

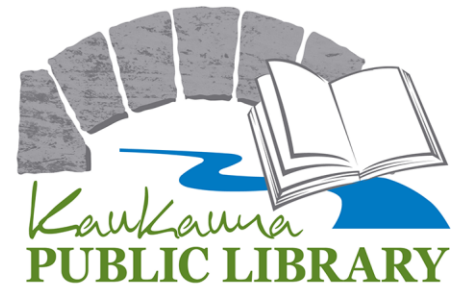
LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 22, 2023 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - [a.](#) Tuesday, June 27, 2023 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - [a.](#) Bill Register June 2023
 - [b.](#) Bill Register July 2023
 - [c.](#) Adopt Library Faxing Policy
 - [d.](#) Approve 2024 Closures
6. Information Items
 - [a.](#) Directors Report
 - [b.](#) Adult Services Librarian Report
 - [c.](#) Youth Services Librarian Report
 - [d.](#) Technology Coordinator Report
 - [e.](#) Communication Coordinator Report
 - [f.](#) Trustee Topic 8
 - [g.](#) Statistics
7. Adjournment

NOTICES

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

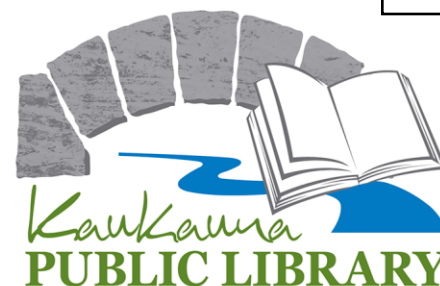
In person meeting in Library Board room and via Zoom

Meeting ID: 820 7216 9200

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

One tap mobile

<https://us06web.zoom.us/j/81403652423?pwd=citoZmMrU1VwU2l3bjUvczkvOEw1Zz09>



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 27, 2023 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:32p by Vice President C. Fallona.
2. Roll call of membership
 - a. Present: C. Fallona, C. Van Boxtel, J. Vondracek, J. Lucas, J. Van De Hey, A. Neumeier, & K. Hieptas
 - b. Excused: M.J. Kilgas, A. Schneider
 - c. Also Present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, May 23, 2023 Meeting Minutes
 - i. C. Van Boxtel made a motion to approve the Tuesday, May 23, 2023 Meeting Minutes, seconded by J. Lucas; motion carries, all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register May 2023
 - i. J. Vondracek made a motion to approve the Bill Register May 2023, seconded by K. Hietpas. Motion carries, all in favor.
 - b. Board Committee Appointments
 - i. J. Van De Hey made a motion to appoint C. Fallona, K. Hietpas, C. Van Boxtel, and A. Neumeier to the Personnel & Policy Committee, J. Van De Hey, J. Vondracek, A. Schneider and H. Lucas to the Finance Committee, and C. Fallona and K. Hietpas to the Nominating Committee, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Update Kaukauna Public Library Study Room Policy
 - i. J. Lucas made a motion to update the Library Study Room Policy, seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. Thiem-Menning reported on the first day of City Strategic Planning.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic 7
 - i. The topic this month was on library personnel.
 - e. Statistics
7. Adjournment
 - a. The meeting adjourned at 6:36p.

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual
From Jan 2023 to Jun 2023
Options: Activity Only

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$235,631.79	\$529,791.00	(\$294,159.21)	44.48%
5104 - Temporary Payroll	\$13,263.23	\$15,000.00	(\$1,736.77)	88.42%
5151 - Retirement Plan	\$11,964.28	\$27,571.00	(\$15,606.72)	43.39%
5152 - Residency	\$1,239.50	\$5,867.00	(\$4,627.50)	21.13%
5154 - Social Security	\$13,785.60	\$31,990.00	(\$18,204.40)	43.09%
5157 - Group Health Insurance	\$49,171.68	\$106,056.00	(\$56,884.32)	46.36%
5160 - Group Life Insurance	\$264.30	\$684.00	(\$419.70)	38.64%
5163 - Workers Compensation	\$467.11	\$922.00	(\$454.89)	50.66%
5208 - Travel - City Business	\$103.20	\$1,000.00	(\$896.80)	10.32%
5211 - Education & Memberships	\$758.46	\$2,230.00	(\$1,471.54)	34.01%
5303 - Communications	\$150.00	\$300.00	(\$150.00)	50.00%
5306 - Heating Fuels	\$5,643.52	\$7,500.00	(\$1,856.48)	75.25%
5309 - Water Sewer & Electric	\$5,484.19	\$14,600.00	(\$9,115.81)	37.56%
5312 - Maintenance - Buildings	\$54,277.71	\$110,000.00	(\$55,722.29)	49.34%
5313 - Lease - Buildings	\$71,988.25	\$143,916.00	(\$71,927.75)	50.02%
5325 - Contractual Services	\$16,078.37	\$35,000.00	(\$18,921.63)	45.94%
5328 - Advertising	\$209.01	\$1,550.00	(\$1,340.99)	13.48%
5331 - General Insurance	\$7,982.00	\$7,982.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$103,430.00	\$103,430.00	\$0.00	100.00%
5401 - Office Supplies	\$2,702.27	\$5,500.00	(\$2,797.73)	49.13%
5402 - Desktop Printer/Fax Expense	\$977.72	\$800.00	\$177.72	122.22%
5422 - Data Processing Supplies	\$3,546.06	\$4,500.00	(\$953.94)	78.80%
5431 - Postage	\$526.53	\$850.00	(\$323.47)	61.94%
5441 - Library Materials	\$45,727.45	\$77,552.00	(\$31,824.55)	58.96%
5442 - Service Contracts	\$43,776.83	\$51,871.00	(\$8,094.17)	84.40%
5444 - Library Programs	\$1,631.72	\$3,000.00	(\$1,368.28)	54.39%
5499 - Miscellaneous	\$442.66	\$1,000.00	(\$557.34)	44.27%
5804 - Equipment (including Office)	\$6,103.60	\$9,700.00	(\$3,596.40)	62.92%
Total - Expense	\$697,327.04	\$1,300,162.00	(\$602,834.96)	53.63%
Net Income	(\$697,327.04)	(\$1,300,162.00)	\$602,834.96	53.63%

City of Kaukauna
City - Income Statement Detail
Jun 2023

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	6/8/2023	Jun 2023	JE15		\$18,450.31	REGULAR PAYROLL
	Journal	6/8/2023	Jun 2023	JE15		\$1,090.30	HOLIDAY PAY
	Journal	6/22/2023	Jun 2023	JE16		\$19,816.91	REGULAR PAYROLL
Total - 5101 - Regular Payroll						\$39,357.52	
5104 - Temporary Payroll							
	Journal	6/8/2023	Jun 2023	JE15		\$1,318.56	PART-TIME/SEASONAL
	Journal	6/22/2023	Jun 2023	JE16		\$1,736.98	PART-TIME/SEASONAL
Total - 5104 - Temporary Payroll						\$3,055.54	
5151 - Retirement Plan							
	Journal	6/8/2023	Jun 2023	JE15		\$998.97	WI RETIREMENT
	Journal	6/22/2023	Jun 2023	JE16		\$1,009.61	WI RETIREMENT
Total - 5151 - Retirement Plan						\$2,008.58	
5152 - Residency							
	Journal	6/8/2023	Jun 2023	JE15		\$99.22	RESIDENCY
	Journal	6/22/2023	Jun 2023	JE16		\$107.44	RESIDENCY
Total - 5152 - Residency						\$206.66	
5154 - Social Security							
	Journal	6/8/2023	Jun 2023	JE15		\$861.97	SOCIAL SECURITY
	Journal	6/8/2023	Jun 2023	JE15		\$291.04	MEDICARE
	Journal	6/22/2023	Jun 2023	JE16		\$301.08	MEDICARE
	Journal	6/22/2023	Jun 2023	JE16		\$871.68	SOCIAL SECURITY
Total - 5154 - Social Security						\$2,325.77	
5157 - Group Health Insurance							
	Journal	6/8/2023	Jun 2023	JE15		\$3,514.28	GROUP HEALTH INSURAN
	Journal	6/22/2023	Jun 2023	JE16		\$3,307.28	GROUP HEALTH INSURAN
Total - 5157 - Group Health Insurance						\$6,821.56	
5160 - Group Life Insurance							
	Journal	6/8/2023	Jun 2023	JE15		\$20.83	GROUP LIFE INSURANCE
	Journal	6/22/2023	Jun 2023	JE16		\$20.83	GROUP LIFE INSURANCE
Total - 5160 - Group Life Insurance						\$41.66	
5163 - Workers Compensation							
	Journal	6/8/2023	Jun 2023	JE15		\$35.46	WORKERS COMPENSATION
	Journal	6/22/2023	Jun 2023	JE16		\$36.64	WORKERS COMPENSATION
Total - 5163 - Workers Compensation						\$72.10	
5303 - Communications							
	Journal	6/22/2023	Jun 2023	JE16		\$25.00	CELL REIMBURSEMENT
Total - 5303 - Communications						\$25.00	
5309 - Water Sewer & Electric							
	Vendor Invoice	5/25/2023	Jun 2023	500114-01 05 V0383	Kaukauna Utilities	\$980.79	207 Thilmany Rd
Total - 5309 - Water Sewer & Electric						\$980.79	
5312 - Maintenance - Buildings							
	Vendor Invoice	6/1/2023	Jun 2023	060123	V0016 Grand Kakalin LLC	\$8,820.00	June Maintenance
Total - 5312 - Maintenance - Buildings						\$8,820.00	
5313 - Lease - Buildings							
	Vendor Invoice	6/1/2023	Jun 2023	060123	V0016 Grand Kakalin LLC	\$11,993.00	June Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	6/1/2023	Jun 2023	02-33211	V0003 Advanced Maintenance Solutions	\$2,071.78	Janitorial Services - June 23

Total - 5325 - Contractual Services						\$2,071.78		
5328 - Advertising								
	Vendor Invoice	5/25/2023	Jun 2023	00034645	V0261 Fox Cities Magazine	\$95.00	Fox Cities Ad	
Total - 5328 - Advertising						\$95.00		
5401 - Office Supplies								
	Vendor Invoice	6/3/2023	Jun 2023	4170	V0528 Outagamie Waupaca Library System	\$155.00	Receipt Paper (2)	
Total - 5401 - Office Supplies						\$155.00		
5422 - Data Processing Supplies								
	Vendor Invoice	5/30/2023	Jun 2023	326475	V0754 Showcases	\$231.01	DVD Sleeves	
	Vendor Invoice	6/3/2023	Jun 2023	4170	V0528 Outagamie Waupaca Library System	\$385.16	Spine Labels & Barcodes	
Total - 5422 - Data Processing Supplies						\$616.17		
5441 - Library Materials								
	Vendor Invoice	5/21/2023	Jun 2023	052123	V0755 T-Mobile	\$373.80	Hotspots - May	
	Vendor Invoice	5/30/2023	Jun 2023	167004	V0756 Lee Mothes	\$37.00	Book	
	Vendor Invoice	5/31/2023	Jun 2023	503872873	V0472 Midwest Tape	\$1,067.09	Digital Library Materials	
	Vendor Invoice	6/8/2023	Jun 2023	060823	V0422 Library Journal	\$129.99	Annual Subscription	
Total - 5441 - Library Materials						\$1,607.88		
5442 - Service Contracts								
	Vendor Invoice	5/31/2023	Jun 2023	34164686	V0440 Marco	\$248.09	Copier Service	
Total - 5442 - Service Contracts						\$248.09		
5804 - Equipment (including Office)								
	Vendor Invoice	5/30/2023	Jun 2023	INV139202	V0120 Camera Corner/ Connecting Point Computer C	\$2,697.60	Sign Upgrade	
Total - 5804 - Equipment (including Office)						\$2,697.60		
Total - Expense						\$83,199.70		
Net Income						(\$83,199.70)		

Item 5.a.

Kaukauna Public Library

2023 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
March	\$ 15.29	\$ 605.88	\$ 89.00	\$ 13.00	\$ 723.17					\$ 723.17	\$ 146.37
April	\$ 30.87	\$ 354.45	\$ 64.40	\$ 30.00	\$ 479.72	\$ 90,339.50	\$ 101,693.00	\$ 22,953.00	\$ 214,985.50	\$ 215,465.22	\$ 179.34
May	\$ 1.00	\$ 506.80	\$ 75.50	\$ 35.50	\$ 618.80					\$ 618.80	\$ 57.96
June	\$ 17.31	\$ 473.90	\$ 84.25	\$ 24.00	\$ 599.46					\$ 599.46	\$ 118.19
Totals	\$ 109.19	\$ 2,721.81	\$ 444.75	\$ 115.50	\$ 3,391.25	\$90,339.50	\$101,693.00	\$22,953.00	\$214,985.50	\$ 218,376.75	\$ 791.26
2023 Budget	\$250.00	\$3,000.00	\$700.00	\$50.00	\$4,000.00	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00		
Balance	(\$140.81)	(\$278.19)	(\$255.25)	\$65.50	\$ (608.75)	(\$90,339.50)	\$0.00	\$0.00	(\$90,339.50)	\$218,376.75	\$ 791.26
<i>% of Budget Accrued</i>	44%	91%	64%	231%	85%	50%	100%	100%	70%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual
From Jan 2023 to Jul 2023
Options: Activity Only

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$275,810.71	\$529,791.00	(\$253,980.29)	52.06%
5104 - Temporary Payroll	\$15,646.87	\$15,000.00	\$646.87	104.31%
5151 - Retirement Plan	\$13,971.93	\$27,571.00	(\$13,599.07)	50.68%
5152 - Residency	\$1,441.29	\$5,867.00	(\$4,425.71)	24.57%
5154 - Social Security	\$16,112.69	\$31,990.00	(\$15,877.31)	50.37%
5157 - Group Health Insurance	\$55,993.24	\$106,056.00	(\$50,062.76)	52.80%
5160 - Group Life Insurance	\$305.96	\$684.00	(\$378.04)	44.73%
5163 - Workers Compensation	\$539.49	\$922.00	(\$382.51)	58.51%
5208 - Travel - City Business	\$103.20	\$1,000.00	(\$896.80)	10.32%
5211 - Education & Memberships	\$758.46	\$2,230.00	(\$1,471.54)	34.01%
5303 - Communications	\$175.00	\$300.00	(\$125.00)	58.33%
5306 - Heating Fuels	\$5,643.52	\$7,500.00	(\$1,856.48)	75.25%
5309 - Water Sewer & Electric	\$8,634.83	\$14,600.00	(\$5,965.17)	59.14%
5312 - Maintenance - Buildings	\$63,451.63	\$110,000.00	(\$46,548.37)	57.68%
5313 - Lease - Buildings	\$83,981.25	\$143,916.00	(\$59,934.75)	58.35%
5325 - Contractual Services	\$18,412.88	\$35,000.00	(\$16,587.12)	52.61%
5328 - Advertising	\$586.72	\$1,550.00	(\$963.28)	37.85%
5331 - General Insurance	\$7,982.00	\$7,982.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$103,430.00	\$103,430.00	\$0.00	100.00%
5401 - Office Supplies	\$3,086.63	\$5,500.00	(\$2,413.37)	56.12%
5402 - Desktop Printer/Fax Expense	\$977.72	\$800.00	\$177.72	122.22%
5422 - Data Processing Supplies	\$5,066.31	\$4,500.00	\$566.31	112.58%
5431 - Postage	\$793.36	\$850.00	(\$56.64)	93.34%
5441 - Library Materials	\$59,470.56	\$77,552.00	(\$18,081.44)	76.68%
5442 - Service Contracts	\$46,602.88	\$51,871.00	(\$5,268.12)	89.84%
5444 - Library Programs	\$2,627.81	\$3,000.00	(\$372.19)	87.59%
5499 - Miscellaneous	\$498.22	\$1,000.00	(\$501.78)	49.82%
5804 - Equipment (including Office)	\$6,103.60	\$9,700.00	(\$3,596.40)	62.92%
Total - Expense	\$798,208.76	\$1,300,162.00	(\$501,953.24)	61.39%
Net Income	(\$798,208.76)	(\$1,300,162.00)	\$501,953.24	61.39%

Kaukauna Public Library
2023 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
March	\$ 15.29	\$ 605.88	\$ 89.00	\$ 13.00	\$ 723.17					\$ 723.17	\$ 146.37
April	\$ 30.87	\$ 354.45	\$ 64.40	\$ 30.00	\$ 479.72	\$ 90,339.50	\$ 101,693.00	\$ 22,953.00	\$ 214,985.50	\$ 215,465.22	\$ 179.34
May	\$ 1.00	\$ 506.80	\$ 75.50	\$ 35.50	\$ 618.80					\$ 618.80	\$ 57.96
June	\$ 17.31	\$ 473.90	\$ 84.25	\$ 24.00	\$ 599.46					\$ 599.46	\$ 118.19
July	\$ 23.18	\$ 327.46	\$ 76.20	\$ 8.00	\$ 434.84					\$ 434.84	\$ 139.84
Totals	\$ 132.38	\$ 3,049.27	\$ 520.95	\$ 123.50	\$ 3,826.10	\$90,339.50	\$101,693.00	\$22,953.00	\$214,985.50	\$ 218,811.60	\$ 931.10
2023 Budget	\$250.00	\$3,000.00	\$700.00	\$50.00	\$4,000.00	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00		
Balance	(\$117.62)	\$49.27	(\$179.05)	\$73.50	\$ (173.90)	(\$90,339.50)	\$0.00	\$0.00	(\$90,339.50)	\$218,811.60	\$ 931.10
% of Budget Accrued	53%	102%	74%	247%	96%	50%	100%	100%	70%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City - Income Statement Detail
Jul 2023

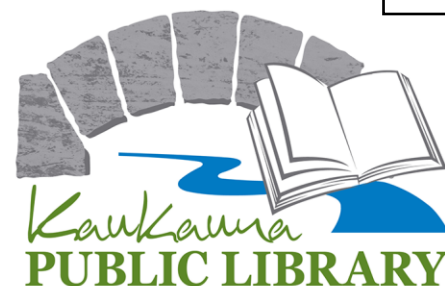
Item 5.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	7/6/2023	Jul 2023	JE46		\$20,009.96	REGULAR PAYROLL
	Journal	7/20/2023	Jul 2023	JE47		\$1,159.74	HOLIDAY PAY
	Journal	7/20/2023	Jul 2023	JE47		\$19,009.22	REGULAR PAYROLL
Total - 5101 - Regular Payroll						\$40,178.92	
5104 - Temporary Payroll							
	Journal	7/6/2023	Jul 2023	JE46		\$1,364.70	PART-TIME/SEASONAL
	Journal	7/20/2023	Jul 2023	JE47		\$1,018.94	PART-TIME/SEASONAL
Total - 5104 - Temporary Payroll						\$2,383.64	
5151 - Retirement Plan							
	Journal	7/6/2023	Jul 2023	JE46		\$1,000.63	WI RETIREMENT
	Journal	7/20/2023	Jul 2023	JE47		\$1,007.02	WI RETIREMENT
Total - 5151 - Retirement Plan						\$2,007.65	
5152 - Residency							
	Journal	7/6/2023	Jul 2023	JE46		\$100.44	RESIDENCY
	Journal	7/20/2023	Jul 2023	JE47		\$101.35	RESIDENCY
Total - 5152 - Residency						\$201.79	
5154 - Social Security							
	Journal	7/6/2023	Jul 2023	JE46		\$298.53	MEDICARE
	Journal	7/6/2023	Jul 2023	JE46		\$863.46	SOCIAL SECURITY
	Journal	7/20/2023	Jul 2023	JE47		\$295.79	MEDICARE
	Journal	7/20/2023	Jul 2023	JE47		\$869.31	SOCIAL SECURITY
Total - 5154 - Social Security						\$2,327.09	
5157 - Group Health Insurance							
	Journal	7/6/2023	Jul 2023	JE46		\$3,514.28	GROUP HEALTH INSURAN
	Journal	7/20/2023	Jul 2023	JE47		\$3,307.28	GROUP HEALTH INSURAN
Total - 5157 - Group Health Insurance						\$6,821.56	
5160 - Group Life Insurance							
	Journal	7/6/2023	Jul 2023	JE46		\$20.83	GROUP LIFE INSURANCE
	Journal	7/20/2023	Jul 2023	JE47		\$20.83	GROUP LIFE INSURANCE
Total - 5160 - Group Life Insurance						\$41.66	
5163 - Workers Compensation							
	Journal	7/6/2023	Jul 2023	JE46		\$36.36	WORKERS COMPENSATION
	Journal	7/20/2023	Jul 2023	JE47		\$36.02	WORKERS COMPENSATION
Total - 5163 - Workers Compensation						\$72.38	
5303 - Communications							
	Journal	7/20/2023	Jul 2023	JE47		\$25.00	CELL REIMBURSEMENT
Total - 5303 - Communications						\$25.00	
5309 - Water Sewer & Electric							
	Vendor Invoice	6/26/2023	Jul 2023	500114-01 06 V0383 Kaukauna Utilities		\$1,327.37	Public Library
	Vendor Invoice	7/25/2023	Jul 2023	500114-01 07 V0383 Kaukauna Utilities		\$1,823.27	Public Library
Total - 5309 - Water Sewer & Electric						\$3,150.64	
5312 - Maintenance - Buildings							
	Vendor Invoice	6/5/2023	Jul 2023	0096546-IN	V0229 Energy Control & Design, Inc.	\$353.92	Replaced Switch in Office
	Vendor Invoice	7/5/2023	Jul 2023	070723	V0016 Grand Kakalin LLC	\$8,820.00	July Maintenance
Total - 5312 - Maintenance - Buildings						\$9,173.92	
5313 - Lease - Buildings							
	Vendor Invoice	7/5/2023	Jul 2023	070723	V0016 Grand Kakalin LLC	\$11,993.00	July Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$262.73	Contractual Services
	Vendor Invoice	7/1/2023	Jul 2023	02-33499	V0003 Advanced Maintenance Solutions	\$2,071.78	Janitorial Services - July 23
Total - 5325 - Contractual Services						\$2,334.51	
5328 - Advertising							
	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$45.59	Advertising
	Vendor Invoice	6/19/2023	Jul 2023	5482	V0383 Kaukauna Utilities	\$332.12	Library Bill Insect
Total - 5328 - Advertising						\$377.71	
5401 - Office Supplies							

Total - 5401 - Office Supplies 5422 - Data Processing Supplies	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$384.36	Office Supplies
						\$384.36	
Total - 5422 - Data Processing Supplies 5431 - Postage	Vendor Invoice	4/22/2023	Jul 2023	4151	V0528 Outagamie Waupaca Library System	\$200.00	Spine Labels
	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$475.25	Data Processing Supplies
	Vendor Invoice	6/24/2023	Jul 2023	2815	V0577 RMC Imaging, Inc.	\$845.00	Annual Subscription
						\$1,520.25	
Total - 5431 - Postage 5441 - Library Materials	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$266.83	Postage
						\$266.83	
	Vendor Invoice	1/31/2023	Jul 2023	2037298464	V0796 Baker & Taylor	\$25.00	Audio Library Materials
	Vendor Invoice	5/22/2023	Jul 2023	76074495	V0323 Ingram	\$92.09	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141556	V0323 Ingram	\$37.57	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141558	V0323 Ingram	\$12.38	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141553	V0323 Ingram	\$5.93	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141555	V0323 Ingram	\$56.90	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141552	V0323 Ingram	\$31.87	Books
	Vendor Invoice	5/25/2023	Jul 2023	76203788	V0323 Ingram	\$17.77	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141557	V0323 Ingram	\$70.77	Books
	Vendor Invoice	5/25/2023	Jul 2023	76141554	V0323 Ingram	\$13.76	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203790	V0323 Ingram	\$33.48	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203796	V0323 Ingram	\$34.62	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203789	V0323 Ingram	\$13.52	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203795	V0323 Ingram	\$116.07	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203797	V0323 Ingram	\$67.54	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203794	V0323 Ingram	\$12.18	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203793	V0323 Ingram	\$17.97	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203791	V0323 Ingram	\$21.41	Books
	Vendor Invoice	5/31/2023	Jul 2023	76203792	V0323 Ingram	\$30.92	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235620	V0323 Ingram	\$18.05	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235614	V0323 Ingram	\$6.27	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235621	V0323 Ingram	\$25.28	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235617	V0323 Ingram	\$120.89	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235619	V0323 Ingram	\$6.26	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235622	V0323 Ingram	\$11.69	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235616	V0323 Ingram	\$16.73	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235618	V0323 Ingram	\$293.05	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235623	V0323 Ingram	\$25.35	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235624	V0323 Ingram	\$16.24	Books
	Vendor Invoice	6/1/2023	Jul 2023	76235615	V0323 Ingram	\$493.91	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249629	V0323 Ingram	\$313.05	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249630	V0323 Ingram	\$834.29	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249632	V0323 Ingram	\$104.04	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249627	V0323 Ingram	\$1,063.20	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249628	V0323 Ingram	\$29.52	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249625	V0323 Ingram	\$17.80	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249626	V0323 Ingram	\$19.22	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249631	V0323 Ingram	\$29.00	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249634	V0323 Ingram	\$27.10	Books
	Vendor Invoice	6/2/2023	Jul 2023	76249633	V0323 Ingram	\$6.25	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299468	V0323 Ingram	\$34.39	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299474	V0323 Ingram	\$5.50	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299472	V0323 Ingram	\$84.37	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299470	V0323 Ingram	\$24.73	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299471	V0323 Ingram	\$10.07	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299473	V0323 Ingram	\$18.63	Books
	Vendor Invoice	6/6/2023	Jul 2023	76299469	V0323 Ingram	\$27.75	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354240	V0323 Ingram	\$17.48	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354245	V0323 Ingram	\$16.47	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354242	V0323 Ingram	\$6.33	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354238	V0323 Ingram	\$17.43	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354239	V0323 Ingram	\$30.88	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354243	V0323 Ingram	\$18.09	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354244	V0323 Ingram	\$61.10	Books
	Vendor Invoice	6/9/2023	Jul 2023	76354241	V0323 Ingram	\$42.89	Books

Item 5.b.

	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$1,503.79	Library Materials
	Vendor Invoice	6/15/2023	Jul 2023	76440482	V0323 Ingram	\$17.38	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440481	V0323 Ingram	\$77.64	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440486	V0323 Ingram	\$18.14	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440484	V0323 Ingram	\$81.53	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440485	V0323 Ingram	\$56.23	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440483	V0323 Ingram	\$48.89	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440488	V0323 Ingram	\$46.14	Books
	Vendor Invoice	6/15/2023	Jul 2023	76440487	V0323 Ingram	\$10.75	Books
	Vendor Invoice	6/16/2023	Jul 2023	76463083	V0323 Ingram	\$12.55	Books
	Vendor Invoice	6/16/2023	Jul 2023	76463080	V0323 Ingram	\$78.62	Books
	Vendor Invoice	6/16/2023	Jul 2023	76463082	V0323 Ingram	\$108.63	Books
	Vendor Invoice	6/16/2023	Jul 2023	76463081	V0323 Ingram	\$11.70	Books
	Vendor Invoice	6/21/2023	Jul 2023	987930099 06	V0755 T-Mobile	\$324.09	Hotspots - June
	Vendor Invoice	6/23/2023	Jul 2023	76551444	V0323 Ingram	\$74.72	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551439	V0323 Ingram	\$10.52	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551443	V0323 Ingram	\$475.47	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551441	V0323 Ingram	\$9.98	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551440	V0323 Ingram	\$35.09	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551438	V0323 Ingram	\$33.08	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551445	V0323 Ingram	\$253.83	Books
	Vendor Invoice	6/23/2023	Jul 2023	76551442	V0323 Ingram	\$28.05	Books
	Vendor Invoice	6/26/2023	Jul 2023	76570708	V0323 Ingram	\$9.55	Books
	Vendor Invoice	6/26/2023	Jul 2023	76570709	V0323 Ingram	\$22.71	Books
	Vendor Invoice	6/26/2023	Jul 2023	76570706	V0323 Ingram	\$117.40	Books
	Vendor Invoice	6/26/2023	Jul 2023	76570705	V0323 Ingram	\$16.61	Books
	Vendor Invoice	6/26/2023	Jul 2023	76570710	V0323 Ingram	\$134.45	Books
	Vendor Invoice	6/26/2023	Jul 2023	76570707	V0323 Ingram	\$11.76	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644021	V0323 Ingram	\$796.21	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644019	V0323 Ingram	\$86.43	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644023	V0323 Ingram	\$471.33	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644025	V0323 Ingram	\$10.12	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644016	V0323 Ingram	\$20.63	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644026	V0323 Ingram	\$32.13	Books
	Vendor Invoice	6/30/2023	Jul 2023	504013090	V0472 Midwest Tape	\$1,113.21	Digital Library Materials
	Vendor Invoice	6/30/2023	Jul 2023	76644024	V0323 Ingram	\$710.21	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644022	V0323 Ingram	\$17.82	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644020	V0323 Ingram	\$12.87	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644018	V0323 Ingram	\$12.27	Books
	Vendor Invoice	6/30/2023	Jul 2023	76644017	V0323 Ingram	\$118.59	Books
	Vendor Invoice	7/10/2023	Jul 2023	UT0971041	V0686 USA Today	\$399.32	Annual Subscription
	Vendor Invoice	7/20/2023	Jul 2023	16953	V0576 Rivistas Subscription Services	\$1,815.95	Annual Bill
	Journal	7/31/2023	Jul 2023	JE67		(\$16.24)	Ingram Invoice 76235624
	Journal	7/31/2023	Jul 2023	JE67		(\$92.09)	Ingram Invoice 76074495
Total - 5441 - Library Materials						\$13,743.11	
5442 - Service Contracts							
	Vendor Invoice	6/19/2023	Jul 2023	21766	V0001 Amplitel Technologies LLC	\$64.59	Phones - Library
	Vendor Invoice	6/30/2023	Jul 2023	34370049	V0440 Marco	\$1,465.46	Copier Usage
	Vendor Invoice	7/25/2023	Jul 2023	90625675	V0865 PastPerfect Software	\$1,296.00	Web Edition & Public Access Annual Hosting through 8/8/24
Total - 5442 - Service Contracts						\$2,826.05	
5444 - Library Programs							
	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$996.09	Library Programs
Total - 5444 - Library Programs						\$996.09	
5499 - Miscellaneous							
	Vendor Invoice	4/20/2023	Jul 2023	75593101	V0323 Ingram	\$76.55	Books
	Vendor Invoice	6/14/2023	Jul 2023	061423	V0123 Cardmember Service	\$55.56	Misc.
	Journal	7/31/2023	Jul 2023	JE67		(\$76.55)	Ingram Invoice 75593101
Total - 5499 - Miscellaneous						\$55.56	
Total - Expense						\$100,881.72	
Net Income						(\$100,881.72)	



Library Faxing Policy

For a small fee per page, Kaukauna Public Library staff will fax up to 20 pages, per person, per day. Fees are currently set at \$1.00 for the first page and .50 cents for each page after for outgoing faxes, with incoming faxes set at .25 cents for the first page and .10 cents for every page after. Faxing fees may change at any time. Lengthy documents over 20 pages will not be accepted, no exception; this is due to slow transmit times and the amount of time required of staff to monitor the machine. Faxing services end ten minutes prior to the library closing to ensure enough time for transmit before operational hours are over. Any outstanding faxes that have not gone through at time of closure will be dealt with the following business day. Staff will not remain at the service desk past closing to wait for faxes.

Patrons must remain in the building and present during a faxing service request.

The fax machine only reads one-sided 8.5 X 11" inch documents that are free of wrinkles, folds, and tears. A small charge for the cost of a copy, .10 (ten) cents, will be added to faxing fees if necessary in the event of smaller paper, tears, wrinkles, or double-sided documents. The library does not supply cover sheets; they are the responsibility of the sender.

Payment for faxing will only be accepted in the form of check or cash.

Incoming faxes for patrons must include the full patron first and last name, as well as a phone number. Faxes not picked up within two business days will be shredded.

Faxing is completed by Library staff. The library is not responsible for any damage, loss of data or consequential damage arising from a patron's use of this service. The library makes no guarantees as to the privacy, quality or reliability of the fax service. The Library will provide the print out from the fax machine which indicates whether the fax went through, however, patrons are responsible for confirming the receipt of the fax by the other party.

The library is not liable for issues with the transmittance of faxes, including but not limited to, missing pages, bad transmission, failure to transmit, or incomplete data. The library will only accept payment for faxes when the machine print out has indicated that the recipient has received the fax.

The library reserves the right to decline to continue to transmit a fax after the third attempt indicates the machine is busy or not receiving faxes on the recipient end. Patrons will not be charged for fax attempts that do not go through.

International and out of state faxing is not allowed, however, the library will fax to 1-800 numbers.

Patrons are reminded that our copy machine has the ability to scan and staff can help attach documents to emails free of charge in lieu of faxing.

The fax service may not be used for illegal purposes. and patrons must abide by copyright laws.



2024 Kaukauna Public Library Closed/Important Dates

Monday, January 1 – New Year’s Day

Friday, January 12 – Staff Training

Saturday, May 25 – Closed instead of Start of Summer Hours

Monday, May 27 – Memorial Day

Friday, May 31 – Staff Training

Thursday, July 4 – Independence Day

Saturday, August 31 – Closed instead of Start of Winter Hours

Monday, September 2 – Labor Day

Friday, September 13 – Staff Training

Thursday and Friday, November 28-29 – Fall Break

Tuesday, December 3 - Close at 4 for City Holiday Parade

Friday, December 6 – Staff Training

Tuesday-Wednesday, December 24-25 - Winter break

Tuesday, December 31 - Close @ 4pm

Board Meetings 5:30p

23-Jan
27-Feb
26-Mar
23-Apr
28-May
25-Jun
July NO MEETING
27-Aug
24-Sep
22-Oct
26-Nov
December NO MEETING

Spring Book Sale

April 27-May 4

SLP 10+2 weeks
June 3-August 9

Fairy Walk
August 19(Monday) 5-8

School Supply Drive
August 9 (Friday)

Coat Drive

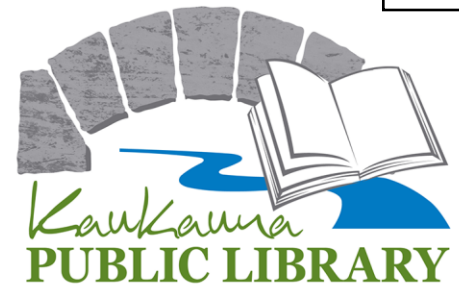
October 19 (Saturday)

Fall Book Sale

November 23-27,30

KU Library of Lights

December 2 (Monday)



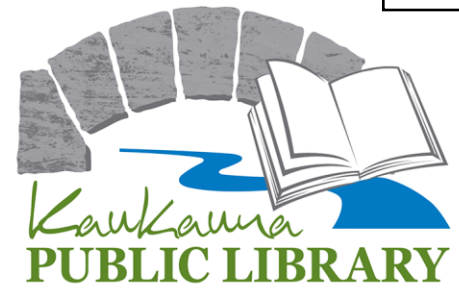
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 8/18/23
Re: Upcoming Staff Training 9/15

The library will be closed on September 15 for staff training. During the day, Stanley Steamer will be here to clean the playmat and to clean all the upholstered furniture. We also plan to repair the playmat to the best of our ability in-house, as the quote to fix the tree base and rocks was not within the budget. Staff also have another cabinet to build to house more of our "library of things" items.

All staff will be attending the City Paycor training in the morning at City Hall. We will also be practicing our fire drills and other emergency procedures, as well as having our annual fire extinguisher training.

There is also a significant amount of after summer clean up that needs to be done after a busy summer reading program.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 8/17/23
Re: Staffing & Building Updates

We have made an offer for a Hispanic Outreach Coordinator. Ana Mejia will be joining our staff on 8/28. We also made an offer to another candidate for an on-call position; however, we are currently waiting to see if the onboarding process will begin.

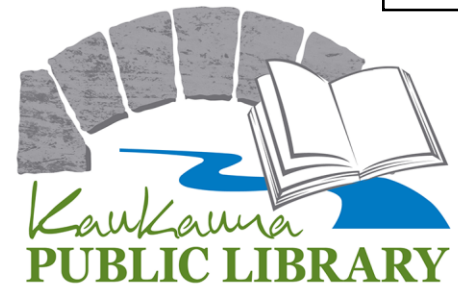
Ana has a background in childcare and teaching, and has a degree in criminal justice.

The Finance Director and I have met with the landlord to go over the budget for 2024 for the building, as well as to discuss future expansion efforts. We are set to meet again in late August.

The roof continues to leak in adult fiction. We were told that the roof had been fixed and had placed materials back on the shelf in the area, only to find that the next two times it rained the roof was still leaking. The site supervisor has since dispatched repair, but we have yet to see if they found the issue.

The lower level door recently had to be repaired again, which will come out of the maintenance budget line.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 8/17/23
 Re: 2024 Budget

The City budget schedule has been approved with our first budget draft due on 9/8. From there we will have a budget roundtable as City staff to see where we are coming in with budget requests and make adjustments from there. I will likely ask for a formal approval of our budget at the October meeting. The City budget will be adopted at the November 21st Council meeting.

Typically, we do not set the personnel budget, which is determined by HR and Finance, with the exception of an estimate on what we need for the on-call budget, which I send based on year to date expenditures. That line appears as temporary payroll in the general ledger.

I have requested the funds for the library to stay open on Saturdays during the summer months when we are typically closed on weekends. We are currently the only library closed on Saturdays during the summer in the Fox Cities. This will directly affect our budget request for on-call staff, as they are now included into the Saturday rotation.

I have also requested a full-time position, bringing back the Public Services Coordinator. This position would be responsible for setting the desk schedule, scheduling on-call staff, maintaining and training new volunteers, and scheduling the meeting rooms. Our Administrative Coordinator had to take the desk schedule when the Assistant Director resigned and we removed the position, and our Adult Services Librarian had to continue to manage the volunteers and meeting rooms because there were no staff members available to take it on. If the City cannot fit a full-time position into this budget, I have requested a part-time Library Assistant.

As we build our budget, we are also following some of the tactics we listed in our Strategic Plan to meet our objectives, which includes increases to collections, marketing, and programming lines. We are also seeking quotes for regular garden maintenance in the summer months. Volunteers and staff are just not able to keep up with the amount of care necessary to keep it looking nice and well maintained. DPW will change out the garbage's for us, and they have offered to add mulch and sand for us every other year as necessary, for which we are very grateful.

As a group, we will also be meeting to review the Capital Improvement Plan projects for 2024. We are hoping that our sorter and office project will be approved for 2024 or 2025. This will consist of adding a sorting machine to the workroom to assist with check in, as well as adding offices to adult fiction, and a redesign of the workroom to accommodate the large sorting machine. If we were to add a new full-time staff member, there is currently not one space available for them to work at. At this point,

our options would include moving the Administrative Assistant to my office to free up a cubicle, or we could purchase some partitions and make a temporary office in adult fiction, (however a concern there is office security for personal belongings) or we could take over another study room temporarily. However, given the usage of our study rooms and having already turned one into office space, we are very reticent to utilize that option.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 8/17/23
 Re: City Updates

The City of Kaukauna continues to work on our Strategic Plan. Department heads have been meeting every Monday afternoon to work together on the plan. We have currently identified our goals as well as the tactics necessary to meet the goals. As this is the City's first plan in many years, the plan may end up being shorter than the typical five year plan. We will also begin data collections in certain areas so that we can set key performance indicators for future goals.

The plan will be presented to Council this fall with action items to begin in 2024. It has been a great opportunity for department heads to work together on this plan. It has already increased cross department communications and helped us solve the best way to move forward with garden maintenance here for example.

We have defined our why, mission, vision, our foundation, values, and the following strategic objectives: develop a staff plan, create a community of choice, and enhance internal and external communication.

This fall there will be some bigger changes taking place at the City. First, our financial software has changed, which is reflected in the new monthly bill register you see in this report. In an effort to streamline the process more, City has moved from Springbrook to Net Suite. Soon, all our invoices will be emailed in and then sent to staff for approval and payment, which will begin a reduction in the amount of paper files kept as the software is cloud based.

Our HR and payroll software, Ascentis, is also changing this fall as the product has been bought out and will no longer be supported. City staff are required to attend a meeting in September to learn how to use the new software, called Paycor. As part of our staff training day, I will be sending all our staff to the September 15th training at City Hall. Going forward, Paycor will be used for employment, onboarding, staff benefits, and even reviews. We believe that Paycor will also give us the ability to post open on-call shifts for staff, where they would then receive a push notification on an app, and can then select if they would like to work the shift.

Adult Services Librarian Report

Programming

Alzheimer's Education Series

Courtney from St. Paul Elder services has continued teaching her programs regarding various Alzheimer's topics. This month's class wraps up a three-part series for caregivers of those suffering from Alzheimer's. It offered resources and advice for navigating the late stage of a loved one's Alzheimer's diagnosis. The program will continue into the fall and the topics will be similar to those offered from January to April of this year.

Juneteenth Program with Dr. Alphonso Simpson

Director of African American Studies at UW-Oshkosh Dr. Alphonso Simpson stopped by to give a talk on the meaning of Juneteenth. The program was warmly received, with participants staying more than 30 minutes past the end of the program to continue the discussion with Dr. Simpson. They would have stayed even later if it wasn't closing time!



Figure 1. Dr. Alphonso Simpson

Oneida Pow Wow

On June 21st the library held an Oneida Pow Wow presentation. It took place in the parking lot next to the library, and participants learned the history behind Pow Wow's and were able to witness the Storm Dancers perform. There was a great turnout!



Figure 2. A Storm Dancer Dancing

Coffee and Conversation - Officer Lucas and Rocko the Dutch Shepard

On June 30th Police Officer Lucas brought Rocko the Dutch Shepard to the library discuss the day in the life of a K-9 handler. He explained how Rocko was trained, where he came from, the kinds of jobs he is dispatched to, what it is like to work with a dog every day, and more. The program was well attended and patrons were engaged the entire program asking questions.



Figure 3. Officer Lucas Presenting Rocko

Coffee and Conversation – The New Kaukauna Pool

On August 11th Terri Vosters stopped by from Kaukauna's Recreation Department to show how progress on the new pool was progressing, and answer questions from the public. A modest group of patrons showed up and asked detailed questions about the layout and funding of the new pool.



Figure 4. Terri Vosters Answering Questions About The New Pool

Puzzle Palooza

The library held our second ever Puzzle Palooza event on July 29th, sponsored by Boardlandia. 9 teams of 4 people competed to see who could put together the same 500 piece puzzle the fastest. During the last Puzzle Palooza, two teams finished within 1 second of each other! The same two teams returned and the team who came in second last time won with a time of 38 minutes and 1 second. It's safe to say a rivalry is forming! Incidentally, the team calling themselves the "Missing Pieces" turned out to be the only team to have one piece missing at the end of the event.



Figure 5. The Teams Concentrating Hard While Puzzling Out Their Path To Victory!

Ukulele Lessons

Library staff member Donna taught a well-attended two-part ukulele class on July 31st and August 7th. Patrons were able to check out the ukuleles that the library offers or bring their own. They learned basic cord shapes as well as how to tune their ukuleles!

Dungeons and Dragons

Thanks to the efforts of library staff member Sarah R, our Dungeons and Dragons program continues to grow! The program has a particularly high turnout from our teen patrons, which is the most difficult age group to bring in to library programs. Attendance is so high that patrons must form two groups to play instead of one!

Technology Outreach and Technology 101

As usual, attendance at the Thompson Center continues to be high, though dropped slightly during the summer months. This summer I taught them how to use Facebook Marketplace and how to sign up for programs online. At the library I also taught Facebook Marketplace basics, but instead of signing up for programs online, I taught Libby basics, since Overdrive is being retired in favor of our popular E-resource app Libby.

One-On-One Technology Help

June was the busiest month on record for technology help! Between June and July, I helped 34 people via one hour technology help sessions. Topics ranged from assistance with job searching, how to create passwords and remember them, how to use Facebook Marketplace, how to send pictures via text message and email, how to stay safe when selecting apps on the app store, general online security tips, and much more.

Youth Services at a Glance

June & July 2023

Teacher Packs- 3

Youth Programs- 38

Youth Attendance- 1363

General Interest Programs- 25

General Interest Attendance- 1174

Program Highlights

Geoff Akins brought the magic of bubbles to Kaukauna in June with the famous Bubble Wonders program. We saw 403 attendees become dazzled with bubbles of all shapes and sizes, and a few lucky patrons were selected to be inside a bubble!



Figure 1. A lucky boy inside a bubble at Bubble

Wonders

We could not call summer a wrap without one of Miss Rachel's famous dance parties! A nice round number of 100 patrons attended one of two Disney Dance Parties in June, showing off their best dancing feet in the cutest Disney attire.

Elementary Explorers brought a dozen eager school-age kiddos to experiment with Miss Kim and keep the love of learning burning bright this summer! Perhaps a day camp is in our future next summer!

This summer the library offered two separate Teen Tie Dye opportunities, bringing in 46 teens to create their own cloth masterpieces. Our conference room carpet may never be the same!

Rocks Rock continues to intrigue young minds and drive interest in paleontology. After learning about rocks, minerals, and fossils, participants were able to create their own using air dry clay and Plaster of Paris.

Garden programs have been a huge hit this summer, keeping participation numbers at an average of 50. Miss Donna led our Storytimes in the Garden entertaining patrons with her ukulele skills, while Miss Mary helped patrons of all ages to design unique summer creations during Art in the Garden.

This year, Kaukauna Public Library went all out and hosted a double feature for Family Movie Night in July. A whopping 500 attendees grabbed their blankets and chairs to join FunFlicks on the lawn. There was an offering of themed crafts, balloon creations, face painting, and even a small petting zoo!



Figure 2. A picture of the attendees ready for the show to start during Family Movie Night.

Collaboration Fun

There have been several fantastic collaboration programs and events this summer! Kaukauna Public Library welcomed back Sarah from Piggly Wiggly for Decorating Desserts. Using pre-made sugar cookies, 22 participants had the option to follow the demonstration and decorate their cookies into baseballs or flowers.

The library loves to collaborate with 100 Islands and we had a few fabulous programs this summer! In June, we hosted Birding Basics, with 18 attendees learning about the variety of native birds in Wisconsin. The Evening Hike and Campfire in July was held at the nature center, drawing 150 area residents to take guided hikes with Debra Nowak and roast marshmallows with Mr. Gavin.

Touch a Truck was a massive hit with the community! The event was held at Hydro Park and we had 12 area businesses that participated this year, including a 4-H petting zoo and bikes from Recyclist. Over 500 attendees ventured out to explore the variety of vehicles. Next year, volunteers are necessary as we plan for more!

Kaukauna Public Library and Pagoni's teamed up for the Pizza Tasting program this July. Teens were invited to try each of the 5 pizzas generously donated by Pagoni's and determined the favorite to be pepperoni! Special thanks to Ernesto for the extra fun with the donated \$10 certificates!

Continuing Education

During June and July, I focused on teen program development. I watched webinars and prerecorded conferences. What components could we add or take away from what we currently offer to increase engagement? Are there any areas of interest that we have not implemented in a program? I found myself down the teen rabbit hole, following various libraries, blogs, and

newsletters. Then, I saw the consistency, one word continually appearing. Teens want ownership, and snacks.

In evaluating our teen space and current teen program offerings, it seems we put too much stress on participation. This is where the idea for “Teen Bins” was born! Curated specifically for teens, and only available during teen programs or as a drop in activity in the teen lab, these bins will give the sense of something coveted. I am optimistic this year in my effort to collaborate with the high school and form a Teen Advisory Group, with the goal of having teens develop and promote their own ideas at Kaukauna Public Library. The most important element, however, is snacks.

Technology Notes - August 2023

- The transition to Past Perfect Online is finally complete! Our entire local history photo collection is viewable online. The site will be linked on our website very soon. To check it out, go to: <https://kaukaunallibrary.catalogaccess.com/>. All 10,536 photos are there and searchable. Big thanks to our volunteers Carol and Mary, as getting to this point would not have been possible without them.
- Conference room audio upgrades are set to be installed on August 24th & 25th.
- The next larger technology components that will need replacing in the next several years will be our self-check units and our security gates. Our current units are older 3M models. Bibliotheca bought out 3M and may no longer support its older units in the future, so it's time to start thinking about an upgrade.
- We recently had a Bibliotheca rep visit us to check out our workroom space by our book drop to take measurements for an automatic sorter bin. This ties into my point above as it would make sense to upgrade our self-checks & gates roughly around the same time the sorter is installed to ensure all three components are working together. I am working on getting quotes and learning about subscription options that they offer.
- As it is time to start looking at next years budget, my main focuses will be the replacement of adult public computers, a new laptop that will live in the conference room for programming purposes, a new fax machine, and a stock of a few emergency replacement computers to have on hand in case of a sudden failure.
- My two larger projects for this year: Migrating our files to a new server and creating a consolidated intranet site for the library are coming along nicely. I recently learned that the city is looking to do the same thing with the goal being more of a one stop location that houses both library information and city related information in the same place. We should be on track to have most of this completed by the end of this year.

****Our website stats going forward will track unique users instead of sessions. This means that the number you see will be lower than before, but this doesn't mean views are going down, it simply means it counts one per person visiting the site. Before one person could account for multiple sessions per site visit, so its just more of an exact number****

Communications Coordinator Report

April

National Library Month

I started a fundraiser in preparation for the Summer Feeding Program using the National Library Month theme. Patrons could purchase a heart to leave a message for the library and were then displayed on the windows. Each heart had multiple denominations. \$1147 was raised for the Summer Feeding Program.



New t-shirt designs were launched in Bonfire for National Library Month as well, proceeds for this campaign totaled \$144.95. Since the launch of our partnership with Bonfire, we have raised \$1676.46. This is passive income as once the design is launched, they can be purchased at any time.



May

Utilities Insert

An insert was included into the May Kaukauna Utilities bill featuring "10 Things to do at Kaukauna Public Library this Summer".

10 THINGS TO DO AT KAUKAUNA PUBLIC LIBRARY THIS SUMMER

All library programs are FREE!
View our other events at
kaukaunallibrary.org

3 JUNETEENTH SPEAKER

Join us for Dr. Alphonso Simpson, professor at UNO, as he discusses the Juneteenth celebration on June 19 at 6:30pm.

4 POWWOW PRESENTATION

Watch the Oneca Nation drum group, singers and circular dancers in this presentation June 21 at 6pm.

7 OUTDOOR MOVIE NIGHT

July 17 at 5:30pm, join us in the parking lot for a double feature! Come early for hotdogs, a pretzel cone, face painting and crafts!

9 MEET & GREET A THERAPY DOG

Meet Huger, a Cocker Spaniel dog and learn about her job. August 1 at 11:30am or 2:00pm.

10 FAIRYWALK AT 1000 ISLANDS

Join us at 1000 Islands for crafts, activities, games, food, and fun! August 21 from 5:00pm-8:00pm.

1 SUMMER LEARNING PROGRAM

Readers of EVERY age can participate in our summer learning program. Read, do activities, and win prizes! June 5 - August 25.

2 ART IN THE GARDEN

Select Fridays during summer, come create a masterpiece in our Interactive Learning Garden.

5 BUBBLE WONDERS

Bubble Wonders is full of amazing bubble sticks, magic, and snowglobe. Join us June 29 at 10am, 1:30pm, or 5:30pm.*

6 TOUCH A TRUCK

Come to Hydro Park on July 12 from 11am-1pm. See and touch a variety of work trucks. Blauy will make an appearance as well!

8 LOCAL HISTORY WALKING TOURS

Join a local historian on a walk around some Kaukauna landmarks and learn about our city! June 27, July 25, August 22 at 5:30pm.*

*Requires registration, please call 920-766-6340 or go online to register.

10 cosas que hacer en la Biblioteca Pública de Kaukauna este verano

(Todos los programas de la biblioteca son gratis).
Visítanos otros eventos en
kaukaunallibrary.org.

3 Orador sobre Juneteenth

Dr. Alphonso Simpson, profesor de UNO, hablará sobre la celebración del Juneteenth en 19 de junio a las 6:30 p.m.

4 Presentación de Pow Wow

Mira el grupo de Oneca. Bailarines, cantantes y bailarines de tambor. Únase a nosotros el 21 de junio a las 6:00 p.m.

7 Noche de cine al aire libre

El 17 de julio a las 5:30 p.m., únase a nosotros en el estacionamiento para ver dos películas. Traiga sándwiches para globos, un zoológico interactivo, pintura de caras, y manualidades.

9 Conozca a un perro de terapia

Conozca a una perra de terapia llamada Huger y aprenda sobre su trabajo. 1 de agosto a las 11:30 a.m. o 2:00 p.m.

10 Paseo de hadas

Únase a nosotros en 1,000 Islands Environmental Center para manualidades, actividades, juegos, comida y diversión el 21 de agosto a partir de las 5:00 p.m.-8:00 p.m.†

*Se requiere registro; llame al 920-766-6340 o visite nuestro sitio web para registrarse.

1 Programa de lectura de verano

Lectores de todas las edades pueden participar en el programa. Lees, completa actividades, y gana premios! 5 de junio al 25 de agosto.

2 Arte en el jardín

Cierras viernes en el verano, ven a crear arte en nuestro Learning Garden.

5 Maravillas de burbujas

Maravillas de burbujas está lleno de increíbles trucos de burbujas, magia y más. Únase a nosotros el 29 de junio a las 10:00 a.m., 1:30 p.m. o 5:30 p.m.*

6 Toca un camión

Ven a Hydro Park el 12 de julio de 11:00 a.m. a 1:00 p.m. Ve y juega una variedad de camiones de juguete. ¡También habrá de comida!

8 Recorrido a pie por la historia local

Únase a nuestro historiador local en un paseo por los puntos de referencia de Kaukauna y aprenda sobre la ciudad. 27 de junio, 25 de julio y 22 de agosto a las 5:30 p.m.*

207 Thibault Rd., Suite 200
Kaukauna, WI 54130
kaukaunallibrary.org

The Social Media Marketing Specialist from Fox Cities Convention and Visitors Bureau visited to collect content for an Instagram reel as well as a TikTok video highlighting the library. The content was posted on their social media (@foxcitieswi) which has 3,699 followers.

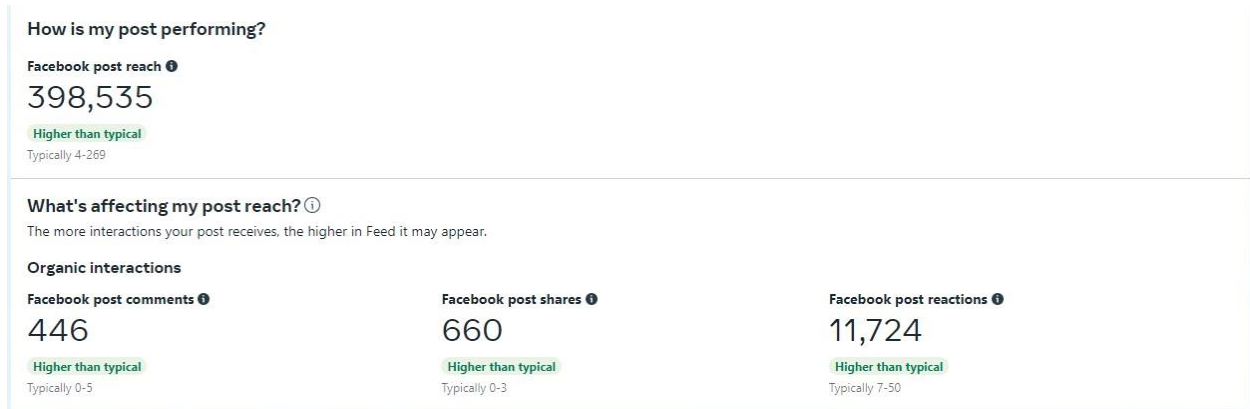
Brightsign Media Displays

The display screens were updated in both the lobby and children's department and are now capable of displaying video. With the upgraded capabilities, the movement on the displays does a good job in catching attention. I have personally witnessed more patrons commenting on the displays and getting excited about the events posted on them.

July

In July, we were invited to monetize our Facebook page. This means the more our content gets shared, commented on, and interacted with, we earn money. Facebook says, "Creators are artists, influencers, public figures and others who produce and share creative content on Facebook and other platforms. Content is valuable because it can bring people together around shared experiences and shape cultural moments."

Shortly after we set up our monetization, we had a post go "viral". To date, these are the stats of this single post:



We have earned \$50 in the month since we monetized our Facebook content.

Media Mentions & Stories

April: Fox Cities Magazine-Local Library Love

May: WLUK, WHBY, Local 5 Live, 943JackFM-Wisconsin Remembers: A Face for Every Name

James Berven interviewed and appeared on Local 5 Live

June: WLUK-Storybook Walk and 1000 Islands Partnership

Jenny Schink and Sarah Wroblewski interviewed for a live morning segment on Good Day WI

Appleton Monthly-Little Free Pantry

July: WFRV-Touch a Truck

Jenny Schink interviewed at the event

Developing the Library Budget

Trustee Topic 8

Development Process

- The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs.
- The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered.

Development Process

- Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county).
- The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.
- After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program

Development Process

- Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board.
- The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Source of Funding

- Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.
- Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality.

Source of Funding

- Under Wisconsin law, public libraries may not charge fees for information providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes.

Sources of Funding

- Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.
- Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Budget Characteristics

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.
4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

- These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas

Terms and Distinctions

Operating vs. capital costs

- Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts

Terms and Distinctions

Income vs. expenditures

- Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Terms and Distinctions

Municipal accounting vs. library accounting

- As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability.

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

2023 Statistics								2022 Statistics				
Circulation	January	February	March	April	May	June	July	2023 Y-T-D	July 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	12,137	10,639	10,831	15,836	13,829	83,860	13,945	83,329	-116	-1%
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	2,140	2,236	14,725	2,045	13,958	191	9%
Hoopla Usage	385	400	450	443	460	464	509	3,111	285	1,332	224	79%
Items Loaned	2,188	1,962	2,372	2,311	2,195	2,323	2,446	15,797	1,917	13,035	529	28%
Items Borrowed	3,096	2,786	3,340	2,834	2,813	3,079	2,786	20,734	3,143	23,168	-357	-11%
Teacher Packs	4	4	3	2	1	2	1	17	4	19	-3	-75%
Door Count	7,079	7,233	9,062	8,484	8,078	9,893	8,092	57,921	8,221	46,869	-129	-2%
Services	January	February	March	April	May	June	July	2023 Y-T-D	July 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	282	357	280	1,986	225	1,531	55	24%
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	1,464	1,330	10,009	1,452	8,989	-122	-8%
Youth Programs	13	26	28	25	116	21	17	246	26	203	-9	-35%
Youth Program Attendance	357	512	855	1,398	3,017	563	800	7,502	2,361	8,156	-1,561	-66%
Adult Programs	10	14	8	16	14	15	16	93	10	59	6	60%
Adult Program Attendance	103	112	131	158	160	150	151	965	148	750	3	2%
General Interest Programs	11	8	4	2	1	14	11	51	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	86	1,041	108	4,215	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	57	58	47	406	60	335	-13	-22%
Study Room	113	139	175	164	121	131	167	1,010	88	502	79	90%
Volunteer Hours	108	95	101	124	98	115	92	733	106	708	-14	-13%
Local History Inquiries	15	11	23	10	16	13	13	101	14	100	-1	-7%
Technology Instruction 1:1	11	15	16	13	10	19	9	93	8	71	1	13%
Proctor	0	0	0	1	0	0	0	1	0	5	0	#DIV/0!
Notary	1	0	0	3	1	3	2	10	1	19	1	100%
Social Statistics	January	February	March	April	May	June	July	2023 Y-T-D	July 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	3,892	4,073	5,398	2,724	32,230	4,616	29,168	-1,892	-41%
Facebook Page Like	102	36	27	23	27	94	264	573	62	402	202	326%
Facebook Followers	-	-	-	6,526	53	107	344	7,030	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	23	52	34	520	NEW	STAT	NO HIS	TORY
Instagram Followers	683	20	17	15	13	19	8	775	NEW	STAT	NO HIS	TORY
Items Held by Library	January	February	March	April	May	June	July	Month to Month # +/-	July 2022	# +/-	Quarterly Report	
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	63,943	64,370	427	61,708	2,662		
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	68,664	69,128	464	66,006	3,122		
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	10,772	10,772	0	10,955	-183		