

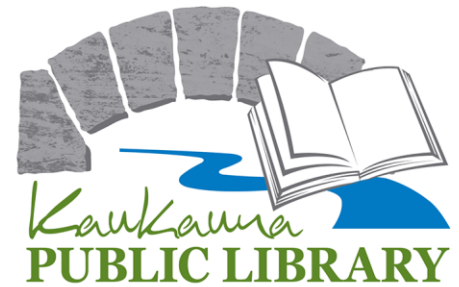
# LIBRARY BOARD MEETING

City of Kaukauna

**Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 26, 2023 at 5:30 PM



## AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
  - [a.](#) Tuesday, August 22, 2023 Meeting Minutes
4. Public Participation and Communications
5. Action Items
  - [a.](#) Bill Register August 2023
  - [b.](#) Meeting Room Policy Update
  - [c.](#) Collection Development Policy Update
  - [d.](#) Privacy Policy Update
  - [e.](#) Adopt 2024 Goals
6. Information Items
  - [a.](#) Director's Report
  - [b.](#) Adult Services Librarian Report
  - [c.](#) Youth Services Librarian Report
  - [d.](#) Trustee Topic 9
  - [e.](#) Statistics
7. Adjournment

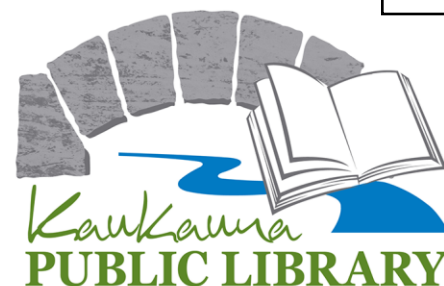
IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

### In-Person and Remote Teleconference via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/82072169200>

Meeting ID: 820 7216 9200



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 22, 2023 at 5:30 PM

### Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
  - a. The meeting was called to order at 5:32p by Vice President C. Fallona.
2. Roll call of membership
  - a. Present: C. Fallona, C. Van Boxtel, J. Vondracek, J. Lucas, A. Neumeier, A. Schneider & K. Hieptas
  - b. Excused: M.J. Kilgas, J. Van De Hey
  - c. Also Present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, August 22, 2023 Meeting Minutes
    - i. A. Neumeier made a motion to approve the Tuesday, August 22, 2023 Meeting Minutes, seconded by C. Van Boxtel; motion carries, all in favor.
4. Public Participation and Communications
  - a. Bradley Shipps, Director of the Outagamie Waupaca Library System presented to the Board about county allocations.
5. Action Items
  - a. Bill Register June 2023
    - i. J. Vondracek made a motion to approve the Bill Register June, seconded by A. Schneider. Motion carries, all in favor.
  - b. Bill Register July 2023
    - i. K. Hieptas made a motion to approve the Bill Register July 2023, seconded by A. Neumeier. Motion carries, all in favor.
  - c. Adopt Library Faxing Policy
    - i. A. Neumeier made a motion to adopt the Faxing Policy, seconded by C. Van Boxtel. Motion carries, all in favor.
  - c. Approve 2024 Closures
    - i. A. Schenider made a motion to approve the 2024 Closures, seconded by A. Neumeier. Motion carries; all in favor.
6. Information Items
  - a. Directors Report
    - i. Thiem-Menning noted the change in the financials from the transition from Springbrook to NetSuites.
    - ii. An On-Call is likely to be hired from the Hispanic Outreach Coordinator pool of applicants.
  - b. Adult Services Librarian Report
    - i. C. Fallona noted what a wonderful speaker Dr. Alphonso Simpson was.
  - c. Youth Services Librarian Report
    - i. The Board noted the success of the outdoor movie night.
  - d. Technology Coordinator Report
    - i. S. Hiese's report noted the change in google analytics and how it will change some of the stats we are reporting to make them more accurate.

- e. Communications Coordinator Report
    - i. A. Thiem-Menning brought examples of the amount of FB engagement we are getting since the Monday Barbie meme post. This has resulted in donations being made to the library and a viral presence online.
  - f. Trustee Topic 8
    - i. The topic this month was on the library budget.
  - g. Statistics
    - i. A. Thiem-Menning noted that we do like the negative numbers in the borrowed line as that is showing that we are improving our loan-borrower rate, which we must do to stay in compliance with OWLS.
    - ii. J. Vondracek made a motion to place reports on file, seconded by K. Hietpas. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 7:18p.



# Kaukauna Public Library

## 2023 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	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
March	\$ 15.29	\$ 605.88	\$ 89.00	\$ 13.00	\$ 723.17					\$ 723.17	\$ 146.37
April	\$ 30.87	\$ 354.45	\$ 64.40	\$ 30.00	\$ 479.72	\$ 90,339.50	\$ 101,693.00	\$ 22,953.00	\$ 214,985.50	\$ 215,465.22	\$ 179.34
May	\$ 1.00	\$ 506.80	\$ 75.50	\$ 35.50	\$ 618.80					\$ 618.80	\$ 57.96
June	\$ 17.31	\$ 473.90	\$ 84.25	\$ 24.00	\$ 599.46					\$ 599.46	\$ 118.19
July	\$ 23.18	\$ 327.46	\$ 76.20	\$ 8.00	\$ 434.84					\$ 434.84	\$ 162.72
August	\$ 41.05	\$ 499.50	\$ 84.00	\$ 11.00	\$ 635.55	\$ 90,339.50			\$ 90,339.50	\$ 90,975.05	\$ 309.31
<b>Totals</b>	<b>\$ 173.43</b>	<b>\$ 3,548.77</b>	<b>\$ 604.95</b>	<b>\$ 134.50</b>	<b>\$ 4,461.65</b>	<b>\$180,679.00</b>	<b>\$101,693.00</b>	<b>\$22,953.00</b>	<b>\$305,325.00</b>	<b>\$ 309,786.65</b>	<b>\$ 1,263.29</b>
<b>2023 Budget</b>	\$250.00	\$3,000.00	\$700.00	\$50.00	\$4,000.00	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00		
<b>Balance</b>	<b>(\$76.57)</b>	\$548.77	<b>(\$95.05)</b>	\$84.50	<b>\$ 461.65</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$309,786.65	\$ 1,263.29
<i>% of Budget Accrued</i>	69%	118%	86%	269%	112%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

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

**City of Kaukauna**  
**City - Income Statement Detail**  
**Aug 2023**

**Options: Activity Only**

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$19,581.72	REGULAR PAYROLL
	Journal	8/17/2023	Aug 2023	JE74		\$19,495.57	REGULAR PAYROLL
	Journal	8/31/2023	Aug 2023	JE77		\$19,365.65	REGULAR PAYROLL
<b>Total - 5101 - Regular Payroll</b>						<b>\$58,442.94</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$1,165.09	PART-TIME/SEASONAL
	Journal	8/17/2023	Aug 2023	JE74		\$1,118.79	PART-TIME/SEASONAL
	Journal	8/31/2023	Aug 2023	JE77		\$1,247.35	PART-TIME/SEASONAL
<b>Total - 5104 - Temporary Payroll</b>						<b>\$3,531.23</b>	
<b>5151 - Retirement Plan</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$1,004.04	WI RETIREMENT
	Journal	8/17/2023	Aug 2023	JE74		\$1,003.35	WI RETIREMENT
	Journal	8/31/2023	Aug 2023	JE77		\$1,002.57	WI RETIREMENT
<b>Total - 5151 - Retirement Plan</b>						<b>\$3,009.96</b>	
<b>5152 - Residency</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$98.31	RESIDENCY
	Journal	8/17/2023	Aug 2023	JE74		\$103.18	RESIDENCY
	Journal	8/31/2023	Aug 2023	JE77		\$100.13	RESIDENCY
<b>Total - 5152 - Residency</b>						<b>\$301.62</b>	
<b>5154 - Social Security</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$289.41	MEDICARE
	Journal	8/3/2023	Aug 2023	JE71		\$866.61	SOCIAL SECURITY
	Journal	8/17/2023	Aug 2023	JE74		\$865.98	SOCIAL SECURITY
	Journal	8/17/2023	Aug 2023	JE74		\$287.49	MEDICARE
	Journal	8/31/2023	Aug 2023	JE77		\$858.62	SOCIAL SECURITY
	Journal	8/31/2023	Aug 2023	JE77		\$285.89	MEDICARE
<b>Total - 5154 - Social Security</b>						<b>\$3,454.00</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$3,514.28	GROUP HEALTH INSURAN
	Journal	8/17/2023	Aug 2023	JE74		\$3,307.28	GROUP HEALTH INSURAN
	Journal	8/31/2023	Aug 2023	JE77		\$3,307.28	GROUP HEALTH INSURAN
<b>Total - 5157 - Group Health Insurance</b>						<b>\$10,128.84</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$20.83	GROUP LIFE INSURANCE
	Journal	8/17/2023	Aug 2023	JE74		\$20.83	GROUP LIFE INSURANCE
	Journal	8/31/2023	Aug 2023	JE77		\$20.83	GROUP LIFE INSURANCE
<b>Total - 5160 - Group Life Insurance</b>						<b>\$62.49</b>	
<b>5163 - Workers Compensation</b>							
	Journal	8/3/2023	Aug 2023	JE71		\$35.28	WORKERS COMPENSATION
	Journal	8/17/2023	Aug 2023	JE74		\$35.04	WORKERS COMPENSATION
	Journal	8/31/2023	Aug 2023	JE77		\$35.04	WORKERS COMPENSATION
<b>Total - 5163 - Workers Compensation</b>						<b>\$105.36</b>	
<b>5303 - Communications</b>							
	Vendor Invoice	8/1/2023	Aug 2023	238044	V0866 Jose Garcia Sanchez	\$75.00	1/4 Page Ad
	Journal	8/17/2023	Aug 2023	JE74		\$25.00	CELL REIMBURSEMENT
	Journal	8/31/2023	Aug 2023	JE95		(\$75.00)	1/4 Page Ad (Jose Garcia Sanchez)
<b>Total - 5303 - Communications</b>						<b>\$25.00</b>	

**5309 - Water Sewer & Electric**

Vendor Invoice	8/24/2023	Aug 2023	500114-01 082423	V0383 Kaukauna Utilities	\$2,167.61	Public Library
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<b>Total - 5309 - Water Sewer &amp; Electric</b>					<b>\$2,167.61</b>	
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**5312 - Maintenance - Buildings**

Vendor Invoice	8/4/2023	Aug 2023	080423	V0016 Grand Kakalin LLC	\$8,820.00	August Maintenance
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Vendor Invoice	8/16/2023	Aug 2023	I03090839	V0672 Tri City Glass & Door	\$187.50	Door Repair
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<b>Total - 5312 - Maintenance - Buildings</b>					<b>\$9,007.50</b>	
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**5313 - Lease - Buildings**

Vendor Invoice	8/4/2023	Aug 2023	080423	V0016 Grand Kakalin LLC	\$11,993.00	August Rent
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<b>Total - 5313 - Lease - Buildings</b>					<b>\$11,993.00</b>	
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**5325 - Contractual Services**

Vendor Credit	7/17/2023	Aug 2023	071723a	V0123 Cardmember Service	(\$32.78)	Contractual Services
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Vendor Invoice	8/1/2023	Aug 2023	02-33775	V0003 Advanced Maintenance Solutions	\$2,071.78	August Cleaning Service
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<b>Total - 5325 - Contractual Services</b>					<b>\$2,039.00</b>	
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**5328 - Advertising**

Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$83.73	Advertising
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Vendor Invoice	8/22/2023	Aug 2023	082223	V0755 T-Mobile	\$23.49	Aug 2023 920-645-3287
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Journal	8/31/2023	Aug 2023	JE95		\$75.00	1/4 Page Ad (Jose Garcia Sanchez)
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<b>Total - 5328 - Advertising</b>					<b>\$182.22</b>	
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**5401 - Office Supplies**

Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$1,147.90	Office Supplies
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<b>Total - 5401 - Office Supplies</b>					<b>\$1,147.90</b>	
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**5422 - Data Processing Supplies**

Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$96.08	Data Processing Supplies
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Journal	8/31/2023	Aug 2023	JE95		(\$845.00)	Annual Subscription (RMC Imaging, Inc)
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<b>Total - 5422 - Data Processing Supplies</b>					<b>(\$748.92)</b>	
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**5431 - Postage**

Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$7.70	Postage
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<b>Total - 5431 - Postage</b>					<b>\$7.70</b>	
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**5441 - Library Materials**

Vendor Invoice	7/6/2023	Aug 2023	76702059	V0323 Ingram	\$122.53	Books
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Vendor Invoice	7/6/2023	Aug 2023	76706089	V0323 Ingram	\$37.98	Books
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Vendor Invoice	7/6/2023	Aug 2023	76702062	V0323 Ingram	\$16.01	Books
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Vendor Invoice	7/6/2023	Aug 2023	76706090	V0323 Ingram	\$19.95	Books
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Vendor Invoice	7/6/2023	Aug 2023	76702063	V0323 Ingram	\$13.80	Books
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Vendor Invoice	7/6/2023	Aug 2023	76702060	V0323 Ingram	\$21.71	Books
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Vendor Invoice	7/6/2023	Aug 2023	76706088	V0323 Ingram	\$58.43	Books
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Vendor Invoice	7/6/2023	Aug 2023	76702064	V0323 Ingram	\$29.76	Books
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Vendor Invoice	7/6/2023	Aug 2023	76706087	V0323 Ingram	\$11.38	Books
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Vendor Invoice	7/6/2023	Aug 2023	76706086	V0323 Ingram	\$13.62	Books
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Vendor Invoice	7/6/2023	Aug 2023	76702061	V0323 Ingram	\$29.41	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766215	V0323 Ingram	\$10.77	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766214	V0323 Ingram	\$12.37	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766213	V0323 Ingram	\$9.33	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766209	V0323 Ingram	\$67.50	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766211	V0323 Ingram	\$16.29	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766208	V0323 Ingram	\$13.59	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766210	V0323 Ingram	\$11.82	Books
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Vendor Invoice	7/11/2023	Aug 2023	76766212	V0323 Ingram	\$91.25	Books
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Vendor Invoice	7/14/2023	Aug 2023	CAL3433171	V0134 Cavendish Square	\$204.44	Library Materials
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Vendor Invoice	7/14/2023	Aug 2023	76836464	V0323 Ingram	\$20.63	Books
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Vendor Invoice	7/14/2023	Aug 2023	76836465	V0323 Ingram	\$36.48	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830102	V0323 Ingram	\$112.46	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830107	V0323 Ingram	\$28.00	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830108	V0323 Ingram	\$9.76	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830103	V0323 Ingram	\$19.15	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830106	V0323 Ingram	\$9.30	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830104	V0323 Ingram	\$11.70	Books
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Vendor Invoice	7/14/2023	Aug 2023	76836462	V0323 Ingram	\$17.43	Books
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Vendor Invoice	7/14/2023	Aug 2023	76830105	V0323 Ingram	\$11.76	Books
Vendor Invoice	7/14/2023	Aug 2023	76830109	V0323 Ingram	\$55.99	Books
Vendor Invoice	7/14/2023	Aug 2023	76836463	V0323 Ingram	\$10.87	Books
Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$1,378.34	Library Material
Vendor Invoice	7/18/2023	Aug 2023	76874426	V0323 Ingram	\$61.73	Books
Vendor Invoice	7/18/2023	Aug 2023	76874428	V0323 Ingram	\$17.60	Books
Vendor Invoice	7/18/2023	Aug 2023	76874430	V0323 Ingram	\$12.45	Books
Vendor Invoice	7/18/2023	Aug 2023	76874429	V0323 Ingram	\$12.99	Books
Vendor Invoice	7/18/2023	Aug 2023	76874427	V0323 Ingram	\$34.56	Books
Vendor Invoice	7/20/2023	Aug 2023	76919440	V0323 Ingram	\$32.63	Books
Vendor Invoice	7/20/2023	Aug 2023	76919443	V0323 Ingram	\$11.56	Books
Vendor Invoice	7/20/2023	Aug 2023	76919439	V0323 Ingram	\$13.25	Books
Vendor Invoice	7/20/2023	Aug 2023	76919444	V0323 Ingram	\$21.69	Books
Vendor Invoice	7/20/2023	Aug 2023	76919441	V0323 Ingram	\$10.71	Books
Vendor Invoice	7/20/2023	Aug 2023	76919442	V0323 Ingram	\$30.69	Books
Vendor Invoice	7/21/2023	Aug 2023	072123	V0755 T-Mobile	\$332.31	Hot Spots
Vendor Invoice	7/24/2023	Aug 2023	76964590	V0323 Ingram	\$34.57	Books
Vendor Invoice	7/24/2023	Aug 2023	76964592	V0323 Ingram	\$35.36	Books
Vendor Invoice	7/24/2023	Aug 2023	76964589	V0323 Ingram	\$29.95	Books
Vendor Invoice	7/24/2023	Aug 2023	76964591	V0323 Ingram	\$54.43	Books
Vendor Invoice	7/28/2023	Aug 2023	77093019	V0323 Ingram	\$15.70	
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.63	0316482331 WELL NEVER TELL
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$7.79	0593643259 BORROW MY HEART
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$7.79	1774881101 FRIENDS LIKE THESE
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$0.61	shipping
Vendor Invoice	7/28/2023	Aug 2023	77053995	V0323 Ingram	\$3.22	shipping
Vendor Invoice	7/28/2023	Aug 2023	CAL3437151	V0134 Cavendish Square	\$131.45	Library Materials
Vendor Invoice	7/28/2023	Aug 2023	77093016	V0323 Ingram	\$0.04	shipping
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$37.08	9785553894610 9999999 LAMINATED PB COVERS 15
Vendor Invoice	7/28/2023	Aug 2023	77053995	V0323 Ingram	\$16.23	LOWE KEA HOMETOWN VICTORY
Vendor Invoice	7/28/2023	Aug 2023	77053996	V0323 Ingram	\$10.61	GOZANSKY MY ART BK OF SLEEP-BOARD
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.79	1421539675 DEATH NOTE BLACK /E VOL 4
Vendor Invoice	7/28/2023	Aug 2023	77053996	V0323 Ingram	\$2.76	shipping
Vendor Invoice	7/28/2023	Aug 2023	77053996	V0323 Ingram	\$2.06	INGRAM 9999999 LAMINATED PB COVERS 15
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$9.57	GREGORIC F WORDS
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$14.40	9798400900396 WORLD AFTER THE FALL VOL 3
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.63	1419735055 AVATAR THE LAST AIRBENDER THE
Vendor Invoice	7/28/2023	Aug 2023	77047866	V0323 Ingram	\$0.36	shipping
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$12.23	1779507771 GIRL TAKING OVER A LOIS LANE S
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$6.59	1101934743 GIRL IN PIECES
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	141975677 AVATAR THE LAST AIRBENDER THE
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$4.12	INGRAM 9999999 LAMINATED PB COVERS
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$7.79	0593429737 AMER ROYALS III RIVALS
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	0593404483 ALWAYS ISNT FOREVER
Vendor Invoice	7/28/2023	Aug 2023	77053995	V0323 Ingram	\$2.06	INGRAM 9999999 LAMINATED PB COVERS 15
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$7.19	1974704556 DEMON SLAYER KIMETSU NO YAIBA
Vendor Invoice	7/28/2023	Aug 2023	77093016	V0323 Ingram	\$11.39	TOO TOO LATE
Vendor Invoice	7/28/2023	Aug 2023	77053996	V0323 Ingram	\$3.59	WEST TRA DAWN OF THE LIGHT DRAGON A BRA
Vendor Invoice	7/28/2023	Aug 2023	77053995	V0323 Ingram	\$14.39	PETRECA YE
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$7.19	0316153621 BELLADONNA
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$9.35	COOLKYOU MISS KOBAYASHIS DRAGON MAID V7
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$9.35	AWADA DO IMPERFECT A STORY OF BODY IMAG
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$14.56	BELOW P.O. AUGUST HOTPICKS BK OF CHARLIE
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$14.40	SUOL VILLAINS ARE DESTINED TO DIE V
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$7.19	ENDO TAT SPY X FAMILY VOL 1
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$19.79	BENJEY T GRIDIRON GYPSIES
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	0063243725 PLUS 1
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	1419756796 AVATAR THE LAST AIRBENDER THE
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$13.99	1536224146 AB(SOLUTELY) NORMAL SHORT STOR

Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$4.19	0593703618 AMER ROYALS
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.63	1682635961 THINGS ILL NEVER SAY
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$7.19	REYNOLDS WHEN I WAS THE GREATEST R/E
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.75	1250788536 IM NOT SUPPOSED TO BE IN THE D
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$5.99	STEWART MYSTERIOUS BENEDICT SOCIETY
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	1665917628 RANA JOON & THE 1 & ONLY NOW
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	0593462106 TRUE TRUE
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	0063237954 QUEENS OF NEW YORK
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	0593524381 YOU THE STORY
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$13.17	1637790503 PROPHET
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.63	1419735047 AVATAR THE LAST AIRBENDER THE
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$7.79	1481449362 WAY I USED TO BE
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.63	0735270929 SOMEONE IS ALWAYS WATCHING
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$12.23	1684059593 CODEX BLACK (BOOK ONE) A FIRE
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$15.68	SAGER RI ONLY 1 LEFT
Vendor Invoice	7/28/2023	Aug 2023	77093016	V0323 Ingram	\$4.12	9999999 9999999 LAMINATED PB COVERS 15
Vendor Invoice	7/28/2023	Aug 2023	77093016	V0323 Ingram	\$12.59	TOO TOO LATE -LP
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.19	1547611545 YOU'RE NOT SUPPOSED TO DIE TONI
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$10.79	GRACE ICEBREAKER
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$14.42	INGRAM 9999999 LAMINATED PB COVERS 15
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$0.08	shipping
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$14.40	9798400900112 BOXER VOL 2
Vendor Invoice	7/28/2023	Aug 2023	77047866	V0323 Ingram	\$15.12	JO FLUKE
Vendor Invoice	7/28/2023	Aug 2023	77054000	V0323 Ingram	\$9.59	AMAN JOD ANXIETY IM SO DONE W/YOU
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.79	1250252660 IN LIMBO
Vendor Invoice	7/28/2023	Aug 2023	77093022	V0323 Ingram	\$17.95	Library Materials
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$0.76	shipping
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$12.31	1368064094 PART OF YOUR WORLD
Vendor Invoice	7/28/2023	Aug 2023	77093015	V0323 Ingram	\$1.98	INGRAM 9999999 MYLAR JACKET-TAPED
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$9.59	0062845519 SUICIDE NOTES
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$10.63	1250766567 FIREKEEPERS DAUGHTER
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$11.97	1787755568 10 MINUTES TO BETTER MENTAL HE
Vendor Invoice	7/28/2023	Aug 2023	77093020	V0323 Ingram	\$14.40	9798400900174 BOXER VOL 3
Vendor Invoice	7/28/2023	Aug 2023	77093017	V0323 Ingram	\$383.57	Library Materials
Vendor Invoice	7/31/2023	Aug 2023	504150080	V0472 Midwest Tape	\$1,230.48	Digital Library Materials
Vendor Invoice	8/1/2023	Aug 2023	77093025	V0323 Ingram	\$93.22	Library Materials
Vendor Invoice	8/1/2023	Aug 2023	77093023	V0323 Ingram	\$11.42	Library Materials
Vendor Invoice	8/1/2023	Aug 2023	77093024	V0323 Ingram	\$5.65	Library Materials
Vendor Invoice	8/1/2023	Aug 2023	77093026	V0323 Ingram	\$13.15	Books
Vendor Invoice	8/2/2023	Aug 2023	77115166	V0323 Ingram	\$17.84	Library Materials
Vendor Invoice	8/2/2023	Aug 2023	77115168	V0323 Ingram	\$17.64	Books
Vendor Invoice	8/2/2023	Aug 2023	77115167	V0323 Ingram	\$23.29	Books
Vendor Invoice	8/3/2023	Aug 2023	77143009	V0323 Ingram	\$32.83	Books
Vendor Invoice	8/3/2023	Aug 2023	77137446	V0323 Ingram	\$17.19	Books
Vendor Invoice	8/3/2023	Aug 2023	77143007	V0323 Ingram	\$100.27	Books
Vendor Invoice	8/3/2023	Aug 2023	77137443	V0323 Ingram	\$21.14	Books
Vendor Invoice	8/3/2023	Aug 2023	77143006	V0323 Ingram	\$30.27	Books
Vendor Invoice	8/3/2023	Aug 2023	77137445	V0323 Ingram	\$36.62	Books
Vendor Invoice	8/3/2023	Aug 2023	77137444	V0323 Ingram	\$16.61	Books
Vendor Invoice	8/3/2023	Aug 2023	77143010	V0323 Ingram	\$35.46	Books
Vendor Invoice	8/3/2023	Aug 2023	77137442	V0323 Ingram	\$21.59	Books
Vendor Invoice	8/3/2023	Aug 2023	77143008	V0323 Ingram	\$16.26	Books
Vendor Invoice	8/4/2023	Aug 2023	77156366	V0323 Ingram	\$35.22	Books
Vendor Invoice	8/4/2023	Aug 2023	77156368	V0323 Ingram	\$20.74	Books
Vendor Invoice	8/4/2023	Aug 2023	77156364	V0323 Ingram	\$17.57	Books
Vendor Invoice	8/4/2023	Aug 2023	77156367	V0323 Ingram	\$15.66	Books
Vendor Invoice	8/4/2023	Aug 2023	77156365	V0323 Ingram	\$7.42	Books
Vendor Invoice	8/18/2023	Aug 2023	77053994	V0323 Ingram	\$4.19	AVATAR A LAVA CHASE (DIARY OF A ROBLOX
Vendor Invoice	8/18/2023	Aug 2023	77053994	V0323 Ingram	\$2.43	Shipping



Vendor Invoice	8/18/2023	Aug 2023	77403029	V0323 Ingram	\$16.69	Books
Vendor Invoice	8/18/2023	Aug 2023	77047864	V0323 Ingram	\$0.23	shipping
Vendor Invoice	8/18/2023	Aug 2023	77047863	V0323 Ingram	\$15.67	REICHS K BONE HACKER
Vendor Invoice	8/18/2023	Aug 2023	77053994	V0323 Ingram	\$3.35	BERRIOS MOON GIRL & DEVIL DINOSAUR LIT
Vendor Invoice	8/18/2023	Aug 2023	77403024	V0323 Ingram	\$28.17	Books
Vendor Invoice	8/18/2023	Aug 2023	77053994	V0323 Ingram	\$4.12	INGRAM 9999999 LAMINATED PB COVERS 15
Vendor Invoice	8/18/2023	Aug 2023	77047863	V0323 Ingram	\$0.99	INGRAM 9999999 MYLAR JACKET-TAPED
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$20.40	PATCHETT TOM LAKE -LP
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$10.20	DENT LIZ SWEETEST REVENGE
Vendor Invoice	8/18/2023	Aug 2023	77047863	V0323 Ingram	\$6.69	IKENBERR CROSSING
Vendor Invoice	8/18/2023	Aug 2023	77403026	V0323 Ingram	\$8.86	Books
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$16.80	MOORE CH TUCKER
Vendor Invoice	8/18/2023	Aug 2023	77053994	V0323 Ingram	\$6.47	PEYO WE ARE THE SMURFS BETTER TOGET
Vendor Invoice	8/18/2023	Aug 2023	77047863	V0323 Ingram	\$0.84	shipping
Vendor Invoice	8/18/2023	Aug 2023	77053994	V0323 Ingram	\$0.99	INGRAM 9999999 MYLAR JACKET-TAPED
Vendor Invoice	8/18/2023	Aug 2023	77403025	V0323 Ingram	\$34.66	Books
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$6.18	INGRAM 9999999 LAMINATED PB COVERS 15
Vendor Invoice	8/18/2023	Aug 2023	77047863	V0323 Ingram	\$4.12	INGRAM 9999999 LAMINATED PB COVERS
Vendor Invoice	8/18/2023	Aug 2023	77047864	V0323 Ingram	\$0.99	INGRAM 9999999 MYLAR JACKET-TAPED
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$10.17	KAE COUR IN THE CASE OF HEARTBREAK
Vendor Invoice	8/18/2023	Aug 2023	77403028	V0323 Ingram	\$44.23	Books
Vendor Invoice	8/18/2023	Aug 2023	77047863	V0323 Ingram	\$10.19	ODGEN AI EMERGENT PROPERTIES
Vendor Invoice	8/18/2023	Aug 2023	77047864	V0323 Ingram	\$10.07	BELOW P.O. APRIL CHILDREN 2 NOOBS DIARY OF AN 8-BIT WARRIO
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$14.00	JONES HO LORD OF A SHATTERED LAND
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$1.57	Shipping
Vendor Invoice	8/18/2023	Aug 2023	77403027	V0323 Ingram	\$11.49	Books
Vendor Invoice	8/18/2023	Aug 2023	77403023	V0323 Ingram	\$56.18	Books
Vendor Invoice	8/18/2023	Aug 2023	77047865	V0323 Ingram	\$1.98	INGRAM 9999999 MYLAR JACKET-TAPED
Vendor Invoice	8/20/2023	Aug 2023	77421726	V0323 Ingram	\$63.74	Books
Vendor Invoice	8/20/2023	Aug 2023	77421723	V0323 Ingram	\$15.82	Books
Vendor Invoice	8/20/2023	Aug 2023	77421724	V0323 Ingram	\$12.52	Books
Vendor Invoice	8/20/2023	Aug 2023	77421725	V0323 Ingram	\$55.34	Books
Vendor Invoice	8/21/2023	Aug 2023	77053997	V0323 Ingram	\$0.59	shipping
Vendor Invoice	8/21/2023	Aug 2023	77156369	V0323 Ingram	\$10.61	GOZANSKY MY ART BK OF HAPPINESS-BOARD
Vendor Invoice	8/21/2023	Aug 2023	77156369	V0323 Ingram	\$0.43	shipping
Vendor Invoice	8/21/2023	Aug 2023	77053997	V0323 Ingram	\$3.59	TAN SUSAN RISE OF THE GOLDFISH A BRANCHE
Vendor Invoice	8/21/2023	Aug 2023	77053997	V0323 Ingram	\$3.59	MARA MAD ZOE THE BEACH DRAGON (DRAGON G
Vendor Invoice	8/21/2023	Aug 2023	77053997	V0323 Ingram	\$4.12	INGRAM 9999999 LAMINATED PB COVERS 15
Vendor Invoice	8/22/2023	Aug 2023	082223	V0755 T-Mobile	\$329.76	7/21 - 8/20/23 Hotspots
Vendor Invoice	8/24/2023	Aug 2023	77511604	V0323 Ingram	\$18.06	Books
Vendor Invoice	8/24/2023	Aug 2023	77511606	V0323 Ingram	\$37.11	Books
Vendor Invoice	8/24/2023	Aug 2023	77511607	V0323 Ingram	\$17.07	Books
Vendor Invoice	8/24/2023	Aug 2023	77511605	V0323 Ingram	\$56.10	Books
Vendor Invoice	8/29/2023	Aug 2023	77587563	V0323 Ingram	\$561.06	Books
Vendor Invoice	8/29/2023	Aug 2023	77597677	V0323 Ingram	\$39.21	Books
Vendor Invoice	8/29/2023	Aug 2023	77587565	V0323 Ingram	\$257.90	Books
Vendor Invoice	8/29/2023	Aug 2023	77587564	V0323 Ingram	\$30.30	Books
Vendor Invoice	8/29/2023	Aug 2023	77587567	V0323 Ingram	\$13.61	Books
Vendor Invoice	8/29/2023	Aug 2023	77587569	V0323 Ingram	\$43.51	Books
Vendor Invoice	8/29/2023	Aug 2023	77587568	V0323 Ingram	\$33.10	Books
Vendor Invoice	8/29/2023	Aug 2023	77587572	V0323 Ingram	\$16.28	Books
Vendor Invoice	8/29/2023	Aug 2023	77587566	V0323 Ingram	\$31.01	Books
Vendor Invoice	8/29/2023	Aug 2023	77597680	V0323 Ingram	\$33.89	Books
Vendor Invoice	8/29/2023	Aug 2023	77587560	V0323 Ingram	\$180.04	Books
Vendor Invoice	8/29/2023	Aug 2023	77587570	V0323 Ingram	\$23.70	Books
Vendor Invoice	8/29/2023	Aug 2023	77587571	V0323 Ingram	\$16.83	Books
Vendor Invoice	8/29/2023	Aug 2023	77587573	V0323 Ingram	\$12.85	Books
Vendor Invoice	8/29/2023	Aug 2023	77597679	V0323 Ingram	\$17.21	Books
Vendor Invoice	8/29/2023	Aug 2023	77597676	V0323 Ingram	\$98.02	Books

Vendor Invoice	8/29/2023	Aug 2023	77597678	V0323 Ingram	\$35.69	Books
Vendor Invoice	8/29/2023	Aug 2023	77587561	V0323 Ingram	\$13.47	Books
Vendor Invoice	8/31/2023	Aug 2023	77641164	V0323 Ingram	\$17.13	Books
Vendor Invoice	8/31/2023	Aug 2023	77641160	V0323 Ingram	\$9.33	Books
Vendor Invoice	8/31/2023	Aug 2023	77641159	V0323 Ingram	\$10.05	Books
Vendor Invoice	8/31/2023	Aug 2023	77649701	V0323 Ingram	\$506.96	Books
Vendor Invoice	8/31/2023	Aug 2023	77641161	V0323 Ingram	\$77.37	Books
Vendor Invoice	8/31/2023	Aug 2023	77641166	V0323 Ingram	\$43.52	Books
Vendor Invoice	8/31/2023	Aug 2023	77641165	V0323 Ingram	\$7.41	Books
Vendor Invoice	8/31/2023	Aug 2023	77649700	V0323 Ingram	\$112.74	Books
Vendor Invoice	8/31/2023	Aug 2023	77649704	V0323 Ingram	\$31.51	Books
Vendor Invoice	8/31/2023	Aug 2023	77641163	V0323 Ingram	\$15.41	Books
Vendor Invoice	8/31/2023	Aug 2023	77641162	V0323 Ingram	\$11.17	Books
Vendor Invoice	8/31/2023	Aug 2023	77649703	V0323 Ingram	\$64.85	Books
Vendor Invoice	8/31/2023	Aug 2023	77641167	V0323 Ingram	\$12.40	Books
Vendor Invoice	8/31/2023	Aug 2023	77649702	V0323 Ingram	\$154.61	Books
<b>Total - 5441 - Library Materials</b>					<b>\$9,853.88</b>	
<b>5442 - Service Contracts</b>						
Vendor Invoice	7/31/2023	Aug 2023	34570980	V0440 Marco	\$248.09	Copier Agreement
Journal	8/31/2023	Aug 2023	JE95		\$845.00	Annual Subscription (RMC Imaging, Inc)
Vendor Invoice	8/31/2023	Aug 2023	34785637	V0440 Marco	\$248.09	Copier Agreement
<b>Total - 5442 - Service Contracts</b>					<b>\$1,341.18</b>	
<b>5444 - Library Programs</b>						
Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$484.54	Library Programs
<b>Total - 5444 - Library Programs</b>					<b>\$484.54</b>	
<b>5499 - Miscellaneous</b>						
Vendor Invoice	7/17/2023	Aug 2023	071723b	V0123 Cardmember Service	\$79.30	Misc.
<b>Total - 5499 - Miscellaneous</b>					<b>\$79.30</b>	
<b>Total - Expense</b>					<b>\$116,616.35</b>	
<b>Net Income</b>					<b>(\$116,616.35)</b>	

**City of Kaukauna**  
**City - Budget vs. Actual**  
**From Jan 2023 to Aug 2023**

**Options: Activity Only**

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
<b>Expense</b>				
5101 - Regular Payroll	\$334,253.65	\$529,791.00	(\$195,537.35)	63.09%
5104 - Temporary Payroll	\$19,178.10	\$15,000.00	\$4,178.10	127.85%
5151 - Retirement Plan	\$16,981.89	\$27,571.00	(\$10,589.11)	61.59%
5152 - Residency	\$1,742.91	\$5,867.00	(\$4,124.09)	29.71%
5154 - Social Security	\$19,566.69	\$31,990.00	(\$12,423.31)	61.17%
5157 - Group Health Insurance	\$66,122.08	\$106,056.00	(\$39,933.92)	62.35%
5160 - Group Life Insurance	\$368.45	\$684.00	(\$315.55)	53.87%
5163 - Workers Compensation	\$644.85	\$922.00	(\$277.15)	69.94%
5208 - Travel - City Business	\$103.20	\$1,000.00	(\$896.80)	10.32%
5211 - Education & Memberships	\$758.46	\$2,230.00	(\$1,471.54)	34.01%
5303 - Communications	\$200.00	\$300.00	(\$100.00)	66.67%
5306 - Heating Fuels	\$5,643.52	\$7,500.00	(\$1,856.48)	75.25%
5309 - Water Sewer & Electric	\$10,802.44	\$14,600.00	(\$3,797.56)	73.99%
5312 - Maintenance - Buildings	\$72,459.13	\$110,000.00	(\$37,540.87)	65.87%
5313 - Lease - Buildings	\$95,974.25	\$143,916.00	(\$47,941.75)	66.69%
5325 - Contractual Services	\$20,451.88	\$35,000.00	(\$14,548.12)	58.43%
5328 - Advertising	\$768.94	\$1,550.00	(\$781.06)	49.61%
5331 - General Insurance	\$7,982.00	\$7,982.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$103,430.00	\$103,430.00	\$0.00	100.00%
5401 - Office Supplies	\$4,234.53	\$5,500.00	(\$1,265.47)	76.99%
5402 - Desktop Printer/Fax Expense	\$977.72	\$800.00	\$177.72	122.22%
5422 - Data Processing Supplies	\$4,317.39	\$4,500.00	(\$182.61)	95.94%
5431 - Postage	\$801.06	\$850.00	(\$48.94)	94.24%
5441 - Library Materials	\$69,324.44	\$77,552.00	(\$8,227.56)	89.39%
5442 - Service Contracts	\$47,944.06	\$51,871.00	(\$3,926.94)	92.43%
5444 - Library Programs	\$3,112.35	\$3,000.00	\$112.35	103.75%
5499 - Miscellaneous	\$577.52	\$1,000.00	(\$422.48)	57.75%
5804 - Equipment (including Office)	\$6,103.60	\$9,700.00	(\$3,596.40)	62.92%
<b>Total - Expense</b>	<b>\$914,825.11</b>	<b>\$1,300,162.00</b>	<b>(\$385,336.89)</b>	<b>70.36%</b>
<b>Net Income</b>	<b>(\$914,825.11)</b>	<b>(\$1,300,162.00)</b>	<b>\$385,336.89</b>	<b>70.36%</b>

## **Meeting Room Policy**

The meeting rooms at the Kaukauna Public Library are available for use by community groups for presentations of informational, recreational, or educational meetings/programs in keeping with the mission of the Library.

In this policy, meeting rooms are defined as the Conference Room, Board Room, Garden Amphitheater, Upper Garden Seating Area, Local History Room, Tween/Teen Computer Lab, and Study Room A. The Library reserves the right to define additional spaces within the Library as meeting space.

Library programs take precedence over availability of bookings to use meeting room spaces. Meeting rooms will be made available on an equitable basis; first come, first served, so long as the individuals or groups requesting their use fall under this policy.

Meeting rooms may be used for meetings, which are open to the public, including lectures, panels, discussions, presentations, concerts, programs as well as to organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities. Exception to this is shared building tenants, which may use the space at the discretion of the Library Director.

Meeting rooms may not be used for any purpose for which may interfere with the operation of the Library, nor programs involving sales, advertising, solicitation, or promotion of commercial products and services, or personal products and services. Meeting rooms are also not available for private functions including, but not limited to weddings, baby showers, and personal parties.

Groups using meeting rooms on a regular basis may be limited in the number of bookings they may reserve based on the demand for space. This determination will be made by the Library Director. Exceptions to this include Library programs and City of Kaukauna programs.

Bookings are limited to two per month to ensure equitable booking availability due to demand.

The Library cannot guarantee room setup for events. The Library will make every effort to have requested room setup ready for events, but at times staffing levels may prohibit this.

Meeting room requests must be taken through the booking software. Users must book directly from the website. If this is a barrier, users may phone or stop in and ask Library staff to fill out the form for them.

No fee's, nor donations may be sought from meeting attendees, except by local non-profit, educational, social service, or cultural organizations without the specific permission of the Library Director. Exceptions include Library fundraising activities and any fees associated with participating in Library or City of Kaukauna sponsored functions.

The Library reserves the right to cancel meetings due to unforeseen circumstances, including but not limited to: weather, power outage, staffing levels, issues within the meeting space, and in conjunction with the Pandemic Policy. The Library will strive to make notice any cancelations as soon as possible.

All individuals using a meeting room must follow the Library Appropriate Use Policy. Violations to that policy during a booking may result in use of the room being terminated immediately, even in the middle of use.

No fee will be made by the Library for use of the meeting rooms, with the exception of any damage to property, loss of property, or cleaning fees.

The Library reserves the right to take photographs of events for its own records and for future promotional materials. Please see Kaukauna Public Library Photography and Film Policy for further details.

Use of the Library meeting rooms does not imply endorsement by the City of Kaukauna, Kaukauna Public Library, or the Kaukauna Public Library Board of Trustees of the viewpoints presented.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Failure to follow this policy and use guidelines may result in immediate termination of meeting space use, the cancelation of future bookings, or even a permanent ban on use of space pending the depth of the policy violation, at the discretion of the Library Director.

### Use Guidelines

Users may book meeting rooms one week prior to use. Three times a year there is a hold on bookings while the Library determines seasonal library programming needs. Requests for use during that time are chronologically listed by date for preference.

An authorized member of the group requesting use of the room will be required to sign or electronically submit a Meeting Room Request Form, providing information regarding use of room and request room set-up. By signing and submitting the form, or booking a room over the phone, the authorized user agrees that they have read and understood the Meeting Room Policy and Use Guidelines. Authorized users assume financial responsibility for any and all damages caused to the building or equipment beyond normal wear and tear. They also assume financial responsibility for any cleaning fees assessed as a result of using the room. Failure to abide by this policy may result in a forfeiture of the right to any future use of the room.

Meetings must be held during regular Library business hours. Exceptions include Library and City use, or under the discretion of the Library Director. Meetings must end at the time indicated when booking; failure to leave on time may also result in the forfeiture of future meeting room use. Meeting rooms must be vacated at least five minutes prior to closing unless prior approval is given by the Library Director.

Food or beverages (no alcohol) may be served, however authorized room users are responsible for cleaning up and reporting any spills or stains. If staff must provide more than reasonable cleanup, a minimum fee of \$25 will be assessed. The fee must be paid in full prior to any future reservations or room use by the user, group or organization.

Groups that will be engaging in craft activities or any messy projects must disclose this information prior to use so that tables can be properly covered.

Doors to all meeting spaces must remain closed to contain noise unless individuals are entering or exiting. Failure to comply may result in the cancelation of future bookings.

Room users must follow the Library Appropriate Use Policy and must leave the meeting room in reasonable condition.

Any special set-up and presentation equipment must be included in the meeting room request. Authorized users are financially and legally responsible for all requested library equipment in meeting rooms. An authorized member of the group must sign off on the borrowed equipment at the front desk of the library when they arrive and prior to room use. Users will be responsible for damage or replacement of the following items, including, but not limited to: laptops, HDMI cables, adaptor cables, audio cables, microphones, mice, clickers, projectors, screens, flag, and document cameras. Any payments necessary for loss or damages must be paid in full before the room can be booked by the user, group or organization.

The Library cannot provide operators for equipment. Those needing instruction must make a special appointment to learn how to use the software/equipment requested as staffing levels during all meeting times are not guaranteed.

The Library will allow tentative bookings; however, the library will only hold bookings for two weeks before the option will become open to other users, if a formal booking is not confirmed.

Meeting room users may not attempt to take down or move the Conference Room wall divider. Doing so will result in immediate forfeiture of use of the space and future bookings in the space. The wall divider can only be moved by trained staff and requires a special tool not available to room users.

The Library does not allow for presentations to conflict with copyright laws.

Any press releases, poster, or publicity which may list the event as at the Library may not state or imply Library sponsorship or endorsement without the express permission of the Library Director. The Library logo may not be used without permission of the Library Director. Advertising that lists the library must include a disclaimer stating that it is not a library sponsored event. Failure to follow this policy will result in the booking being canceled.

The Library will post public meetings booked at least a week in advance on the Library calendar. Any posters or directional signage for a booking must be approved by Library Staff prior to it being put up.

No signs, papers, or posters may be attached to the walls of any meeting room space.

## **Kaukauna Public Library Collection Development Policy**

The Kaukauna Public Library selects materials and develops collections in many different formats in order to provide patrons with a wide range of informational, recreational, and educational resources. The library will acquire materials for all ages reflecting the full diversity of points of view on topics of interests to the public, congruent with the Library Bill of Rights and the American Library Association Freedom to Read Statement. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions.

Library collections are developed and maintained by professional librarians who focus on meeting the needs and interests of their patrons, and purchasing titles using professional tools including, but not limited to the following: trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Library staff is not able to read, watch, or listen to every item added to the collection. Librarians rely on the above stated professional tools when purchasing, however at times, such tools may be limited or unavailable for certain materials. The selection of materials may be influenced by budgetary considerations, popular demand, relevance to community needs or current events, format, availability in other libraries, collection needs in subject area, languages spoken in the community, physical durability, reputation, disinformation, stereotyping, bias, treatment of subject intended for audience, and credible sourcing. Purchase suggestions from library patrons are welcomed and are given serious consideration. Self-published works will be evaluated on a case-by-case basis; the library will not add unprofessionally bound items into the circulating collection.

A balanced collection reflects a diversity of materials, not necessarily equal in number. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue and foster a climate of intellectual freedom. Responsibility for borrowing lies solely with the borrower; library staff cannot act in loco parentis. Individuals may object to the inclusion of a specific title and may file a Reconsideration of Title form, *please see Reconsideration of Title Policy*.

The Library will not segregate or make inaccessible circulating materials based on content. The Library may at times safeguard circulating materials that are costly (i.e. laptops and hotspots), easily broken (i.e. ukuleles), or that have many pieces that could easily get lost while played with in the facility (i.e. STEM kits). The library will only mark materials with core learning concept (i.e. shapes, numbers, and alphabet), genre, reading level, or library specific location identification tags and stickers. The library does allow for memorial material donation nameplates within materials; please see Gifts and Donations Policy.

The library welcomes donations of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. All donations of library materials are subject to the library's Gifts and Donations Policy.

The library collection will be kept attractive and current by consistent repair, discard or replacement of items after consideration of physical condition, currency of information, lack of use, and availability of new editions or higher quality titles on the same subject.

### **The library currently offers the following collections:**

**Board Books:** The board book collection features thick, durable books for babies and toddlers, focusing predominantly, but not wholly, on age's birth through age three. Board books are selected for developmental growth, however, some publishers may print picture books in board format only, which

Updated 4/25/23

may be selected and placed in a board book collection based on its binding. Board books are also often recommended for preschool and school age children that are learning to read as they often feature the best text to image associations and few words.

**Picture Books:** The picture book collection is intended for ages birth to grade three. Picture books are traditionally enjoyed as a read aloud; however, picture books can also be appropriate for beginning readers in some circumstances as well as older readers.

**Browser Bin:** The library recognizes the role television, franchise, and movie characters play in the lives of young children. The library selects these high interest popular picture books and early readers, and collects them in a special browser bin for ease of selection.

**Early Readers:** The early reader collection includes books on the shelf as well as small paperback reader kits. This collection is intended for preschool through a second grade reading level. The collection includes guided reading levels A-M.

**Early Chapter Books:** The early chapter collection includes chapter books intended for those reading at a second through fourth grade reading level. The collection includes leveled readers L-S. The library bridges collections to ensure a smooth transition from one reading level to another.

**Child Fiction:** The child fiction collection is intended for those reading at a fourth through eighth grade reading level. The library bridges collections to ensure a smooth transition from one reading level to another.

**Child Graphic Novels:** This collection features both comic books and graphic novels for preschool through eighth grade. The collection includes both fiction and nonfiction titles.

**Child Nonfiction:** The child nonfiction collection is curated for children in preschool through an eighth grade reading level.

**Teen Fiction:** The teen fiction collection is intended for those reading at a sixth through twelfth grade level. The library bridges collections to ensure a smooth transition from one reading level to another.

**Teen Graphic Novels:** This collection features both comic books and graphic novels for sixth through twelfth grade. The collection includes both fiction and nonfiction titles.

**Teen Nonfiction:** The teen nonfiction collection features nonfiction texts for sixth through twelfth grade reading levels.

**Children's Media:** The library collects children's media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth preschool through eighth grade.

**Teen Media:** The library collects teen media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth in grades sixth through twelfth.

**Child Kits:** The library includes a wide variety of informational, recreational, and educational kits. They are intended for youth preschool through eighth grade.



Library of Things Collection: The library circulates a number of non-print or media items including laptops, hotspots, tablets, musical instruments, and other kits intended for adult and family use.

Adult Fiction: Adult Fiction Collections are organized into subgenre collections.

*General Fiction* - includes but not limited to, subgenres of humor, historical fiction, horror, literary fiction, sports fiction and realistic fiction

*Mystery/Suspense*

*Romance*

*Inspirational*

*Fantasy/Science Fiction*

*Western*

*Graphic Novel*

Adult Nonfiction: This collection features adult directed works of nonfiction.

Adult Large Print: The adult large print collection includes all fiction genres as well as nonfiction titles.

Braille Collection: The braille collection features books for all ages.

Adult Media: The library collects adult media in formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames.

## Kaukauna Public Library Privacy Policy

Kaukauna Public Library collects the least amount of personally identifiable information as possible to avoid creating unnecessary records. Our library does not share your information to third parties unless we must use state debt collection or a collection agency, or are served with a court order, subpoena, warrant or national security letter, or unless a crime is committed on site, or with a third party as part of opted into services. However, the Library cannot completely ensure that the data collected will not be accessed by third parties. Safety and security is a spectrum with no certainty guaranteed.

### State Laws regarding public library records

Kaukauna Public Library adheres to Wisconsin state statute §43.30 in regards to your public library records.

**(1b)** In this section:

**(ae)** "Collection agency" has the meaning given in s. [218.04 \(1\) \(a\)](#).

**(ag)** "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under s. [767.41 \(4\)](#).

**(b)** "Law enforcement officer" has the meaning given in s. [165.85 \(2\) \(c\)](#).

- (1m)** Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. [\(4\)](#), to libraries under subs. [\(2\)](#) and [\(3\)](#), or to law enforcement officers under sub. [\(5\)](#).
- (2)** A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:
- (a)** The library is supported in whole or in part by public funds.
  - (b)** The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. [\(3\)](#).
  - (c)** The library agrees not to disclose the identity of the individual except as authorized under sub. [\(3\)](#).
- (3)** A library to which an individual's identity is disclosed under sub. [\(2\)](#) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub. [\(2\) \(a\)](#) to [\(c\)](#).
- (4)** Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the

custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child.

(5)

(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

(6)

(a) Subject to par. (b) and notwithstanding sub. (1m), a library that is supported in whole or in part by public funds may report the following information as provided in par. (c):

1. Information about delinquent accounts of any individual who borrows or uses the library's documents or other materials, resources, or services.
2. The number and type of documents or materials that are overdue for each individual about whom information is submitted under subd. 1.

(b) If a public library discloses information as described in par. (a), the information shall be limited to the individual's name, contact information, and the amount owed to the library.

(c) A library may report the information as described in par. (a) to any of the following:

1. A collection agency.
2. A law enforcement agency, but only if the dollar value of the individual's delinquent account is at least \$50.

**History:** [1981 c. 335](#); [1991 a. 269](#); [2003 a. 207](#); [2007 a. 34, 96](#); [2009 a. 180](#); [2015 a. 169](#).

### **ALA Code of Ethics**

Kaukauna Public Library also follows the Professional Ethics as noted in the American Library Association's Code of Ethics, which states:

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

### **How We Use Patron Data**

All library staff are required to sign an internal confidentiality agreement upon hire, which stipulates that staff understand and agree to follow §43.30 in regards to public library records.

Our library asks for the following information on our application form for adults: Name, Address, Telephone Number, Email, Date of Birth and Driver's License Number. Parents or legal guardians are the only entity allowed to procure a card for a minor. A minor's application differs from the adult in the internet options and also lists the parent/legal guardian information as they are legally liable for the card until the minor turns 18. Your driver's license number is not entered into our integrated library system software for your protection; however, we do attach your digital signature into our system.

Patrons with overdue materials will either receive a piece of mail or an email regarding the overdue item. Patrons with a damaged or billed item will receive a piece of mail. We do not sell or use name, address, or phone numbers with any third party with the exception of opt-in notification services like text notices or collection agencies. We will never sell your email address or use it for anything other than communication about your library account, or any other services you have opted into yourself.

Identification may be required for use of library services, including issuing cards, updating cards when mail has been returned, reserving materials, registering for programs, using computers, or meeting rooms. This information is privileged under

§43.30. Identification may be necessary for safety and security purposes. Refusal to identify oneself may be grounds for denial of service or contacting law enforcement.

Our library card application form does ask users if they would like to opt in for email notifications regarding their account, or if they would like to sign up for our newsletter. We do use third parties to provide some of these services. We do retain license information on your physical application card, which is only used if you are sent to state debt collection for billed items over \$50 that have not been paid within 45 days of the intent to file letter.

Anonymous information, which is not personally identifiable, is also collected within the library. We generate monthly unidentifiable statistics, which include: door count, webpage visits, social media likes, checkouts and renewals, computer sessions, wireless sessions, items borrowed and items loaned, total cardholders and e-content data.

### **Who Has Access to It**

All library user records are confidential. Library records may only be disclosed to library staff performing job duties, cardholders upon proof of identity, and law enforcement when valid. Your physical application card, which does have your driver's license number is stored in a locked, staff only area of the library, accessible only by library staff and cleaning personnel. Our Integrated Library Software (ILS) is accessible and used by employees only. A parent has access to library accounts for minors under the age of 16 per §43.

### **Library Materials and Borrowing History**

The library does not keep records of your borrowing history; however, items that have been billed on your account or any fines generated are linked to a title in your payment history, accessible only by the billed patron and library staff. Notices sent to you via (hold, overdue, lost) are also present in our staff software, which does contain title history. Patrons that want to opt into their own record keeping of library checkouts may do so from inside their InfoSoup.org account, using the InfoSoup classic catalog feature. Library staff cannot opt in for patrons; however, they can assist you in signing up. The Library may disclose information to cooperating libraries to assist patrons and provide interlibrary loans.

### **Public Computers and Wireless Network**

The library does not keep a record of your activities on any public computer or on our wireless network, however we do collect anonymous data regarding the number of minutes spent in a computer session or connected to our wireless. Sites that you access while on the internet may be storing cookies and your browsing history if you are logged into a personal email account. Once you close a session on our public access computer, our software wipes your entire use of our computer (cookies, browsing

history, and any files saved to the hard drive). While you are logged on, library staff can see your library barcode number within the time management software we use.

The library does offer public Wi-Fi that does not require a sign-in. As such, we cannot guarantee the safety of your data on our wireless network. We recommend not accessing sensitive data, such as banking records, while connected to any public Wi-Fi. We recommend using a VPN in those circumstances or using one of the library computers for sensitive data use.

### **Surveillance Cameras**

Our library has security cameras inside and outside of the building for the safety and security of our patrons. Video footage (no audio) is kept on a 52-day cycle and is not archived beyond those 52 days. Library staff do have access to video footage for their own safety. Video footage cannot be released to anyone unless a crime has been committed or a valid subpoena, court order, or warrant is produced. Staff of the Kaukauna Police Department do have body cameras, which may be on if they are called to the facility.

Please note that the library also has a Photography and Film Policy. This denotes that as public buildings, library facilities are subject to similar rules associated with public spaces, meaning there are few restrictions. Please note that library staff may photograph and record programs and events for library publicity and promotional purposes. Patrons who do not wish to be included may tell library staff who will respect their wishes.

### **Data & Network Security**

The Library is committed to data security. The Library operates secure data networks protected by industry standard firewalls and password protection systems. The Outagamie Waupaca Library system, the City of Kaukauna IT Department, and our own Technology Coordinator assess our data and network security on a regular basis. The Library cannot guarantee the safety of our public wireless Wi-Fi however.

### **Minor Privacy**

Staff members will always respond to minors with care and concern, but responsibility for the welfare of children using the Library ultimately rests with the parent, legal guardian, or caregiver. Library staff cannot legally take responsibility for the care of children of any age. The public library, unlike schools, does not legally serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents, therefore, responsibility for the care, safety, and behavior of children using the library rests solely with the parent/guardian or caregiver. We encourage parents to take an active role in their children's internet use and teach them about the importance of not revealing personal information online. Library card applications for minors do allow parents to opt into or out of juvenile internet access. If access has been granted, the library cannot serve in loco parentis on internet stations, which are not filtered. The library also cannot

serve in loco parentis on juvenile personal devices attached to our wireless internet in the facility, which is also not filtered.

Parents or guardians requesting records of children under 16 may be asked to provide proof of custodial authority and that they have not been denied periods of physical placement under §767.24(4). Examples of proof include a valid library card or government agency-issued photo ID showing the same address as the child, or other documents that demonstrate custodial responsibility.

### **Non-library websites**

There are non-library websites linked through the library's website, which may not follow the same privacy policies as the library. While we do vet the sites listed on our website, we cannot guarantee their privacy policies or security. These sites are denoted on the website with the symbol of an arrow moving diagonally (to the right) out of a box.

### **Third-party vendors**

The library works with many third party vendors to provide online learning, digital collections, streaming content, analytics, and other library services. Our third party vendors have their own privacy policies and terms of service, and are not beholden to the library's privacy policies.

### **Personal property left behind**

Personal property left behind (in example, but not limited to: flash drives, tablets, cell phones, laptops, backpacks, paperwork) will not be examined by library staff to determine ownership.

Library staff will note when and where the item was found and will place it based on value or privacy either in the Library Director's office or in the lost and found.

Items of higher value, or those that may contain secure information will be held for 30 days, after which they will be dropped off at the police department as unclaimed property. Items of lesser value will be donated or destroyed after 30 days.

The lost and found will not be accessible to patrons, however they may describe lost items to staff who will in turn search for their property.

### **Retention of Records**

The Kaukauna Public Library follows the state of Wisconsin's general records schedule.

### **Holds Policy**

Due to §43.30 the only person allowed to pick up library holds on their account is the account holder, or with the physical library card of the cardholder. Kaukauna Public Library does have a form that patrons are welcome to fill out which authorizes the

library to check out their holds to a specific person, who is designated on the form. It is the responsibility of the form holder to notify the library if they choose to relinquish the authorization and the cardholder is liable for any materials check out and claimed by the person authorized to check out the holds.

### **Library Card Use**

The cardholder is the only entity allowed to use the account. However, Kaukauna Public Library cannot ensure that the identity of the person checking out matches the identity of the cardholder. An added security measure at self-checks is in place, which requires a pin number for use. If a cardholder does not have their library card with them, identification is required to check out. If identification is not available, in limited circumstances, account information can be verified to ensure the individuals intending to check out is the cardholder. Patrons are liable for lost library cards and any fees associated with the loss and should immediately report the loss to library staff to place a stop on the account.

### **Library Use**

At times, the Library receives inquiries as to patron building usage. If a law enforcement officer is inquiring on whether or not a patron is present in the building, the Library will refer to §43 requirements. Notwithstanding §43 laws on library privacy and confidentiality:

#### **Adults (16+)**

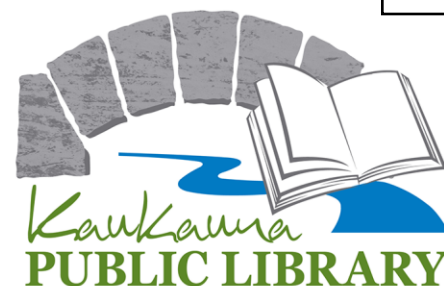
The Library will not disclose information on who is in the building pending §43.

#### **Minors Under 16**

In the event of an adult approaching a service desk in regards to a missing child, library staff will page the child if they are old enough to understand a request to come to a service desk. If the child is not old enough to understand, staff will enact the missing child procedure.

If a caregiver calls the library looking for a child, staff should make a PA announcement asking that child to come to the service desk. If the child does not come to the service desk, staff may ask for information on what they are wearing, but if no one comes forward or matches the description, library staff may ask for contact information from the caller in the event that the child enters the facility.





To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 8/20/23  
 Re: 2024 Goals

We need to submit our Department Cover Sheets to Finance by October. As such, here are my notes about the progress of our 2023 goals and recommendations for 2024.

### **2023 Goals and Objectives**

#### Increase operating hours

We were able to increase operating hours right away in January of 2023 by opening at 8:00a each week day morning, resulting in the addition of 5 hours a week. This has been going wonderfully. It has allowed us to start programs right at 9:00a and we have had good foot traffic during this hour. We continue to work with City to expand hours so they are consistent during the summer with the school year.

#### Create a programming survey for the community

The full time staff worked together to put together a programming survey to help determine programming wishes for community members for preschool, school age, teen, and adult programs. This was done in the second quarter of the year with the intent of using it to help plan fall-winter and winter-spring programs.

#### Begin implementing the marketing plan

The marketing plan has been enacted and we have been working on increasing our marketing to educators, with a targeted plan. We conducted a teacher survey and used the result to form a new educator's brochure and to push the marketing of our teacher packs.

#### Merge the KPL Foundation with the Friends of the KPL

The merge has been completed and the Foundation has been officially terminated. There is still some additional work to do within the Friends, which will be a goal for next year.

#### Implement a new hire onboarding manual/training program

This goal has been completely unattainable this year due to lack of time. Until we can hire additional staff to take some of the duties that our Adult Services Librarian is currently doing, this task will likely remain unreached as a goal. I have removed it from our focus and will not be considering it for 2024 either. James has been

training new staff almost constantly since the beginning of the year, leaving him no extra time to take on a task of this scope.

### **2024 Goals and Objectives**

#### Secure funding for summer hours

We will continue to work with City to develop standardized yearly hours of operation instead of the current school year and summer model.

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

With the dissolution of the Foundation and the merge of Foundation Board members with Friends Board members, now is a good opportunity to rebuild the organization. Many important organizational documents have been created as a result, but there is still work to be done with policy, financials, and fundraising.

#### Explore opportunities to address space constraints within the building

With the FEH study citing our current space being over 4,000 square feet too small, we need to address how we can manage growing collections, programs, and services.

#### Create a toolkit for volunteers to help advocate for the library

Communications Coordinator Schink will be creating a brand guide for staff, as well as a document for library advocates to use to help increase our reach on social media.

#### Increase outreach to local school districts

The Youth Services Librarian would like to focus on more school outreach in 2024. With the addition of a Native American Outreach & Engagement Coordinator and a Hispanic Outreach Coordinator, now is an ideal time to begin increasing our outreach within the district and with the parochial schools.

#### Translate all library event and informational brochures and flyers into Spanish

Communications Coordinator Schink will work with our Spanish speaking staff to ensure that library publicity and information is translated.

#### Create game based programming for older adults

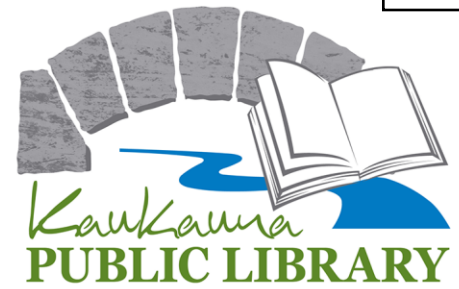
Our Adult Services Librarian would like to target older adults for programming next year, specifically focusing on events where individuals that might be suffering from social isolation can come, make new friends, and find companionship.

#### Create a technology-recycling plan and complete asset inventory

With the new procedures for acquisitions and processing increasing efficiency, Technology Coordinator Heise will create a technology recycling plan, which will include a complete asset inventory with acquisition dates and potential

recycle dates to help us budget for the replacement of new technology more regularly.





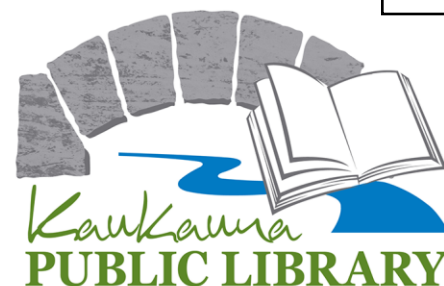
To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 9/19/23  
Re: Staff Training Day

During our closure on 9/15, we sent all the staff to City Hall for training on our new payroll and HR software, Paycor. After, the full time staff trained on topics like our new conference meeting room equipment, scan to print features on the copy machine, billing practices, among other topics, while I attended the first in-person AAC meeting since COVID. After lunch, we spent an hour going over the safety manual and the last two hours of the day on special projects.

Liz and James were able to build the second storage unit for our Library of Things, which are currently scattered around the building. We had staff start shifting projects as collections are getting very tight in certain areas and we also started weeding projects. We did run out of time and need to dedicate more than two hours of the day to projects of this nature during our next closure. Stanley Steamer was also present and they cleaned all the upholstered furniture, the playmat, and spot treated carpet stains. James also spent some time plastering holes in the wall and touching up paint.

We do have one more closure scheduled for this year on December 1.





To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 9/20/23  
 Re: DRAFT Budget

Our preliminary budgets were due to City on 9/8/23. Our first budget roundtable as a group was on 9/19/23. At the meeting, I learned that our request for a Public Services Coordinator was not able to be fulfilled, but that the City is currently budgeting for us to remain open on Saturdays year round. That will not be official however, until the budget is adopted on November 21<sup>st</sup> by City Council.

The next page outlines the DRAFT budget that we have submitted. There is one change pending, which is in regards to contractual services. We did have another company come in to give us a quote for cleaning services. We are not unhappy with the company we currently contract with, but we also have not had a quote for cleaning services done in some time, so we felt it would be a good opportunity to explore alternative options.

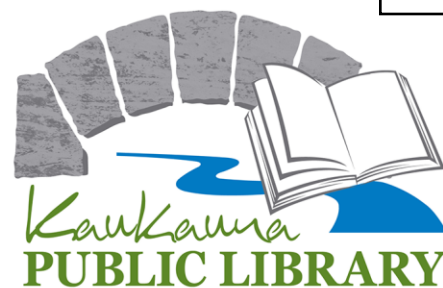
I have not yet had an opportunity to review the full proposal with them in person, but there would potentially be a cost-savings to move to a different provider, however, I do need to see if cleaning supplies are included within the costs or is extra, or needs to be provided by the customer. Pending this information, we may be changing providers and amending the budget as necessary.

In our first department head roundtable budget discussion, we did note what single purchase items were in the draft budgets to see if any of these expenditures could be purchased this calendar year in an effort to balance the budget. Another meeting has been set for 9/26 to work together as a team to get the budget to fit within the budget City has set for 2024.

#### City Budget Schedule:

October 3- Present Non-Personnel Items and Tax Rate to Council for feedback  
 October 17- Present Personnel Items to Council for feedback  
 November 1- Proposed Budget presentation to Committee of the Whole  
 November 21- Public Hearing and Budget Adoption

<b>FUND:</b>	<b>101</b>					
<b>DEPT:</b>	<b>55110</b>	<i>LIBRARY</i>				
					<i>2023</i>	
<b>OBJECT</b>		<i>2022</i>	<i>2022</i>	<i>2023</i>	<i>ESTIMATED</i>	<i>2024</i>
<i>CODE</i>	<i>DESCRIPTION</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>BUDGET</i>
	<b>NON-PERSONNEL SERVICES</b>					
	<i>Travel/Training</i>					
<b>5208</b>	<b>Travel - City Business</b>	1,400	2,538	1,000	1,459	4,669
<b>5211</b>	<b>Education &amp; Memberships</b>	1,030	680	2,230	1,943	4,738
	<i>Purchased Services</i>					
<b>5303</b>	<b>Communications</b>	300	300	300	300	600
<b>5306</b>	<b>Heating Fuels</b>	6,500	7,141	7,500	7,412	8,000
<b>5309</b>	<b>Water, Sewer &amp; Electric</b>	14,200	15,758	14,600	16,180	16,200
<b>5312</b>	<b>Maintenance - Building</b>	130,000	122,544	110,000	110,000	119,000
<b>5313</b>	<b>Lease - Building</b>	143,916	143,916	143,916	143,916	143,916
<b>5325</b>	<b>Contractual Services</b>	28,400	27,956	35,000	34,747	35,000
<b>5328</b>	<b>Advertising</b>	1,050	754	1,550	1,226	2,050
<b>5331</b>	<b>General Insurance</b>	7,847	7,847	7,982	7,982	8,262
<b>5332</b>	<b>Shared Services</b>	94,151	94,142	103,430	103,430	118,461
	<i>Supplies</i>					
<b>5401</b>	<b>Office Supplies</b>	5,000	4,895	5,500	5,500	6,000
<b>5402</b>	<b>Desktop Printing Expense</b>	3,000	3,895	800	978	800
<b>5422</b>	<b>Data Processing Supplies</b>	3,500	3,317	4,500	5,162	5,500
<b>5431</b>	<b>Postage</b>	800	866	850	1,015	1,250
<b>5441</b>	<b>Library Material</b>	63,552	56,419	77,552	82,000	92,552
<b>5442</b>	<b>Service Contracts</b>	46,795	47,341	51,871	50,300	64,106
<b>5444</b>	<b>Library Programs</b>	2,000	2,632	3,000	3,200	4,000
<b>5499</b>	<b>Miscellaneous</b>	400	640	1,000	1,000	1,000
	<b>TOTAL NON-PERSONNEL SERVICES</b>	553,841	543,578	572,581	577,750	636,104
	<b>OUTLAY</b>					
<b>5804</b>	<b>Office Equipment</b>	4,000	4,011	9,700	6,500	9,800
	<b>TOTAL OUTLAY</b>	4,000	4,011	9,700	6,500	9,800
	<b>TOTAL LIBRARY</b>	557,841	547,589	582,281	584,250	645,904

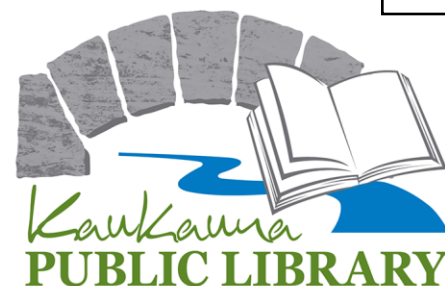


To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 9/19/23  
Re: CIP

On 9/19/23 Finance Director Van Rossum presented the City Capital Improvement Plan to City Council. Within the document was our request for \$400,000 for an office build out and sorter machine, with a redesign in the workroom and the addition of a wall in adult fiction in 2024.

While no action is taken at this meeting, it was the first step to the approval process for our future project.





To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 8/20/23  
Re: Staffing Update

We are happy to announce that Yenny Rodriguez was able to join our team as an On-Call Library Assistant on the same day that Ana Meija started. Yenny is from Venezuela and has experience working in schools and in customer service at the international airport in Caracas. Yenny is also fluent in Spanish and has already been able to assist some of our Spanish-speaking patrons on the floor. She has been an incredible addition to our team.

We are sad to announce the Library Assistant Carrie Marhefke is leaving us for warmer weather in South Carolina with her husband. Carrie will be with us until her move in mid-November. This fall she will be celebrating her sixth anniversary with us before she leaves. We wish her the best!

We have already posted Carrie's position internally in hopes of cross training before she leaves. If no internal candidates apply, we will open the position externally.





# Adult Services Librarian Report

## Programming

### Alzheimer's Education Series

Courtney from St. Paul Elder services has continued teaching her programs regarding various dementia topics. September's classes covered understanding alzheimer's and dementia, and 10 warning sign of dementia.

### Recyclist

Lora and her team from Recyclist returned and hosted another e-bike tryout event. She gave an informative talk about e-bikes and their uses and answered any questions patrons had. Next, each patron got to try the e-bike of their choice in the parking lot of the library.

### Past Perfect Launch Event

This month, the library launched our new local history software Past Perfect. Patrons can find photos hosted in Past Perfect on the library's website. Library local historian Gavin hosted a Past Perfect Open House that instructed the public how to find information using the software.

### Coffee and Conversation – Mayor Penterman

On September 22<sup>nd</sup> Kaukauna Mayor Penterman stopped by to give a presentation on new developments in the city and answer questions from the public. Topics covered included new subdivisions and house, new hotels, plans for upper and lower downtown, the new pool, park upgrades, and much more.



# Youth Services at a Glance

Teacher Packs- 1

Youth Programs- 20

Youth Attendance- 1067

General Interest Programs- 10

General Interest Attendance- 1432

## Program Highlights

Summer Learning Program closed at the end of the month with 693 youth participants! We offered a donation buck as one of the challenge rewards, with 3 community organizations as options. Kaukauna Pool came out as our winner with 204 total donations.

As predicted, our Pokémon Party was an absolute hit! 212 patrons stopped to collect badges, create Pokémon character crafts, and catch a few Pokémon in the scavenger hunt. Our green screen continued to draw a crowd throughout the event, with much excitement.

Our final Minecraft Madness for summer had 75 participants. Perler bead creations are a massive attraction for all ages with this program. Many of our youth attendees even brought in their own devices so they could play online together.

The Lego Challenge Party brought the fun of spatial reasoning, problem solving, and even some math concepts to life for 47 eager patrons. Several stations were available to test their skills and complete challenges!



Figure 1. One of the SLP grand prize

winners

In early August, Hagar the Comfort Dog made his debut at the library, offering cuddles and smiles for all 47 patrons.



Figure 2. A group of children meeting Hagar

## Collaboration Fun

The summer group from Kids Kingdom joined the Kaukauna Public Library for a storytime field trip mid-month. They were able to enjoy the garden after a library tour, with many of the families returning in the evening to check out books. What a success!



Our annual Fairy Walk at 1000 Islands was an absolute blast with Kaukauna Utilities as our sponsor. We were able to book an inflatable obstacle course, DJ Dan, and Dot the Balloon Twister. This year, we added a costume contest, with Mayor Penterman as our guest judge! Attendees of all ages could take a turn with the pedal power bike, with 1005 taking a stroll along the boardwalk to enjoy the Storybook Walk title *Backyard Fairies* by Phoebe Wahl.

Figure 3. Mayor Penterman and Kaukauna Utilities General Manager Michael Avanzi poses with one of the costume contest winners.

## **Continuing Education**

To kick off the month of August, I attended the DPI School and Public Libraries conference held in Marshfield. We focused on successful programming and collaborations in our own communities, and participated in several group brainstorming sessions on how to improve our specific areas of struggle. A highlight for me was the segment on brain development. The research behind neural coupling and the direct link to storytelling was a lightbulb moment. This is such important educational material that we can provide to families to encourage more library engagement.

## Trustee Training 9

### Managing the Library's Money

### Managing the Library's Money

- The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting.
- The board controls and monitors library finances by:
  - Careful development and approval of the budget
  - Review and approval of all library expenditures
  - Review and monitoring of monthly financial statements
  - Development of policies for the handling of gifts and donations
  - Accurate financial reporting
  - Careful attention to financial audits

### Approval of Library Expenditures

- Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund.
- The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

### Approval of Library Expenditures

- The library board approves the annual budget and any budget adjustments necessary during the year
- The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
- The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
- At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
- The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

### Approval of Library Expenditures

- Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

### Financial Statements

- To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand.
- Reports should contain:
  - Last month and year-to-date expenditures for each line item
  - Total income and expenditures last month and year-to-date
  - Budget balances for each line item and the total budget

## Gifts and Donations

- Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.
- Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments.

## Gifts and Donations

- Per 43.58 (7):
  - The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
  - The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
  - The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

## Gifts and Donations

- Per 43.58 (7):
  - The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
  - The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

## Annual Report

- The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control.

## Audit

- In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

## Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?



2023 Statistics									2022 Statistics				
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Circulation	January	February	March	April	May	June	July	August	2023 Y-T-D	August 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	12,137	10,639	10,831	15,836	13,829	13,312	97,172	13,335	96,664	-23	0%
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	2,140	2,236	2,164	16,889	2,013	15,971	151	8%
Hoopla Usage	385	400	450	443	460	464	509	541	3,652	304	1,636	237	78%
Items Loaned	2,188	1,962	2,372	2,311	2,195	2,323	2,446	2,524	18,321	1,865	14,900	659	35%
Items Borrowed	3,096	2,786	3,340	2,834	2,813	3,079	2,786	3,107	23,841	3,240	26,408	-133	-4%
Teacher Packs	4	4	3	2	1	2	1	1	18	2	21	-1	-50%
Door Count	7,079	7,233	9,062	8,484	8,078	9,893	8,092	8,369	66,290	7,889	54,758	480	6%

Services	January	February	March	April	May	June	July	August	2023 Y-T-D	August 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	282	357	280	373	2,359	243	1,774	130	53%
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	1,464	1,330	1,314	11,323	1,303	10,292	11	2%
Youth Programs	13	26	28	25	116	21	17	20	266	20	223	0	-15%
Youth Program Attendance	357	512	855	1,398	3,017	563	800	1,067	8,569	2,525	10,681	-1,458	-68%
Adult Programs	10	14	8	16	14	15	16	13	106	4	63	9	300%
Adult Program Attendance	103	112	131	158	160	150	151	95	1,060	177	927	-82	-15%
General Interest Programs	11	8	4	2	1	14	11	10	61	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	86	1,041	108	1,432	5,647	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	57	58	47	82	488	53	388	29	55%
Study Room	113	139	175	164	121	131	167	141	1,151	97	599	44	45%
Volunteer Hours	108	95	101	124	98	115	92	105	838	98	806	7	7%
Local History Inquiries	15	11	23	10	16	13	13	15	116	15	115	0	0%
Technology Instruction 1:1	11	15	16	13	10	19	9	6	99	8	79	-2	-25%
Proctor	0	0	0	1	0	0	0	0	1	0	5	0	0%
Notary	1	0	0	3	1	3	2	0	10	4	23	-4	-100%

Social Statistics	January	February	March	April	May	June	July	August	2023 Y-T-D	August 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	3,892	4,073	5,398	2,724	2,633	34,863	5,121	34,289	-2,488	-49%
Facebook Page Like	102	36	27	23	27	94	264	142	715	58	460	84	145%
Facebook Followers	-	-	-	6,526	53	-	344	205	7,235	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	23	52	34	50	570	NEW	STAT	NO HIS	TORY
Instagram Followers	683	20	17	15	13	19	8	19	794	NEW	STAT	NO HIS	TORY

Items Held by Library	January	February	March	April	May	June	July	August	Month to Month # +/-	August 2022	# +/-
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	63,943	64,370	67,794	427	61,847	5,947
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	68,664	69,128	69,514	464	66,191	3,323
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	10,772	10,772	10,772	0	10,955	-183

Quarterly Report