several months now. A huge thanks to all who donated, the Civic Engagement class, Mr. Roehrig, Mayor Penterman, and DPW for helping carry food and providing equipment. The students responsible for the project will be honored at a December council meeting.

We have several groups helping with lights this year! Kaukauna Utilities spent time helping us bring up all the decorations from the basement to get ready to decorate. On November 20<sup>th</sup> members of 4Imprint came and helped us put up lights. It was the furthest we have gotten in decorating in one day to date! Then, on November 21<sup>st</sup> the Down Syndrome Association of Wisconsin Fox Cities Day Camp joined us to put up some lights and help to wrap the boxes we use to weight down decorations in our windy garden. We had a great time with them all and greatly appreciate their service.

This month, the JJ Keller Foundation will also be donating 100 boxes of shelf-stable meals for the holiday. Our thanks to the JJ Keller Foundation for helping so many Kaukauna families.



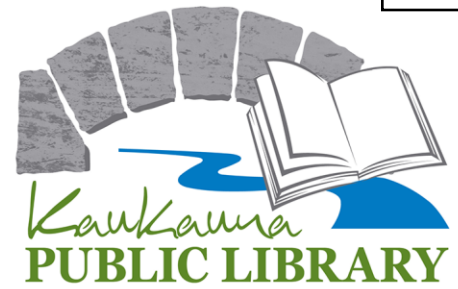
To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 11/21/24  
Re: Capital Improvement Update

With the help of DPW Director Neumeier, we were able to release an RFP for the architectural/engineer work for the Capital Improvement Project (CIP). Two companies bid and we recommended SEH for the work.

Council approved the bid recommendation and we had our first meeting on November 19<sup>th</sup>, to discuss scope of work and get measurements. Most of the construction plans should be ready by the end of January. The next steps will be to bid both the sort machine and the construction shortly after.







To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 11/22/24  
Re: Upcoming Closures

As the busy holiday season is almost upon us, we have several closures this month.

Please note we are closed:

November 28 & 29

Closing early on December 2 at 4:00p to participate in the parade

December 6 for staff training

December 24 & 25

Closing early on December 31 at 4:00p for New Year's Eve



# Adult Services Librarian Report

## Programming

### Taste of Central and South America

Yenny took patrons to Uruguay via her presentation during November's Taste of Central and South America program. Her presentation covered Uruguay's culture, climate, history, landmarks, and gastronomy. She also prepared fresh Uruguayan pizza, medialunas filled with dulce de leche, and Yerba Mate to drink. Patrons were engaged throughout the presentation and asked many relevant questions!



*Yenny presenting during Taste of Central and South America (above). Her Uruguayan pizza (left).*

## Puzzle Palooza

The library hosted our sixth Puzzle Palooza on October 19<sup>th</sup>. We had another full registration as well as some special guests. My mother and grandmother were visiting from out of state, and they played with my wife as one of the ten teams! I didn't realize it until the competition began, but I apparently picked a very difficult puzzle. It took the first-place team almost twice as long as our previous record holder to complete it. However, they were also the first team with two children on it to win, they did very well!



*Winning team Border Patrol completing the puzzle in just over an hour (top-left). My mother Robin, grandmother Phyllis, and wife Ella (bottom).*

## Chad Lewis – Wisconsin's Most Haunted Places

On October 29<sup>th</sup> the library invited Chad Lewis to come speak about Wisconsin's most haunted locations. His 45-minute presentation drew a crowd of 80 people! Two members of the audience needed a sign language interpreter, and one was provided for them.



*Patrons eagerly awaiting Chad's presentation (left). Chad Lewis presenting (right).*

## Salsa Night

Yenny also hosted Salsa Night in November. Patrons enjoyed a variety of salsa to taste test, as well as learned how to salsa dance from Yenny herself. The dancing went on for over an hour.



*Yenny showing patrons the steps to salsa dancing.*



## Cribbage Competition

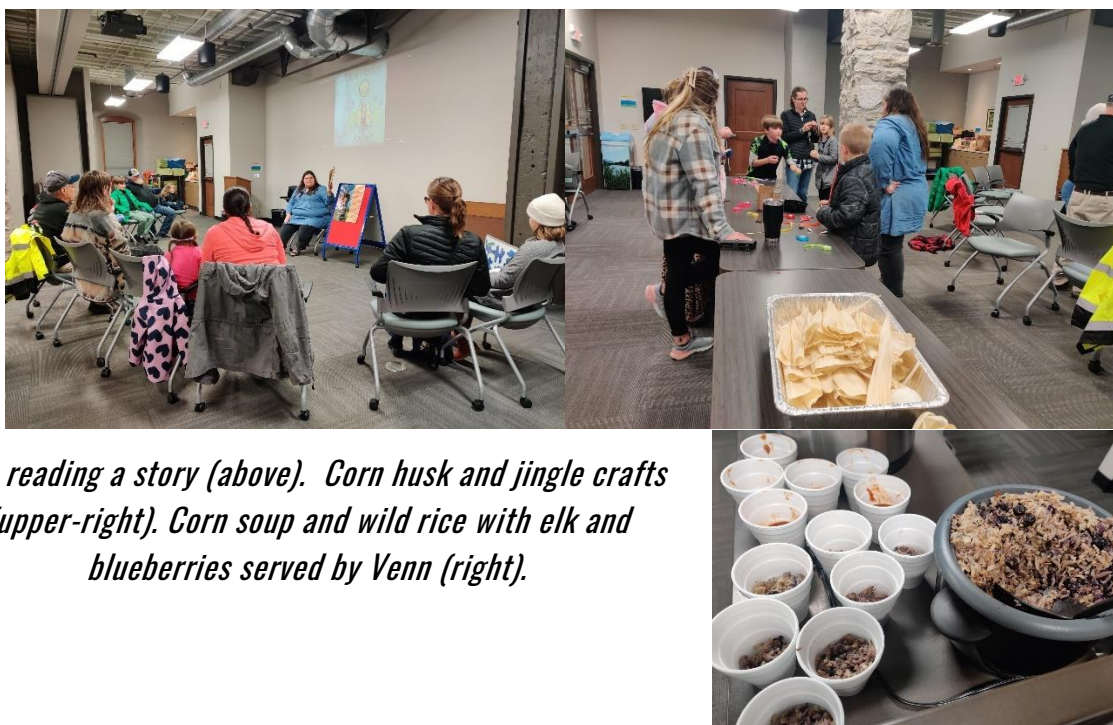
John tried something new this month and hosted a cribbage tournament. The event was well received, if modestly attended. 4 players competed for first place on Saturday November 16 for about three hours. Patrons were very engaged in the competition and displayed sportsmanlike behavior. John is planning a chess tournament in the spring.



*Patrons playing cribbage (left). First place winner on the right, second place on the left (right).*

## Native American Month Celebration

This event was among multiple that was held at the library for Native American month. Kim and Venn hosted the event which featured a storytime, jingle and corn doll crafts, and indigenous food sampling including corn soup and wild rice with elk and blueberries.



*Kim reading a story (above). Corn husk and jingle crafts (upper-right). Corn soup and wild rice with elk and blueberries served by Venn (right).*

## New Hires and Collection Development

Most of my time in October and November was used to train our four new hires. I'm happy to say that they all have learned very quickly and are now trained. I've used my new free time during the third week of November to make significant progress on the collection development cleanup project. Thanks to Dafina's help with identifying our Sci-Fi/Fantasy series gaps, I was able to weed materials that aren't circulating well and order books to complete our existing popular series. To not spend thousands of dollars immediately in January I have placed orders evenly each month of 2025 so by the end of next year the collection should have no series gaps and contain the most relevant collection for our patrons. The plan is to work on our romance section next, also with Dafina's help.

# Youth Services at a Glance

October 2024

Teacher Packs- 2

Youth Programs- 38

Youth Attendance- 1170

General Interest Programs- 9

General Interest Attendance- 1203

## Program Highlights

The library was decorated with colorful flowers and flags as we helped the community celebrate Hispanic Heritage Month in October. The youth department had educational displays and cultural crafts throughout the month for patrons of all ages to learn more about the diversity within and around our amazing community!

Homeschool Heroes is at it again! Our October field study was held at 1000 Islands Environmental Center with Mr. Brad leading students down the river to hunt for crayfish and other aquatic invertebrates. The class learned how to identify crayfish and their body segments and were shown how to safely handle them before working in groups to catch them for closer examination. Bare feet and cold toes only added to the fun of the experience. Who knew how elusive these little invasive critters could be?

Storytimes have reached an exceptional level of attendance, with programmers leading on average 40-50 attendees at each storytime. Library staff anticipates even more participation with Appleton closing at the end of November. Bring on the crowds!



## Community Outreach & Collaboration



Kaukauna Public Library had all the fun this October participating in Fall Fest and the Aurora Trunk or Treat making connections with families and our youngest friends! Of course, we did not forget the importance of



creating relationships with our soon-to-be adult members, so we hosted a Teen Paranormal Night with 1000 Islands Environmental Center and the Ghostly Players. A clear view of the moon created the ideal setting for a bonfire with s'mores as attendees shared stories and listened to accounts from past paranormal investigations.

Kaukauna Area School District held its ELL Family Night at the library this fall. Sandwiches, crafts, games, and books- oh my! Every family was invited to sign up for a free book pack in their native language courtesy of the Dollar General Family Literacy Grant awarded to KPL this past summer. With special community guests from Fox Valley Technical College, the Community Clothes Closet Inc., and Multicultural Coalition Inc., families could gather information on additional resources while exploring the library together.







## Communication Coordinator Board Report November 2024: LMCC Wrap Up

I was fortunate to attend the Library Marketing and Communications Conference last week in St. Louis Missouri. This conference is celebrating its 10<sup>th</sup> year and is specific to those doing marketing and communications in libraries, therefore, the content was all very useful and inspiring in the work I do at Kaukauna Public Library.

Sessions attended and specific actionable takeaways:

### **#Linking Up Libraries: Increasing Social Media Engagement through Collaboration**

#### **Two for the Price of One: Creating Campaigns that Increase Philanthropy and Brand Awareness**

#librarygivingday will held on April 1, 2025 is a national giving day for libraries

Highlighted the most successful way to ask for donations by highlighting a patron story or service that a donation has helped; always link a donation ask with a library mission or goal.

Timeline for marketing #librarygivingday

It is my goal to promote Library Giving Day in 2025 and establish an annual giving campaign for this day which coincides with National Library Week.

### **Social Media Strategy Survivor: Outwit, Outplay, Outlast**

With the city acquiring Sprout in 2025 this session was very timely and emphasized creating a social media strategy and plan, something we have not formally done before.

### **Empathizing the Future: Leveraging the FIRST Values Framework for Library Marketing**

Keeping in mind marginalized community members when creating marketing.

### **Email Essentials: Increasing Patron Engagement through Marketing**

Each new cardholder will receive a Welcome email; thank them for choosing Kaukauna Public Library, showcase our collection and services, explain how to find resources.

### **Building a Video Powerhouse: Project Management, Quality Standards, and Staff Development for Effective Library Marketing**

Embrace video for all things, including staff training, library services, and more. Create a collection of evergreen videos that can be used for education and promotion.

### **Embracing Short Form Video**

Don't chase trends, and always make your videos support your mission. Funny, goofy, and informational shorts can be mixed together to drive a message. Start highlighting patron stories, book displays, library displays, programs, etc. Use our diverse staff and their talents to promote books or services.

Since video is the #1 consumable on social media, and all focus is centered on creating more video. I will seek out ways to create videos, when possible, instead of "still" posts for social media. It provides a more personal message and will showcase our staff as well.

I also attended a dinner with 7 other folks from Wisconsin where we shared ideas and challenges.

I toured the St. Louis Public Library, a stunning Carnegie building in downtown St. Louis built in 1912.

The conference also included a “swag swap”. Attendees brought samples of their favorite or most effective marketing materials to share for inspiration and “borrowing” of ideas.

I took many examples of newsletters as I plan to overhaul our newsletter in 2025, making it more of a showcase of the library as a whole rather than focusing on library programs. New ideas include highlighting patron stories, library services, library staff, and reading recommendations.

Creating thank you cards with photos of actual patrons participating in library programs and services, instead of a photo of the library.

## Local History Report

Gavin Schmitt

November 2024 (was too late to submit last month)

On October 17-18, I attended the Annual Local History and Historic Preservation Conference hosted by the Wisconsin Historical Society. This year, it was held at the Paper Valley Hotel in Appleton. During the conference I attended six sessions, listened to two keynote speakers, visited one museum, and went on an architectural walking tour. Each session resulted in copious notes and innovative ideas – I will report some of that here.

**Building a Speaker Series:** The Appleton Historical Society broke down how they create their monthly speaker series, which is comparable to our Focus on Local History.

Their attendance is 50-130 people each month. Per capita, that would be equal to 11-27 in Kaukauna. Our turnout is more on the lower end of that, so how do we bump it up?

Things Appleton does include a designated Facebook group (9,500 members), an e-mail mailing list, and appearances on local radio (WHBY). Whether we need a Facebook group or mailing list beyond the main library one is open to debate, but there is value in there being some sort of “official” resource for people interested in history. (This could be accomplished by the Kaukauna Library account posting historic items in already existing Kaukauna groups, of which there are many.)

The Appleton group used to hold talks at the Thompson Center before moving to Community First. Perhaps we would be better served having events at Statesburgh than in the library – bringing the material to the people who are most interested, but least mobile.

We should be recording the talks, whether live or not – at no additional cost or time we could have viewers for years to come.

Appleton has done “history fairs.” I could attend the Farmers Market with items that are safe to take outside the building.

**Researching Historic Buildings:** Leah Penzkover of the state preservation office provided a variety of resources.

Much of this was familiar to me (state site files, plat maps, Sanborn maps, register of deeds, city directories, etc.) but a few new resources emerged. We learned to navigate the Wisconsin Architectural Archive, which is a depository for blueprints and other construction papers. We learned how to read the tax rolls hosted at the Area Research

Centers (for Kaukauna, that's UW-Green Bay). And we explored USGS topographic maps, which can show how terrain was altered. In our case, Kaukauna used to have many ravines. A house's construction date can be narrowed down by when the land was terraformed to be suitable for construction.

A book, *A Field Guide to American Houses* by Virginia McAlester, was also suggested to learn architecture styles and terms. I admit this is a major blind spot of mine.

**Dr. Vince Michael** spoke on the history of preservation and why we preserve. What most stuck with me is, what does the community value? If a handful of people think a building is worth saving, but the vast majority don't, is it worth saving? The answer will vary case by case, but ultimately if the community isn't in favor, there can be no long-term preservation.

**Wisconsin Newspapers Online.** This may have been the least informative session but was the only practical one in the time slot. More than anything, it affirmed that we made the right choice to outsource our newspaper digitization.

Katie Poland, with the state microfilm lab and Chronicling America, explained that when John Friend retired from WHS, their microfilm digitizing went into moratorium and may never start back up. They also have a goal of hosting digitized Wisconsin newspapers, but the launch date for that would be in five years at the earliest. The cost, quality and speed of which we were able to get the Kaukauna papers online has no better alternative.

**Google Maps.** Dave Erickson of Docomomo (a group that documents midcentury modern structures) showcased how he used Google Maps to create custom maps of specific topics, and how he could add photos to the map. Much of what he showed us was superseded by the next session, but there was one big takeaway for me.

I've mentioned in previous reports I'm interested in developing a "field trip" app that uses Google Maps API to alert people to historic landmarks nearby. I now wonder if that would be reinventing the wheel. If a customized Google Map can be created, the app could just be gratuitous and only add an extra layer that does not need to be there for ease of use.

**Digital Humanities.** Professor Greg Kocken and a student from UW-Eau Claire presented how they used digital tools to create a virtual exhibit on the 1918 flu in the Chippewa Valley. This was the session that I took the most from.

One incidental takeaway was how to get students to volunteer/intern on local projects. That would be of immense value for anything beyond the scope of my usual duties.

The bigger takeaway: Kocken presented a list of digital tools that work with historical elements (primarily photos) and make them presentable to the public. They offer new

ways of storytelling, mapping and creating timelines for local events. I intend to explore each of these and will report back in the future – **every one was new to me.**

The tool that jumped out is called Historypin. The website overlays Google Maps, but rather than creating a new or personalized map, everyone shares the same map, but users have different accounts (so anything we added would say “Kaukauna Library Collection”). A “pin” goes on a location and clicking on it shows a photo that has been uploaded. Obviously, this would be to show how a building used to look, or to show people where something used to be that is not extant.

A really interesting feature is that it can overlay photos not just on the map, but on Google Streetview. If the user matches up a photo with the current view, Historypin allows people who use the site to toggle between the old and new image, comparing them. I have not personally explored the site more than five minutes, but it seems promising. Best of all, it is completely free.

**Designating Local Landmarks:** Jason Tish from the State Historic Preservation Office went through the steps of getting things on to the local, state, and national historic register. This is not a process I have ever attempted, so most of this was new and will require me to further read up on things.

Currently, I see no reason to pursue state or national recognition for any building in Kaukauna. Many properties are already there, and the survey process is quite expensive. I believe the City last had a survey in 1988 and unless someone wished to underwrite it, the results would not outweigh the cost.

Locally, I see several steps that could be taken. Does Kaukauna have a preservation ordinance, and if yes, is it adequate? Should a Landmarks Commission be created to serve as a buffer between historic interests and the Common Council? What preservation initiatives are part of the City’s long-term comprehensive plan?

Tish recommended simple, low-cost steps to get a building or structure recognized. One example was creating or expanding a Wikipedia article. Was a Kaukauna resident historically significant? If yes, they should have an entry. Dr. HB Tanner, arguably Kaukauna’s most important resident, has no entry. (It may sound silly to suggest someone is not important if they’re not on Wikipedia, but for many people this is the first resource they turn to and Kaukauna’s absence speaks volumes.)

Longer-term I hope to see signage honoring local notables. I would suggest something like a “walk of fame” ground marker for former mayors, industrialists, etc. This would avoid the potential problems of signage attached to private residences and businesses. Not everyone wants to have their home declared locally important, but I see little pushback on modifying the sidewalks so long as the cost is reasonable.

Kaukauna has a rich history... and we have yet to exhaust ways to bring it to the public.

## Trustee Essentials

Chapter 21: Library Board and Accessible Services

### Role of the Board / Role of the Director

- The board is the governing body for the library and, as such, has a responsibility to assure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA).
- The library should consider all special populations when discussing issues of access - physical and otherwise. Defining and identifying special populations depends on each library community. Special populations include - but are not limited to: English language learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills. The library director has the responsibility to stay abreast of current issues related to making services accessible and to present the options to the board for its consideration.

### ADA Background on Accessible Services

- The ADA, passed in 1990, was written to ensure that people who had disabilities would not be denied access to the services and buildings that everyone else had access to. The requirement to provide accessible services is not dependent on a building's being accessible. Public library services must be made available in some way if the building is not accessible. The best way to provide access to most library services is to have an accessible building.

### Types of Disabilities that may Require Accommodations

- People who use wheelchairs, crutches, and/or braces may have difficulty accessing library services, even if they can get into the building. Other people may also need accommodations, if they have limited ability to walk, or to reach, or turn pages.
- Tables and seating areas should be designed so those patrons who use wheelchairs have adequate access to them. Computer workstations can be adapted in several ways to make use of computers easier for people who use wheelchairs.

### Types of Disabilities that may Require Accommodations

- The service desk is required to have at least one section that is no higher than 36 inches. Service dogs (certified dogs should be wearing a collar or backpack that identifies them as trained service companions) must be allowed to accompany their owners in public buildings.
- All library patrons, including those who have any type of disability, should be welcomed, and staff should try to talk directly to them, rather than to friends or family who may be with them. Children with physical disabilities should be welcomed at programs that are developmentally appropriate for them.

### Types of Disabilities that may Require Accommodations

- Public libraries frequently act as an intermediary in connecting people who are blind with the Wisconsin Talking Book and Braille Library, where they can receive audio recordings of books and Braille materials.
- The library can purchase or borrow DVDs that have descriptive narration and captioning. Library materials in Braille can be added to the collection.
- Large-print The Library Board and Accessible Services TE21-3 materials should be available for both adult and child patrons who have some vision but can more easily read large-print. Library brochures and fliers should be routinely printed in large print, or large print versions should be made available.



## Types of Disabilities that may Require Accommodations

- As with many disabilities, the biggest barrier to service for people who are deaf is often other people's attitude. People who are deaf may use sign language, read lips, use an interpreter, write their communication, or use a combination of all of these when they want to access public library services. Service desk staff need training to understand how best to offer services to people who are deaf or who have a significant hearing loss.
- Programs for both adults and children and all public meetings should routinely include sound amplification by the use of a microphone. This single accommodation is typically enough to meet the needs of most people who are hearing impaired.

## Types of Disabilities that may Require Accommodations

- People who have a developmental delay, have suffered a brain injury, or have emotional or mental illness may need accommodations when they are in the library. Staff should be trained to treat all patrons with respect, to enforce all rules fairly, and to be tolerant of behavior that may be unusual but not threatening or may be involuntary.
- Age restrictions for programs are sometimes relaxed for people who have developmental delays and for whom the programs might be appropriate for their mental age rather than their chronological age.

## Discussion Questions

1. What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
2. If people in wheelchairs, or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?
3. Make a list of at least five things that have no new cost the library could do to make its services accessible.

2024 Statistics												2023 Statistics			
Circulation	January	February	March	April	May	June	July	August	September	October	2024 Y-T-D	October 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Total Circulation and Renewal	12,854	11,558	12,302	11,814	11,526	15,241	16,167	14,290	11,341	12,529	129,622	11,192	118,856	1,337	12%
Overdrive Usage	2,382	2,430	2,686	2,373	2,554	2,393	2,494	2,505	2,430	2,380	24,627	2,237	21,225	143	6%
Hoopla Usage	415	361	441	445	493	438	481	463	442	471	4,450	326	4,297	145	44%
Items Loaned	2,894	2,828	2,979	2,926	2,768	2,680	2,981	2,882	2,742	3,146	28,826	2,629	23,518	517	20%
Items Borrowed	3,974	3,220	3,618	3,462	3,065	3,523	3,847	3,723	3,501	3,697	35,630	3,019	29,872	678	22%
Teacher Packs	3	4	2	2	0	2	0	4	3	2	22	10	33	-8	-80%
Door Count	8,467	9,805	9,496	9,033	8,542	10,187	9,852	10,027	7,788	9,768	92,965	8,436	81,713	1,332	16%
Services	January	February	March	April	May	June	July	August	September	October	2024 Y-T-D	October 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	321	288	276	295	338	250	271	3,119	275	3,003	-4	-1%
Wireless Usage by Session	1,225	1,282	1,286	1,416	1,312	1,211	1,227	1,277	1,277	1,472	12,985	1,046	13,724	426	41%
Youth Programs	24	28	34	26	103	29	26	11	18	38	337	34	317	4	12%
Youth Program Attendance	595	705	994	2,447	2,847	856	814	1,613	351	1,170	12,392	1,034	9,973	136	13%
Adult Programs	10	16	15	16	21	17	11	12	21	19	158	21	140	-2	-10%
Adult Program Attendance	91	169	157	169	240	168	104	187	183	243	1,711	237	1,426	6	3%
General Interest Programs	7	5	4	13	8	15	12	11	3	9	87	12	78	-3	-25%
General Interest Attendance	691	526	160	1,075	143	1,433	1,757	2,211	73	1,203	9,272	355	6,204	848	239%
Meeting Room Usage	61	80	76	71	60	60	54	55	54	86	657	74	613	12	16%
Study Room	128	146	139	162	143	150	142	168	141	198	1,517	185	1,472	13	7%
Volunteer Hours	100	87	98	115	76	81	75	80	77	86	875	106	1,049	-20	-19%
Local History Inquiries	10	18	14	10	10	11	10	13	6	16	118	12	141	4	33%
Technology Instruction 1:1	12	15	11	6	12	10	8	7	11	9	101	11	118	-2	-18%
Proctor	0	1	1	1	0	0	0	0	0	0	3	0	1	0	0%
Notary	0	2	1	1	0	0	2	3	2	2	13	2	15	0	0%
Social Statistics	January	February	March	April	May	June	July	August	September	October	2024 Y-T-D	October 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Website Views	2,595	2,370	2,721	2,819	2,627	3,115	3,333	3,597	2,825	2,572	28,574	2,398	39,652	174	7%
Facebook Page Like	46	68	55	61	30	62	56	28	18	17	441	46	807	-29	-63%
Facebook Followers	87	203	108	136	71	130	120	63	70	57	1,045	75	922	-18	-24%
TikTok Followers	11	11	8	0	6	19	16	10	8	9	98	28	610	-19	-68%
Items Held by Library	January	February	March	April	May	June	July	August	September	October	Month to Month # +/-	October 2023	# +/-	Quarterly Report	
Total Titles Held by Library	62,678	62,813	63,155	63,802	64,255	64,605	65,330	65,872	66,263	66,665	647	64,462	2,203		
Total Items Held by Library	67,250	67,356	67,414	68,039	68,593	69,005	69,761	70,268	70,722	71,133	625	69,103	2,030		
Kaukauna Card Holding Patrons	10,211	10,211	10,211	10,211	10,211	10,211	10,658	10,658	10,943	10,943	0	11,042	-99		