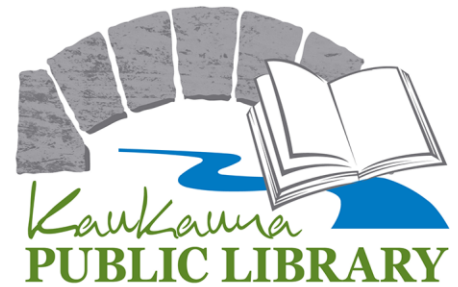


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 22, 2024 at 5:30 PM



AGENDA

In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. [Tuesday, September 24, 2024 Meeting Minutes](#)
4. Public Participation and Communications
5. Action Items
 - a. [Bill Register September 2024](#)
6. Information Items
 - a. [Directors Report](#)
 - b. [Adult Services Librarian Report](#)
 - c. [Youth Services Librarian Report](#)
 - d. [Trustee Topic 20](#)
 - e. [Statistics](#)
7. Adjournment
 - a. [Adjourn to Closed Session pursuant to State Statute 19.85\(1\)\(c\) for the performance evaluation of the Library Director](#)
8. Adjournment

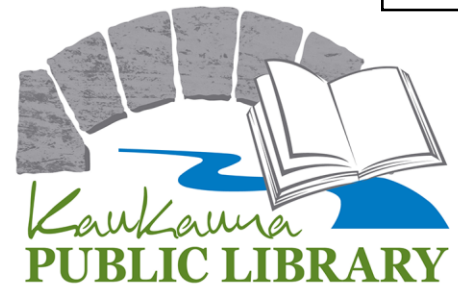
NOTICES

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

In person meeting in Library Board room and via Zoom

Join Zoom Meeting

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



LIBRARY BOARD MEETING MINTUES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 24, 2024 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:31p.
2. Roll call of membership
 - a. Present: J. Vondracek, J. Sager, A. Neumeier, M.J. Kilgas, J. Van De Hey, C. Avanzi, C. Van Boxtel & J. Lucas
 - b. Excused: C. Fallona
 - c. Also present: B. Shipps & A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, August 27, 2024 Meeting Minutes
 - i. A. Neumeier made a motion to approve the Tuesday, August 27, 2024 Meeting Minutes, seconded by J. Sager. Motion carries; all in favor.
4. Public Participation and Communications
 - a. B. Shipps, Director of the Outagamie Waupaca Library System, visited to speak to the Board about county allocations and funding.
5. Action Items
 - a. Bill Register August 2024
 - i. A. Neumeier made a motion to approve the Bill Register August 2024, seconded by J. Vondracek. Motion carries; all in favor.
 - b. Bylaws Update
 - i. C. Van Boxtel made a motion to approve the Bylaws Update, seconded by A. Neumeier. Motion carries; all in favor.
 - c. OWLS Automation Agreement
 - i. J. Van de Hey made a motion to approve the OWLS Automation Agreement, seconded by J. Lucas. Motion carries; all in favor.
6. Information Items
 - a. Directors Report

- i. A. Thiem-Menning went through the proposed 2025 library budget and discussed each line.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic 19
 - e. Statistics
 - i. J. Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
- 7. Adjournment
 - a. The meeting adjourned at 7:28p.

Join Zoom Meeting

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



Kaukauna Public Library
2024 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 3.74	\$ 467.91	\$ 53.60	\$ 22.00	\$ 547.25					\$ 547.25	\$ 92.84
February	\$ 26.50	\$ 469.20	\$ 63.50	\$ 19.60	\$ 578.80					\$ 578.80	\$ 36.11
March	\$ 12.32	\$ 580.95	\$ 57.50	\$ 1.00	\$ 651.77					\$ 651.77	\$ 145.00
April	\$ 8.97	\$ 587.36	\$ 73.35	\$ 3.00	\$ 672.68	\$ 95,259.00	\$ 97,524.00	\$ 19,386.00	\$ 212,169.00	\$ 212,841.68	\$ 141.50
May	\$ 3.44	\$ 589.26	\$ 94.50	\$ 1.00	\$ 688.20					\$ 688.20	\$ 142.05
June	\$ 20.10	\$ 528.85	\$ 45.60	\$ 1.25	\$ 595.80					\$ 595.80	\$ 87.82
July	\$ 13.48	\$ 623.46	\$ 82.65	\$ -	\$ 719.59					\$ 719.59	\$ 106.09
August	\$ 30.88	\$ 672.62	\$ 70.20	\$ 2.00	\$ 775.70					\$ 775.70	\$ 160.06
September	\$ 1.48	\$ 464.58	\$ 87.40	\$ 6.00	\$ 559.46	\$ 95,259.00			\$ 95,259.00	\$ 559.46	\$ 183.59
Totals	\$ 120.91	\$ 4,984.19	\$ 628.30	\$ 55.85	\$ 5,789.25	\$190,518.00	\$97,524.00	\$19,386.00	\$307,428.00	\$ 217,958.25	\$ 1,095.06

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$386,033.42	\$549,130.00	(\$163,096.58)	70.30%
5104 - Temporary Payroll	\$35,008.92	\$24,000.00	\$11,008.92	145.87%
5107 - Overtime Pay	\$54.18	\$0.00	\$54.18	0.00%
5119 - Longevity Pay	\$0.00	\$1,510.00	(\$1,510.00)	0.00%
5151 - Retirement Plan	\$20,067.71	\$27,761.00	(\$7,693.29)	72.29%
5152 - Residency	\$982.20	\$2,612.00	(\$1,629.80)	37.60%
5154 - Social Security	\$22,945.42	\$33,255.00	(\$10,309.58)	69.00%
5157 - Group Health Insurance	\$78,501.60	\$101,153.00	(\$22,651.40)	77.61%
5160 - Group Life Insurance	\$369.84	\$562.00	(\$192.16)	65.81%
5163 - Workers Compensation	\$760.05	\$977.00	(\$216.95)	77.79%
5208 - Travel - City Business	\$4,682.68	\$4,669.00	\$13.68	100.29%
5211 - Education & Memberships	\$2,116.85	\$4,738.00	(\$2,621.15)	44.68%
5264 - Programs	\$23.21	\$0.00	\$23.21	0.00%
5303 - Communications	\$488.70	\$600.00	(\$111.30)	81.45%
5306 - Heating Fuels	\$3,144.37	\$8,000.00	(\$4,855.63)	39.30%
5309 - Water Sewer & Electric	\$12,065.38	\$16,200.00	(\$4,134.62)	74.48%
5312 - Maintenance - Buildings	\$82,764.87	\$119,000.00	(\$36,235.13)	69.55%
5313 - Lease - Buildings	\$107,937.00	\$143,916.00	(\$35,979.00)	75.00%
5325 - Contractual Services	\$25,523.03	\$29,291.00	(\$3,767.97)	87.14%
5328 - Advertising	\$846.67	\$2,050.00	(\$1,203.33)	41.30%
5331 - General Insurance	\$8,262.00	\$8,262.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$115,565.00	\$115,565.00	\$0.00	100.00%
5401 - Office Supplies	\$4,994.72	\$6,000.00	(\$1,005.28)	83.25%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$14.65	\$0.00	\$14.65	0.00%
5422 - Data Processing Supplies	\$8,695.42	\$5,500.00	\$3,195.42	158.10%
5431 - Postage	\$1,286.44	\$1,250.00	\$36.44	102.92%
5441 - Library Materials	\$81,126.58	\$92,552.00	(\$11,425.42)	87.66%
5442 - Service Contracts	\$51,914.05	\$64,106.00	(\$12,191.95)	80.98%
5444 - Library Programs	\$3,470.90	\$4,000.00	(\$529.10)	86.77%
5499 - Miscellaneous	\$822.40	\$1,000.00	(\$177.60)	82.24%
5804 - Equipment (including Office)	\$6,363.63	\$9,800.00	(\$3,436.37)	64.94%
Total - Expense	\$1,066,831.89	\$1,378,259.00	(\$311,427.11)	77.40%
Net Income	(\$1,066,831.89)	(\$1,378,259.00)	\$311,427.11	77.40%

City of Kaukauna
City - Income Statement Detail
Sep 2024

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	9/12/2024	Sep 2024	JE500		\$19,420.96	Gross Earnings
	Journal	9/26/2024	Sep 2024	JE501		\$19,825.20	Gross Earnings
Total - 5101 - Regular Payroll						\$39,246.16	
5104 - Temporary Payroll							
	Journal	9/12/2024	Sep 2024	JE500		\$1,703.09	Seasonal
	Journal	9/26/2024	Sep 2024	JE501		\$3,586.94	Seasonal
Total - 5104 - Temporary Payroll						\$5,290.03	
5151 - Retirement Plan							
	Journal	9/12/2024	Sep 2024	JE500		\$1,069.16	ERWRSGen
	Journal	9/26/2024	Sep 2024	JE501		\$1,074.45	ERWRSGen
Total - 5151 - Retirement Plan						\$2,143.61	
5152 - Residency							
	Journal	9/12/2024	Sep 2024	JE500		\$50.16	401a
	Journal	9/26/2024	Sep 2024	JE501		\$56.43	401a
Total - 5152 - Residency						\$106.59	
5154 - Social Security							
	Journal	9/12/2024	Sep 2024	JE500		\$294.28	Employer Medicare Expense
	Journal	9/12/2024	Sep 2024	JE500		\$909.29	Employer Social Security Expense
	Journal	9/26/2024	Sep 2024	JE501		\$327.46	Employer Medicare Expense
	Journal	9/26/2024	Sep 2024	JE501		\$914.05	Employer Social Security Expense
Total - 5154 - Social Security						\$2,445.08	
5157 - Group Health Insurance							
	Journal	9/12/2024	Sep 2024	JE500		\$207.00	HRA Monthly
	Journal	9/12/2024	Sep 2024	JE500		\$3,671.93	ER Health
	Journal	9/26/2024	Sep 2024	JE501		\$3,671.93	ER Health
Total - 5157 - Group Health Insurance						\$7,550.86	
5160 - Group Life Insurance							
	Journal	9/12/2024	Sep 2024	JE500		\$19.90	ER Life
	Journal	9/26/2024	Sep 2024	JE501		\$19.90	ER Life
Total - 5160 - Group Life Insurance						\$39.80	
5163 - Workers Compensation							
	Journal	9/12/2024	Sep 2024	JE500		\$35.90	WC Admin
	Journal	9/26/2024	Sep 2024	JE501		\$39.82	WC Admin
Total - 5163 - Workers Compensation						\$75.72	
5208 - Travel - City Business							
	Credit Card	9/5/2024	Sep 2024	RAMP.c9d218bd-62bb-4f11-845a-!	V1207 Miscellaneous Retail Vendor (Ramp)	\$290.96	James Berven - jenny Conference
Total - 5208 - Travel - City Business						\$290.96	
5211 - Education & Memberships							
	Credit Card	8/28/2024	Sep 2024	RAMP.a22e8b68-9a6e-4556-aca6-	V1207 Miscellaneous Retail Vendor (Ramp)	\$102.00	Sarah Wroblewski - Library association membership
	Credit Card	9/4/2024	Sep 2024	RAMP.f160531d-ab58-46ee-97b1-	V1207 Miscellaneous Retail Vendor (Ramp)	\$322.00	Spencer Heise - Library membership renewal
	Credit Card	9/5/2024	Sep 2024	RAMP.b27e77b0-56f6-439f-bedb-4	V1207 Miscellaneous Retail Vendor (Ramp)	\$499.00	James Berven - Jenny Conference
Total - 5211 - Education & Memberships						\$923.00	
5264 - Programs							
	Credit Card	9/7/2024	Sep 2024	RAMP.83b197f3-af10-4b2b-9233-d	V1207 Miscellaneous Retail Vendor (Ramp)	\$23.21	Ashley Thiem-Menning - garden
Total - 5264 - Programs						\$23.21	
5303 - Communications							
	Journal	9/26/2024	Sep 2024	JE501		\$25.00	Cell Reimb
Total - 5303 - Communications						\$25.00	
5306 - Heating Fuels							
	Vendor Invoice	8/29/2024	Sep 2024	5157612076	V0705 We Energies	\$26.91	August Gas Service
Total - 5306 - Heating Fuels						\$26.91	
5309 - Water Sewer & Electric							
	Vendor Invoice	8/23/2024	Sep 2024	500114-01 082324	V0383 Kaukauna Utilities	\$2,051.36	Water, Sewer, & Electric
	Vendor Invoice	9/25/2024	Sep 2024	500114-01 092524	V0383 Kaukauna Utilities	\$1,796.92	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$3,848.28	
5312 - Maintenance - Buildings							
	Vendor Invoice	9/10/2024	Sep 2024	090124	V0016 Grand Kakalin LLC	\$8,683.00	September -Maintenance
	Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsaping, Inc.	\$250.00	Monthly Lawnscape Maint. (Inv 9334 7/29/24)
	Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsaping, Inc.	\$250.00	LAWN & LANDSCAPE MAINTENANCE PER CONTRACT - MAY (Inv 9236 5/3/24)
	Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsaping, Inc.	\$250.00	MAINTENANCE PER CONTRACT - SEPT (Inv 9390 8/30/24)
	Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsaping, Inc.	\$250.00	LAWN & LANDSCAPE MAINTENANCE PER CONTRACT - JULY 2024 (Inv 9306 6/28/24)
	Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsaping, Inc.	\$1,120.00	Spring Clean Up & Maintenance (Inv 9220 4/27/24)
	Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsaping, Inc.	\$250.00	Killians' - June '24 (Inv 9271 6/1/24)
Total - 5312 - Maintenance - Buildings						\$11,053.00	
5313 - Lease - Buildings							
	Vendor Invoice	9/10/2024	Sep 2024	090124	V0016 Grand Kakalin LLC	\$11,993.00	September - Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	8/1/2024	Sep 2024	081524	V0123 Elan Financial Services	\$106.53	
	Vendor Invoice	9/1/2024	Sep 2024	02-37582	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - September
	Credit Card	9/13/2024	Sep 2024	RAMP.14c854fd-f8cd-426e-8248-5	V1207 Miscellaneous Retail Vendor (Ramp)	\$890.00	Ashley Thiem-Menning - Carpet cleaning for library

Total - 5325 - Contractual Services

\$3,273.93

5328 - Advertising

Vendor Invoice	8/1/2024	Sep 2024	081524	V0123 Elan Financial Services	\$23.76	
Credit Card	8/24/2024	Sep 2024	RAMP.7804072c-0643-4979-9538-	V1315 Facebook Ads	\$10.00	Ashley Thiem-Menning - Advertising for library services
Credit Card	8/29/2024	Sep 2024	RAMP.a92a7b4b-0041-4421-ac79-	V1315 Facebook Ads	\$10.00	Ashley Thiem-Menning - Advertising for library programs
Credit Card	8/29/2024	Sep 2024	RAMP.634aa24f-b85c-424c-a800-f	V1207 Miscellaneous Retail Vendor (Ramp)	\$43.88	Ashley Thiem-Menning - Advertising for library
Credit Card	9/3/2024	Sep 2024	RAMP.0c27e73d-c20f-48d6-b2ca-	V1207 Miscellaneous Retail Vendor (Ramp)	\$23.76	Ashley Thiem-Menning - Library advertising
Credit Card	9/3/2024	Sep 2024	RAMP.0d2710d7-e7b3-4d4d-b02c-	V1207 Miscellaneous Retail Vendor (Ramp)	\$95.98	Ashley Thiem-Menning - Library advertising materials
Credit Card	9/15/2024	Sep 2024	RAMP.1e7b9129-38f6-45cc-b9f8-2	V1315 Facebook Ads	\$1.00	Ashley Thiem-Menning - Advertising for library programs

Total - 5328 - Advertising

\$208.38

5401 - Office Supplies

Vendor Invoice	8/1/2024	Sep 2024	081524	V0123 Elan Financial Services	\$44.59	
Credit Card	8/22/2024	Sep 2024	RAMP.f6c3c739-a35d-4e32-9640-	V1173 Amazon	\$74.94	Spencer Heise - Office supplies for library
Credit Card	8/26/2024	Sep 2024	RAMP.a6a5a575-c929-4716-91fc-	V0006 Complete Office of Wisconsin	\$54.72	Spencer Heise - General office supplies
Credit Card	9/5/2024	Sep 2024	RAMP.181b30ed-4c86-4564-880c-	V1173 Amazon	\$21.05	James Berven - Laptop charger
Credit Card	9/5/2024	Sep 2024	RAMP.30bd941a-bbb0-4085-9b57-	V1173 Amazon	\$36.39	Spencer Heise - Office supplies
Credit Card	9/16/2024	Sep 2024	RAMP.cf459bc2-e628-4131-8e78-	V0006 Complete Office of Wisconsin	\$85.10	Spencer Heise - Office supplies for library
Credit Card	9/17/2024	Sep 2024	RAMP.c1a2a393-3b66-4989-8cf2-	V1317 The Home Depot	\$27.29	Spencer Heise - Library office supplies
Credit Card	9/18/2024	Sep 2024	RAMP.a1c3a57c-e292-4073-9334-	V0006 Complete Office of Wisconsin	\$31.34	Spencer Heise - Office supplies for library
Credit Card	9/24/2024	Sep 2024	RAMP.8d2676a8-69fb-41b1-8417-	V1328 Premium Waters, Inc.	\$65.93	Spencer Heise - Library office supplies

Total - 5401 - Office Supplies

\$441.35

5410 - General Supplies

Credit Card	9/4/2024	Sep 2024	RAMP.62f698db-74f4-4f2c-9378-0	V1173 Amazon	\$14.65	James Berven - Ghost Fish Food
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Total - 5410 - General Supplies

\$14.65

5422 - Data Processing Supplies

Vendor Invoice	8/20/2024	Sep 2024	22071-24	V1133 Library Supply Solutions	\$1,507.00	Tags
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Total - 5422 - Data Processing Supplies

\$1,507.00

5431 - Postage

Credit Card	9/9/2024	Sep 2024	RAMP.0db2c74e-3c00-43ed-b777-	V0680 U.S. Postal Service - Postmaster	\$11.16	Ashley Thiem-Menning - Postage for library materials
Credit Card	9/19/2024	Sep 2024	RAMP.bfb096f9-901a-48cd-84d6-d	V0680 U.S. Postal Service - Postmaster	\$23.42	Spencer Heise - Library postage for book shipments
Credit Card	9/19/2024	Sep 2024	RAMP.05e2c0a8-ad6d-49ed-814e-	V1207 Miscellaneous Retail Vendor (Ramp)	\$17.27	Spencer Heise - Postage for library materials
Credit Card	9/25/2024	Sep 2024	RAMP.3aac7429-3bd3-46c3-adf4-	V0680 U.S. Postal Service - Postmaster	\$7.61	Spencer Heise - Library postage for book shipments

Total - 5431 - Postage

\$59.46

5441 - Library Materials

Vendor Invoice	5/9/2024	Sep 2024	83565709	V0323 Ingram	\$41.03	Books
Vendor Invoice	8/1/2024	Sep 2024	081524	V0123 Elan Financial Services	\$1,570.11	
Vendor Invoice	8/20/2024	Sep 2024	83269266	V0323 Ingram	\$17.45	Books
Vendor Invoice	8/20/2024	Sep 2024	83269272	V0323 Ingram	\$55.95	Books
Vendor Invoice	8/20/2024	Sep 2024	83269271	V0323 Ingram	\$18.06	Books
Vendor Invoice	8/20/2024	Sep 2024	83269273	V0323 Ingram	\$12.58	Books
Vendor Invoice	8/20/2024	Sep 2024	83269270	V0323 Ingram	\$17.98	Books
Vendor Invoice	8/20/2024	Sep 2024	83269265	V0323 Ingram	\$17.38	Books
Vendor Invoice	8/20/2024	Sep 2024	83269268	V0323 Ingram	\$14.53	Books
Vendor Invoice	8/20/2024	Sep 2024	83269274	V0323 Ingram	\$14.19	Books
Vendor Invoice	8/20/2024	Sep 2024	83269264	V0323 Ingram	\$18.02	Books
Vendor Invoice	8/20/2024	Sep 2024	83269267	V0323 Ingram	\$13.55	Books
Vendor Invoice	8/20/2024	Sep 2024	83269269	V0323 Ingram	\$16.91	Books
Vendor Invoice	8/21/2024	Sep 2024	83297514	V0323 Ingram	\$48.33	Books
Vendor Invoice	8/21/2024	Sep 2024	83302333	V0323 Ingram	\$106.85	Books
Vendor Invoice	8/21/2024	Sep 2024	83302328	V0323 Ingram	\$42.99	Books
Vendor Invoice	8/21/2024	Sep 2024	83302319	V0323 Ingram	\$19.58	Books
Vendor Invoice	8/21/2024	Sep 2024	83302323	V0323 Ingram	\$12.89	Books
Vendor Invoice	8/21/2024	Sep 2024	83302332	V0323 Ingram	\$41.27	Books
Vendor Invoice	8/21/2024	Sep 2024	83302320	V0323 Ingram	\$59.02	Books
Vendor Invoice	8/21/2024	Sep 2024	83302327	V0323 Ingram	\$72.26	Books
Vendor Invoice	8/21/2024	Sep 2024	83302330	V0323 Ingram	\$16.49	Books
Vendor Invoice	8/21/2024	Sep 2024	83302331	V0323 Ingram	\$119.34	Books
Vendor Invoice	8/21/2024	Sep 2024	83302325	V0323 Ingram	\$52.93	Books
Vendor Invoice	8/21/2024	Sep 2024	83302324	V0323 Ingram	\$21.33	Books
Vendor Invoice	8/21/2024	Sep 2024	83297515	V0323 Ingram	\$11.86	Books
Vendor Invoice	8/21/2024	Sep 2024	83302322	V0323 Ingram	\$135.54	Books
Vendor Invoice	8/21/2024	Sep 2024	83302321	V0323 Ingram	\$22.91	Books
Vendor Invoice	8/21/2024	Sep 2024	83302326	V0323 Ingram	\$12.35	Books
Vendor Invoice	8/21/2024	Sep 2024	83302329	V0323 Ingram	\$50.63	Books
Vendor Invoice	8/22/2024	Sep 2024	83324314	V0323 Ingram	\$16.36	Books
Vendor Invoice	8/22/2024	Sep 2024	83324315	V0323 Ingram	\$22.62	Books
Credit Card	8/23/2024	Sep 2024	RAMP.b78b5d31-8c79-4a27-9be3-	V1173 Amazon	\$107.57	Spencer Heise - Library book purchases
Credit Card	8/23/2024	Sep 2024	RAMP.bbc5dd7b-cf02-43cd-9d8e-	V0796 Baker & Taylor	\$5.03	Spencer Heise - Library book purchases
Credit Card	8/23/2024	Sep 2024	RAMP.f08d27b7-b2c4-4078-9819-	V0796 Baker & Taylor	\$13.64	Spencer Heise - Library book purchases
Credit Card	8/23/2024	Sep 2024	RAMP.fcf96a03-672b-4c52-9c11-3	V0796 Baker & Taylor	\$27.31	Spencer Heise - Library book purchases
Vendor Invoice	8/23/2024	Sep 2024	83341364	V0323 Ingram	\$12.14	Books
Vendor Invoice	8/23/2024	Sep 2024	83341370	V0323 Ingram	\$12.30	Books
Vendor Invoice	8/23/2024	Sep 2024	83341368	V0323 Ingram	\$13.51	Books
Vendor Invoice	8/23/2024	Sep 2024	83341363	V0323 Ingram	\$18.86	Books
Vendor Invoice	8/23/2024	Sep 2024	83341365	V0323 Ingram	\$13.19	Books
Vendor Invoice	8/23/2024	Sep 2024	83341367	V0323 Ingram	\$24.95	Books
Vendor Invoice	8/23/2024	Sep 2024	83341369	V0323 Ingram	\$14.25	Books
Vendor Invoice	8/23/2024	Sep 2024	83341366	V0323 Ingram	\$51.81	Books
Credit Card	8/26/2024	Sep 2024	RAMP.d66edddd-3926-4875-a6b1-	V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book purchases

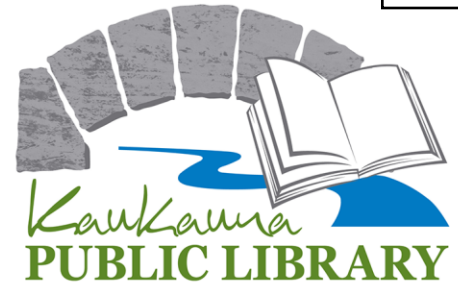
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Credit Card	8/26/2024	Sep 2024	RAMP.e4867513-a434-483e-8305-V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book purchases
Credit Card	8/27/2024	Sep 2024	RAMP.32d2ad85-d154-4a67-9dd6-V1173 Amazon	\$41.46	James Berven - Video Games
Credit Card	8/27/2024	Sep 2024	RAMP.e65374a6-2972-4cbf-8f6e-c V1173 Amazon	\$27.42	James Berven - Books
Credit Card	8/27/2024	Sep 2024	RAMP.46eb5925-730c-4676-815e-V1173 Amazon	\$130.74	James Berven - Video Games
Credit Card	8/27/2024	Sep 2024	RAMP.eacaac53-a675-4519-89ae-V1173 Amazon	\$9.69	James Berven - Books
Credit Card	8/27/2024	Sep 2024	RAMP.be615169-3331-40ff-be58-t V1173 Amazon	\$64.99	James Berven - Video Game
Credit Card	8/28/2024	Sep 2024	RAMP.d9b24cd4-05e2-43ca-8d18-V0796 Baker & Taylor	\$13.67	Spencer Heise - Library book purchases
Credit Card	8/28/2024	Sep 2024	RAMP.a1b4de2b-2eea-44b7-8d63-V0796 Baker & Taylor	\$14.36	Spencer Heise - Library book purchases
Credit Card	8/28/2024	Sep 2024	RAMP.fc2ec965-2d04-4ea6-8a3f-k V0796 Baker & Taylor	\$18.71	Spencer Heise - Library book purchases
Vendor Invoice	8/28/2024	Sep 2024	83425231	\$12.98	Books
Vendor Invoice	8/28/2024	Sep 2024	83425237	\$32.41	Books
Vendor Invoice	8/28/2024	Sep 2024	83425223	\$12.95	Books
Vendor Invoice	8/28/2024	Sep 2024	83425235	\$10.76	Books
Vendor Invoice	8/28/2024	Sep 2024	83425230	\$17.98	Books
Vendor Invoice	8/28/2024	Sep 2024	83425234	\$18.28	Books
Vendor Invoice	8/28/2024	Sep 2024	83425225	\$36.84	Books
Vendor Invoice	8/28/2024	Sep 2024	83425224	\$6.27	Books
Vendor Invoice	8/28/2024	Sep 2024	83425236	\$9.30	Books
Vendor Invoice	8/28/2024	Sep 2024	83425232	\$12.95	Books
Vendor Invoice	8/28/2024	Sep 2024	83425229	\$27.09	Books
Vendor Invoice	8/28/2024	Sep 2024	83425227	\$57.41	Books
Vendor Invoice	8/28/2024	Sep 2024	83425228	\$17.98	Books
Vendor Invoice	8/28/2024	Sep 2024	83425233	\$29.38	Books
Vendor Invoice	8/28/2024	Sep 2024	83425226	\$10.77	Books
Credit Card	8/29/2024	Sep 2024	RAMP.aa0a80a6-36f3-4e5e-a818-l V1207 Miscellaneous Retail Vendor (Ramp)	\$180.25	James Berven - Overdrive Books
Credit Card	8/30/2024	Sep 2024	RAMP.0ae6f49e-498a-4e4e-b7dd-V0796 Baker & Taylor	\$14.39	Spencer Heise - Library book purchases
Credit Card	8/30/2024	Sep 2024	RAMP.ce2aff02-13e4-4eb5-a3d4-e V0796 Baker & Taylor	\$43.19	Spencer Heise - Library book purchases
Credit Card	8/30/2024	Sep 2024	RAMP.ed5000b1-3fb4-4af6-9066-g V0796 Baker & Taylor	\$11.51	Spencer Heise - Library book purchases
Vendor Invoice	8/31/2024	Sep 2024	505985272	\$1,055.54	Digital Library Materials
Credit Card	9/3/2024	Sep 2024	RAMP.bee08f9b-7c88-4cae-bd11-l V1207 Miscellaneous Retail Vendor (Ramp)	\$207.50	James Berven - Library materials purchase
Credit Card	9/4/2024	Sep 2024	RAMP.4fa18901-4c1e-49a7-80cb-f V1173 Amazon	\$80.24	Sarah Wroblewski - Supplies for educational programming, \$15.99, \$37.38, & \$26.87=\$80.24
Credit Card	9/4/2024	Sep 2024	RAMP.f021b1a6-def1-49c2-b814-d V0796 Baker & Taylor	\$6.81	Spencer Heise - Library book purchases
Vendor Invoice	9/5/2024	Sep 2024	83571456	\$4.46	Books
Vendor Invoice	9/5/2024	Sep 2024	83565708	\$34.14	Books
Vendor Invoice	9/5/2024	Sep 2024	83571454	\$10.83	Books
Vendor Invoice	9/5/2024	Sep 2024	83565710	\$21.37	Books
Vendor Invoice	9/5/2024	Sep 2024	83565713	\$10.77	Books
Vendor Invoice	9/5/2024	Sep 2024	83565712	\$18.13	Books
Vendor Invoice	9/5/2024	Sep 2024	83565705	\$35.32	Books
Vendor Invoice	9/5/2024	Sep 2024	83565714	\$12.95	Books
Vendor Invoice	9/5/2024	Sep 2024	83571455	\$7.36	Books
Vendor Invoice	9/5/2024	Sep 2024	83565703	\$26.62	Books
Vendor Invoice	9/5/2024	Sep 2024	83565715	\$28.77	Books
Vendor Invoice	9/5/2024	Sep 2024	83565707	\$17.99	Books
Vendor Invoice	9/5/2024	Sep 2024	83571453	\$16.62	Books
Vendor Invoice	9/5/2024	Sep 2024	83565704	\$12.93	Books
Vendor Invoice	9/5/2024	Sep 2024	83565706	\$33.73	Books
Vendor Invoice	9/5/2024	Sep 2024	83565711	\$31.52	Books
Credit Card	9/8/2024	Sep 2024	RAMP.cc91b04b-5a66-4fd8-90e4-V1173 Amazon	\$20.03	James Berven - Book
Credit Card	9/9/2024	Sep 2024	RAMP.596c8f7d-fc82-4604-be76-V1173 Amazon	\$72.92	James Berven - Library materials purchase
Vendor Invoice	9/9/2024	Sep 2024	83625590	\$17.25	Books
Vendor Invoice	9/9/2024	Sep 2024	83625587	\$16.16	Books
Vendor Invoice	9/9/2024	Sep 2024	83625588	\$13.73	Books
Vendor Invoice	9/9/2024	Sep 2024	83625589	\$35.48	Books
Vendor Invoice	9/9/2024	Sep 2024	83625586	\$21.57	Books
Credit Card	9/11/2024	Sep 2024	RAMP.fc9a3f62-b69a-40ce-8e51-c V0796 Baker & Taylor	\$10.07	Spencer Heise - Library book purchases
Vendor Invoice	9/12/2024	Sep 2024	83706669	\$24.47	Books
Vendor Invoice	9/12/2024	Sep 2024	83706671	\$34.67	Books
Vendor Invoice	9/12/2024	Sep 2024	83706672	\$23.24	Books
Vendor Invoice	9/12/2024	Sep 2024	83706668	\$9.67	Books
Vendor Invoice	9/12/2024	Sep 2024	83706663	\$13.08	Books
Vendor Invoice	9/12/2024	Sep 2024	83706670	\$6.39	Books
Vendor Invoice	9/12/2024	Sep 2024	83706665	\$18.09	Books
Vendor Invoice	9/12/2024	Sep 2024	83706666	\$22.77	Books
Vendor Invoice	9/12/2024	Sep 2024	83711291	\$15.96	Books
Vendor Invoice	9/12/2024	Sep 2024	83711290	\$34.53	Books
Vendor Invoice	9/12/2024	Sep 2024	83706667	\$7.47	Books
Vendor Invoice	9/12/2024	Sep 2024	83706664	\$39.62	Books
Credit Card	9/13/2024	Sep 2024	RAMP.9c0ddca6-61ef-43d9-9d24-l V1173 Amazon	\$66.65	Spencer Heise - Library book purchases
Vendor Invoice	9/17/2024	Sep 2024	83780993	\$35.57	Books
Vendor Invoice	9/17/2024	Sep 2024	83780996	\$10.82	Books
Vendor Invoice	9/17/2024	Sep 2024	83780991	\$47.92	Books
Vendor Invoice	9/17/2024	Sep 2024	83780994	\$34.49	Books
Vendor Invoice	9/17/2024	Sep 2024	83780992	\$18.06	Books
Vendor Invoice	9/17/2024	Sep 2024	83780995	\$38.75	Books
Vendor Invoice	9/17/2024	Sep 2024	83780990	\$18.06	Books
Vendor Invoice	9/18/2024	Sep 2024	83805114	\$26.55	Books
Vendor Invoice	9/18/2024	Sep 2024	83805107	\$32.56	Books
Vendor Invoice	9/18/2024	Sep 2024	83805109	\$12.94	Books
Vendor Invoice	9/18/2024	Sep 2024	83805115	\$23.76	Books

Vendor Invoice	9/18/2024	Sep 2024	83805108	V0323 Ingram	\$26.08	Books
Vendor Invoice	9/18/2024	Sep 2024	83805112	V0323 Ingram	\$14.11	Books
Vendor Invoice	9/18/2024	Sep 2024	83805113	V0323 Ingram	\$21.52	Books
Vendor Invoice	9/18/2024	Sep 2024	83805111	V0323 Ingram	\$25.89	Books
Vendor Invoice	9/18/2024	Sep 2024	83805110	V0323 Ingram	\$17.45	Books
Credit Card	9/19/2024	Sep 2024	RAMP.72187abe-e6ef-42a9-b298-	V0796 Baker & Taylor	\$12.23	Spencer Heise - Library book purchases
Vendor Invoice	9/19/2024	Sep 2024	83832846	V0323 Ingram	\$36.43	Books
Credit Card	9/23/2024	Sep 2024	RAMP.68d74799-f2ae-45b2-a572-	V0796 Baker & Taylor	\$102.91	Spencer Heise - Library book purchases
Credit Card	9/23/2024	Sep 2024	RAMP.3ddb251-3dd0-4596-ab73-	V0796 Baker & Taylor	\$29.51	Spencer Heise - Library book purchases
Credit Card	9/23/2024	Sep 2024	RAMP.39d86a52-be2e-4dce-8477-	V0796 Baker & Taylor	\$25.19	Spencer Heise - Library book purchases
Vendor Invoice	9/24/2024	Sep 2024	83897098	V0323 Ingram	\$23.66	Books
Vendor Invoice	9/24/2024	Sep 2024	83897099	V0323 Ingram	\$39.47	Books
Vendor Invoice	9/24/2024	Sep 2024	83897094	V0323 Ingram	\$17.55	Books
Vendor Invoice	9/24/2024	Sep 2024	83897095	V0323 Ingram	\$18.10	Books
Vendor Invoice	9/24/2024	Sep 2024	83897101	V0323 Ingram	\$10.78	Books
Vendor Invoice	9/24/2024	Sep 2024	83897097	V0323 Ingram	\$5.72	Books
Vendor Invoice	9/24/2024	Sep 2024	83897100	V0323 Ingram	\$16.69	Books
Vendor Invoice	9/24/2024	Sep 2024	83897093	V0323 Ingram	\$12.99	Books
Vendor Invoice	9/24/2024	Sep 2024	83897096	V0323 Ingram	\$54.56	Books
Vendor Invoice	9/25/2024	Sep 2024	83918892	V0323 Ingram	\$82.01	Books
Vendor Invoice	9/25/2024	Sep 2024	83918910	V0323 Ingram	\$61.84	Books
Vendor Invoice	9/25/2024	Sep 2024	83918909	V0323 Ingram	\$119.41	Books
Vendor Invoice	9/25/2024	Sep 2024	83918901	V0323 Ingram	\$13.11	Books
Vendor Invoice	9/25/2024	Sep 2024	83918898	V0323 Ingram	\$66.90	Books
Vendor Invoice	9/25/2024	Sep 2024	83918895	V0323 Ingram	\$39.21	Books
Vendor Invoice	9/25/2024	Sep 2024	83918894	V0323 Ingram	\$134.14	Books
Vendor Invoice	9/25/2024	Sep 2024	83918904	V0323 Ingram	\$60.08	Books
Vendor Invoice	9/25/2024	Sep 2024	83918902	V0323 Ingram	\$53.21	Books
Vendor Invoice	9/25/2024	Sep 2024	83918893	V0323 Ingram	\$12.86	Books
Vendor Invoice	9/25/2024	Sep 2024	83918899	V0323 Ingram	\$65.66	Books
Vendor Invoice	9/25/2024	Sep 2024	83918897	V0323 Ingram	\$77.22	Books
Vendor Invoice	9/25/2024	Sep 2024	83918908	V0323 Ingram	\$376.08	Books
Vendor Invoice	9/25/2024	Sep 2024	83918900	V0323 Ingram	\$192.82	Books
Vendor Invoice	9/25/2024	Sep 2024	83918891	V0323 Ingram	\$52.87	Books
Vendor Invoice	9/25/2024	Sep 2024	83918907	V0323 Ingram	\$63.51	Books
Vendor Invoice	9/25/2024	Sep 2024	83918905	V0323 Ingram	\$110.58	Books
Vendor Invoice	9/25/2024	Sep 2024	83918896	V0323 Ingram	\$64.51	Books
Vendor Invoice	9/25/2024	Sep 2024	83918906	V0323 Ingram	\$131.22	Books
Vendor Invoice	9/25/2024	Sep 2024	83918903	V0323 Ingram	\$161.38	Books
Credit Card	9/26/2024	Sep 2024	RAMP.93265e1f-256c-4a00-b764-	V1173 Amazon	\$37.77	Spencer Heise - Library book purchases
Credit Card	9/27/2024	Sep 2024	RAMP.04c817c6-f78d-4ecb-8820-	V0796 Baker & Taylor	\$119.46	Spencer Heise - Library book purchases
Vendor Invoice	9/27/2024	Sep 2024	83970905	V0323 Ingram	\$109.39	Books
Vendor Invoice	9/27/2024	Sep 2024	83970898	V0323 Ingram	\$12.90	Books
Vendor Invoice	9/27/2024	Sep 2024	83970901	V0323 Ingram	\$25.59	Books
Vendor Invoice	9/27/2024	Sep 2024	83970904	V0323 Ingram	\$21.34	Books
Vendor Invoice	9/27/2024	Sep 2024	83970909	V0323 Ingram	\$10.12	Books
Vendor Invoice	9/27/2024	Sep 2024	83970902	V0323 Ingram	\$26.32	Books
Vendor Invoice	9/27/2024	Sep 2024	83970914	V0323 Ingram	\$20.31	Books
Vendor Invoice	9/27/2024	Sep 2024	83970900	V0323 Ingram	\$14.12	Books
Vendor Invoice	9/27/2024	Sep 2024	83970910	V0323 Ingram	\$17.67	Books
Vendor Invoice	9/27/2024	Sep 2024	83970912	V0323 Ingram	\$13.38	Books
Vendor Invoice	9/27/2024	Sep 2024	83970903	V0323 Ingram	\$24.63	Books
Vendor Invoice	9/27/2024	Sep 2024	83970897	V0323 Ingram	\$16.80	Books
Vendor Invoice	9/27/2024	Sep 2024	83970913	V0323 Ingram	\$22.90	Books
Vendor Invoice	9/27/2024	Sep 2024	83970908	V0323 Ingram	\$73.25	Books
Vendor Invoice	9/27/2024	Sep 2024	83970911	V0323 Ingram	\$7.86	Books
Vendor Invoice	9/27/2024	Sep 2024	83970907	V0323 Ingram	\$93.10	Books
Vendor Invoice	9/27/2024	Sep 2024	83970899	V0323 Ingram	\$11.73	Books
Vendor Invoice	9/27/2024	Sep 2024	83970906	V0323 Ingram	\$4.51	Books
Total - 5441 - Library Materials					\$9,591.47	
5442 - Service Contracts						
Vendor Invoice	8/1/2024	Sep 2024	081524	V0123 Elan Financial Services	\$14.76	
Vendor Invoice	8/30/2024	Sep 2024	9390	V1220 Killian's Lawnsclaping, Inc.	\$250.00	MAINTENANCE PER CONTRACT - SEPT
Vendor Invoice	9/2/2024	Sep 2024	37349621	V0440 Marco	\$248.09	Copier Agreement
Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsclaping, Inc.	(\$250.00)	LAWN & LANDSCAPE MAINTENANCE PER CONTRACT - MAY (Inv 9236 5/3/24)
Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsclaping, Inc.	(\$250.00)	MAINTENANCE PER CONTRACT - SEPT (Inv 9390 8/30/24)
Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsclaping, Inc.	(\$1,120.00)	Spring Clean Up & Maintenance (Inv 9220 4/27/24)
Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsclaping, Inc.	(\$250.00)	LAWN & LANDSCAPE MAINTENANCE PER CONTRACT - JULY 2024 (Inv 9306 6/28/24)
Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsclaping, Inc.	(\$250.00)	Monthly Lawnscape Maint. (Inv 9334 7/29/24)
Vendor Invoice	9/23/2024	Sep 2024	9220, 9236, 9271, 9306, 9334, 939	V1220 Killian's Lawnsclaping, Inc.	(\$250.00)	Killians' - June '24 (Inv 9271 6/1/24)
Total - 5442 - Service Contracts					(\$1,857.15)	
5444 - Library Programs						
Vendor Invoice	8/1/2024	Sep 2024	081524	V0123 Elan Financial Services	\$299.33	
Credit Card	8/29/2024	Sep 2024	RAMP.fa4803b7-e028-41ff-97f0-8d	V1207 Miscellaneous Retail Vendor (Ramp)	\$203.00	James Berven - Puzzle Palooza
Credit Card	9/5/2024	Sep 2024	RAMP.615862e7-8580-4ce6-9968-	V1197 Miscellaneous Food Vendor (Ramp)	\$34.09	James Berven - Food program
Credit Card	9/5/2024	Sep 2024	RAMP.ba67898e-b6a9-48e3-8e4d-	V1173 Amazon	\$23.98	James Berven - Food Program
Credit Card	9/9/2024	Sep 2024	RAMP.543209f0-b125-4d7b-86cd-	V0402 Kwik Trip, Inc.	\$2.69	James Berven - Programming
Credit Card	9/17/2024	Sep 2024	RAMP.4f6e9c35-7172-4f79-9d10-6	V1197 Miscellaneous Food Vendor (Ramp)	\$14.77	Spencer Heise - programming supplies
Credit Card	9/25/2024	Sep 2024	RAMP.cb5b71f9-cd02-400b-a101-	V1173 Amazon	\$8.99	Spencer Heise - Library program materials
Credit Card	9/26/2024	Sep 2024	RAMP.1f493266-fda4-41e7-94e1-4	V1173 Amazon	\$33.83	Spencer Heise - library programming supplies

	Credit Card	9/27/2024	Sep 2024	RAMP.03c77c5e-d038-4880-928c- V1197 Miscellaneous Food Vendor (Ramp)	\$18.27	James Berven - Volunteer Pizza
Total - 5444 - Library Programs					\$638.95	
5499 - Miscellaneous						
	Vendor Invoice	8/1/2024	Sep 2024	081524 V0123 Elan Financial Services	(\$342.89)	
	Credit Card	8/26/2024	Sep 2024	RAMP.8bd51a30-35dc-4b77-bf24- V1197 Miscellaneous Food Vendor (Ramp)	\$12.21	Ashley Thiem-Menning - Miscellaneous library expense
	Credit Card	9/4/2024	Sep 2024	RAMP.0fe87bee-42e8-4812-be67- V1173 Amazon	\$91.99	James Berven - Casters
	Credit Card	9/5/2024	Sep 2024	RAMP.1771ab38-9447-434f-a26d- V1173 Amazon	\$99.64	James Berven - Wheels
	Credit Card	9/10/2024	Sep 2024	RAMP.a68a6ba9-2031-436f-b9d9- V1197 Miscellaneous Food Vendor (Ramp)	\$13.84	Ashley Thiem-Menning - Miscellaneous library expense
	Credit Card	9/16/2024	Sep 2024	RAMP.83e24c49-c723-427d-84ec- V1197 Miscellaneous Food Vendor (Ramp)	\$27.36	Ashley Thiem-Menning - Miscellaneous library expense
	Credit Card	9/29/2024	Sep 2024	RAMP.00042c55-d76d-4fe3-90d4- V1282 Walmart	\$3.39	Ashley Thiem-Menning - Miscellaneous library expense
Total - 5499 - Miscellaneous					(\$94.46)	
5804 - Equipment (including Office)						
	Credit Card	9/2/2024	Sep 2024	RAMP.0ccee1dc-66ff-4aad-b222-a V1207 Miscellaneous Retail Vendor (Ramp)	\$2,800.00	Spencer Heise - Library computer purchase Total Split between Ashley Thiem-Menning's card and
	Credit Card	9/2/2024	Sep 2024	RAMP.35982a55-eb8a-4275-9ed4- V1207 Miscellaneous Retail Vendor (Ramp)	\$2,819.14	Ashley Thiem-Menning - outlay
Total - 5804 - Equipment (including Office)					\$5,619.14	
Total - Expense					\$104,483.93	
Net Income					(\$104,483.93)	

Item 5.a.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/2024
Re: Staffing

I am pleased to report that as of October 21, we are fully staffed.

Recent hires include:

Amber Wolfinger as On-Call Library Assistant

Casey Woodward as Library Assistant: Programmer

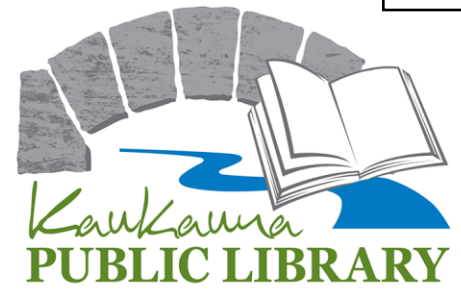
Claire Dodge as On-Call Library Assistant

Emma Gordon as Library Assistant: African American Cultural Coordinator

Per City, I have also filled out the Staffing Request Form for position requests for the 2025 and 2026 budgets. We are requesting the Public Services Coordinator position back for 2025 and the Assistant Director back for 2026. Meetings for these requests are to be held October 14-23 with the Mayor, Council President Moore, Finance Director Van Rossum, and HR Director Hodge.

We also submitted our Phase II Summary to the City on October 15 as part of the City Strategic Plan, which included reviewing tasks by job description and the tools in which they use, how alignment could be adjusted to meet core duties, as well as how we can use technology to streamline current staff and core functions.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 10/17/2024
 Re: Community Partners

We are so pleased to share that the 3rd and 4th grade students at Park Community Charter School have created a mural for us in the Interactive Learning Garden in the amphitheater. New art teacher, Tricia Evers, approached the Library about adding a mural this summer, and has designed and implemented a fun and colorful geometric design featuring an open book.



Students visited on Friday, October 4th and spent time taking turns as classrooms painting and checking out books in the Library.

The mural is not completely finished, but will be completed soon. In the spring, PCCS will be back again to add some color to our garden Plexiglas walls to add some extra brightness for our summer season.

The coat drive has been extremely well received this year, with donations surpassing last year's. Niemuth Construction recently donated five boxes of brand new winter supplies to the effort. The Yarn it All fiber arts group is also making hats, scarves and mittens for the effort as well. I also made a connection at the last Chamber Business Card Exchange with a District Agent for Modern Woodmen of America, who will be donating food and winter clothing items before the end of the year.

I was invited to be a guest speaker at the annual KELF luncheon, which was held at the Library on October 10.

J.J. Keller Foundation has also been in contact with me and will be providing an extra 50 shelf-stable holiday meal kits in November for a total of 100 this year. Last year the Foundation donated 50 meal kits and they were all gone within three hours. We are so excited to be able to offer this to families in our community in late November.



Adult Services Librarian Report

Programming

Taste of Central and South America

Yenny took patrons to Argentina via her presentation during October's Taste of Central and South America program. Her presentation covered Argentina's culture, climate, history, landmarks, dances and gastronomy. She also prepared fresh Chimichurri, Alfajores, and Yerba Mate drink. I prepared a smoked cut of meat called Vacio popular in Argentina. Attendees mentioned they loved the food and learning more about the countries. Many stayed later talking with Yenny and I about the country.



Yenny presenting and serving patrons during Taste of Central and South America (above). My smoker preparing the meat just before the program (left).

Walking Club

Donna continues to explore local Kaukauna trails with our Walking Club patrons each Wednesday. They explored the 1000 Islands trails near the Nelson Overlook on October 16th. The colors are changing and even though it was a brisk morning everyone had a great walk.



Our Walking Club with the Fox River in the background.

New Hires

Most of my time this month has been taken up training our 3, soon to be 4 new hires. All of them are learning the ropes at different times since they all started during different weeks. They are all learning well and quickly, and we are happy to have each of them here at the library!

Youth Services at a Glance

September 2024

Teacher Packs- 3

Youth Programs- 18

Youth Attendance- 351

General Interest Programs- 4

General Interest Attendance- 73

Program Highlights

September means storytimes are back! Our programmers are seeing a surge in attendance, adding energy and excitement to each storytime. The growing crowd not only reflects a community interest in early literacy but also highlights the library's role as a gathering place.

This semester, our Homeschool Heroes are taking on the town! With our focus on art skills and field studies, this program provides hands-on learning activities while fostering a sense of community and shared learning. In September, we toured the police station and learned about pedestrian safety. The group also worked with watercolor pencils on canvas, exploring layering and experimenting with different techniques.

Caribbean Cruisin' took patrons on a trip through the Caribbean seas with three port stops throughout the library. Attendees could visit Jamaica, Belize, and Puerto Rico, making crafts and learning about each country as they traveled.

Patrons were invited to don a lei and join a fruit tasting to finish their experience.



Collaboration Fun

Survival Skills is off to a run this fall. Sessions are held at 1000 Islands Environmental Center in collaboration with center staff. We began the series with

orienteeing. Attendees were walked through the basics of a compass and how to use one, before venturing outside to test their newly learned skills.

Trustee Topics

Chapter 20: The Library Board and Building Accessibility

Role of the Board / Role of the Director / Role of the Municipality

- As the governing body for the library, the board has a responsibility to ensure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA).
- Although the municipality, as the parent agency for the library, is ultimately responsible for ADA compliance, it is very important that the board and director work closely with the municipality to ensure equitable access to the library for all people in the community.

ADA Background on Building Compliance

- The Americans with Disabilities Act is a federal law passed in 1990.
- Two parts of the law apply particularly to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government services (including public library buildings and services).

ADA Background on Building Compliance

- The law provides that all people, including those who have disabilities, have essentially the same rights of access to public buildings and services. The law requires certain universal design characteristics to make buildings accessible to people with disabilities.
- Since the 1970s, Wisconsin's building codes for public buildings have followed higher standards than the federal guidelines. For that reason, many Wisconsin library buildings were already in compliance with the federal law when it was passed. However, some older public libraries remain inaccessible.

ADA Background on Building Compliance

- The law requires funding agencies to write and maintain an ADA Accessibility Plan. The first step in developing a plan is to evaluate the building and identify areas that do not meet the standards. Then the plan has to specify how the building will be modified, or in some cases replaced, to attain compliance. Finally, the plan has to indicate a time frame within which the problem shall be addressed, typically within five years. The plan should also be updated regularly.

ADA Background on Building Compliance

- The law requires "reasonable" modifications to buildings. The law permits buildings to remain unchanged if the modifications would be too costly, as long as the plan indicates that the problems are to be resolved if remodeling is undertaken or a new building is built.

General Access Issues

- Your review can start with consideration given to features outdoors. There should be appropriate curb cuts at the sidewalk, and there must be adequate parking reserved for people with disabilities. The law specifies how many parking stalls must be provided, the way the stalls must be painted, the wording on the signs for that parking area and their placement. The law also specifies how buildings must be signed to indicate accessible entrances.

General Access Issues

- The entrance itself is of critical importance to an accessible building. It may be necessary to create a new entrance if a ramp cannot easily resolve the problems steps create. Automatic door openers are not required by the ADA but are certainly very helpful to people who have disabilities.
- The law specifies the acceptable weight limit for the door and the type of door handles that must be used.

General Access Issues

- The federal specifications indicate that all public areas of the building should be accessible to those with physical disabilities; e.g., to someone who uses a wheelchair. However, if a staff person should become disabled, or a person with a disability is hired, all staff areas would have to be modified to make them accessible as well.
- The regulations define an “accessible path” and specify the width of doorways and aisles, turn radius at certain points in the room, requirements for the floor surfaces, and bathrooms’ signage and design, including stalls, toilets, counter tops, legroom under counters and placement of grab bars, mirrors, soap, and towel dispensers. The law specifies the placement and design of water fountains and public telephones. The height of service desks is also specified. Lever door hardware must be used, rather than round doorknobs.

General Access Issues

- All levels of the building must be accessible, and all meeting rooms. The person with a disability should not be expected to leave the building and enter a The Library Board and Building Accessibility TE20-3 lower level from an outside entrance; he or she should be able to get to different levels in the building using an elevator.
- The federal law, updated in 2011, indicates that certain types of permanent directional signs must have certain font size and spacing, tactile characters and Braille, contrast, and positional mounting. The most common ones include labels on rooms, such as bathroom doors, and elevator instructions.ifferent levels in the building using an elevator.

Specific ADA Regulations for Public Libraries

- Reading and Study Areas—A certain percentage of the seating area must be accessible to people using wheelchairs so that they can sit at a table. Specific clearances must be allowed between pieces of furniture so people who use wheelchairs can move between them.
- Checkout Areas—At least one part of the checkout desk has to be a specific height for people who use wheelchairs. Security gates must accommodate wheelchairs.

Specific ADA Regulations for Public Libraries

- Library Catalogs— Accessible workstations must be available for use of an online catalog.
- Magazine and Reference Areas—There must be access to these areas for people who use wheelchairs, and there is a maximum height for shelving in these areas.
- Book Stacks—There is not a maximum height for the general book stacks, but the library staff must accommodate people by helping them get the materials they need. There are width specifications between the book stacks, and there must be a turn radius at the end of each one.

Discussion Questions

- 1. Has the municipality or board completed an ADA Plan and building assessment? If so, has it been updated?
- 2. What accessibility concerns were identified in the early 1990s and what has been done to resolve them? Can more progress be made?
- 3. How many taxpayers in the community are unable to access the services of their public library because they cannot enter or move freely through the building, due to a disability? What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
- 4. Have board members experienced difficulty in getting themselves or family members into non-accessible buildings? Do board members appreciate electronic doors at the grocery store and elevators in multistory buildings? How do these features make life easier for them, and how might an accessible library building benefit the community?
- 5. Are other municipal buildings accessible? Are there community meeting rooms in other buildings that are accessible? Are area stores, doctors' offices, post offices, etc., accessible? How does the library building compare?

2024 Statistics	2023 Statistics
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Circulation	January	February	March	April	May	June	July	August	September	2024 Y-T-D	September 2023	2023 T-D	Monthly Difference from 2023	% +/-
Total Circulation and Renewal	12,854	11,558	12,302	11,814	11,526	15,241	16,167	14,290	11,341	117,093	10,499	107,664	842	8%
Overdrive Usage	2,382	2,430	2,686	2,373	2,554	2,393	2,494	2,505	2,430	22,247	2,099	18,988	331	16%
Hoopla Usage	415	361	441	445	493	438	481	463	442	3,979	319	3,971	123	39%
Items Loaned	2,894	2,828	2,979	2,926	2,768	2,680	2,981	2,882	2,742	25,680	2,568	20,889	174	7%
Items Borrowed	3,974	3,220	3,618	3,462	3,065	3,523	3,847	3,723	3,501	31,933	3,012	26,853	489	16%
Teacher Packs	3	4	2	2	0	2	0	4	3	20	5	23	-2	-40%
Door Count	8,467	9,805	9,496	9,033	8,542	10,187	9,852	10,027	7,788	83,197	6,987	73,277	801	11%

Services	January	February	March	April	May	June	July	August	September	2024 Y-T-D	September 2023	2023 T-D	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	321	288	276	295	338	250	2,848	369	2,728	-119	-32%
Wireless Usage by Session	1,225	1,282	1,286	1,416	1,312	1,211	1,227	1,277	1,277	11,513	1,355	12,678	-78	-6%
Youth Programs	24	28	34	26	103	29	26	11	18	299	17	283	1	6%
Youth Program Attendance	595	705	994	2,447	2,847	856	814	1,613	351	11,222	370	8,939	-19	-5%
Adult Programs	10	16	15	16	21	17	11	12	21	139	13	119	8	62%
Adult Program Attendance	91	169	157	169	240	168	104	187	183	1,468	129	1,189	54	42%
General Interest Programs	7	5	4	13	8	15	12	11	3	78	5	66	-2	-40%
General Interest Attendance	691	526	160	1,075	143	1,433	1,757	2,211	73	8,069	202	5,849	-129	-64%
Meeting Room Usage	61	80	76	71	60	60	54	55	54	571	51	539	3	6%
Study Room	128	146	139	162	143	150	142	168	141	1,319	136	1,287	5	4%
Volunteer Hours	100	87	98	115	76	81	75	80	77	789	105	943	-28	-27%
Local History Inquiries	10	18	14	10	10	11	10	13	6	102	13	129	-7	-54%
Technology Instruction 1:1	12	15	11	6	12	10	8	7	11	92	8	107	3	38%
Proctor	0	1	1	1	0	0	0	0	0	3	0	1	0	#DIV/0!
Notary	0	2	1	1	0	0	2	3	2	11	3	13	-1	-33%

Social Statistics	January	February	March	April	May	June	July	August	September	2024 Y-T-D	September 2023	2023 T-D	Monthly Difference from 2023	% +/-
Website Views	2,595	2,370	2,721	2,819	2,627	3,115	3,333	3,597	2,825	26,002	2,391	37,254	434	18%
Facebook Page Like	46	68	55	61	30	62	56	28	18	424	46	761	-28	-61%
Facebook Followers	87	203	108	136	71	130	120	63	70	988	88	847	-18	-20%
TikTok Followers	11	11	8	0	6	19	16	10	8	89	12	582	-4	-33%

Items Held by Library	January	February	March	April	May	June	July	August	September	Month to Month # +/-	September 2023	# +/-
Total Titles Held by Library	62,678	62,813	63,155	63,802	64,255	64,605	65,330	65,872	66,263	647	64,430	1,833
Total Items Held by Library	67,250	67,356	67,414	68,039	68,593	69,005	69,761	70,268	70,722	625	69,093	1,629
Kaukauna Card Holding Patrons	10,211	10,211	10,211	10,211	10,211	10,211	10,658	10,658	10,943	0	11,042	-99

Quarterly Report