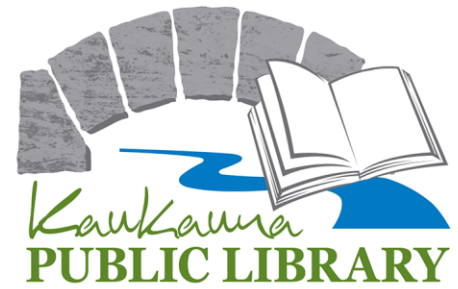


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 24, 2023 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. [Tuesday, September 26, 2023 Meeting Minutes](#)
4. Public Participation and Communications
5. Action Items
 - a. [Bill Register September 2023](#)
6. Information Items
 - a. [Directors Report](#)
 - b. [Adult Services Librarian Report](#)
 - c. [Youth Services Librarian Report](#)
 - d. [Local Historian Report](#)
 - e. [Trustee Topic 10](#)
 - f. [Statistics](#)
7. Information Items
 - a. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director
 - b. Return to open session for possible action.
8. Adjournment

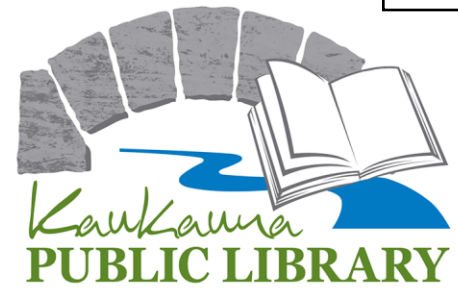
NOTICES

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/81403652423?pwd=citoZmMrU1VwU2I3bjUvczkvOEw1Zz09>



LIBRARY BOARD MEETING MINTUES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 26, 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 5:33p.
2. Roll call of membership
 - a. Present: C. Fallona, J. Lucas, M.J. Kilgas, C. Van Boxtel, A. Neumeier, K. Hietpas, A. Schneider, J. Van De Hey, J. Vondracek
3. Approval of minutes from previous meeting
 - a. Tuesday, August 22, 2023 Meeting Minutes
 - b. C. Fallona made a motion to approve the Tuesday, August 22, 2023 Meeting Minute, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
 - a. A. Thiem-Menning showed a thank you letter from Mile of Music for library volunteers.
5. Action Items
 - a. Bill Register August 2023
 - b. C. Van Boxtel made a motion to approve the Bill Register August 2023, seconded by J. Vondracek. Motion carries; all in favor.
 - c. Meeting Room Policy Update
 - i. A. Neumeier made a motion to approve the Meeting Room Policy Update, seconded by K.Hieptas. Motion carries; all in favor.
 - d. Collection Development Policy Update
 - i. C. Fallona made a motion to adopt the Collection Development Policy Updates with the addition of the sentence: "The selection of an item does not imply the library's endorsement of the opinions expressed by its creator, nor does the failure to purchase an item imply library disapproval of those opinions," seconded by A. Neumeier. Motion carries; all in favor.
 - e. Privacy Policy Update
 - i. A. Neumeier made a motion to adopt the Privacy Policy Update, seconded by C. Van Boxtel. Motion carries; all in favor.
 - f. Adopt 2024 Goals
 - i. J. Lucas made a motion to approve to 2024 goals, seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
 - a. Directors Report

- i. A. Thiem-Menning gave an overview of the draft library non-personnel budget.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - i. Youth Services Librarian S. Wroblewski stopped into the meeting to share with the Board what she learned about neural coupling and how it related to literacy.
 - d. Trustee Topic 9
 - i. The topic this month was on managing the library's money.
 - e. Statistics
 - i. A. Thiem-Menning noted that the negative in the youth programming attendance category is because we have to track a general audience now per the state, which is where we place multi-generational programs.
 - ii. J. Vondracek made a motion to place the reports on file, seconded by J. Van De Hey. Motion carries; all in favor.
- 7. Adjournment
 - a. The meeting adjourned at 6:56p.

Join Zoom Meeting

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

Meeting ID: 820 7216 9200

One tap mobile

+13092053325,,82072169200# US



City of Kaukauna
City - Income Statement Detail
Sep 2023
Options: Activity Only

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	9/14/2023	Sep 2023	JE106		\$19,335.94	REGULAR PAYROLL
	Journal	9/14/2023	Sep 2023	JE106		\$1,181.57	HOLIDAY PAY
	Journal	9/28/2023	Sep 2023	JE122		\$21,184.49	REGULAR PAYROLL
Total - 5101 - Regular Payroll						\$41,702.00	
5104 - Temporary Payroll							
	Journal	9/14/2023	Sep 2023	JE106		\$1,058.51	PART-TIME/SEASONAL
	Journal	9/28/2023	Sep 2023	JE122		\$2,309.86	PART-TIME/SEASONAL
Total - 5104 - Temporary Payroll						\$3,368.37	
5151 - Retirement Plan							
	Journal	9/14/2023	Sep 2023	JE106		\$1,034.49	WI RETIREMENT
	Journal	9/28/2023	Sep 2023	JE122		\$1,019.46	WI RETIREMENT
Total - 5151 - Retirement Plan						\$2,053.95	
5152 - Residency							
	Journal	9/14/2023	Sep 2023	JE106		\$99.22	RESIDENCY
	Journal	9/28/2023	Sep 2023	JE122		\$105.00	RESIDENCY
Total - 5152 - Residency						\$204.22	
5154 - Social Security							
	Journal	9/14/2023	Sep 2023	JE106		\$301.22	MEDICARE
	Journal	9/14/2023	Sep 2023	JE106		\$893.42	SOCIAL SECURITY
	Journal	9/28/2023	Sep 2023	JE122		\$879.70	SOCIAL SECURITY
	Journal	9/28/2023	Sep 2023	JE122		\$329.01	MEDICARE
Total - 5154 - Social Security						\$2,403.35	
5157 - Group Health Insurance							
	Journal	9/14/2023	Sep 2023	JE106		\$3,514.28	GROUP HEALTH INSURAN
	Journal	9/28/2023	Sep 2023	JE122		\$3,307.28	GROUP HEALTH INSURAN
Total - 5157 - Group Health Insurance						\$6,821.56	
5160 - Group Life Insurance							
	Journal	9/14/2023	Sep 2023	JE106		\$20.83	GROUP LIFE INSURANCE
	Journal	9/28/2023	Sep 2023	JE122		\$20.83	GROUP LIFE INSURANCE
Total - 5160 - Group Life Insurance						\$41.66	
5163 - Workers Compensation							
	Journal	9/14/2023	Sep 2023	JE106		\$36.66	WORKERS COMPENSATION
	Journal	9/28/2023	Sep 2023	JE122		\$39.94	WORKERS COMPENSATION
Total - 5163 - Workers Compensation						\$76.60	
5208 - Travel - City Business							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$180.00	
Total - 5208 - Travel - City Business						\$180.00	
5211 - Education & Memberships							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$150.00	
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$1,305.00	
Total - 5211 - Education & Memberships						\$1,455.00	
5303 - Communications							
	Journal	9/28/2023	Sep 2023	JE122		\$25.00	CELL REIMBURSEMENT
Total - 5303 - Communications						\$25.00	
5309 - Water Sewer & Electric							
	Vendor Invoice	9/26/2023	Sep 2023	500114-01 092623	V0383 Kaukauna Utilities	\$1,980.77	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$1,980.77	
5312 - Maintenance - Buildings							
	Vendor Invoice	9/1/2023	Sep 2023	090123	V0016 Grand Kakalin LLC	\$8,820.00	September Maintenance
Total - 5312 - Maintenance - Buildings						\$8,820.00	
5313 - Lease - Buildings							
	Vendor Invoice	9/1/2023	Sep 2023	090123	V0016 Grand Kakalin LLC	\$11,993.00	September Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$132.67	
	Vendor Invoice	9/1/2023	Sep 2023	02-34060	V0003 Advanced Maintenance Solutions	\$2,165.36	September 2023
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$84.99	
Total - 5325 - Contractual Services						\$2,383.02	
5328 - Advertising							

	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$242.69	
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$33.81	
Total - 5328 - Advertising						\$276.50	
5401 - Office Supplies							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$624.40	
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$461.77	
	Vendor Invoice	9/20/2023	Sep 2023	L1853177904	V0723 Wis. Dept. of Revenue	\$10.00	Business Tax Regitration
Total - 5401 - Office Supplies						\$1,096.17	
5422 - Data Processing Supplies							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$191.39	
	Vendor Invoice	9/6/2023	Sep 2023	4233	V0528 Outagamie Waupaca Library System	\$535.72	Item Barcodes
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$18.72	
Total - 5422 - Data Processing Supplies						\$745.83	
5431 - Postage							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$14.97	
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$207.81	
Total - 5431 - Postage						\$222.78	
5441 - Library Materials							
	Vendor Invoice	4/11/2023	Sep 2023	ARU0353061	V0970 Broad Reach	\$81.96	Books
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$25.84	HILL LIN RECOVERY FROM NARCISSISTIC ABU
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$9.00	MARTIN S 15-MIN STRETCH
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$17.99	FOREVER CHAIR YOGA FOR SENIORS
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$15.68	BHASIN R WEVE GOT THIS UNLOCKING THE BE
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$11.39	WHITE KA YOUR GT MISCARRIAGE & PREGNANC
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$29.69	SIMON EL ATI TEAS 7TH /E 2023-2024 SG
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$16.48	INGRAM 99999999 LAMINATED PB COVERS 15
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$7.20	MILL JOH ON LIBERTY & THE SUBJECTIO
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$8.39	LEAF CAR 101 WAYS TO BE LESS STRESSED
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$8.39	HILL NAP THINK & GROW RICH
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$1.23	shipping
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$2.97	INGRAM 99999999 MYLAR JACKET-TAPED
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$89.00	SOCIAL S SOCIAL SECURITY HANDBK 2022 -L
	Vendor Invoice	7/28/2023	Sep 2023	77053998	V0323 Ingram	\$10.17	VITALE J SPA-PARADIGMA DE LA ABUNDANCIA
	Vendor Invoice	7/28/2023	Sep 2023	77093021	V0323 Ingram	\$16.25	
	Vendor Invoice	8/8/2023	Sep 2023	77206408	V0323 Ingram	\$61.04	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206407	V0323 Ingram	\$14.46	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206415	V0323 Ingram	\$9.34	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206413	V0323 Ingram	\$16.92	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206412	V0323 Ingram	\$27.49	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206406	V0323 Ingram	\$11.42	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206414	V0323 Ingram	\$32.76	
	Vendor Invoice	8/8/2023	Sep 2023	77206405	V0323 Ingram	\$31.92	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206410	V0323 Ingram	\$41.99	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206411	V0323 Ingram	\$13.10	Books
	Vendor Invoice	8/8/2023	Sep 2023	77206409	V0323 Ingram	\$23.04	Books
	Vendor Invoice	8/15/2023	Sep 2023	77327846	V0323 Ingram	\$39.81	Books
	Vendor Invoice	8/15/2023	Sep 2023	77327847	V0323 Ingram	\$12.45	Books
	Vendor Invoice	8/15/2023	Sep 2023	77327845	V0323 Ingram	\$30.48	Books
	Vendor Invoice	8/15/2023	Sep 2023	77327850	V0323 Ingram	\$20.85	Books
	Vendor Invoice	8/15/2023	Sep 2023	77327849	V0323 Ingram	\$81.99	Books
	Vendor Invoice	8/15/2023	Sep 2023	77327848	V0323 Ingram	\$35.03	Books
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$1,064.80	
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$0.99	INGRAM 99999999 MYLAR JACKET-TAPED
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$1.16	Shipping
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$10.63	NIKOLA-L ICHIRO & THE GRT MOUNTAIN
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$13.99	CARLE ER VERY CLUMSY CLICK BEETLE
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$3.59	KROUSE R UNI JOINS THE TEAM (UNI THE UN
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$11.19	FEDER SA PEACEFUL ME
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$12.36	INGRAM 99999999 LAMINATED PB COVERS 15
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$3.91	ANTONY S PLEASE MR PANDA (BOARD BOOK)
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$10.63	BRYON NA ROCKET SAYS SPEAK UP
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$4.19	HUBBARD WHO IS LEBRON JAMES
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$5.03	SEEBORUT SPA-MUY VERDE / TOO GREEN
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$7.83	REYNOLDS FART QUEST THE DRAGONS DOOKIE
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$8.97	ARANGO A SPA-IVELIZ LO EXPLICA TODO / I
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$9.51	STUART S MY SHADOW IS PURPLE
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$9.35	MOYER RI HAM HELSING #2 MONSTER HUNTER
	Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$7.17	LIU-TRUJ JUGO FRESCO

Item 5.a.

Vendor Invoice	8/21/2023	Sep 2023	77093018	V0323 Ingram	\$730.81	Library Materials
Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$8.95	GALBRAIT WEDNESDAY WILSON CONNECT
Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$3.59	KANN VIC PINKALICIOUS & THE PINKAMAZI
Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$5.03	AROESTE MAZAL BUENO
Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$7.27	FANG VIC BOO CREW NEEDS YOU
Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$3.59	GREENAWA PRINCESS TRULY PICKS A PUMPKIN
Vendor Invoice	8/21/2023	Sep 2023	77053999	V0323 Ingram	\$15.99	ORTEGO A KINDNESS IS MY SUPERPOWER
Vendor Invoice	8/24/2023	Sep 2023	77511608	V0323 Ingram	\$33.59	Books
Vendor Invoice	8/24/2023	Sep 2023	77511610	V0323 Ingram	\$22.17	Books
Vendor Invoice	8/24/2023	Sep 2023	77511609	V0323 Ingram	\$20.79	Books
Vendor Invoice	8/31/2023	Sep 2023	504295645	V0472 Midwest Tape	\$1,267.46	Digital Library Materials
Vendor Invoice	9/5/2023	Sep 2023	77693305	V0323 Ingram	\$21.27	Books
Vendor Invoice	9/5/2023	Sep 2023	77693304	V0323 Ingram	\$31.56	Books
Vendor Invoice	9/6/2023	Sep 2023	77714689	V0323 Ingram	\$11.38	Books
Vendor Invoice	9/6/2023	Sep 2023	77714684	V0323 Ingram	\$13.02	Books
Vendor Invoice	9/6/2023	Sep 2023	77714685	V0323 Ingram	\$27.40	Books
Vendor Invoice	9/6/2023	Sep 2023	77714687	V0323 Ingram	\$41.23	Books
Vendor Invoice	9/6/2023	Sep 2023	77714688	V0323 Ingram	\$13.64	Books
Vendor Invoice	9/6/2023	Sep 2023	77714686	V0323 Ingram	\$60.54	Books
Vendor Invoice	9/7/2023	Sep 2023	77745609	V0323 Ingram	\$11.54	Books
Vendor Invoice	9/7/2023	Sep 2023	77745602	V0323 Ingram	\$20.30	Books
Vendor Invoice	9/7/2023	Sep 2023	77745607	V0323 Ingram	\$21.75	Books
Vendor Invoice	9/7/2023	Sep 2023	77745604	V0323 Ingram	\$32.71	Books
Vendor Invoice	9/7/2023	Sep 2023	77745605	V0323 Ingram	\$12.97	Books
Vendor Invoice	9/7/2023	Sep 2023	77745603	V0323 Ingram	\$28.10	Books
Vendor Invoice	9/7/2023	Sep 2023	77745606	V0323 Ingram	\$50.10	Books
Vendor Invoice	9/7/2023	Sep 2023	77745608	V0323 Ingram	\$11.39	Books
Vendor Invoice	9/7/2023	Sep 2023	77745610	V0323 Ingram	\$24.06	Books
Vendor Invoice	9/10/2023	Sep 2023	77791106	V0323 Ingram	\$8.54	Books
Vendor Invoice	9/10/2023	Sep 2023	77791105	V0323 Ingram	\$40.46	Books
Vendor Invoice	9/10/2023	Sep 2023	77791104	V0323 Ingram	\$10.90	Books
Vendor Invoice	9/11/2023	Sep 2023	77805177	V0323 Ingram	\$12.45	Books
Vendor Invoice	9/11/2023	Sep 2023	77805174	V0323 Ingram	\$44.97	Books
Vendor Invoice	9/11/2023	Sep 2023	77805176	V0323 Ingram	\$11.97	Books
Vendor Invoice	9/11/2023	Sep 2023	77805175	V0323 Ingram	\$68.22	Books
Vendor Invoice	9/12/2023	Sep 2023	77827064	V0323 Ingram	\$12.70	Books
Vendor Invoice	9/12/2023	Sep 2023	77827066	V0323 Ingram	\$13.07	Books
Vendor Invoice	9/12/2023	Sep 2023	77827067	V0323 Ingram	\$24.24	Books
Vendor Invoice	9/12/2023	Sep 2023	77827065	V0323 Ingram	\$5.71	Books
Vendor Invoice	9/12/2023	Sep 2023	77827068	V0323 Ingram	\$11.63	Books
Vendor Invoice	9/12/2023	Sep 2023	77827063	V0323 Ingram	\$17.87	Books
Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$596.15	
Vendor Invoice	9/25/2023	Sep 2023	78048821	V0323 Ingram	\$14.36	books
Vendor Invoice	9/25/2023	Sep 2023	100123	V0651 The Wall Street Journal	\$719.88	Annual Subscription
Vendor Invoice	9/25/2023	Sep 2023	78048817	V0323 Ingram	\$21.49	Books
Vendor Invoice	9/25/2023	Sep 2023	78048822	V0323 Ingram	\$22.79	Books
Vendor Invoice	9/25/2023	Sep 2023	78048818	V0323 Ingram	\$67.75	Books
Vendor Invoice	9/25/2023	Sep 2023	78048820	V0323 Ingram	\$12.35	Books
Vendor Invoice	9/25/2023	Sep 2023	78048819	V0323 Ingram	\$31.46	Books
Vendor Invoice	9/25/2023	Sep 2023	78048823	V0323 Ingram	\$13.57	Books
Vendor Invoice	9/26/2023	Sep 2023	78068084	V0323 Ingram	\$46.75	Books
Vendor Invoice	9/26/2023	Sep 2023	78068085	V0323 Ingram	\$13.20	Books
Vendor Invoice	9/26/2023	Sep 2023	78068087	V0323 Ingram	\$22.00	Books
Vendor Invoice	9/26/2023	Sep 2023	78068086	V0323 Ingram	\$7.78	Books
Vendor Invoice	9/26/2023	Sep 2023	78068088	V0323 Ingram	\$10.56	Books
Vendor Invoice	9/27/2023	Sep 2023	78097955	V0323 Ingram	\$35.61	Books
Vendor Invoice	9/27/2023	Sep 2023	78097956	V0323 Ingram	\$27.27	Books
Vendor Invoice	9/27/2023	Sep 2023	17462	V0576 Rivistas Subscription Services	\$53.64	Women's World
Vendor Invoice	9/27/2023	Sep 2023	78097954	V0323 Ingram	\$29.68	Books
Vendor Invoice	9/29/2023	Sep 2023	78132697	V0323 Ingram	\$22.50	Books
Vendor Invoice	9/29/2023	Sep 2023	78132699	V0323 Ingram	\$48.37	Books
Vendor Invoice	9/29/2023	Sep 2023	78132701	V0323 Ingram	\$39.81	Books
Vendor Invoice	9/29/2023	Sep 2023	78132700	V0323 Ingram	\$17.85	Books
Vendor Invoice	9/29/2023	Sep 2023	78132696	V0323 Ingram	\$95.80	Books
Vendor Invoice	9/29/2023	Sep 2023	78132703	V0323 Ingram	\$7.55	Books
Vendor Invoice	9/29/2023	Sep 2023	78132695	V0323 Ingram	\$12.35	Books
Vendor Invoice	9/29/2023	Sep 2023	78132702	V0323 Ingram	\$21.78	Books
Vendor Invoice	9/30/2023	Sep 2023	504431237	V0472 Midwest Tape	\$749.54	Digital Materials

Item 5.a.

	Vendor Invoice	9/30/2023	Sep 2023	78149361	V0323 Ingram	\$7.21	Books
	Vendor Invoice	9/30/2023	Sep 2023	78149360	V0323 Ingram	\$50.91	Books
	Vendor Invoice	9/30/2023	Sep 2023	78149362	V0323 Ingram	\$35.52	Books
	Vendor Invoice	9/30/2023	Sep 2023	78149363	V0323 Ingram	\$18.41	Books
Total - 5441 - Library Materials						\$7,749.84	
5442 - Service Contracts							
	Vendor Invoice	7/5/2023	Sep 2023	4185	V0528 Outagamie Waupaca Library System	\$24.00	Microsoft Office 365 licenses - July through Dec 2023
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$70.42	
	Vendor Invoice	8/25/2023	Sep 2023	INV11558392	V0441 Marco Technologies LLC	\$75.83	Copier Contract
Total - 5442 - Service Contracts						\$170.25	
5444 - Library Programs							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$298.45	
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$346.53	
Total - 5444 - Library Programs						\$644.98	
5499 - Miscellaneous							
	Vendor Invoice	8/16/2023	Sep 2023	081623a	V0123 Cardmember Service	\$189.92	
	Vendor Invoice	9/15/2023	Sep 2023	091523	V0123 Cardmember Service	\$112.65	
Total - 5499 - Miscellaneous						\$302.57	
Total - Expense						\$94,717.42	
Net Income						(\$94,717.42)	

Kaukauna Public Library

2023 Revenue Report

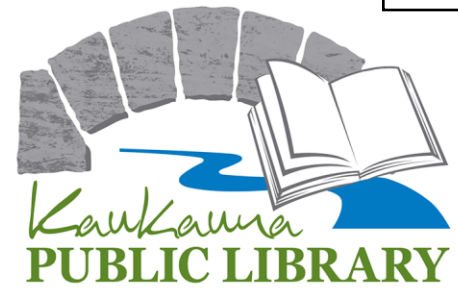
						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
March	\$ 15.29	\$ 605.88	\$ 89.00	\$ 13.00	\$ 723.17					\$ 723.17	\$ 146.37
April	\$ 30.87	\$ 354.45	\$ 64.40	\$ 30.00	\$ 479.72	\$ 90,339.50	\$ 101,693.00	\$ 22,953.00	\$ 214,985.50	\$ 215,465.22	\$ 179.34
May	\$ 1.00	\$ 506.80	\$ 75.50	\$ 35.50	\$ 618.80					\$ 618.80	\$ 57.96
June	\$ 17.31	\$ 473.90	\$ 84.25	\$ 24.00	\$ 599.46					\$ 599.46	\$ 118.19
July	\$ 23.18	\$ 327.46	\$ 76.20	\$ 8.00	\$ 434.84					\$ 434.84	\$ 162.72
August	\$ 41.05	\$ 499.50	\$ 84.00	\$ 11.00	\$ 635.55	\$ 90,339.50			\$ 90,339.50	\$ 90,975.05	\$ 309.31
September	\$ 8.51	\$ 416.55	\$ 55.00	\$ 8.00	\$ 488.06					\$ 488.06	\$ 169.04
Totals	\$ 181.93	\$ 3,965.32	\$ 659.95	\$ 142.50	\$ 4,949.70	\$180,679.00	\$101,693.00	\$22,953.00	\$305,325.00	\$ 310,274.70	\$ 1,432.33
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	(\$68.07)	\$965.32	(\$40.05)	\$92.50	\$ 949.70	\$0.00	\$0.00	\$0.00	\$0.00	\$310,274.70	\$ 1,432.33
<i>% of Budget Accrued</i>	73%	132%	94%	285%	124%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$375,955.65	\$529,791.00	(\$153,835.35)	70.96%
5104 - Temporary Payroll	\$22,546.47	\$15,000.00	\$7,546.47	150.31%
5151 - Retirement Plan	\$19,035.84	\$27,571.00	(\$8,535.16)	69.04%
5152 - Residency	\$1,947.13	\$5,867.00	(\$3,919.87)	33.19%
5154 - Social Security	\$21,970.04	\$31,990.00	(\$10,019.96)	68.68%
5157 - Group Health Insurance	\$72,943.64	\$106,056.00	(\$33,112.36)	68.78%
5160 - Group Life Insurance	\$410.11	\$684.00	(\$273.89)	59.96%
5163 - Workers Compensation	\$721.45	\$922.00	(\$200.55)	78.25%
5208 - Travel - City Business	\$283.20	\$1,000.00	(\$716.80)	28.32%
5211 - Education & Memberships	\$2,213.46	\$2,230.00	(\$16.54)	99.26%
5303 - Communications	\$225.00	\$300.00	(\$75.00)	75.00%
5306 - Heating Fuels	\$5,643.52	\$7,500.00	(\$1,856.48)	75.25%
5309 - Water Sewer & Electric	\$12,783.21	\$14,600.00	(\$1,816.79)	87.56%
5312 - Maintenance - Buildings	\$81,279.13	\$110,000.00	(\$28,720.87)	73.89%
5313 - Lease - Buildings	\$107,967.25	\$143,916.00	(\$35,948.75)	75.02%
5325 - Contractual Services	\$22,834.90	\$35,000.00	(\$12,165.10)	65.24%
5328 - Advertising	\$1,045.44	\$1,550.00	(\$504.56)	67.45%
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	\$5,330.70	\$5,500.00	(\$169.30)	96.92%
5402 - Desktop Printer/Fax Expense	\$977.72	\$800.00	\$177.72	122.22%
5422 - Data Processing Supplies	\$5,063.22	\$4,500.00	\$563.22	112.52%
5431 - Postage	\$1,023.84	\$850.00	\$173.84	120.45%
5441 - Library Materials	\$77,074.28	\$77,552.00	(\$477.72)	99.38%
5442 - Service Contracts	\$48,114.31	\$51,871.00	(\$3,756.69)	92.76%
5444 - Library Programs	\$3,757.33	\$3,000.00	\$757.33	125.24%
5499 - Miscellaneous	\$880.09	\$1,000.00	(\$119.91)	88.01%
5804 - Equipment (including Office)	\$6,103.60	\$9,700.00	(\$3,596.40)	62.92%
Total - Expense	\$1,009,542.53	\$1,300,162.00	(\$290,619.47)	77.65%
Net Income	(\$1,009,542.53)	(\$1,300,162.00)	\$290,619.47	77.65%



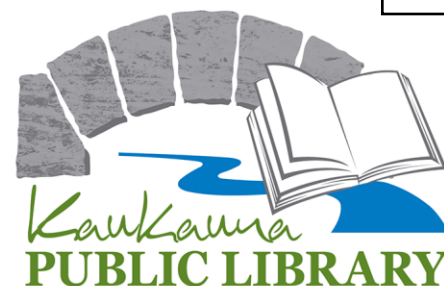
To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 10/18/2023
 Re: Community Partnerships

I recently had a meeting with the JJ Keller Foundation regarding food insecurity in Kaukauna. JJ Keller is hosting a holiday themed box-packing event with Feeding America and have chosen our Library as the recipient of 50 boxes. The boxes will be delivered on November 16 and in the time leading up to delivery, we will figure out how we plan to distribute the boxes to those in need before the holiday season. The boxes are non-perishable and do not require refrigeration.

I was also informed by an Alderperson about the Monthlies Project this week, and the very next day I met the person that administers the program! I have since filled out an application for us to be able to provide free menstrual products for our patrons. I also shared the information with the school district, as they are also eligible for the project.

The KHS Civic Engagement Class is also collecting food and hygiene products for us again! Over the next month, the group will be putting in flyers in different sections of the City and then picking up food. Students will organize the food and check it for expiration dates and then we will be bringing the items back to the Library.

Peter's Pumpkin Patch has donated 20 pumpkins to Library staff, who are going to get creative in decorating them as a Library fundraiser. Staff may not carve their pumpkins, as we do not want to smell rotting pumpkins here, but they are allowed to paint and adorn them as they see fit. Staff received pumpkins on 10/18 & 10/19 and have until 10/23 to bring in their final product. The pumpkins will be displayed and patrons can vote for their favorite pumpkin by contributing financially to it. The winner will be the pumpkin that earns the most money. To include our internet friends, we will also have an individual donation link for each pumpkin. So, patrons here in person can scan a pumpkin code to contribute online if they don't have cash and for our friends on the internet that don't come in, each pumpkin will also have a link for donations. With the discontinuation of Planters for a Purpose, we recognize the need to fundraise creatively near year-end to make up for the loss. We have also collaborated with Round House Manor residents, who are hand making donation request cards for us, to be mailed out for Giving Tuesday in November.

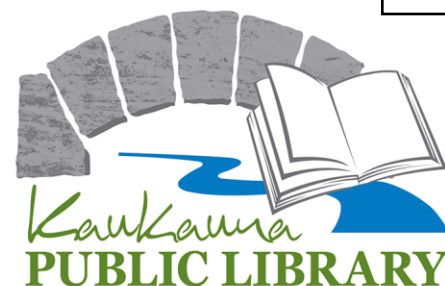


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/2023
Re: DRAFT Budget

The only change to date to the non-personnel draft budget was a drop to the contractual services line, reflecting our decision to change janitorial vendors. This was a difficult decision, as we have had our same cleaning staff since we opened the building. However, as we have not had a quote for cleaning services in a number of years, it was time to allow another company to come in for a quote. The quote did come in under our current costs.

The new vendor also has a ticketing system for issues that was impressive. Currently, we rely on taping notes in the closet for our cleaning staff regarding any issues and they leave me notes on my desk when it is time to reorder supplies. Another reason for switching is that the company can provide basic maintenance services. As we do not have any janitorial or maintenance staff on site during operational hours, and we are responsible for the repair of issues in the suite, it will be nice to have the option to utilize the same vendor from minor repair work. The new vendor also orders and stocks our cleaning products for us, which is one less thing for staff to worry about. We just have to tell them what products we like stocked (toilet paper/hand towels) and they will order it for us and put it away. Changing vendors was a cost savings of \$5,709 to City.

The personnel budget was presented on 10/17/23 to Council. There was a question from Council regarding the increase in hours for staff for year round Saturday hours, specifically how long the hours have been the same and if we have proof of the need for these hours on Saturdays. I was able to answer the questions to the best of my ability and feel that we will have support in this endeavor. I am currently pulling door count information to send. I also appreciated that the personnel budget presentation listed the items that were requested, which could not be added to the 2024 budget, which included our request for a Public Services Coordinator. I will be making the request again in 2025.



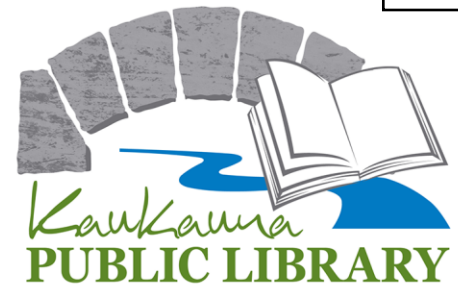
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/2023
Re: LIB Apprentice

I am happy to report that we have an apprentice as part of Libraries in Bloom. Apprentices complete 120 hours within 12 weeks, spending 10-15 hours in-person for community engagement and program implementation.

Our apprentice is Camille Billie, who is a recent graduate of the School of the Art Institute of Chicago. Camille is currently working as a Visitor Services Specialist at the Mitchell Museum of the American Indian. Camille will be reporting to our Native American Outreach and Engagement Coordinator, Kim Cackowski, as her mentor.

As a surprise to us all, Kim and Camille know each other, which will make the process even more exciting for us! Camille and Kim will spend two hours a week together to work on a project they select together. LIB will also be granting us \$1600 for their project, which was unexpected and very exciting, as it will allow us to introduce additional indigenous programs and resources.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/18/2023
Re: City Strategic Plan

At the 10/17 Council Meeting, City Council adopted the Strategic Plan as a working document through a resolution. This is the culmination of hours of work by City staff and is a very exciting step forward.

Tasks/tactics were identified under each goal the City has set for the next three years. One of the tactics is to create a DEI Advisory Group. I am pleased to announce that an introductory email was sent to gauge interest level among City staff. We have had enough interest to move forward and I will be planning to have the advisory group meet in January 2024. This is currently an internal group, similar to that of a corporate Employee Resource Group.

On 10/18 some Department Heads and City staff joined me in a virtual DE&I Leadership Conference through the MRA, a Human Resources association that Director Swaney introduced me to. The sessions we listened to were very good. The first session was on belonging, presented by Ritu Bhasin, who wrote *We've Got This* and *The Authenticity Principle*. Then we participated in two breakout sessions, one of which was very interesting about presenting business case type DEI work. This really focused on how we need to have buy in from all leaders. The last presenter was a comedian, Jessica Pettitt, who wrote *Good Enough Now*. While she was hilarious, she had some very important points about having difficult conversations about DEI work. Overall, I have some great notes from the virtual conference and do plan on watching several of the breakout session recordings.



Adult Services Librarian Report

Programming

Puzzle Palooza

The library hosted our 3rd Puzzle Palooza event on October 7th. Teams were trying to beat the 38 minute and 1 second record set previously by The Four Corners. The Four Corners competed again this time with two different team members. They won the competition for a second time, though didn't quite beat their previous time. Participants are looking forward to our next competition.



The Four Corners won Puzzle Palooza for the second time.

Trivia at TAQ and Bricks and Brews at TAQ

The library has partnered with TAQ Brewing for two programs. The first is a monthly trivia night at TAQ. Gavin creates the questions and gift cards to TAQ are given as prizes. The first event was well attended and drew 13 participants during the event.

The second program we have partnered with TAQ on is Bricks and Brews. Sarah R. creates a challenge each month and participants must meet that challenge using Lego bricks. The first challenge was to build the strongest bridge with at least six inches of clearance under it. The bridges were much stronger than anticipated, easily handling full cans of beer, kegs, and eventually the weight of one of the bartenders. It ended in a tie with two bridges refusing to give way at all. 23 people enjoyed the event.



TAQ owner Bob does his best to destroy a Lego bridge.

Sean Gaskell

We had a special guest Sean Gaskell perform for us using his 21 stringed West African harp called the Kora. The ancient instrument has historically been played by oral historians known as Griots in Gambia. He personally studied under two such representatives in Brikama, Gambia. He played traditional and original music during the program. The event was also livestreamed to Facebook.



Sean Gaskell playing the Kora.

Explore Our Trails

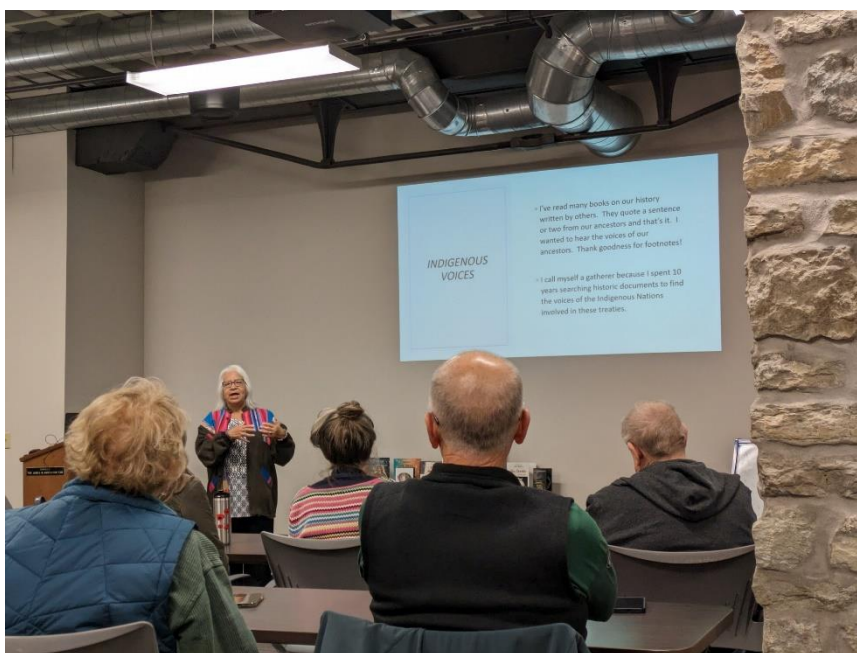
Library staff member Donna Leicht joined patrons for weekly early morning walks on three of Kaukauna's Trails. The group walked The Locks Trail, Nelson Family Heritage Crossing, and Konkapot Creek Trails. Water and energy bars were provided, and the group walked for an hour from 7-8am. We will likely bring this program back next year since participants expressed a desire to continue the walks.



Patrons enjoying the fall colors on the walks.

Dr. Carol Cornelius

This program was set up by and run by library staff member Kim Cackowski. She also wrote this summary of the program: Dr. Carol Cornelius author of *A History in Indigenous Voices: Menominee, Ho-Chunk, Oneida, Stockbridge, and Brothertown Interactions in the Removal Era* spoke at the Kaukauna Public Library on Monday, October 9. She talked about treaty history of Wisconsin and how tribes from the New York area were pressured to move to the Green Bay and Lake Winnebago Area. The book accounts nation-to-nation agreements that went unrecognized by the federal government resulting in more land being lost. Dr. Carol shared what that meant to the nations at that time from the Indigenous people's point of view. Not only did we discuss the history, but also how land loss affects Indigenous Peoples' culture. It was a night where we learned about resilience and reclaiming culture, and sharing from the Indigenous Nations point of view. In honor of Dr. Carol's visit, we were able to share a traditional food, corn soup. We learned about the tradition and stories behind the heirloom white corn now grown in Oneida in effort for food sovereignty. It was a great way to celebrate Indigenous Peoples' Day with sharing of knowledge, culture, and traditions.



Dr. Carol Cornelius speaking about indigenous voices.

Cruising the Danube and Discover Alaska with Heart of the Valley Travel

The library has partnered with Christine at Heart of the Valley Travel to offer educational travel programs at the library. The first program covered Christine's experience traveling the Danube on a river boat, and the second program was about exploring Alaska. Attendance has grown very quickly once word got out, with over thirty people attending the second program. Her next topic is exploring Switzerland by train. We plan to continue the programs into next year.

Technology Outreach

August's technology literacy topic was Facebook basics. At the Thompson Center, St. Paul Elder Services, and the library I taught older adults how to use and stay safe while keeping in touch with friends and family on Facebook. September's topic was comparison shopping online and navigating YouTube. At the comparison shopping class participants learned how to compare prices for items online as well locally in stores, how to check the price history of certain items for sale, and other tricks for making sure they find the best deal and stay safe while shopping online. The YouTube class introduced the website, demonstrated how to browse and search for videos, showed how to play, pause, fullscreen, and other video streaming skills, explained how YouTube is monetized, and gave examples of useful types of videos that can be found on the website.

Grants

East Asia in Wisconsin Library Program

The library has been happy to accept the East Asia in Wisconsin Library program grant for the last three years. UW Madison's Center For East Asian Studies awards grants of up to \$1,000 to libraries in the state for various programs or materials related to Far East Asia. I've applied again this year and have included the grant proposal summary below.

The Kaukauna Public Library plans to foster the cultural understanding of East Asia by hosting two events in 2024 in partnership with three other organizations. We are partnering with the Kanonji-Appleton Partnership, Japanese international students and Japanese language students from area high schools and colleges, and the City of Kaukauna Recreation Department. The Kanonji-Appleton Partnership (KAP) creates cultural exchange opportunities between Appleton, WI and its sister city Kanonji, Kagawa, Japan. Every summer Appleton area students and chaperones homestay in Kanonji for two weeks, followed by a Kanonji group home-staying in the Appleton area.

The first event is a hands-on Japanese cooking class. Japanese international students and Japanese language students from area high schools and colleges will teach participants how to cook a Japanese dish using the meeting room kitchen at the Kaukauna Recreation Department. The dish is yet to be decided, but the library will order a few Japanese cookbooks related to the dish for participants to check out. Cookbooks from other libraries will be borrowed to create a display to supplement our cookbook offerings.

The second event is an East Asian Cultural day in the summer of 2024. This daylong event will feature dances and instrumental performances, traditional arts and crafts, and another multicultural cooking program. I have contacted to a few performance groups and the cost of performance varies between about \$300-\$1000 per group.

Instead of an instructor lead cooking class, this cooking program will be structured collaboratively, pairing the Japanese students participating in the KAP exchange with local high school students. The students will be put into small groups and teach each other how to make a dish from their own country. This will allow the students the opportunity to work together and converse with students from another country.

Funds from the grant, if given, will pay for cookbooks, marketing expenses, food (if allowed), and a portion of the cost of the dance groups. Tentatively, the plan is to use a portion of the grant funds to pay for Madison's Zhong Yi Kung Fu Association Folk Art Performances, depending on availability. We must wait for KAP to finalize the dates the exchange students will arrive from Japan before we can confirm the performers. Because of this, there is a chance that this particular group will not be available. Any replacement group will be from the countries listed on the East Asia in Wisconsin Library Program 2023-24 Application Information PDF. There may be groups performing from countries outside of this list, depending on availability. Grant funds

will not be used for these groups. KAP and the Kaukauna Library will also use some of our own funds to pay for other performers and parts of the cooking program.

Youth Services at a Glance

Teacher Packs- 5

Youth Programs- 17

Youth Attendance- 370

General Interest Programs- 6

General Interest Attendance- 238

Program Highlights

Toddler Time was the start of our fall programming at the library. This monthly program offers stations for toddlers and their adults to explore a variety of activities focused on expanding their large motor, small motor, and sensory skills. For September, the theme was all about fall! From matching apples to raking leaves, all 36 patrons left with smiles. Daily storytimes also began mid-month, gaining attendees each week!

Kaukauna Public Library hosted our first-ever Comic-Con at the end of September. I have dreams of growing this event into something spectacular for our community! We only had 15 attend our 4-hour event, but that will not stop Kaukauna Public Library! Bigger and better for next year!



Fig 1. Working with hot glue



Fig 2. Tweens at the craft station



Fig 3. A strange adult

No month is complete without one of Miss Rachel's famous Sing-alongs! Over 50 of Kaukauna's music lovers gathered in the conference room to sing and dance on a Friday morning, filling this old mill with smiles and laughter.

This fall also began the new Homeschool Heroes program. Adult Services Librarian James led the first session, a Tech Introduction class, where he highlighted library apps and online services we help to offer homeschool families. There were 17 students in our first class; we changed the registration from series to session, hoping to increase attendance.

Collaboration Fun

Autumn Adventure at Piece Park welcomed area libraries to engage with local families on a Thursday evening. This event boasted free meals and plenty of fun for everyone! We collaborated with Appleton Public Library and read *Fall Is Not Easy* by Marty Kelley to the children while they decorated their own trees using colorful doobers. Over 100 patrons stopped by for program guides, commenting on the ease of our bookmark style.

1000 Islands invited the library to host a table in their second annual Focus on the Fox. We set up a pop-up library, introduced the indigenous connection to the Fox River with an interactive fishing board, and had supplies set out to make door hangers shaped like lightbulbs to remind passersby to turn off the lights! There were 36 visitors to our stations and 18 books checked out at this fun-filled event.

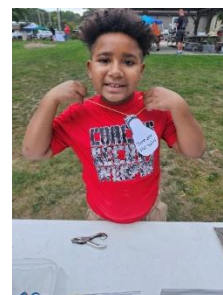


Fig 4. A visitor and their door hanger



Another new and exciting collaboration with the nature center that began this fall is our monthly Survival Saturdays program. The Boy Scouts of Kaukauna led a small group of participants through the basics of fire building. We supplied charred wood, cedar tinder, a variety of fire starters, and a tray to start their fires in, ensuring we left the area safe before ending the program.



Fig 5. A proud fire builder

The library made an appearance at the Fox Cities Marathon this year. Staff was there sporting our official unofficial KPL mascot costumes to participate in the Mascot Race. Fang came out ahead, but KPL had the last laugh as a crowd favorite. Uni and Rex for the win!

Fig 6. Rex the KPL Dino and Uni the KPL

Unicorn

Professional Development

September was low-key for continuing education. The BadgerLink webinar was a perfect addition to the month, detailing the excellent material they supply online for public libraries. This information source is one of those helpful gems we could share with our new and returning homeschool families. All webinars and conferences I attend have positive impacts on my role. I always walk away with new tools to implement and information to share.

Local History Report

Gavin Schmitt

October 2023

It has been six months since my last report, so a few updates for the board.

General remarks. With now over five years in my position, I am confident in my knowledge and abilities, and I'm making an effort to connect with other departments and local businesses. When these connections are made, the response is overwhelmingly positive and connecting the residents with their past is something both they and I place a lot of value in. Whenever possible, integration into the community will continue to expand. The library serves as the city's de facto historical society.

Newspaper digitization. The process is going slower than first expected because of turnaround times on scanning. At this time, the *Kaukauna Sun* and *Kaukauna Zeitung* are completely digital, and the *Kaukauna Times* is complete from 1880 through roughly the 1930s. At the current pace, the project may not be complete until mid to late 2024. The scans are fully searchable through newspaperarchive.com, and I've been made aware that people are finding this. On one occasion, a wagon and buggy researcher contacted us after finding an article online they would never have found otherwise. We also have copies of the digital scans on an external hard drive.

Our next step is uncertain. Initially, the plan was to host the digital files locally and allow people to search using free software called ResCarta. Other places, such as Oconto County, use this method. Because the digitization was covered by a patron donation, this meant the only cost to us was storage space. This route remains an option. It may also be worth looking into how much an in-house subscription to Newspaper Archive costs. In previous years, all OWLS libraries had access to this service, which was helpful in research because it also contains Appleton and Oshkosh newspapers (among countless others). The convenience and increased resource availability would have to be balanced with the cost before any determination is made.

PastPerfect. This summer we switched from our in-house single user PastPerfect subscription to an online subscription. Patrons anywhere in the world can access over 13,000 photographs and a wide variety of information on the people and places of Kaukauna. I want to acknowledge the hard work of volunteers (especially Carol VanBoxtel and Mary Hague) for making this happen. This project relied almost solely on the time and dedication of volunteers, and I could not be happier with the end result. Kaukauna Public Library is blessed to have such a wonderful team of volunteers – from projects like these to shelving, we literally could not operate without them.

Phase Two. I informally refer to the newspaper digitizing and PastPerfect as “Phase One.” With both of these major undertakings reaching the public, I have started to think about “Phase Two” and what BIG projects to pursue in the next few years. I'm certainly open to ideas from the board and general public.

- Digitization continues to be the buzzword in historical preservation, and while I don't think the physical documents will/should ever disappear, it's always good to see what

more can be added online, both for the ease of patrons, but also for the broader goal of exporting Kaukauna's presence beyond the walls of the building. As a researcher, I cannot overestimate the value of the millions of pages the National Archives and Library of Congress scan each year. For those with deep Kaukauna roots, the value of what we have may be equal to some national treasure.

- PastPerfect is more than a database of photographs and we should explore its other functions. Between filling patron requests and creating monthly programs and walking tours, I have amassed a large amount of business histories and local biographies, as well as over 70,000 Kaukauna-centric genealogical fragments. Integrating these into PastPerfect can transform it from the world's greatest photo album (already an important and amazing tool) into a rich, definitive Kaukauna encyclopedia.
- Though on the back burner for a while, I've long wanted to develop a "Walking Tour" app. With PastPerfect now public, this may be possible if each page has a defined HTML link (I'm unsure on this point). Google provides GPS data free of charge, so what I envision is a digital map with digital markers – clicking on the marker brings up a link to PastPerfect showcasing photos and information on that location. With GPS, we could pinpoint the exact spot a photo was taken in 1880 (for example) and a patron could bring up that image while standing on that spot today.
- Not that we don't already have many books on Kaukauna history, but as of now I plan to pivot in that direction in 2023. Carol VanBoxtel asked me to tackle the history of the police department, sort of as a complement to her fire department book. After hemming and hawing for a while, I am ready for the task. As many of you know, I have already been documenting major crimes for years, so it seems like a small step to shift that focus to the good guys and how the department has changed in the past 140 years. Further down the road, I am also considering a biography of Luther Lindauer, the most important person in Kaukauna history that most people don't know. And further still, I'm considering taking on the Grignon family. I have been perusing the family's archives in Green Bay, and I am of the opinion the family's involvement in politics and other areas has never fully been explored. Wisconsin's journey to statehood simply cannot be told without Kaukauna, and yet the depth and breadth of this contribution remains largely unknown.

At the risk of speaking too soon, I feel things in the KPL local history world are at a place where we can take on new challenges as the weight of the older challenges begin to lift. Again, I welcome any and all ideas... fresh perspectives are a must!

Trustee Training

Topic 10: Developing Essential Library Policies

Developing Essential Library Policies

- Wisconsin Statutes authorize the library board to establish both "external policies" (policies that determine how the library serves the public) and "internal policies" (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that "[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations." Additional broad authority is granted by Section 43.58(4): "... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation."

Policy Development Stages

- 1. Director, with staff (and maybe public) input, develops recommended policies.
- 2. Board discusses, revises (if necessary), and approves policies.
- 3. Director makes sure staff and public are aware of policies.
- 4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

Policy Development Stages

- In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

Policy Development Stages

- After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites to help make the public more aware of the library's services and policies.

Legally Defensible Policies

- Test #1: Policies must comply with current statutes and case law.
- Test #2: Policies must be reasonable (and all penalties must be reasonable).
- Test #3: Policies must be clear (not ambiguous or vague).
- Test #4: Policies must be applied without discrimination.

Policies vs. Procedures

- In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.
- Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director.

Discussion Questions

- 1. What steps can be taken to help a library develop good policies?
- 2. What would be an example of a “bad” library policy, and why would it be bad?
- 3. What should a library trustee do if he/she disagrees with a library policy?
- 4. Who is responsible for carrying out library policies?

2023 Statistics										2022 Statistics	
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Circulation	January	February	March	April	May	June	July	August	September	2023 Y-T-D	September 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	12,137	10,639	10,831	15,836	13,829	13,312	10,499	107,671	10,517	107,181	-18	0%
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	2,140	2,236	2,164	2,099	18,988	1,873	17,844	226	12%
Hoopla Usage	385	400	450	443	460	464	509	541	312	3,964	293	1,929	19	6%
Items Loaned	2,188	1,962	2,372	2,311	2,195	2,323	2,446	2,524	2,568	20,889	1,935	16,835	633	33%
Items Borrowed	3,096	2,786	3,340	2,834	2,813	3,079	2,786	3,107	3,012	26,853	3,284	29,692	-272	-8%
Teacher Packs	4	4	3	2	1	2	1	1	5	23	5	26	0	0%
Door Count	7,079	7,233	9,062	8,484	8,078	9,893	8,092	8,369	6,987	73,277	5,942	60,700	1,045	18%

Services	January	February	March	April	May	June	July	August	September	2023 Y-T-D	September 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	282	357	280	373	369	2,728	202	1,976	167	83%
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	1,464	1,330	1,314	1,355	12,678	1,175	11,467	180	15%
Youth Programs	13	26	28	25	116	21	17	20	17	283	22	245	-5	-23%
Youth Program Attendance	357	512	855	1,398	3,017	563	800	1,067	370	8,939	682	11,363	-312	-46%
Adult Programs	10	14	8	16	14	15	16	13	13	119	8	71	5	63%
Adult Program Attendance	103	112	131	158	160	150	151	95	129	1,189	163	1,090	-34	-21%
General Interest Programs	11	8	4	2	1	14	11	10	5	66	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	86	1,041	108	1,432	202	5,849	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	57	58	47	82	51	539	39	427	12	31%
Study Room	113	139	175	164	121	131	167	141	136	1,287	64	663	72	113%
Volunteer Hours	108	95	101	124	98	115	92	105	105	943	99	905	6	6%
Local History Inquiries	15	11	23	10	16	13	13	15	13	129	12	127	1	8%
Technology Instruction 1:1	11	15	16	13	10	19	9	6	8	107	9	88	-1	-11%
Proctor	0	0	0	1	0	0	0	0	0	1	0	5	0	0%
Notary	1	0	0	3	1	3	2	0	3	13	2	25	1	50%

Social Statistics	January	February	March	April	May	June	July	August	September	2023 Y-T-D	September 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	3,892	4,073	5,398	2,724	2,633	2,391	37,254	3,720	38,009	-1,329	-36%
Facebook Page Like	102	36	27	23	27	94	264	142	46	761	61	521	-15	-25%
Facebook Followers	-	-	-	6,526	53	107	344	205	88	7,323	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	23	52	34	50	12	582	NEW	STAT	NO HIS	TORY
Instagram Followers	683	20	17	15	13	19	8	19	19	813	NEW	STAT	NO HIS	TORY

Items Held by Library	January	February	March	April	May	June	July	August	September	Month to Month # +/-	September 2022	# +/-
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	63,943	64,370	67,794	64,430	-3,364	61,461	2,969
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	68,664	69,128	69,514	69,093	-421	65,863	3,230
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	10,772	10,772	10,772	11,042	270	10,955	87

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