

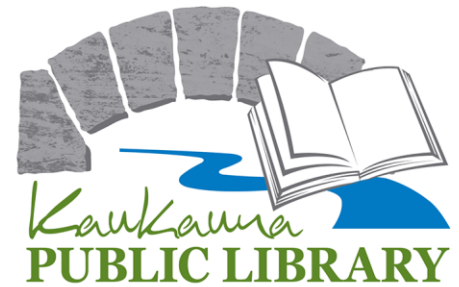
LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 24, 2023 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - [a.](#) Tuesday, November 22, 2022 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - [a.](#) Bill Register November 2022
 - [b.](#) Bill Register December 2022
6. Information Items
 - [a.](#) Director's Report
 - [b.](#) Adult Services Librarian Report
 - [c.](#) Youth Services Librarian Report
 - [d.](#) Technology Coordinator Report
 - [e.](#) Marketing Coordinator Report
 - [f.](#) Local History Report
 - [g.](#) Trustee Topic 2
 - [h.](#) Statistics
 - [i.](#) Investment Report
7. Adjournment

NOTICES

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

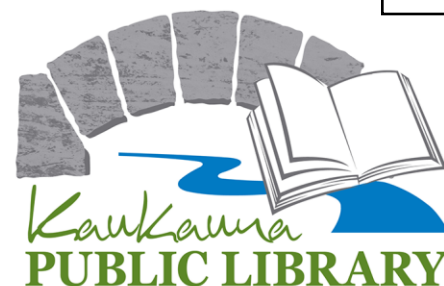
In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

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

Meeting ID: 820 7216 9200

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LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 22, 2022 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by President Lucas at 5:35p.
2. Roll call of membership
 - a. Present: J. Lucas, M. Kilgas, J. Vondracek, C. Van Boxtel, A. Neumeier, J. Van De Hey, K. Hietpas, C. Fallona, and A. Thiem-Menning
 - b. Unexcused: Maria Aquirre
3. Approval of minutes from previous meeting
 - a. Tuesday, October 25, 2022 Meeting Minutes
 - i. C. Fallona made a motion to approve the Tuesday, October 25, 2022 Meeting Minutes seconded by C. Van Boxtel. Motion carries, all in favor.
 - b. Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(e)
 - i. M. Kilgas made a motion to approve the Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(e), seconded by A. Neumeier. Motion carries, all in favor.
 - c. Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(c)
 - i. C. Fallona made a motion to approve the Tuesday, October 25, 2022 Closed Session Meeting Minutes under 19.85(1)(c), seconded by K. Hietpas. Motion carries, all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register October 2022
 - i. J. Vondracek made a motion to approve the Bill Register October 2022, seconded by M. Kilgas. Motion carries, all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning reported that we would be posting a Library Assistant: Hispanic Outreach Coordinator with the open part-time position, formerly a Library Assistant: Programmer position.
 - b. 2023-2026 Marketing Plan
 - i. A. Schneider and J. Schink made a Marketing Plan as part of the marketing grant they were awarded prior to her resignation. The group has selected an educator focus for targeted marketing in 2023, which coincides nicely with the hiring of the Youth Services Librarian.
 - c. Adult Services Librarian's Report

- d. Trustee Topic 1
 - i. Director Thiem-Menning has been adding a chapter of the DPI Trustee Handbook in every board packet. We have run through the handbook once now and will continue to cycle through the booklet as a refresher at each meeting.
 - e. Statistics
 - i. A. Thiem-Menning noted that there are still a lot of very old accounts with lost items that are being deleted from the system and that the project will take several months to complete.
 - ii. J. Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries, all in favor.
7. Adjournment
- a. Meeting adjourned at 6:00p.

Join Zoom Meeting

<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

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Kaukauna Public Library

2022 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	\$ 19.17	\$ 280.00	\$ 80.75	\$ 1.00	\$ 380.92					\$ 380.92	\$ 105.78
February	\$ 9.39	\$ 354.46	\$ 45.30	\$ 1.00	\$ 410.15					\$ 410.15	\$ 71.06
March	\$ 1.69	\$ 333.75	\$ 75.75	\$ 1.00	\$ 412.19					\$ 412.19	\$ 77.98
April	\$ 31.76	\$ 485.14	\$ 72.70	\$ 1.00	\$ 590.60	\$ 92,735.50	\$ 82,081.00	\$ 23,687.00	\$ 198,503.50	\$ 199,094.10	\$ 52.45
May	\$ 23.21	\$ 496.10	\$ 60.00	\$ 3.00	\$ 582.31					\$ 582.31	\$ 63.33
June	\$ 26.99	\$ 292.10	\$ 48.50	\$ 53.00	\$ 420.59					\$ 420.59	\$ 31.14
July	\$ 38.81	\$ 354.41	\$ 70.70	\$ 2.00	\$ 465.92					\$ 465.92	\$ 137.87
August	\$ 35.06	\$ 554.87	\$ 43.85	\$ 2.00	\$ 635.78	\$ 92,753.50			\$ 92,753.50	\$ 93,389.28	\$ 74.11
September	\$ 21.61	\$ 352.74	\$ 58.60	\$ 15.00	\$ 447.95					\$ 447.95	\$ 366.66
October	\$ 38.84	\$ 471.91	\$ 39.00	\$ 8.00	\$ 557.75					\$ 557.75	\$ 78.50
November	\$ 31.68	\$ 483.68	\$ 98.00	\$ 3.00	\$ 616.36					\$ 616.36	\$ 182.83
Totals	\$ 278.22	\$ 4,459.16	\$ 693.15	\$ 90.00	\$ 5,520.53	\$185,489.00	\$82,081.00	\$23,687.00	\$291,257.00	\$ 296,777.53	\$ 1,241.70
2022 Budget	\$500.00	\$1,600.00	\$500.00	\$50.00	\$2,650.00	\$185,507.00	\$82,081.00	\$23,687.00	\$291,275.00		
Balance	(\$221.78)	\$2,859.16	\$193.15	\$40.00	\$ 2,870.53	(\$18.00)	\$0.00	\$0.00	(\$18.00)	\$296,777.53	\$ 1,241.70
<i>% of Budget Accrued</i>	56%	279%	139%	180%	208%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User: lizf
 Printed: 1/16/2023 - 3:58 PM
 Period: 11, 2022
 Fiscal Year: 2022
 JE Number: 0



Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
11/23/2022	GL	11	65 REGULAR PAYROLL	DR	19,422.35					
11/23/2022	GL	11	65 HOLIDAY PAY	DR	68.20					
11/10/2022	GL	11	64 REGULAR PAYROLL	DR	20,203.07					
101-55110-5101			Regular Payroll	512,181.00	39,693.62	447,489.30	64,691.70	0.00	64,691.70	12.63
11/23/2022	GL	11	65 PART-TIME/SEASONAL	DR	600.54					
11/23/2022	GL	11	65 POLL WORKER	DR	225.00					
11/30/2022	GL	11	96 11/8/22 Election Worker - GERALYR	CR	225.00					
11/10/2022	GL	11	64 PART-TIME/SEASONAL	DR	1,103.65					
101-55110-5104			Temporary Payroll	9,277.00	1,704.19	20,005.20	-10,728.20	0.00	-10,728.20	-115.64
101-55110-5107			Overtime Pay	0.00	0.00	50.36	-50.36	0.00	-50.36	0.00
11/23/2022	GL	11	65 LONGEVITY PAY	DR	25.00					
11/10/2022	GL	11	64 LONGEVITY PAY	DR	1,128.10					
101-55110-5119			Longevity Pay	0.00	1,153.10	1,153.10	-1,153.10	0.00	-1,153.10	0.00
11/23/2022	GL	11	65 WI RETIREMENT	DR	833.63					
11/30/2022	GL	11	98 Interest for S. Miller 2021 Contrib	DR	16.26					
11/10/2022	GL	11	64 WI RETIREMENT	DR	1,053.24					
101-55110-5151			Retirement Plan	23,160.00	1,903.13	22,675.27	484.73	0.00	484.73	2.09
11/23/2022	GL	11	65 RESIDENCY	DR	86.24					
11/10/2022	GL	11	64 RESIDENCY	DR	129.79					
101-55110-5152			Residency	2,435.00	216.03	2,156.44	278.56	0.00	278.56	11.44
11/10/2022	GL	11	64 MEDICARE	DR	316.35					
11/10/2022	GL	11	64 SOCIAL SECURITY	DR	875.59					

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
11/23/2022 GL 11 65			MEDICARE	DR	297.94					
11/23/2022 GL 11 65			SOCIAL SECURITY	DR	895.17					
101-55110-5154			Social Security	29,518.00	2,385.05	25,629.06	3,888.94	0.00	3,888.94	13.17
11/10/2022 GL 11 64			GROUP HEALTH INSURAN	DR	4,532.26					
101-55110-5157			Group Health Insurance	65,684.00	4,532.26	59,668.86	6,015.14	0.00	6,015.14	9.16
11/10/2022 GL 11 64			GROUP LIFE INSURANCE	DR	38.16					
101-55110-5160			Group Life Insurance	520.00	38.16	438.73	81.27	0.00	81.27	15.63
11/23/2022 GL 11 65			WORKERS COMPENSATION	DR	34.63					
11/10/2022 GL 11 64			WORKERS COMPENSATION	DR	42.60					
101-55110-5163			Workers Compensation	991.00	77.23	923.49	67.51	0.00	67.51	6.81
101-55110-5166			Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5208			Travel - City Business	1,400.00	0.00	2,538.26	-1,138.26	0.00	-1,138.26	-81.30
101-55110-5211			Education & Memberships	1,030.00	0.00	838.53	191.47	0.00	191.47	18.59
11/23/2022 GL 11 65			CELL REIMBURSEMENT	DR	25.00					
101-55110-5303			Communications	300.00	25.00	275.00	25.00	0.00	25.00	8.33
11/18/2022 AP 11 45			Library - October	DR	147.17	Ck: 117850	We Energies			
101-55110-5306			Heating Fuels	6,500.00	147.17	4,697.05	1,802.95	0.00	1,802.95	27.74
11/11/2022 AP 11 26			Water, Sewer, Electric - Library 20	DR	1,337.64	Ck: 117688	Kaukauna Utilities			
101-55110-5309			Water Sewer & Electric	14,200.00	1,337.64	13,540.11	659.89	0.00	659.89	4.65
11/4/2022 AP 11 5			November - Maintenance	DR	8,820.00		Grand Kakalin LLC			
101-55110-5312			Maintenance - Buildings	130,000.00	8,820.00	113,124.00	16,876.00	0.00	16,876.00	12.98
11/4/2022 AP 11 5			November - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	131,923.00	11,993.00	0.00	11,993.00	8.33
11/11/2022 AP 11 26			Janitorial Services - November	DR	2,122.90	Ck: 117669	Advanced Maintenance Solutions			
101-55110-5325			Contractual Services	28,400.00	2,122.90	25,536.59	2,863.41	0.00	2,863.41	10.08
11/11/2022 AP 11 26			November 22 Ad	DR	175.00	Ck: 117683	Fox Cities Magazine			
101-55110-5328			Advertising	1,050.00	175.00	754.12	295.88	0.00	295.88	28.18

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5331			General Insurance	7,847.00	0.00	7,847.00	0.00	0.00	0.00	0.00
101-55110-5332			Shared Service Allocation	94,151.00	0.00	94,142.00	9.00	0.00	9.00	0.01
11/4/2022	AP	11	5 Office Supplie	DR	85.43	Ck: 117622	Cardmember Service			
101-55110-5401			Office Supplies	5,000.00	85.43	4,109.23	890.77	0.00	890.77	17.82
101-55110-5402			Desktop Printing Expense	3,000.00	0.00	3,894.51	-894.51	0.00	-894.51	-29.82
11/18/2022	AP	11	45 RFID Tags (2)	DR	500.00	Ck: 117782	Little Chute Public Library			
11/4/2022	AP	11	5 Data Processing Supplies	DR	50.00	Ck: 117622	Cardmember Service			
101-55110-5422			Data Processing Supplies	3,500.00	550.00	3,316.73	183.27	0.00	183.27	5.24
11/4/2022	AP	11	5 Postage	DR	20.46	Ck: 117622	Cardmember Service			
101-55110-5431			Postage	800.00	20.46	784.59	15.41	0.00	15.41	1.93
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/4/2022	AP	11	5 Library Materials	DR	355.30	Ck: 117622	Cardmember Service			
11/4/2022	AP	11	5 October	DR	349.08	Ck: 117659	Sprint			
11/4/2022	AP	11	5 Annual Subscription WSJ	DR	659.88	Ck: 117664	The Wall Street Journal			
11/11/2022	AP	11	26 Books	DR	59.82	Ck: 117687	Ingram			
11/11/2022	AP	11	26 Books	DR	19.78	Ck: 117687	Ingram			
11/11/2022	AP	11	26 Books	DR	108.50	Ck: 117687	Ingram			
11/11/2022	AP	11	26 Books	DR	57.43	Ck: 117687	Ingram			
11/11/2022	AP	11	26 Library Materials	DR	648.17	Ck: 117693	Midwest Tape			
11/11/2022	AP	11	26 DVD's	DR	22.49	Ck: 117693	Midwest Tape			
11/11/2022	AP	11	26 DVD's	DR	23.24	Ck: 117693	Midwest Tape			
11/18/2022	AP	11	45 Books	DR	1,906.01	Ck: 117765	Ingram			
11/18/2022	AP	11	45 Books	DR	778.58	Ck: 117765	Ingram			
11/18/2022	AP	11	45 Books	DR	96.58	Ck: 117765	Ingram			
11/18/2022	AP	11	45 Books	DR	22.19	Ck: 117765	Ingram			
11/18/2022	AP	11	45 DVD's	DR	29.99	Ck: 117794	Midwest Tape			
11/18/2022	AP	11	45 DVD's	DR	66.96	Ck: 117794	Midwest Tape			
11/18/2022	AP	11	45 DVD's	DR	135.94	Ck: 117794	Midwest Tape			
11/18/2022	AP	11	45 Books	DR	171.58	Ck: 117785	Maris Associates			
11/18/2022	AP	11	45 CD Cases & UnCD's	DR	86.98	Ck: 117793	MicroMarketing LLC			
11/18/2022	AP	11	45 2 Year Subscription	DR	80.00	Ck: 117839	Times-Villager			
101-55110-5441			Library Materials	63,552.00	5,678.50	47,071.94	16,480.06	0.00	16,480.06	25.93

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
11/4/2022	AP	11	5 Copier Service	DR	274.09	Ck: 117643	Marco			
11/4/2022	AP	11	5 Service Contracts	DR	19.99	Ck: 117622	Cardmember Service			
101-55110-5442			Service Contracts	46,795.00	294.08	45,976.27	818.73	0.00	818.73	1.75
11/4/2022	AP	11	5 Chad Lewis Program	DR	300.00	Ck: 117642	Chad Lewis			
11/4/2022	AP	11	5 Library Programs	DR	291.16	Ck: 117622	Cardmember Service			
101-55110-5444			Library Programs	2,000.00	591.16	2,130.19	-130.19	0.00	-130.19	-6.51
101-55110-5499			Miscellaneous	400.00	0.00	639.51	-239.51	0.00	-239.51	-59.88
101-55110-5804			Office Equipment	4,000.00	0.00	4,010.85	-10.85	0.00	-10.85	-0.27
55110			Public Library	1,201,607.00	83,543.11	1,087,339.29	114,267.71	0.00	114,267.71	9.51

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	83,543.11	1,087,339.29	114,267.71	0.00	114,267.71	9.51

Kaukauna Public Library

2022 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	\$ 19.17	\$ 280.00	\$ 80.75	\$ 1.00	\$ 380.92					\$ 380.92	\$ 105.78
February	\$ 9.39	\$ 354.46	\$ 45.30	\$ 1.00	\$ 410.15					\$ 410.15	\$ 71.06
March	\$ 1.69	\$ 333.75	\$ 75.75	\$ 1.00	\$ 412.19					\$ 412.19	\$ 77.98
April	\$ 31.76	\$ 485.14	\$ 72.70	\$ 1.00	\$ 590.60	\$ 92,735.50	\$ 82,081.00	\$ 23,687.00	\$ 198,503.50	\$ 199,094.10	\$ 52.45
May	\$ 23.21	\$ 496.10	\$ 60.00	\$ 3.00	\$ 582.31					\$ 582.31	\$ 63.33
June	\$ 26.99	\$ 292.10	\$ 48.50	\$ 53.00	\$ 420.59					\$ 420.59	\$ 31.14
July	\$ 38.81	\$ 354.41	\$ 70.70	\$ 2.00	\$ 465.92					\$ 465.92	\$ 137.87
August	\$ 35.06	\$ 554.87	\$ 43.85	\$ 2.00	\$ 635.78	\$ 92,753.50			\$ 92,753.50	\$ 93,389.28	\$ 74.11
September	\$ 21.61	\$ 352.74	\$ 58.60	\$ 15.00	\$ 447.95					\$ 447.95	\$ 366.66
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November	\$ 31.68	\$ 483.68	\$ 98.00	\$ 3.00	\$ 616.36					\$ 616.36	\$ 182.83
December	\$ 1.19	\$ 438.45	\$ 45.50	\$ 13.00	\$ 498.14					\$ 498.14	\$ 46.99
Totals	\$ 279.40	\$ 4,897.61	\$ 738.65	\$ 103.00	\$ 6,018.66	\$185,489.00	\$82,081.00	\$23,687.00	\$291,257.00	\$ 297,275.66	\$ 1,288.70
2022 Budget	\$500.00	\$1,600.00	\$500.00	\$50.00	\$2,650.00	\$185,507.00	\$82,081.00	\$23,687.00	\$291,275.00		
Balance	(\$220.60)	\$3,297.61	\$238.65	\$53.00	\$ 3,368.66	(\$18.00)	\$0.00	\$0.00	(\$18.00)	\$297,275.66	\$ 1,288.70
<i>% of Budget Accrued</i>	56%	306%	148%	206%	227%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User: lizf
 Printed: 1/16/2023 - 4:01 PM
 Period: 12 to 15, 2022
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 JE Number: 0



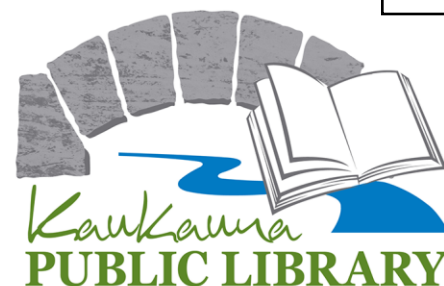
Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
12/22/2022	GL	12	103 REGULAR PAYROLL	DR	18,776.71					
12/22/2022	GL	12	103 HOLIDAY PAY	CR	68.20					
12/8/2022	GL	12	102 HOLIDAY PAY	DR	2,100.40					
12/8/2022	GL	12	102 REGULAR PAYROLL	DR	16,591.33					
12/22/2022	GL	12	103 HOLIDAY PAY	DR	68.20					
101-55110-5101			Regular Payroll		37,468.44	484,957.74	27,223.26	0.00	27,223.26	5.32
12/22/2022	GL	12	103 PART-TIME/SEASONAL	DR	622.10					
12/8/2022	GL	12	102 PART-TIME/SEASONAL	DR	610.79					
101-55110-5104			Temporary Payroll		1,232.89	21,238.09	-11,961.09	0.00	-11,961.09	-128.93
101-55110-5107			Overtime Pay		0.00	50.36	-50.36	0.00	-50.36	0.00
101-55110-5119			Longevity Pay		0.00	1,153.10	-1,153.10	0.00	-1,153.10	0.00
12/8/2022	GL	12	102 WI RETIREMENT	DR	905.98					
12/22/2022	GL	12	103 WI RETIREMENT	DR	911.06					
101-55110-5151			Retirement Plan		1,817.04	24,492.31	-1,332.31	0.00	-1,332.31	-5.75
12/22/2022	GL	12	103 RESIDENCY	DR	102.03					
12/8/2022	GL	12	102 RESIDENCY	DR	101.74					
101-55110-5152			Residency		203.77	2,360.21	74.79	0.00	74.79	3.07
12/8/2022	GL	12	102 SOCIAL SECURITY	DR	719.75					
12/22/2022	GL	12	103 MEDICARE	DR	275.20					
12/22/2022	GL	12	103 SOCIAL SECURITY	DR	724.60					
12/8/2022	GL	12	102 MEDICARE	DR	273.81					
101-55110-5154			Social Security		1,993.36	27,622.42	1,895.58	0.00	1,895.58	6.42

Account Number		FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
12/22/2022	GL	12	103	GROUP HEALTH INSURAN	DR	2,439.76					
12/8/2022	GL	12	102	GROUP HEALTH INSURAN	DR	2,573.76					
101-55110-5157				Group Health Insurance	65,684.00	5,013.52	64,682.38	1,001.62	0.00	1,001.62	1.52
12/8/2022	GL	12	102	GROUP LIFE INSURANCE	DR	20.24					
12/22/2022	GL	12	103	GROUP LIFE INSURANCE	DR	20.24					
101-55110-5160				Group Life Insurance	520.00	40.48	479.21	40.79	0.00	40.79	7.84
12/22/2022	GL	12	103	WORKERS COMPENSATION	DR	36.85					
12/8/2022	GL	12	102	WORKERS COMPENSATION	DR	36.69					
101-55110-5163				Workers Compensation	991.00	73.54	997.03	-6.03	0.00	-6.03	-0.61
101-55110-5166				Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5208				Travel - City Business	1,400.00	0.00	2,538.26	-1,138.26	0.00	-1,138.26	-81.30
12/30/2022	AP	12	106	Memberships	CR	159.00	Ck: 118093	Cardmember Service			
101-55110-5211				Education & Memberships	1,030.00	-159.00	679.53	350.47	0.00	350.47	34.03
12/22/2022	GL	12	103	CELL REIMBURSEMENT	DR	25.00					
101-55110-5303				Communications	300.00	25.00	300.00	0.00	0.00	0.00	0.00
12/31/2022	AP	12	182	December Gas - Library	DR	1,696.92	Ck: 118245	We Energies			
12/16/2022	AP	12	45	October Gas Service - 207 Thilma	DR	746.68	Ck: 118038	We Energies			
101-55110-5306				Heating Fuels	6,500.00	2,443.60	7,140.65	-640.65	0.00	-640.65	-9.86
12/9/2022	AP	12	25	Water, Sewer, & Electric - Library	DR	1,048.43	Ck: 117949	Kaukauna Utilities			
12/31/2022	AP	12	140	Water, Sewer, & Electric - Library	DR	1,169.43	Ck: 118145	Kaukauna Utilities			
101-55110-5309				Water Sewer & Electric	14,200.00	2,217.86	15,757.97	-1,557.97	0.00	-1,557.97	-10.97
12/16/2022	AP	12	45	Phones	DR	272.63	Ck: 118012	Amplitel Technologies LLC			
12/9/2022	AP	12	25	December - Maintenance	DR	8,820.00		Grand Kakalin LLC			
101-55110-5312				Maintenance - Buildings	130,000.00	9,092.63	122,216.63	7,783.37	0.00	7,783.37	5.99
12/9/2022	AP	12	25	December - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313				Lease - Buildings	143,916.00	11,993.00	143,916.00	0.00	0.00	0.00	0.00
12/9/2022	AP	12	25	Monthly Service Contract	DR	42.46	Ck: 117887	Advanced Maintenance Solutions			
12/9/2022	AP	12	25	Monthly Service Contract	DR	2,165.36	Ck: 117887	Advanced Maintenance Solutions			
12/2/2022	AP	12	1	Contractual Services	DR	211.31	Ck: 117867	Cardmember Service			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5325			Contractual Services	28,400.00	2,419.13	27,955.72	444.28	0.00	444.28	1.56
101-55110-5328			Advertising	1,050.00	0.00	754.12	295.88	0.00	295.88	28.18
101-55110-5331			General Insurance	7,847.00	0.00	7,847.00	0.00	0.00	0.00	0.00
101-55110-5332			Shared Service Allocation	94,151.00	0.00	94,142.00	9.00	0.00	9.00	0.01
12/2/2022	AP	12	1 J. Berven Business Cards	DR	33.50	Ck: 117877	Insta Prints Plus, Inc.			
12/30/2022	AP	12	106 Office Supplies	DR	131.66	Ck: 118093	Cardmember Service			
12/2/2022	AP	12	1 Office Supplies	DR	620.24	Ck: 117867	Cardmember Service			
101-55110-5401			Office Supplies	5,000.00	785.40	4,894.63	105.37	0.00	105.37	2.11
101-55110-5402			Desktop Printing Expense	3,000.00	0.00	3,894.51	-894.51	0.00	-894.51	-29.82
101-55110-5422			Data Processing Supplies	3,500.00	0.00	3,316.73	183.27	0.00	183.27	5.24
12/30/2022	AP	12	106 Postage	DR	21.67	Ck: 118093	Cardmember Service			
12/2/2022	AP	12	1 Postage	DR	60.00	Ck: 117867	Cardmember Service			
101-55110-5431			Postage	800.00	81.67	866.26	-66.26	0.00	-66.26	-8.28
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/16/2022	AP	12	45 Hoopla - Digital Account	DR	668.03	Ck: 118031	Midwest Tape			
12/30/2022	AP	12	106 Library Materials	DR	1,064.48	Ck: 118093	Cardmember Service			
12/31/2022	AP	12	140 Books	DR	177.80	Ck: 118144	Ingram			
12/31/2022	AP	12	140 Books	DR	66.24	Ck: 118144	Ingram			
12/31/2022	AP	12	140 Books	DR	155.45	Ck: 118144	Ingram			
12/31/2022	AP	12	140 Library Materials	DR	204.44	Ck: 118129	Cavendish Square			
12/31/2022	AP	12	182 Books	DR	5.56	Ck: 118200	Ingram			
12/31/2022	AP	12	182 Books	DR	38.62	Ck: 118200	Ingram			
12/31/2022	AP	12	182 Library Materials	DR	645.01	Ck: 118214	Midwest Tape			
12/16/2022	AP	12	45 DVD	DR	23.24	Ck: 118031	Midwest Tape			
12/2/2022	AP	12	1 Library Materials	DR	350.97	Ck: 117867	Cardmember Service			
12/9/2022	AP	12	25 Books	DR	56.20	Ck: 117939	Ingram			
12/9/2022	AP	12	25 Books	DR	2,546.35	Ck: 117939	Ingram			
12/9/2022	AP	12	25 Books	DR	145.49	Ck: 117939	Ingram			
12/9/2022	AP	12	25 Books	DR	97.22	Ck: 117939	Ingram			
12/9/2022	AP	12	25 Books	DR	1,607.12	Ck: 117939	Ingram			
12/9/2022	AP	12	25 DVD's	DR	128.45	Ck: 117964	Midwest Tape			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
12/9/2022	AP	12	25 Internet	DR	277.50	Ck: 117988	Sprint			
12/16/2022	AP	12	45 Books	DR	212.45	Ck: 118028	Ingram			
12/16/2022	AP	12	45 Books	DR	124.41	Ck: 118028	Ingram			
12/16/2022	AP	12	45 Books	DR	200.35	Ck: 118028	Ingram			
12/16/2022	AP	12	45 Books	DR	233.83	Ck: 118028	Ingram			
12/31/2022	AP	12	182 UnCD	DR	15.00	Ck: 118213	MicroMarketing LLC			
12/31/2022	AP	12	182 December 2022	DR	302.80	Ck: 118231	Sprint			
101-55110-5441			Library Materials	63,552.00	9,347.01	56,418.95	7,133.05	0.00	7,133.05	11.22
12/31/2022	AP	12	182 Copier Service - December 22	DR	1,116.55	Ck: 118211	Marco			
12/16/2022	AP	12	45 Copier Contract	DR	248.09	Ck: 118029	Marco			
101-55110-5442			Service Contracts	46,795.00	1,364.64	47,340.91	-545.91	0.00	-545.91	-1.17
12/30/2022	AP	12	106 Library Programs	DR	246.78	Ck: 118093	Cardmember Service			
12/2/2022	AP	12	1 Library Programs	DR	255.04	Ck: 117867	Cardmember Service			
101-55110-5444			Library Programs	2,000.00	501.82	2,632.01	-632.01	0.00	-632.01	-31.60
101-55110-5499			Miscellaneous	400.00	0.00	639.51	-239.51	0.00	-239.51	-59.88
101-55110-5804			Office Equipment	4,000.00	0.00	4,010.85	-10.85	0.00	-10.85	-0.27
55110			Public Library	1,201,607.00	87,955.80	1,175,295.09	26,311.91	0.00	26,311.91	2.19

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	87,955.80	1,175,295.09	26,311.91	0.00	26,311.91	2.19



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 1/18/23
 Re: 2022 Goals Review

Goal 1: Train staff and public on the new discovery layer.

Our “discovery layer” is the software that displays our holdings; what you see displayed on InfoSoup. We have been successfully using Bibliocommons for a long time now. For the most part, it seems to be well received by patrons and is definitely an upgrade from our previous software. Improvements include the search bar functionality, not having journal articles displayed in the middle of a materials search, and consolidation of materials by type and title. The software is not perfect though. It does take more mouse clicks to get to the information we want. We still receive a few questions from patrons on how to navigate it, but for the most part, people have easily caught on to the changes.

Goal 2: Begin implementing strategic plan.

The strategic plan has served as a roadmap for so many things. It was especially helpful during budget season, because our plan includes figures for specific lines. I keep a copy of the strategic plan right next to my computer at my desk and I reference it a lot. Goal one in the plan was to build collections and based on some older figures, we can now say that we hit Tier 1 compliance with the increase to the materials line this year. But that doesn't mean our work on that line is finished, because I believe that we need to get that line back to what it was in the 2010's, which was near \$110,000. We continue to have a poor loan/borrow ratio within OWLS. Part of our agreement to be a part of the system is to maintain a healthy borrowing rate. At a minimum, we should be lending out materials as much as patrons are borrowing them from other libraries, but we continue to be borrowing more than we lend. This is unfair to other libraries and should not be happening given our status as the second largest library in our system. We should be lending more and borrowing less given our municipality size. Correcting this does mean continuing to increase the materials budget line annually.

Goal two, was expanded access, which we put into motion early this year with an operational hours increase.

Goal three, is to increase engagement, a part of which included staffing. While we may have deviated a bit from our plan with the shift from Assistant Director to no Assistant Director position, we now have a Youth Services Librarian, which was part of the plan. We hope to bring the Assistant Director position back in the future. Staffing continues to be a serious issue here, which is highlighted by how far over budget we went in our on-call staffing line. We also pledged to increase the diversity of our staff and we are currently in the process of hiring our first Hispanic Outreach Coordinator.

Goal four, is advocacy. We have a five-year marketing plan in place and are currently setting our goals for targeting educators for 2023. We also increased the budget in the marketing line by \$500.

Goal five, was to create connections. This included creating a programming survey, which will be completed this spring. We also planned to add \$1000 to our programming budget, which we did for 2023.

Goal 3: Update the policy handbook.

I could not determine what changes the previous Library Director had made to our policy handbook versus the City handbook. I am aware that any such changes were likely because of Statute 43. I worked with HR to include documentation in the City handbook that library staff are subject to Statute 43, which the Library Board did adopt in 2022. Now City HR has one less handbook to consult.

Goal 4: Clean up patron databases and physical files.

The physical files we keep have been gone through in their entirety. Library Assistant Rachel came up with a great filing system for applications that were missing information, which we now keep at the front desk to update if those patrons come in. Then their card can go back into the large physical file when completed. This goal was not completed in its entirety. I was not expecting the large amount of records with issues and these issues have to be manually dealt with, sometimes requiring me to email multiple libraries and wait for an email response in regards to purging their old bills. Those records will be dealt with in 2023.

Goal 5: Implement Capital Improvement Project: Library Safety and Security Upgrade.

This goal was completed on time in 2022. We now have shatterproof glass in the entryway, staff radios, nine additional cameras, and an electric strike. This project came in under budget by \$20,080.09.

Goal 6: Begin needs assessment of the current collections.

This work was started by our Assistant Director. James has since been running reports with OWLS to continue the project and we currently have weeding lists for our volunteers to work on so we can begin the process of assessing and managing collections. The current workload on staff is such that this project will take several years to complete in terms of collection management, so I do not believe it will be finished in 2023, but we will have at least tackled a full weed of the collection by the end of the year.

Goal 7: Continue to work with the landlord on lease issues.

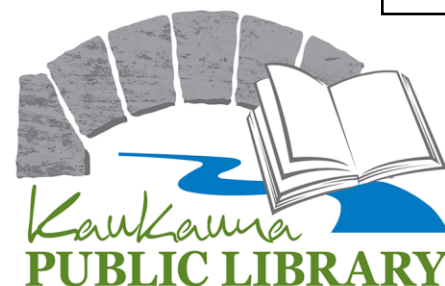
The City and I spent a lot of time working towards this goal in 2022. Before the end of 2022, we did have a signed agreement in regards to the Interactive Learning Garden space. In early 2023, major headway was made and a third lease amendment was signed. More work is needed as we move from a standard

proportionate share model into a tenant directed suite repair and proportionate share maintenance model. I am hoping for resolution of this by the end of 2023. I plan to work with the landlord and his site supervisor on a list of items and actions within the building and suite, which dictates who is responsible for repair and maintenance work.

Overall, the state of the library is quite positive as we end 2022. Most of our statistics continue to increase. We ended the year with 164,070 total circulations, putting us just above pre-pandemic 2019 numbers. I am quite pleased with that recovery time. Not surprisingly, there was a decline in virtual access, as there are no restrictions in our facility any longer, and we did see a slight decline in meeting room usage. With virtual meetings now becoming a normal part of our lives, this is not a surprise to us; however, we continue to see an increase in study room requests and usage. Jenny Schink, our Marketing Coordinator, has put together a nice visual representation of our year in review, which I have included in this packet.

Two areas of focus will remain for the library beyond what we have planned as 2023 goals and our strategic goals. We continue to need to focus our efforts on staffing and we do need to solve the current space issues.





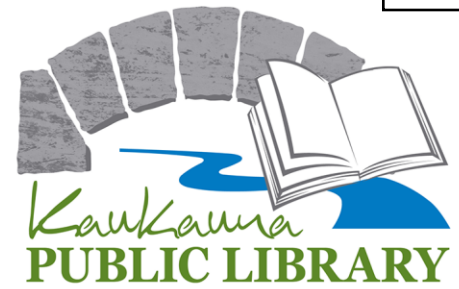
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/17/23
Re: Staffing Updates

On-Call staff member, Jody Becker, resigned on 1/12. We would like to thank her for all her work on our upcoming memory kits and for all her years of service here. We do plan to fill her On-Call position; but we have opted to wait until the next job posting to do so.

Library Assistant, Owen Duescher, will be leaving us sometime in February or March to teach in Japan. Prior to his departure, we plan to post both his position and an on-call position at the same time. It would be ideal if we could overlap staff because we have had an open position since November because of the internal fill for the Youth Services Librarian.

We continue to search for candidates for the Hispanic Outreach Coordinator. We have started interviews and now have a translated poster and social media image to use to market the position. We also boosted the Spanish language job posting on Facebook in an attempt to reach a larger audience.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/12/23
Re: Staff Training Day

The Library will be closed on 2/17 for staff training. Fox Valley Safety will be in for mandatory safety training including workplace ergonomics, walking work surfaces, and blood borne pathogen cleaning.

The City is also utilizing a new system called LocalGovU, which provides the City with the flexibility to offer some of our mandatory safety training online. We are allowed to group train for the online offerings, so staff will also receive the mandatory sexual harassment and blood borne pathogens training as a large group online.

While all this is all happening, we will also be having our carpets and the play mat cleaned.

Our 6/9 closure is set for A.L.I.C.E training with KPD, which will be a good opportunity to test out our new security upgrades.

The 9/15 closure will be the only opportunity we have this year to spend a considerable amount of time on building projects, including shifting work in the stacks, paint touch ups, and other general maintenance that is difficult to do when the building is open to the public. This is also an opportunity to bring vendors in for work, so that we do not have to pay the expensive weekend rates. Stanley Steamer will be back again to clean all the chairs and the play mat as well.

Our 12/1 closure will be CPR/AED and fire safety with KFD. The department is currently in the process of hiring a staff member to conduct trainings, so we are excited to receive this training in-house, which takes the entire day.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 1/18/23
 Re: 2023 Goals and Performance Management

As I write this memo 14 days into the New Year, we are already making advances in our 2023 goals.

Goal 1: Increase operating hours

I will not have data on the 8:00a-9:00a hour door count until the month has passed, but people are aware that we are opening earlier now and are coming into the building. Traffic this hour has been low, but that has made the transition for staff easier. The only staff feedback I have received beyond them not being used to it yet is that when we run our regular morning crew of two part-time staff, the work in the workroom gets backed up, which sets the entire day back in terms of check in. They noted that when we have our on-calls scheduled, that third staff member is helpful because they can keep materials in the back room moving. While we cannot do much about this at this time because our on-call budget has already been set for the year, it is certainly something that I will continue to monitor. With so many programs happening in the morning, it is getting increasingly more difficult to staff with only two part time people, often because one of those part time staff members is running the storytime, which means the second service desk has to be staffed by one of the full time staff. We have been patching in our on-calls during the busy storytime days to give staff a break every other week, but moving forward into another budget cycle, we really need to plan for three part-time staff members on those busy mornings, especially because the second part-time person is often the storytime back up if the programmer is ill.

Goal 2: Create a programming survey for the community

We plan to have a survey in place by spring, with the goal of using the information in the fall semester and beyond. Summer is very different from our regular school year programming and we have many programs already planned based on the theme, so implementing the information in the fall seems the best course of action.

Goal 3: Begin implementing the marketing plan.

We have started to work together to think about potential goals for this plan, for example looking at teacher pack statistics and setting a goal to increase them by a certain number by a certain date. Including the new Youth Services Librarian in this plan will also be important. We hope to have a plan come together within the next month.

Goal 4: Merge the KPL Foundation with the Friends of the Library.

I do have feedback from the City Attorney on the MOA I wrote for the Board to sign with the Friends. Now I am waiting to hear back from the Community Foundation because I realized that I never heard back from them in regards to the Board turning

over those funds to the Friends and if that was even a possibility. It is currently written into the MOA that the Board would agree to do that. In turn, I made sure that the MOA protects those assets so they can only be used by the library and that the funds are used at our discretion. I had hoped to have this MOA to you for this board meeting, but should have the Community Foundation information I need by the February meeting. That is the next piece in my step toward official merger.

Goal 5: Implement a new hire onboarding manual/training program. This will mostly be coming from James as he spends the most time training staff. We could have potentially three new hires to train this spring, so I think this gives us another opportunity to work through the process and then we can begin creating an official manual.

I had my review with Mayor Penterman on 12/28. As department leaders, we were asked to have independent goals as well as departmental goals. Mine for 2023 include:

Goal 1: Complete records purge.

Last year the staff went through all the library card applications we have on file in the old card catalog, roughly 15,000 card applications. Staff looked for issues and set aside problem accounts for me to review. The applications to review included about 500 accounts. These accounts have to be cleaned up manually by hand due to the issues with them. As such, I have been trying to deal with about five accounts a day. Since we share resources, old accounts (some as old as 2007) have billed items from other libraries that cannot be removed without the approval of that library.

Goal 2: Accomplish ten hours of CE towards certification requirements.

Every five years I need to have 100 hour of CE. The Department of Public Instruction also dictates how the hours can be spent. For example, ten of the 100 hours need to be technology training. My hours for 2022 have already been validated by OWLS and sent to the state. My certification needs to be renewed in 2024, and I am on track to have my 100 hours completed in time.

Goal 3: Ensure the success and completion of all departmental goals.

I included this as a goal because as the Director, it is my responsibility to ensure the completion of the five department goals.

Goal 4: Work through the new organizational structure to set procedures for departmental ordering, purchasing, and programming.

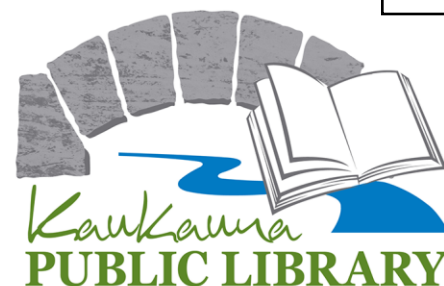
With the temporary termination of the Assistant Director position due to resignation, the organizational structure of the library has vastly changed. The Assistant Director had been managing all library programming, which meant that she could manage and control the spending. Now we have our Adult Services Librarian and our Youth Services Librarian sharing a programming budget line. As such, budgeting is a bit

more complicated now, as the two will have to communicate with one another on expenditures. We also have to factor in that adult programs often cost more due to the supplies; however, there are currently three times more youth programs than adult.

This change will also give us an opportunity to modify how we order and purchase materials. Prior to this, Angela was ordering a mix of materials, and I continued to order for the youth department as well. Now that we have individuals for each department, we are working on more in depth collection management to ensure that we are ordering for collections that are circulating the heaviest and collections that are undersized.

This month we will also determine a core staff goal as well as have staff create their independent goals for the year.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/11/2023
Re: Newsworthy

On 11/29, I was invited to speak on the radio about the Library of Lights at WHBY with Hayley Tenpas. Then on 12/16, I spoke briefly at the Trim Hunger event at the Lawrence Chapel about the Little Free Pantry. On 12/22, Fox 11 stopped in for a brief interview with me regarding the corporate food donation from Bernatello's Foods. Unfortunately, the weather did not cooperate for our planned media drop-off, but we were able to get a shot of the interior of the pantry and the food boxes they donated for Fox 11. The Times Villager also popped in to get a photo of the donation.

On 1/4, our Library was invited to Channel 5 to share some staff book picks, which was done in the studio by our Local Historian, Gavin. Communications Coordinator Schink sent a press release about our Museum of the Lost exhibit, which resulted in an online story from WBAY, a visit from Fox 11 for an interview, an interview with WHBY. It also made the front page of the Time Villager for their 1/11/23 issue.

Of note, the 1/11/23 issue of the Times featured not only our exhibit, but also a donation we received from the American Legion Auxiliary of books for the children's department that teach about the military and patriotism. We are so grateful to the American Legion Auxiliary for their book donations!



Adult Services Librarian Report

Programming

Alzheimer's Education Series

The Kaukauna Library has partnered with St. Paul Elder Services to offer a weekly Alzheimer's Education series aimed at helping both those living with Alzheimer's as well as their caregivers better understand the disease, and offer information to improve one's quality of life while dealing with it. Attendance has steadily been growing and patrons are appreciative that there is a local place they can go to learn more about the subject.

AARP Tax Aide

Though not technically a library program, AARP does use our programming space to help the public file their taxes. They will be back again this year every Thursday starting in February and ending on April 13th.

KASD Cookies and Conversation

In December, KASD Superintendent Mike Slowinski stopped by the library to answer patron's questions about the state of the school district and his relatively new position as superintendent. Next month we will be hosting Police Chief Jamie Graff for the same purpose.

Technology Outreach

I continue to visit the Thompson Center on Lourdes twice a month to teach technology classes. Attendance is better than ever, with 24 attendees on January 9th. Attendance has continued to steadily rise mainly due to attendees spreading the word to friends and family over the years.

I am also happy to report that I am again providing technology classes to St. Paul Elder Services. Once a month I will teach a class on a group-chosen technology topic to a group of older adults who are just beginning to have trouble with their memory.

Volunteers

Three new volunteer positions are in the process of being posted and filled. The library recently welcomed a winter groundskeeper, Tyler, who will help take care of our interactive learning garden. We are also planning to have a volunteer regularly restock our free little pantry and get our hydroponic crop grower operational once again. Additionally, in the near future we hope to get a homebound book deliver volunteer or two to bring books to patrons who can't make it in to visit the library.

It was our pleasure to nominate our volunteer Lynn Holcomb for Kaukauna's Volunteer of the Year. She won and will be honored at the 2023 Kaukauna Services Organization Appreciation Night next month. We are thankful for our generous volunteers!



Volunteer of the Year Lynn Holcomb

Through the coordinating efforts of Volunteer Fox Cities, US Venture (pictured below), recently volunteered to help us take our library of lights down in our interactive learning garden. They helped on Monday, January 16th and Wednesday, January 18th. They did a fantastic job!



US Venture Volunteers

Library Event and Room Management Software

The library implemented our new event and room management software on January 1st. The company is LocalHop, a small company located in Michigan. So far, staff have enjoyed the ability to view lists of patrons registered for events, create events faster and easier, link events with meeting room bookings, and the ability to notify registered patrons of changes to events. Our old software either made these tasks difficult to do or didn't support them at all. The time saved adds up quickly over the many events that we host at the library.

YOUTH SERVICES BRIEFING

I transitioned to Youth Services Librarian on November 17 and things have been wild!

24 programs in November with 695 in attendance and 2 teacher packs.

22 programs in December with 709 in attendance and 2 teacher packs.



We started a Librarian Planned Movie pack display in December that ran for 2 weeks.

17 out of 22 bundles checked out!

Each bundle included 2/3 DVDs as well as cocoa packets and popcorn packs.

I attended the ELL family outreach night at Electa Quinney in December and signed 7 new up patrons for library cards.

Students at NDLC completed several community service projects this year, choosing us as a recipient of four giant bags of gently used stuffed animals and books.

Each stuffed animal was paired with a book and will be out for patron adoption on February 4 to promote Take Your Child to the Library Day.



I took some time and connected with the local youth groups, dropping off program fliers at a few organizations and recruiting for several volunteer opportunities. I will continue promoting special events and programs throughout the community quarterly.

PROGRAM HIGHLIGHTS

Minecraft Night was a huge hit with 58 in attendance! Patrons were so involved with creating their own Perler bead characters and popping into the teen lab to play with their peers. We have had numerous requests for a repeat of this program more than once a year.

Chad Lewis was here and enlightened us with Legends and Lore of Winter drawing 17 patrons into our conference room, and keeping patrons of all ages engaged with stories from around the world.

Dungeons and Dragons Club is off to a running start, each week gaining a few new followers. We anticipate this program to gain even more popularity during the summer!

Dinovember reading challenge encouraged 38 participants to read throughout November, with one lucky winner snagging the giant dino stuffy!

Library of Lights welcomed patrons of all ages to craft and watch the big reveal of lights on December 1 and continued to attract patrons to visit the garden and grab a bird feeder take-and-make all of December.

We hosted two Teen Bingo sessions during winter break. Not a great turnout this time, but we have plans to utilize an alternative program outline and try again this summer!

Exploring Animals with 1000 Islands pulled 40 patrons into the conference room to meet the tortoise and check out some animal pelts.

Technology Notes – January 2023

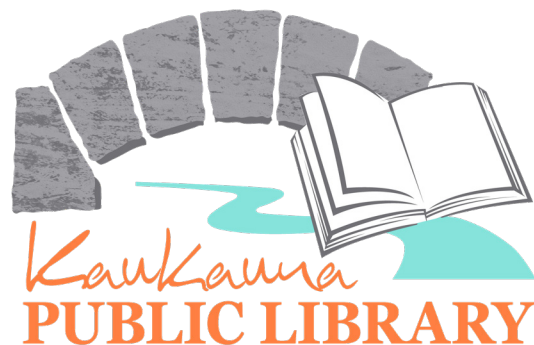
- We are in the process of transitioning over from Past Perfect 5.0 to Past Perfect Online. The data migration process will start soon. When completed, our entire photo collection along with descriptions will be available to the public on our website. It will be MUCH easier for patrons and staff to run searches. If a patron wishes to physically view a photo they can just locate it online, find the location info, and they will know right where to look for it when they come in.
- We will be implementing a new digital signage system soon which will allow us to display program info much quicker and easier than before. We will also be back up to 4 TV displays with the addition of 2 replacements.
- Our conference room AV will soon be given an overhaul. In particular the audio system will be improved and new volume control wall panels will be added so that staff can easily adjust the volume when needed. Both the conference room & digital signage will be done by Camera Corner Connecting Point. They come highly recommended as one of the best companies in the area that do this type of work.
- Our WIFI access points will soon be replaced with newer, updated models.
- We have recently added additional security cameras to give us a better view of previous dead spots. We also now have cameras in the board room, conference room, lobby, and outside the front doors.
- A few of my 2023 goals include upgrading our network files with a new network attached storage system, and to create a staff intranet where commonly accessed items like email, blogs, training materials, and schedules are all in the same location instead of having to visit different sites for each.

Thank You!

Spencer

KAUKAUNA PUBLIC LIBRARY

Item 6.e.



ANNUAL REPORT



MISSION

Item 6.e.

The Kaukauna Public Library educates, inspires, and connects individuals and the community through materials, services, and programs.

VISION

The Kaukauna Public Library will create a welcoming space, offering accessible and inclusive services to our community by connecting and engaging with them as a trusted resource. The Library will be a community leader in supporting the growth and development of individuals as a whole, recognizing the importance of literacy and lifelong learning, as well as mental, emotional, social, and physical wellbeing.

VALUES

At Kaukauna Public Library we strive to be:

Inclusive - our library is for everyone.

Accessible - by removing barriers.

Connected - helping to bring our community together.

Imaginative - inspiring creativity and growth.

Trusted - serving as a respected resource.

Knowledgeable - advancing lifelong learning.



LIBRARY BOARD

Item 6.e.

President

Joseph Lucas

Vice President & Council Representative

Mary Jo Kilgas

Financial Secretary

Jane Vondracek

Secretary

Anna Neumeier

School Board Representative

Kevin Hietpas

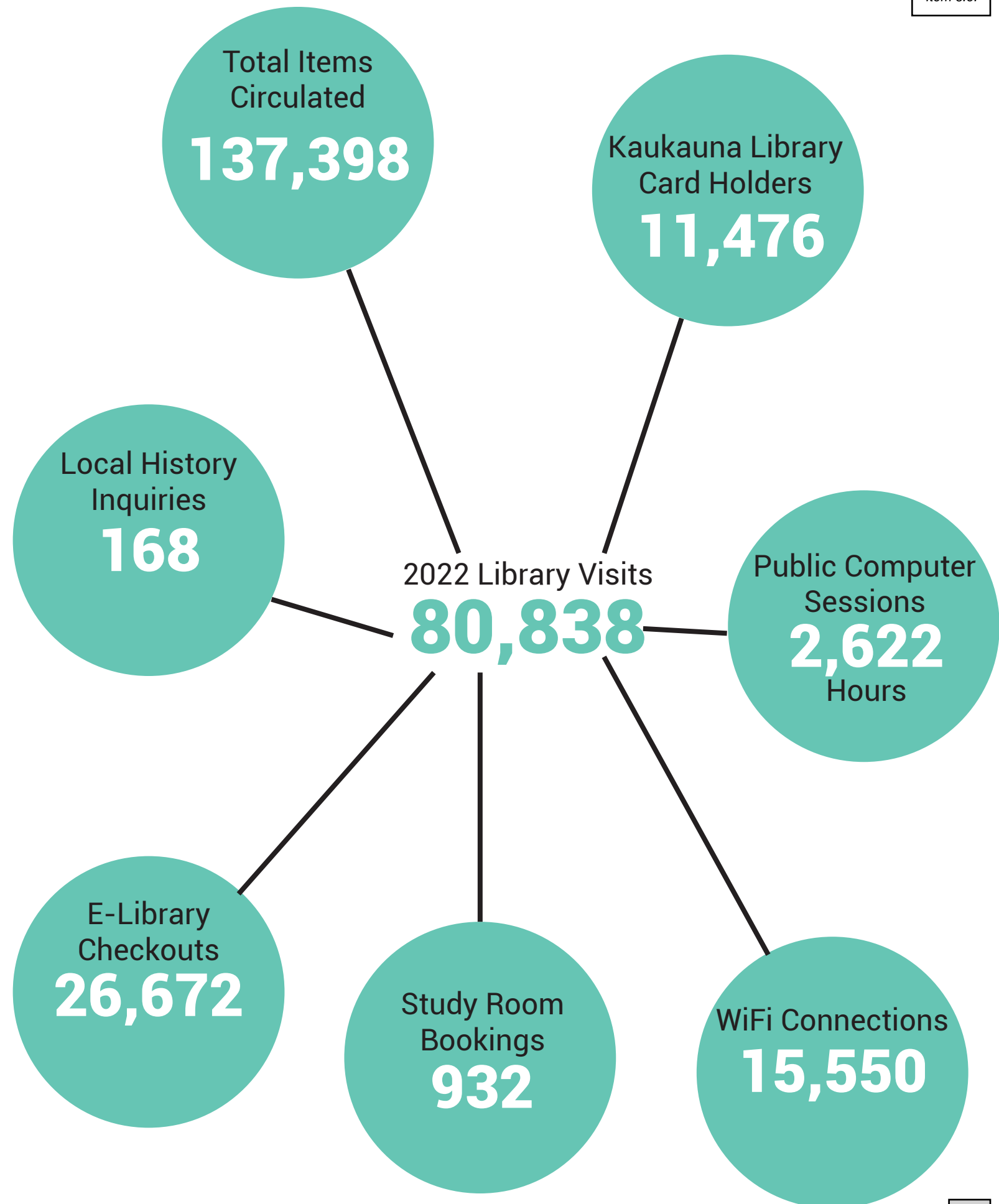
Jim Van De Hey

Carol Van Boxtel

Cindy Fallona

Angela Schneider





PROGRAMMING STATISTICS

Item 6.e.

Total Youth Programs: **325**

Youth Program Participants: **13,893**

Total Adult Programs: **99**

Adult Program Participants: **1,390**



SUMMER LIBRARY PROGRAM

Program Participants: **621** Youth
133 Teens
104 Adults

Free Books Distributed: **1,158**

Summer Feeding Program Lunches Distributed: **1,418**



VOLUNTEERS

Our volunteers are an amazing and dedicated group that give so much back to the community through their work at the library. They help build public awareness of the services offered by the library and strengthen ties to the community we serve.

Total Volunteers: **16**

Volunteer Hours: **1,213**

KPL Volunteers

Al Borchardt	Bruce Mathis
Joyce Diedrich	Dan Nisler
Mary Hague	Penni Pautz
Carl Hett	Cheryl Schneider
Lynn Holcomb	Cyra Schneider
Carol Jochman	Carol VanBoxtel
Alayna Kjentvet	Jane Vondracek
Kelly Liebmann	Donna Wiskow

SOCIAL MEDIA MARKETING

Item 6.e.

Facebook "Likes": **5,773**

Instagram Followers: **681**

TikTok Views (started December 2022): **1,476**



LOCAL MEDIA COVERAGE

WLUK-FOX 11

2-23-22 Local History Winter Storm

8-11-22 School Supply Drive

8-24-22 Fairy Walk

12-3-22 Library of Lights

12-12-22 Little Free Pantry/Bernatello Foods Donation

WFRV-CBS

8-10-22 School Supply Drive

8-24-22 Fairy Walk

WHBY

2-23-22 Fox Cities Reads

4-26-22 Fox Cities Reads

11-29-22 Library of Lights

SPECTRUM 1 NEWS WISCONSIN

3-19-22 Electa Quinney

GRANTS

Item 6.e.

East Asian Grant

\$1,000

Programming Materials

East Asian Grant

\$800

Graphic Novel Collection

Wisconsin Humanities Council

\$10,000

Fox Cities Reads:
There, There by Tommy Orange

IEEE Grant

\$2,500

Circulating STEM Kits

Wisconsin Marketing Grant

\$1,000

Full-color Mailer to 800
Households; Branded Outreach
Kit

ARPA Grant

\$3,385.31

6-Section Book Organizer;
Portable Projector Screen;
Epson Projector; Acoustic
Panels



Local History 2022 Review and Looking Ahead

Gavin Schmitt (local historian)

2022 was a great year for local history. Coming out of pandemic restrictions, we were able to return to in-person events more or less in the same way as before. The monthly history talks have been slow to return, but the walking tours continue to be popular. This past year we added a Kelso Cemetery tour and on one evening 35 people attended (despite a cap of 20). I anticipate adding a new tour each year indefinitely to keep a steady rotation and encourage return walkers.

For 2023, monthly programming will consist of several all-new topics. I'm making a conscious effort to tell more stories of influential women. In the first few months, topics include: Beth Day (author/poet and champion of the first library), the hospital auxiliary, and the three Bell sisters of Grignon Street – one a library director, one a teacher and one the on-staff nurse for Thilmany.

As we enter the New Year, there are two major developments I am excited to share with the public. First, we anticipate launching the public version of Past Perfect in January. As you likely know, Carol VanBoxtel and Mary Hague have been working diligently for many, many, many months adding the 19,000+ photographs in KPL's collection into the Past Perfect database. Up to now, these scans were only accessible from one computer and not publicly available. Prior to their hard work, the photos were physically in binders with little organization – a nightmare for finding any single image in a timely manner. In January, we launch the web version, meaning the database will be searchable from anywhere worldwide. This is huge, to put it mildly.

Second, thanks to the donation of a generous patron, we were able to afford to digitize the entire run of *Kaukauna Sun* and *Kaukauna Times* newspapers (1880-present). This means 140 years of city history will be online and fully keyword-searchable from anywhere in the world. Newspaper editor Brian Roebke has signed off on any copyright concerns, so we're full-steam ahead. While we would still keep the hardcopy microfilm for backup, this change will allow exponentially-improved access for researchers, genealogists, etc. At the time of this writing, I do not know what the pace of this conversion will be or if the company contracted has any backlog, so there is no tentative launch date on our end. The first box of reels will be sent out shortly. I will alert the board when firm information becomes available.

With these two massive projects moving forward, I will be transitioning to what I call Phase Two. Tentative projects on the horizon include:

- A cell phone app to connect the community with historical images and information. Google Maps is open source, meaning developers can freely use the maps and GPS information. I envision a "field trip" app where a symbol appears on a map screen when someone is near a spot of historical significance. Clicking the symbol would bring them to Past Perfect and show them older photos of the spot they are standing on and/or a description of why that site matters. Ideally, I would like to work in conjunction with surrounding libraries and historical societies so the map has a wider usability.
- A "wiki" style database of biographies, organizations and business histories. Over the past five years, I have compiled numerous biographies and histories that are not generally

known to the public or easily accessed. I would like to get these and more online and cross-referenced. This could be as simple as adding the information to Past Perfect rather than creating a series of pages from scratch. At this time, I do not know PP's full capabilities and will explore that following the launch.

- Two Grignon family projects. In conjunction with being on the Grignon Mansion board, I have started on two Grignon-related endeavors. One is a complete genealogy of the family. The current rough draft runs approximately 430 pages, has over 2,000 descendants, is indexed, and is half done *at most*. The other is a directory of known archives containing Grignon documents. Such items are in Detroit, Milwaukee, Chicago, Appleton, Green Bay, and countless other places. Someone could write a comprehensive history of the northwest settlement and fur trade if they had a "road map" to the family documents. I will *not* be writing any such history, but hope to make a valuable road map. Kaukauna's role in this is clear: it was a mandatory stopping point for anyone hoping to reach the Mississippi or further west.
- World War I project. The library has a thorough (though not exhaustive) collection of letters home to Kaukauna during WWI. I've organized them chronologically, and added footnotes to add context for places, battles, etc. In the future, I'd like to add maps and more to create "the Kaukauna experience in World War I." As opposed to WWII or other wars, WWI covered a shorter period of time and fewer theaters, making for a more cohesive story.

Many other ideas are beginning to germinate, so who knows? I truly believe Kaukauna's history is important, fascinating, and (despite this) far too often overlooked. There is no end to the possibilities. As I approach my five year anniversary, I look back on the accomplishments made – due in no small part to our incomparable volunteers – and look forward to growing this small piece of the library's mission. Thank you for giving me such a privilege.

Trustee Training

Chapter 2

Powers and Duties

Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building when authorized.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

Powers and Duties

- Compared with other appointed boards, library boards have extraordinary powers and responsibilities.
- In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government.

Responsibilities of Director

His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Division of Labor

- The library board decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the director, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently.
- Except in extreme situations, library trustees should not discuss library business with employees other than the director. The library board may solicit library staff input on the director's performance as part of a formal evaluation process.

Division of Labor

- Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that "The library board shall audit and approve all expenditures of the public library."
- The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Municipal Involvement

- When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board.
- Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), "The library board shall audit and approve all expenditures" and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill.

Municipal Involvement

- One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money.
- For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Circulation	January	February	March	April	May	June	July	August	September	October	November	2022 Y-T-D	November 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,116	10,949	12,384	12,189	15,697	13,945	13,335	10,517	10,775	10,239	128,195	8,418	115,981	1,821	22%
Overdrive Usage	2,085	1,953	2,196	1,993	1,861	1,825	2,045	2,013	1,873	1,914	1,728	21,486	1,716	20,296	12	1%
Hoopla Usage		107	206	199	259	276	285	304	293	301	370	2,600	New	Service		
Items Loaned	1,734	1,798	2,182	1,809	1,840	1,755	1,917	1,865	1,935	1,902	1,939	20,676	1,537	17,626	402	26%
Items Borrowed	3,219	3,211	3,415	3,629	3,351	3,200	3,143	3,240	3,284	3,047	2,940	35,679	2,962	36,261	-22	-1%
Teacher Packs	4	3	0	3	3	2	4	2	5	3	2	31	3	37	-1	-33%
Door Count	4,371	4,742	6,374	7,028	7,122	9,011	8,221	7,889	5,942	7,329	6,782	74,811	4,348	44,666	2,434	56%
Overdrive Magazine	50	58	61	42	37	35	56	32	45	28	47	491	30	1,042	17	57%

Services	January	February	March	April	May	June	July	August	September	October	November	2022 Y-T-D	November 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	225	280	193	241	225	243	202	214	220	2,410	227	1,972	-7	-3%
Wireless Usage by Session	956	849	1,173	1,414	1,499	1,646	1,452	1,303	1,175	1,353	1,444	14,264	951	10,157	493	52%
Youth Programs	11	18	23	10	88	27	26	20	22	34	24	303	14	275	10	71%
Youth Program Attendance	255	430	594	250	2,494	1,772	2,361	2,525	682	1,126	695	13,184	199	9,236	496	249%
Adult Programs	6	6	9	8	7	13	10	4	8	12	12	95	8	119	4	50%
Adult Program Attendance	39	46	122	62	89	244	148	177	163	144	132	1,366	59	1,421	73	124%
Meeting Room Usage	25	36	51	48	58	57	60	53	39	79	64	570	51	178	13	25%
Study Room	66	54	50	64	81	99	88	97	64	70	109	842	60	315	49	82%
Volunteer Hours	85	83	114	126	130	64	106	98	99	108	117	1,130	118	987	-1	-1%
Local History Inquiries	16	10	17	12	15	16	14	15	12	15	13	155	8	129	5	63%
Technology Instruction 1:1	5	9	13	13	7	16	8	8	9	15	12	115	4	118	8	200%
Proctor	2	0	1	0	1	1	0	0	0	0	0	5	3	3	-3	-100%
Notary	8	3	0	2	1	4	1	4	2	0	0	25	2	27	-2	-100%

Webpage Statistics	January	February	March	April	May	June	July	August	September	October	November	2022 Y-T-D	November 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,349	4,273	4,129	4,159	5,232	4,616	5,121	3,720	3,743	3,566	45,318	3,013	39,225	553	18%
Facebook "Likes"	16	34	80	87	40	83	62	58	61	65	56	642	27	532	29	107%

Items Held by Library	January	February	March	April	May	June	July	August	September	October	November	Month to Month # +/-	November 2021	# +/-
Total Titles Held by Library	59,020	59,312	60,858	60,879	61,076	61,483	61,708	61,847	61,461	61,591	61,693	102	58,300	3,393
Total Items Held by Library	62,888	63,310	64,724	65,064	65,296	65,731	66,006	66,191	65,863	66,032	66,159	127	61,997	4,162
Kaukauna Card Holding Patrons	11,064	11,604	10,431	10,431	10,431	10,955	10,955	10,955	10,955	11,327	11,476	149	11,346	130

Quarterly Report

2022 Statistics	2021 Statistics
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Item 6.h.

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Overdrive Usage	2,085	1,953	2,196	1,993	1,861	1,825	2,045	2,013	1,873	1,914	1,728	1,738	23,224	1,764	22,060	-26	-1%
Hoopla Usage		107	206	199	259	276	285	304	293	301	370	314	2,914	New	Service		
Items Loaned	1,734	1,798	2,182	1,809	1,840	1,755	1,917	1,865	1,935	1,902	1,939	1,924	22,600	1,599	19,225	325	20%
Items Borrowed	3,219	3,211	3,415	3,629	3,351	3,200	3,143	3,240	3,284	3,047	2,940	2,722	38,401	3,104	39,365	-382	-12%
Teacher Packs	4	3	0	3	3	2	4	2	5	3	2	3	34	2	39	1	50%
Door Count	4,371	4,742	6,374	7,028	7,122	9,011	8,221	7,889	5,942	7,329	6,782	6,027	80,838	4,113	48,779	1,914	47%
Overdrive Magazine	50	58	61	42	37	35	56	32	45	28	47	43	534	51	1,093	-8	-16%

Services	January	February	March	April	May	June	July	August	September	October	November	December	2022 Y-T-D	December 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	225	280	193	241	225	243	202	214	220	212	2,622	203	2,175	9	4%
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Youth Programs	11	18	23	10	88	27	26	20	22	34	24	22	325	14	289	8	57%
Youth Program Attendance	255	430	594	250	2,494	1,772	2,361	2,525	682	1,126	695	709	13,893	294	9,530	415	141%
Adult Programs	6	6	9	8	7	13	10	4	8	12	12	4	99	4	123	0	0%
Adult Program Attendance	39	46	122	62	89	244	148	177	163	144	132	24	1,390	32	1,453	-8	-25%
Meeting Room Usage	25	36	51	48	58	57	60	53	39	79	64	22	592	33	211	-11	-33%
Study Room	66	54	50	64	81	99	88	97	64	70	109	90	932	53	368	37	70%
Volunteer Hours	85	83	114	126	130	64	106	98	99	108	117	83	1,213	101	1,088	-18	-18%
Local History Inquiries	16	10	17	12	15	16	14	15	12	15	13	13	168	8	137	5	63%
Technology Instruction 1:1	5	9	13	13	7	16	8	8	9	15	12	5	120	4	122	1	25%
Proctor	2	0	1	0	1	1	0	0	0	0	0	1	6	2	5	-1	-50%
Notary	8	3	0	2	1	4	1	4	2	0	0	2	27	3	30	-1	-33%

Webpage Statistics	January	February	March	April	May	June	July	August	September	October	November	December	2022 Y-T-D	December 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
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Facebook "Likes"	16	34	80	87	40	83	62	58	61	65	56	72	714	41	573	31	76%

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Kaukauna Card Holding Patrons	11,064	11,604	10,431	10,431	10,431	10,955	10,955	10,955	10,955	11,327	11,476	11,476	149	11,064	412

Quarterly Report

2022
JANUARY - NOVEMBER
KAUKAUNA PUBLIC LIBRARY FOUNDATION INVESTMENT FUND SUMMARY

Restricted Accounts	Beginning Balance	Deposits	Withdrawals	Ending Balance
CF Special Projects and Programs Fund	\$ 21,378.68	\$ (2,166.93)	\$ (554.44)	\$ 18,657.31
CF Kaukauna Local History Collection Fund	\$ 12,437.77	\$ (1,270.36)	\$ (71.88)	\$ 11,095.53
Total Restricted Funds	\$ 33,816.45	\$ (3,437.29)	\$ (626.32)	\$ 29,752.84